

Date Written: March 2022

By: Kimberley Preston

Review date: March 2024

The review date for this policy will be as and when required

Health and Safety Policy

Health & Safety Policy Statement

The Directors, Head of School, and members of staff of Willow Park School acknowledge that health and safety plays an important part of our everyday business. The school will ensure so far as reasonably practicable the health, safety, and welfare at work of all employees. To this end we will commit to:

• Ensure safe handling, storage, transportation and use of articles and substances.

• Provide information, instruction, training, and supervision for all employees and to ensure so far as is reasonably practicable that all employees and are competent to do their tasks, and where appropriate to give them adequate training.

• Maintain an overall safe working environment, including access to the school and provide adequate welfare facilities.

• Consult with our employees on matters affecting their health and safety.

• Consistent control of the health and safety risks arising from our work activities and prevent accidents and cases of work-related ill health.

• Ensuring risk assessments are completed and record all of the school’s work activities which could constitute a significant risk to the health and safety of employees, students and others, mitigating against accidents and cases of work related ill health.

• Promote high standards and develop an overall positive health and safety culture within the school.

• Ensuring leaders have access to health and safety competent advice as stated in regulation 7 of the Management of Health and Safety at Work Regulations.

• Accept legal compliance as our minimum standard.

This policy will be reviewed at regular intervals or if there are any changes within the company.

**Responsibilities & Accountability**

The Schools’ Directors Overall and final responsibility for health, safety and welfare at this site is that of the Schools Directors. They are jointly responsible for complying with the law and ensuring the health, safety and welfare of the school’s employees, and the health and safety of persons affected by the business & other activities under their control. The School’s Directors will ensure that:

• They set a good personal example and encourage and enforce health and safety throughout the school.

• Risk assessments are carried out for all appropriate activities & their findings are communicated to relevant persons.

• Make provision to ensure that funds are available and allocated for the continual improvement of the communities’ health, safety performance.

• Suitable measures are taken to comply with the Health and Safety Legislation.

• The responsibility for health & safety issues are delegated appropriately and maintained during all work activities.

• Where required health and safety reports are available at management meetings.

• Ensure that where subcontractors are employed that they are conversant with the standards expected when working on behalf of the school.

• Ensure that necessary training is organised so that all employees are able to carry out their jobs safely

**The Head of School**

The Head of School is responsible for the day-to-day management of health and safety matters in the school in accordance with the Health and Safety policy and ensuring health and safety arrangements are carried out in practice by:

• Ensuring compliance with all aspects of health and safety legislation.

• Ensuring risk assessments are completed recording the school’s work activities, including those off site, which could constitute a significant risk to the health and safety of employees, students, and others.

• Communicating relevant hazards & risk to all persons who may be affected by health & safety risks presented while at our premises.

• Conducting pro-active and reactive monitoring of health and safety matters and ensure action is taken to reduce risk.

• Ensuring health and safety audits are arranged and remedial action is undertaken.

 • Managing and maintaining all relevant site-specific information (such as fire detection & warning systems, water treatment, etc).

• Ensuring that areas requiring statutory test and inspection are undertaken in good time within the statutory timescales and where remedial work is identified that these are communicated to the school’s directors.

• Employing competent, qualified, and professionally registered contractors to work on the school site.

• Ensuring Directors’ approval is sought prior to commencement of large-scale works’ or projects.

• Ensuring the Health and Safety Policy is reviewed and updated annually.

• Developing the health and safety action plan annually.

• Seeking specialist advice on health and safety matters where appropriate.

• Creating and maintaining an up-to-date Emergency Plan / implementing formal arrangements for managing emergency situations following DfE guidance as detailed below:

<https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>

• Implementing procedures for the authorisation of school visits.

• Ensuring that access to areas is controlled where the risk of injury is higher i.e. roof, gas & electrical cupboards, etc.

• Organising & directing investigations as necessary & inform the schools directors of any such occurrence.

**Students**

In accordance with the school’s rules and health and safety procedures all students will:

• Comply with the school’s health and safety rules and adhere to instructions given by members of staff, particularly in the case of an emergency.

• Students will not misuse equipment provided for the safety of themselves or others • Inform staff of any health and safety issues which are a concern

**Visitors**

All visitors will be expected to follow and adhere to the school’s rules and procedures.

 • Must take reasonable care of themselves and ensure that others are not affected by their acts or omissions

• Adhere to the school’s agreed ways of working including policies, rules and procedures.

• All visitors must comply with the visitor’s policy

• Curriculum visits will require a risk assessment to be completed ensuring the risk of radicalisation has been assessed

**Contractors**

All contractors must report to the school office on arrival to sign in and be informed by a member of staff of all relevant health and safety information. All major works should be completed out of school hours or during the school holidays. Whilst working on site at the school all contractors must adhere to the following:

• Prior to commencing with any works, all contractors will notify the school of any hazards that may arise from their work activities which may affect the day to day running of the school.

• Where the works consists of significant hazards, a permit to work must be issued to the contractor by the Head of School or a Director before they can start the work.

• Must adhere to the school’s health and safety rules and procedures

• Must inform the school if there are any changes to their work that could create further hazards.

**General Risks at Willow Park School**

|  |  |
| --- | --- |
| **Risk** | **Control Measure** |
| Vehicle Movement | This will be kept to a minimum speed within our car park when necessary. |
| Slips Trips and Falls | Where any slip, trip or fall risk is identified the area is to be made safe & directional signage displayed until the area is safe to use. Where the risk is temporary i.e during housekeeping /cleaning activities, appropriate signage is to be positioned & the activity undertaken during less busy periods. |
| Work at Height | Access to the roof or a height similar is to be managed by the head teacher or directors. |
| Fire | All employees are to be informed of the necessary actions in the event of a fire on their entry/recruitment into the organisation. Due to the nature of the school’s work evacuation routines are to be practised at least termly at the school. |
| Visitors and contractor activities | These are to be controlled at all times when they are on site by the head teacher or a director. |
| Members of staff using electric equipment | All members of staff will be briefed by the headteacher or a director with regards the use of electrical equipment. They will be responsible for reporting any concerns regarding equipment to the headteacher or a director. |

**Co-ordination and communication**

Any concerns to be reported to a director or the head teacher immediately.

Kimberley Preston-07742793695

Oliver Preston-07729973504

**Emergencies**

If assistance is needed for fire, police or ambulance please call 999 immediately. At the safest and earliest opportunity please call a director.

Kimberley Preston-07742793695

Oliver Preston-07729973504

**Evacuation**

|  |  |
| --- | --- |
| Person responsible for ensuring and supervising (where appropriate) controlled evacuation of people from the building or on site to a place of safety | HeadteacherDirectorsKimberley PrestonOliver Preston |
| Summoning of the emergency services | HeadteacherDirectorsKimberley PrestonOliver Preston |
| Ensuring a roll call is taken at the assembly point | HeadteacherDirectorsKimberley PrestonOliver Preston |
| That no-one attempts to re-enter the building until the all clear is given | HeadteacherDirectorsKimberley PrestonOliver Preston |

**Note: The priorities are as follows:**

**• To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.**

 **• To call the emergency services when appropriate.**

**• To safeguard the premises and equipment, if this is possible without putting persons at risk.**

**Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises will be determined by the directors or the headteacher.

**REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR) ENCOMPASSING ACCIDENT INVESTIGATION**

Introduction

We understand that we have a duty to maintain a safe place of work and that this includes taking all necessary steps to prevent accidents and ill health to this end all injuries, illnesses or dangerous occurrences which take place at work, no matter how minor they may appear to be at the time, must be reported and recorded.

The Management of Health and Safety Regulations 1999 The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 In such circumstances:

**Members of staff**: Must report any incident, accident or case of ill health, which may have been caused by a work activity in the first instance to a member of the administration team / School Manager.

**The Head Teacher** is responsible for liaison between the school, the directors and insurance broker where required and is responsible for recording the accident, completing the initial accident investigations & where necessary obtaining any witness statements. They will investigate any accident/incident in which harm did actually occur or had the potential to occur.

• The accident must be recorded.

• The initial incident/accident form must be completed.

• All documentation must be collated relative to the incident this may include but not be limited to;

• Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.

• Photographs of the incident/accident site when necessary.

• Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.

Dimensions/sizes of any relevant distances i.e. fall, drop or trip heights, distances/sizes of guarding failures, etc.

 • Details of any Police, HSE/EHO officers involved.

• Where appropriate any previous maintenance records of plant and machinery.

• Details of any relevant training.

• Copies of any previously carried out risk assessment.

• Copies of any method statements, safe systems of work or safe working procedures being followed.

• Copies of any safety data sheets for any substances involved in the incident/accident.

**Directors:** Following the occurrence of an incident/accident the management team must meet to discuss the requirement of involving the school’s broker/insurer.

**Reporting under RIDDOR**

 A full listing of circumstances requiring a report to be made under the present RIDDOR requirements is available from www.riddor.gov.uk. All employees who witness an accident, incident or near miss or to whom one is reported MUST make an entry in the accident report book as soon as possible after the event. The following types of incident must be reported using the accident reporting book:

• All accidents, incidents and near misses involving employees

• All instances of verbal abuse, aggressive behaviour and violence towards employees

• Any incidents which result in pupils or members of the public requiring further medical treatment

• Any incidents which are RIDDOR reportable.

**Record Keeping**

Once all investigations are complete all relevant records are to be held within the employee’s personal folder.

All records generated as a consequence of the incident/accident must be retained indefinitely.

**Accident Reporting**

Accident report book(s) are kept by the following people and located:

All accidents are recorded on an electronic form and stored on the computer.

All accidents must be reported and the form completed by a member of staff.

Person responsible for monitoring accidents, incidents, near misses to identify patterns and trends:

School directors.

**ALL RECORDS HELD INDEFINITELY**

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

**First Aid**

The school nominated first aider will:

• Maintain stock levels within the first equipment.

• Ensure that all accidents/incidents or near miss situations are recorded & investigated where necessary

• Inform the directors of any investigations.

The named first aider is: Kimberley Preston

A full list of trained first aiders is displayed at the reception.

Person responsible for ensuring first aid qualifications are maintained is: School Directors

Person responsible for ensuring first aid cover is provided on off site visits / out of school hours: No trips or out of hours are permitted without a qualified first aider. It is their responsibility to ensure appropriate first aid kit and any medication and/or equipment is taken with them.

First Aid Kits are kept: Willow Park School site in the main office.

First aid Room: This is located in between the kitchen and the toilets. Its sole use is for first aid, there is a bed and a sink within the room. There is also a first aid locked in the cupboard under the sink. A second first aid kit is locked and located in the kitchen.

All first aid kits will be regularly checked by the designated first aider

All staff must also be responsible for maintaining stock levels and report to the first aider if items need restocking within their individual first aid kits.

**Hazard Identification and Control**

* The school will maintain a comprehensive set of the risk assessments which, cover curriculum-based activities in school, school visits and the day to day running of the school’s premises.
* The schools risk assessments are available to all relevant persons and are available electronically
* Risk assessments are undertaken by appropriately qualified personnel in conjunction with relevant members of staff as required.
* The findings of the assessments will be reported to all relevant personnel.
* Any actions required to further reduce risk will be organised by the School directors to ensure the actions are implemented and will check that the implemented actions have removed/reduced the perceived risk. Such actions will be communicated to the staff as necessary.
* Assessments will be reviewed in line with the review carried out on this policy document, when the work activity changes, or should an accident or incident occur.
* Risk assessments for activities such as off-site trips are to be reviewed each time the trip takes place.
* General guidance on risks presented during the course of our work is detailed below this is specifically included to inform all staff of the general risks associated with work within our school.

Person(s) responsible for carrying out an assessment of the school’s work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:

All staff will provide risk assessments for lesson specific activities.

The school directors will oversee this and ensure all risk assessments are up to date & reviewed annually or if there are any changes.

All other risk assessments will be carried out by the schools directors.

Contractors are required to complete the School’s risk assessment template prior to commencing with works.

**Pregnant and young workers**

An independent risk assessment shall be carried out when; Workers become pregnant or are deemed to be at risk due to their inexperience i.e. 16-18 years old (i.e. should the school be part of a work experience program).

**Hazard Reporting and Follow Up**

All employees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the directors

All employees have a responsibility to ensure that a safe working environment is always maintained and are aware to report any hazards to the School directors.

The directors are responsible for initiating a risk assessment of hazards identified and any remedial action.

**Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to: School Director

Maintenance Defective furniture must be taken out of use immediately and reported to: School Director

Person responsible for ordering repairs and maintenance: School Director

**Slips Trips and Falls**

Where any slip, trip or fall risk is identified the area is to be made safe & directional signage displayed until the area is safe to use. Where the risk is temporary i.e. during house-keeping /cleaning activities, appropriate signage is to be positioned & the activity undertaken during less busy periods.

All staff have the responsibility to carry out daily checks of their working area to ensure a safe working environment.

**Information, Instruction and Training**

Person responsible for distributing all health and safety information received from the Local Authority / HSE / DfE is the school directors.

The records of employees’ signatures indicating that they have received and understood health and safety information is kept electronically by the directors.

The health and safety notice board is positioned at entry to the school site.

The HSE Health and Safety Law Poster is displayed: The Health and Safety Law Poster detailing points of contact and information sources is displayed within the office.

External advice is available from: The Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk) 07986 214 510

Health and Safety Training

A full list of relevant Health and Safety Training can be found in the training record log.

The directors are responsible for drawing the attention of all employees and voluntary staff the following health and safety matters as part of their induction.

* Health and Safety Policy (HSE, DFE, Local Authority)
* Risk Assessments
* Fire and other emergency procedures
* Accident Reporting arrangements
* First Aid
* Safe use of work equipment
* Good Housekeeping, waste disposal, and cleaning procedures
* Hazard reporting and maintenance procedure
* Special hazards and responsibilities associated with their work activity.

The directors are responsible for ensuring the planning, co-ordinating, implementing and reviewing the health and safety training of employees at Willow Park School.

We understand that we have a duty to provide relevant training and information. To this end, unless you have been trained and are expressly authorised to enter/access areas of the school’s premises, use specialist equipment you are forbidden to use such items or access such areas.

We are committed to ensuring full compliance with appropriate statutory and regulatory standards as detailed in the gov guidance:

<https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

Legionella

The directors are responsible in taking appropriate steps in reducing the risk of legionella. These steps are:

* Ensuring flush of outlets during periods of time unused (during school holidays).
* Cold taps to be kept below 20 degrees to remain below the legionella growth threshold.
* Hot taps for students to be between 43 and 50 degrees to prevent scolding.
* Hot taps to be used by staff maybe over 50 degrees to reduce the risk of bacterial legionella growth.

Fire Safety

Person with overall responsibility for managing fire safety is the directors of Willow Park School. Duties of this role include:

* Ensuring every member of staff will be informed of the necessary fire procedures during their induction to the school.
* Conducting fire safety evacuation procedures every term. Conducting and logging.
* Controlling any hot working activities.
* Formulating a fire safety risk assessment
* Regular checks and servicing of equipment
* Routine checks on fire doors
* Logging checks on fire doors and equipment.
* Displaying evacuation procedures.
* Provide fire safety training to appropriate staff.
* Fire Marshall is Kimberley Preston

Our fire risk assessment and all fire equipment are written and serviced with Flamex.

Security

Signing in and out system is in place at Willow Park School, and operates an offsite location record for staff to identify where and when they are taking students off site. There is restricted access to the school, during the hours of operation.

The directors are responsible for arming and disarming alarms as well as locking, and unlocking the building and grounds at Willow Park school.

Visitors

Visitors must report to the office when they visit the school. The directors are responsible for ensuring:

* An identity badge is given displaying their reason for the visit
* Obtainment of relevant safeguarding information and checks have been conducted where necessary.
* Obtainment of relevant health and safety information and checks have been conducted where necessary.
* The visitor has accurately signed in and out of the school.

Lone Working

The Health and Safety Executive (HSE) defines lone workers as “those who work by themselves without close or direct supervision”. This means that staff who work unaccompanied for periods of time are classed as lone workers. In our setting, this can include staff who work by themselves in the following situations:

* making initial contact and assessment visits to pupils in their own homes
* working 1:1 with a pupil in the community or classroom
* transporting pupils between home and scheduled activities

The directors are responsible for ensuring risk assessments are conducted and in place for lone workers, and will:

* Carry out a risk assessment
* Put systems in place to ensure staff who work alone are safe
* Record all assessment and safety measures identified to alleviate risk
* Regularly evaluate the systems to ensure they are still valid
* Ensure that if a risk cannot be made safe, two workers carry out the task
* Ensure staff training takes place
* Know where lone workers are during the day
* Ensure lone workers are supervised regularly, even if this is carried out differently from workers who work together
* Ensure that the company is insured to cover lone working.

Staff must also play their part in maintaining their own personal safety by adhering to the safety measures put in place by the organisation to protect them:

* Take reasonable care of their own and other people’s safety
* Have an awareness of their surroundings and the possible threats to their personal safety when working alone
* Be involved in assessing risk and identifying safety measures
* Leave the working environment if there is an imminent danger to their safety or that of their pupil
* Undertake and follow training provided to ensure their safety
* Follow the organisation’s policies and procedures set up to protect their safety
* Use equipment in accordance with the training given and not misuse it
* Tell the employer when safety measures are not adequate
* Tell the employer when they have encountered a ‘near miss’ or have identified additional risks to their safety that were previously unidentified
* Report to the employer any actual accidents or incidents that occur, using proper organisational procedure.

Our policy is to avoid Lone Working as far as possible by careful timetabling and scheduling shared use of resources, but this may not always be practical due to the nature and needs of the students.

Building work and contractors

It is the responsibility of the directors to ensure:

* Any person on the premises has been given all relevant health and safety guidance.
* They liaise with any contractors or work men throughout.
* Contractors and work men have been selected appropriately and have observed their health and safety, policies, risk assessments, method statements, insurance and past health and safety performance.
* Person responsible for commissioning building work is aware of their legal duties under the Construction (Design and Management) Regulations.

Control of contractors

The nature and size of the school, we will control all contractors and their work activity whilst they are on premises. The schools directors will be responsible for:

* Reporting to the contractor prior to work commencing
* Supervising the contractors
* Contact on completion of the work.
* responsible for ensuring contractors are aware of: Works which may affect their working area. Restrictions in placed Their responsibilities & actions should there be a need to evacuate the premises. Inform them of any additional work areas.
* ensuring receipt of: Contractors general risk assessment/method statement for their work activity. Contractor’s insurance-appropriate to the work activity. Appropriate training and competency
* responsible for control of contractors when additional hazards have been identified: To include direct supervision
* Appropriately Appointing a contractor when required to assist with an emergency break down or repair the work.

Working at Height

Access to the roof at any time by staff is strictly prohibited. Where work on the roof or at a height is required this will be controlled and managed by the directors.

When using step ladders is required, please follow the guidance below:

* They should be spread to their fullest extent.
* Ensure they are properly levelled for stability and should be placed at right angles to the work whenever possible.
* Ensure they are set on a level surface.
* Work should never be carried out from the top platform nor should overhead work entail overreaching.
* The top tread of a pair of steps, buckets or tool shelf should not be used for foot support unless there is an extension above the top to provide a handhold.
* Rear sections of steps should not be used for foot support.
* Only one person should use a step ladder at any one time.
* If steps are used in a doorway the door should be wedged open securely.
* Position the step ladders legs as far apart as the bracing bar allows.
* Check the step ladder is level before ascending.

Hazardous Substances

The school’s general work activities do not require the transportation, handling or storage of hazardous substances. We also try to ensure that general cleaning materials used on site present minimal harm to ourselves or the environment. However, if the situation alters, a risk assessment will be completed and relevant staff informed of the significant findings.

Inventories of hazardous substances used in the school will be maintained by the directors, in the following areas of the school:

Food and Catering

Cleaning

Maintenance

Copies of inventories/risk assessments can be found in the schools office including COSHHand material safety data sheets. Which are regularly updated by the directors. Regular checks on ventilation is also conducted by the directors.

Personal Protective Equipment

PPE is not required for our day to day activities. If PPE is identified in a specific situation then a risk assessment will be conducted and PPE will be put in place. This is to be monitored by the directors.

Due to the Covid-19 pandemic, the school ensures that there is a consistent stock of PPE for all staff members if/when required, this includes; Face masks, disposable gloves, disposable aprons and face shields.

Portable Electric Appliances and Hard Wiring Circuits

The directors are responsible for ensuring:

* That hard wiring circuits are periodically checked every 5 years and ensuring remedial action is taken after such an inspection. All records to be kept in the school office.
* Portable electronic appliance testing is regularly conducted on appliances.

All staff have a responsibility to report any signs of fault on electrical appliances, and must regularly visually check appliances. All staff must not use or bring in any equipment that has not been portable electronic appliances tested by the directors or nominated person. Staff are not to alter, tamper with or carry out in house repairs to any electric equipment.

Display Screen Equipment

Employees who are classified as users of display screen equipment will be entitled to an assessment of their workstations.

All members of staff that spend a significant amount of time using a VDU/DSE are to complete a self-assessment questionnaire and report this to the directors.

It is the responsibility of each member of staff to report all instances of discomfort which could be attributed to DSE/VDU work to the directors.

An on-going review will be carried out in addition for new starters commencing employment by the directors and all analysis to be held and recorded.

Willow Park School will reimburse DSE users the cost of their eye tests at frequencies decided upon by each individual’s optician or medical practitioner. Costs of appointments to be agreed with the directors beforehand.

Employees should notify the school directors if corrective eye wear be required following the diagnosis of an optician we will contribute to the cost of a basic set of frames, the amount of reimbursement will be decided upon as each situation is identified by the Directors.

 We will not pay any invoices for eye tests from any company unless prior agreement has been sought from the directors by the employee.

House keeping and Waste

We recognise that poor housekeeping is one of the most common causes of accidents in the workplace. The risk of accidents and injuries can be reduced if you adopt the following precautions:

* Check that your workplace is free from hazards at the beginning of each day & following work by contractors.
* Put articles away immediately after use.
* Clear up any spillages, etc immediately.
* Do not place objects in or allow them to protrude into corridors/lobbies/walkways.
* Do not obstruct access to fire alarms, fire extinguishers or any other emergency equipment.
* Do not obstruct access to electrical switches or panels.
* Ensure that waste materials are deposited in the containers & areas provided & designated.
* Do not store articles or substances anywhere other than in designated storage areas.
* Ensure the workplace is tidy and that articles and substances have been put away at the end of each working day.

The school directors are responsible for ensuring items that are not collected by the normal waste by notifying the waste authority and organising the removal of the item/s. If a member of staff is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately they are responsible for reporting this to the school directors.

Waste Management

Waste will be collected daily by each staff member and are responsible for their own working areas. Allocated staff members will ensure communal bins are emptied

The directors are responsible for ensuring the safe storage of waste in appropriately secure containers.

All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to the directors and when waste needs to be disposed of it should be reported to the directors.

The directors are responsible for the safe disposal of any hazardous substances or special waste and are responsible for ensuring the safe and appropriate disposal of any clinical waste.

Inspections

Inspections are to be carried out regularly in the following areas:

Catering

* monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards by directors
* selection, inspection, maintenance, training, supervision, safe use and risk assessment
* daily visual inspection and in-house routine periodic statutory inspection by teachers and directors
* temperature of the refrigerator and freezer are monitored and logged by teachers and directors

Internal Health and Safety Inspections

The schools directors are responsible for regular health and safety checks in the following areas:

* Planning
* Inspection
* Follow up report
* Further action implemented when necessary.

Manual Handling of objects

All staff and directors have a responsibility to identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment. All staff must monitor their own safety in regard to manual handling activities and they must not lift beyond their own capabilities.

Vehicle movement

The staff car park is not accessible to students during the hours of operation unless they are taken off site for either an emergency or a planned off site activity. Risk assessment and procedures in both these cases will be identified and communicated with all staff. When staff are using the car park the speed will be kept to the minimum necessary.

Staff should not be using vehicles to transport children, in an emergency 999 should be used.

Employee Consultation

* Any concerns regarding Health and Safety should be reported immediately by all staff to the director. This is an all staff responsibility.
* With any concerns reported the director will respond necessarily and communicate any actions to staff.
* Regular updates and routine checks will be reported to all staff during briefings.

Management Review

The directors will review this policy annually but will factor in all processes and procedures and make necessary changes after the review.

Medication and allergies

When students attend the school, parents /carers are asked to complete a registration form that includes highlighting any medication they may take and if they have any allergies. These are recorded in the individual student file.

Medication

Any medication is to be managed and stored in accordance with the instructions from a prescription.

Allergies

Staff are made aware of any known allergies student’s have and the measures to take to reduce the chance of exposure as well as actions to take in the event of an allergic reaction.

Staff will be provided with appropriate training when necessary for individual students medical/allergy needs.

Safety Signs

Various signs and notices may be displayed throughout our sites either permanently or on a temporary basis during contracted works. A brief explanation is made for each below, where each is displayed you must act appropriately in each case.

Prohibition (Must not)



A sign prohibiting behaviour likely to increase or cause danger. A round sign with a white back ground and a red border/diagonal cross bar.

Warning



A sign giving a warning of a hazard or danger. Triangular with a yellow background, black border and black symbols.

Mandatory (must be done/worn)



A sign prescribing specific behaviour. Round with a blue background and white symbol.

Emergency Escape of First Aid sign



Is a sign giving information on emergency exits, first aid or rescue facilities (escape routes, etc). Square or oblong with white symbols on a green background.

Covid 19

Willow Park School will follow the government guidance in order to operate in a COVID secure manner and to reduce the risk of the virus spreading.

Hygiene

Staff and students must complete regular hand washing which includes washing hands with soap for a minimum of 20 seconds. This should be done at regular intervals including the start of the day, break time, lunch time and at the end of the day. All are encouraged not to touch their mouth, nose or eyes. There are sanitising stations available around the school for additional hand sanitising.

‘Catch it, bin it, kill it’ is encouraged for all staff and students to ensure good respiratory hygiene is maintained. Rooms should be ventilated by opening windows where possible and working areas are wiped down regularly, after each use and throughout the day.

Visitors

Visitors must not attend if they are showing any signs of symptoms of COVID or have been exposed to any potential high risk circumstances. Visitors must follow all control measures that are set in place. All visitors are advised to not wear masks due to the impact on students, however they may do so if they wish.

Review of policy

|  |  |  |  |
| --- | --- | --- | --- |
| Area/Section/page | Detail amendments | Date | By who |
| First aid locationFire risk assesments | Location change and description addedFlamex have written the risk assesment for the building at Willow Park School and have provided and serviced the equipment. | March 23 | K Preston |
|  |  |  |  |