



Health and Safety policy

Created: Sept 2013
Last reviewed: July 2017



Health and Safety Policy

This document states our aims, principles and strategies for ensuring Health and Safety at:

White Trees Independent School
13a London Rd
Bishops Stortford
CM23 5NA

Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for students, teaching and non-teaching staff and other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a Health and Safety policy is essential to the running of the school. It depends upon sound management, vigilant supervision, and the cooperation of all (adults and students).

Responsibilities

All members of the school community (teaching and non-teaching staff, students, parents if applicable, residential home staff and visitors) work towards the schools aims by:

- Being fully aware of their own responsibilities for maintain a safe and healthy environment
- Being familiar with instructions and guidance for safety within the school
- Using common sense at all times to take responsible care for their own safety at that of others
- Reporting any unidentified hazards to the School Manager without delay.



The Management Team (Directors, School Manager if applicable) work towards the schools aims by:

- Providing and maintaining a safe and healthy learning environment, equipment and systems of work for all our employees and the students we provide education to. We will provide them with such information, training and supervision, as they need for this purpose.
- Recognising that there are higher levels of risk due to the nature of our students and providing further training to staff to be able to safely manage the any behaviours that may pose any higher risks. Likewise, our employees have a responsibility, which includes taking reasonable care of their own health and safety and that of others that may be affected by what they do or do not do.
- Recognising a greater level of care and vigilance is required in our schools for our students and Contractors in terms of safety procedures, within the vicinity of the school building.
- Establishing a system for reporting, recording and the investigation of accidents and near-misses and ensuring that this is applied rigorously.
- Monitoring and reviewing this policy, ensuring that necessary revisions are undertaken.
- Ensuring all staff are familiar with the Health and Safety policy of the school.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Continually improving Health and Safety Standards in line with relevant good practice, and not merely within the legal minimum standards.
- Ensuring that there are speedy arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire fighting equipment is available and maintained.

The School Manager works towards the schools aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety Policy, delegating practical aspects to the Operations manager

Learning Coaches, Learning Mentors and any Home staff (assisting Students in the school) work towards the schools aims by:

- Promoting a spirit of safety consciousness and using resources and training to develop the students' understanding of their own responsibilities in taking reasonable care of their own safety and that of others.
- Being good role models – vigilant and careful.



- Taking quick action to ensure that students are not allowed to jeopardise their own safety or that of others. In cases where the Student is intent on this, using training provided and following the Care and Control Policy to minimise the risk to the student, others and the property of the school.
- Providing opportunities and therapeutic forums to discuss appropriate health and safety issues.
- To make sure risk assessments are carried out before any off site visits or trips.

Students work towards the schools aims by:

- Taking part in a morning meeting with other students and staff to plan the day, and discuss issues at the School Council meeting at the end of the day.

Residential Home Staff and Parents work towards the school's aims by:

- Ensuring that the students attend the school in good health.
- Providing prompt communication to explain any absences.
- Ensuring school staff have a full handover regarding any incidents, behaviours and any other matters that have occurred at home which may mean the student could require extra support, understanding or the opportunity to talk with someone before starting their school day.
- Ensuring the school has up to date emergency contact details for parents and other professionals involved in the Students care.

Procedures

1. For ensuring involvement of all members of the school community we have:

- Regular discussion to review health and safety issues.

2. For providing students with opportunities to discuss health and safety

Issues we have:

- Daily meetings at the start of every school day, and school council meetings at the end
- A programme of personal and social education designed to promote self-esteem, mutual respect self-discipline and social responsibility.
- A programme of health education.



3. For accident prevention, reporting and investigation we have:

- Risk assessments formulated and regularly reviewed.
- Vigilance by staff to recognise potential causes of accidents (to include students' behaviour) and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the School Manager and an immediate response to such reports.
- Completion of the appropriate accident reporting paperwork to include any injuries sustained and body map completion if applicable.
- Prompt investigation of all accidents by the School Manager in order to establish the cause and adopt any remedial measures.

4. For First Aid provision we have:

- Trained, recognised first aiders in school at all times.
- Provision of fully stocked first aid boxes in the classrooms.
- A system of notification to home residential staff of any head injuries or minor injuries.
- Summoning of an ambulance where necessary by any responsible adult and arrange to meet and guide the ambulance if needed. A member of either residential or school staff will accompany a student to hospital.
- All staff will be trained in Emergency First Aid and a list of training dates will be held by the School Manager.

5. For fire precautions we have:

- A dedicated procedure for emergency evacuation which is displayed in the school and is shown to all visitors on their arrival.
- At least termly, recorded fire drill.
- Regular checks of equipment, procedures and exits by the School Manager and maintenance of equipment yearly by Taurus Fire Safety Limited.
- All fire exits clearly signed.
- As required by the Electricity at work Regulation 1989 the home will ensure that an annual electrical safety test of fixed wiring will be undertaken by a trained competent person qualified to do so and certified documentation will be kept onsite.
- Dedicated Fire Marshall training for all staff.

6. For the use and control of substances hazardous to health we have:



- Storage of such substances locked and not accessible to students.
- The issue of personal protection equipment (eg rubber gloves) when necessary.
- COSHH data sheets for all substances on site which are held by the School Manager.

7. For electric safety we have:

- Siting of equipment to avoid trailing wires.
- Annual PAT testing electrical contractors on all portable electrical equipment.

8. For coping with special medical conditions we have:

- Information given to all staff about any special medical conditions of Students attending the school and about what response may be necessary in an emergency.
- Liaison with parents and home staff about any changes in any student's medical condition.
- A requirement that all medicines brought to school must be clearly labelled with the student's name along with their dedicated recording sheets which will inform the dosage and frequency.
- For dispensing of medication please see policy for Medication Dispensing and Administration.

9. For ensuring personal hygiene we have:

- Encouragement of a high standard of personal hygiene to include Students washing their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education.

10. For ensuring outside safety we have:

- School rules about use of outside areas.
- Regular inspection and maintenance of outside areas.