



Health and Safety Policy

Review Period: Annual

Status: Statutory

Next Review: Spring 2021

Introduction

Under the Health and Safety at Work etc. Act 1974, Section 3, “It shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council.

Part 1 - Statement of General Policy on Health, Safety and Welfare at Sunnydown School

The Governing Body and Headteacher of Sunnydown School will so far as is reasonably practicable,

- Ensure a safe and healthy working environment for all employees, students and visitors
- Act in accordance with the general Health and Safety (H&S) Policy of Surrey County Council (SCC)
- Ensure all managers in the School community, to act in accordance with SCC/School H&S policy and procedures, and require the same of persons whom they supervise and for whom they are responsible

b) The Governing Body and Headteacher will so far as is reasonably practicable, implement, as appropriate, the policy, procedures, arrangements and supervision, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable, ensure:

- A school/workplace in a safe condition
- A safe working environment
- Safe systems of work
- Safe plant and equipment
- Safe access and egress to and from all areas of the School

In support of the above, the Governing Body and Headteacher will so far as is reasonably practicable, ensure that there is in place an adequate process for all necessary risk assessments for the School to be carried out and communicated to all relevant persons, and for significant findings to be properly incorporated into the School’s H&S procedures.

Part 2 – Organisation and Responsibilities for Health, Safety and Welfare

i)The Governing Body

The Governing Body approves the School’s H&S Policy and will so far as is reasonably practicable, monitor its successful implementation.

The Governing Body will so far as is reasonably practicable, as administrators of the School's delegated budget, ensure that sufficient and appropriate resources are allocated to implement H&S Policies.

The Governing Body will specifically:

a) Ensure that H&S targets are included in the Whole School Strategic Plan (WSSP). Targets may include:

- Provision of facility for health and safety purposes
- Reductions in accidents and incidents
- Training for Governors and Staff
- Revision of the policy or procedures

b) Nominate a H&S Governor as a H&S link between the Governing Body and the wider School community; he/she will use reasonable endeavours to stay up to date with School's H&S initiatives and inform the Governing Body accordingly

c) Be informed of and updated on Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC's behalf

d) Ensure that H&S is an agenda item on full Governing Body termly meetings and receive a termly H&S update within the Headteacher report, this report should include information on:

- Progress the H&S targets in the SDP
- Accident/incident analysis
- Relevant H&S information received from SCC or its Advisers
- Suggestion on future H&S initiatives

e) Facilitate any necessary review of the School's H&S policy and procedures as may become apparent through implementation of the strategies listed above.

ii) The Headteacher

As Senior Manager responsible for the premises and for all on & off site school-related activities, the Headteacher is accountable for the day-to-day implementation of the School's H&S Policy.

The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy.

In particular, the Headteacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons
- A process for risk assessments is applied within the School
- All appropriate areas/activities are covered (i.e. any risks identified as specific to the School)
- Appropriate control measures are implemented and assessments are monitored and reviewed as necessary
- There is a management system for monitoring the effectiveness of the H&S arrangements which form part of this policy
- Appropriate staffing levels for safe supervision are in place
- An adequate schedule of inspection and maintenance is set up to ensure a place of work in a safe condition and a safe working environment
- Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems

- First Aid/medical facility and equipment
- Premises staff equipment
- Curriculum specific equipment e.g. gymnasium

An adequate needs analysis of H&S training shall be undertaken for schools staff and sufficient resources put in place to ensure appropriate training is carried out. Such training may include:

- Headteacher H&S awareness
- H&S Induction training (all new and temporary staff)
- Emergency/Fire Training for the whole school community
- First Aid
- Risk Assessment Lifting and Handling
- Working at heights
- Any other specific H&S training identified by the training needs analysis as being necessary and appropriate
- The H&S Coordinator in her/his role
- Behaviour management

Adequate and easily retrievable H&S Training Records shall be available and up to date.

- An arrangement for securing and maintaining the provision of competent H&S advice as required by the management of H&S regulations is in place
- A termly H&S report to Governors, included in the HT report
- The School's cooperation and participation in the County's H&S monitoring arrangements via the H&S coordinator
- The appointment and appropriate training of an Educational Visits Co-ordinator (EVC) for the School
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the School are appropriately managed and monitored
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly
- The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape
- An appropriate deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher

The Headteacher may delegate functions as appropriate (e.g. an H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring compliance with the above responsibilities. In any event, the Headteacher will retain overall responsibility for ensuring that these responsibilities are carried out

iii) The Deputy Headteacher

The Deputy Headteacher, as well as undertaking the specific H&S functions listed below, will assume the above Headteacher's responsibilities in the absence of the Headteacher.

- Acts as the School's Visits Coordinator (EVC)
- Monitors the safe use of the school mini-bus', including screening driving licenses and appropriate insurance.

iv) Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this Policy within the individual areas which they control. In particular, line managers will ensure that:

- The School's Risk Assessment Process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly

- All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the School's procedures – OSHENS – which is a comprehensive health and safety management system.
- All persons whom they manage, or for whom they are responsible, are aware of their specific roles in the event of a fire emergency
- Any equipment/appliance which has been identified as being unsafe is removed from service
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher and a report to the Headteacher provided where necessary
- Staff H&S training needs are identified and the Headteacher informed accordingly
- Staff are properly consulted on any matters which may affect their health or safety whilst at work
- New, transferred and temporary staff receive appropriate H&S induction training
- First aid provision is adequate
- Pupils are given relevant H&S information and instruction
- Periodic inspections of equipment in line with recommendations (indoor and outdoor gym/PE/DT/Food/Log Cabin/Science)

v) Teaching Staff (including supply teachers)

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure that:

- Effective and appropriate supervision of the pupils at all times when they are in their charge
- Appropriate safety instructions are given to all pupils prior to commencing practical sessions
- They are conversant with the School's H&S policy and any arrangements specific to their own department
- They are familiar with the emergency procedures
- Where relevant, all personal protective equipment is suitable and in good condition prior to issue
- Where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice
- They report any defective equipment to the relevant person
- All accidents and incidents are reported and reviewed or investigated
- Sign on an annual basis to acknowledge their responsibilities and to raise questions

vi) Premises Manager

The Premises Manager reports to the School Business Manager (SBM) and in that person's absence, the Headteacher. In particular the Premises Manager will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe
- Any identified hazard is appropriately removed, isolated or contained as necessary to avoid danger
- Periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas (These may be carried out with others such as governors, H&S co-ordinator, etc.)
- Persons whom they supervise only undertake work for which they are competent
- Any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- All staff work in accordance with safe working practices issued by the School, the County Council etc.

vii) Health and Safety Co-ordinator

The Headteacher has appointed the SBM as the H&S Co-ordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the School and to report to the Headteacher accordingly.

Specific functions of the H&S Co-ordinator include:

- Having an overview of the School's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary

- Overseeing and supporting the School's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies
- Carrying out, with the Headteacher and others as appropriate, the School's accident/incident recording, reporting, and investigation procedures
- Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and taking whatever local action may be necessary to minimise the risk until repairs can be arranged
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinating regular H&S inspections, ensuring all areas of the establishment and activities are covered
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum

viii) All Employees (including temporary employees & volunteers).

All employees (including temporary employees & volunteers) are required to take care of their own health and safety whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the School to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

- Participate in the School's Risk Assessment Process and comply with its findings (including temporary employees & volunteers)
- Report any defects in the condition of the premises or equipment of which they become aware
- Report all accidents/incidents in accordance with the School's procedure
- Be familiar with the actions to be taken in the event of a fire/emergency
- Make use, where relevant, of personal protective equipment provided for safety or health reasons
- Follow all relevant codes of safe working practice and local rules
- Report any unsafe working practices to their Line Manager

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following arrangements have been established in school to ensure adequate/appropriate management of H&S risks. Accident Reporting, Recording & Investigation

The School has access to OSHENS, the SCC on-line reporting system. The following incidents are to be reported on-line:

- All injuries included in the statutory Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) information
- Injuries to either staff or pupils that require leaving school to attend hospital
- Incident/Injury occurring in school and resulting in
- sickness absence from either work or school
- Incidents where, in the view of the Headteacher, a subsequent claim is likely to be made by the person sustaining an injury
- Minor lumps and bumps that may occur from time to time in school, e.g. in the playground, are recorded within the School. A written record is provided by the person responsible for the pupil when the incident occurred. Records of these incidents are made by a Care/First Aid member of staff based on information shared by the injured person and witnesses. These records are held by the Residential managers in the Care/First Aid office.

Asbestos

One copy of the Asbestos Survey Record is kept in the main office and a second copy in the SBM's office.

- The Premises Manager ensures that any contractors on site have access to the register prior to undertaking any work on the premises.
- Staff must not nail or screw anything to walls or ceilings without first consulting the Premises Manager who will check the register to ensure area is asbestos free.
- All asbestos is labelled as such and staff finding damage to labelled areas must inform the Premises Manager immediately.
- Upon finding or having reported to him any damaged or unrecorded asbestos, the Premises Manager must evacuate the area locking shut any doors and report the find to SCC building maintenance help desk immediately. The area must stay locked shut until it has been inspected and made safe.

Contractors

The majority of building work carried out at the School is undertaken by contractors procured by SCC through its Buildings Maintenance Buyback Scheme and as such should have passed rigorous Health and Safety training. Any Health and Safety breaches carried out by these contractors must be reported to Surreys Building Maintenance consultants by the Premises Manager immediately.

All contractors are expected to adhere to safe systems of work agreed with the Premises Manager.

Contractors employed directly by the School for building works or cleaning etc. must provide proof of public liability insurance and any relevant qualifications needed to perform the job which they are carrying out, to the School Business Manager/Premises manager, prior to work commencing.

The Premises Manager is primarily responsible for responsible for monitoring all contractors' work and the manner in which they carry it out. However any member of staff with concerns should refer to the Premises Manager, and/or in his/her absence, the School business Manager/Headteacher.

Curriculum Safety

- All staff must be fully qualified to carry out their normal curriculum activities both in and out of classroom and should renew training and qualifications as appropriate. This is the responsibility of the member of staff and should be discussed as part of the annual performance management review.
- Any hazardous activities outside of normal curriculum activity should require a risk assessment signed off by the Deputy Headteacher or Headteacher.
- All curriculum activities must be carried out in accordance with relevant authoritative guidance, e.g., CLEAPSS and SCC.
- All offsite activities must be risk assessed and approved by the Deputy Headteacher as the Educational Visits Coordinator
- Staff must report any defective equipment or hazards in their workspace/classroom using the explained hazard/defect reporting process, at the same time ensuring the safety of other.

Drugs & Medications

Under the direction of the Residential Managers, the Care Staff are responsible for giving routine medication to pupils suffering from medical conditions and any first aid incidents. Staff must undergo statutory training before being allowed to administer medication.

All controlled drugs are stored in a locked cupboard in the Care/First Aid Office. All medication given to pupils must be recorded in the Medications Book and the entry signed by the member of staff. Details relating to the administration of medication (copy of which is in the Care/First Aid Office) can be found in the School's Medical Policy and Procedures. Hard copy is available from the Care/First Aid Office or on the school website.

Staff leaving the Care/First Aid Office must make sure it is locked when it is not in use.

Medical information and consent for giving medical treatment is obtained from Parents/Carers during the admission process. Where appropriate, pupils will have individual Treatment Plans.

First Aid staff receive training on the use of EpiPen at least annually.

Further advice and guidance regarding pupils' health needs is sought from the Surrey Schools' Medical Officer.

The Local Authority (LA) has produced guidance for schools entitled Pupil's Health and the Administration of Medicines which is kept in the Care/First Aid office.

Electrical Equipment [fixed & portable]

There is currently no strict legal requirement for PAT testing. The Government however has put regulations into place that pertain to the maintenance of electrical appliances and the most effective way to ensure that these regulations are met is through PAT testing.

However, it is the responsibility of the Premises Manager to ensure all electrical equipment and electrical services are inspected at the correct timings.

Class 1 Equipment must be tested annually. Class 2 equipment can be tested every 4 years, however, is often tested annually.

Findings must be documented and any items which fail the test must be withdrawn from use.

Any Portable Appliances brought in to school by pupils or staff must be tested by the Premises Manager prior to being used. The Care staff check residential pupils' equipment to ensure that it has been tested.

All fixed wiring and associated distribution boards must be tested on a 5-yearly basis by a qualified electrical contractor. Any category 1 remedial works must be completed as soon as possible. [\(Last Inspection 2018 – Next Inspection 2023\)](#)

Any electrical equipment which is found to be faulty or unsafe must be taken out of service, secured, and reported to the Premises Manager or a senior member of staff as soon as is practical.

Fire Precautions & Procedures (and other emergencies)

The Headteacher is responsible for organising two fire drills per term. For an evening fire drill the roll call lists located in the surgery. For a daytime fire drill registers kept in the main office are utilised.

Instructions for staff are posted in the staffroom and the main office. Fire action notices are posted by each fire call point.

Staff must ensure they are familiar with all Fire Escape routes and Fire Exits are and what the procedures are in the event of a fire or emergency.

Fire & Evacuation Routine and Record book and equipment testing log books are kept in the school office.

The Fire alarm system is tested weekly (on a Friday evening at approximately 4pm) during term time by the Premises Manager or the SBM. Quarterly inspections are carried out by London Fire Protection Services Ltd as are inspections of Emergency Lighting. Fire Extinguishers are inspected and serviced annually by a qualified contractor.

Staff should only use a fire extinguisher if they are confident and can do so without endangering their own personal safety, and only then if the Alarm has been sounded and the building has been/is being evacuated.

Line managers must clarify with staff that they understand the Schools' fire routines.

Fire Risk Assessment

The Fire Risk Assessment (FRA) of the building is carried out by a professional provider. The FRA is reviewed annually or sooner if there are any significant changes to the building or occupants. The “Significant Findings” of the FRA are prioritised and given a timescale within which any deficiencies must be rectified. The Headteacher will ensure that safety is properly managed whilst any necessary improvements are being made.

The Fire Brigade must be called whenever there is a fire no matter how small and even if it has been extinguished successfully by staff.

First Aid

- Location of First Aid Boxes: Kitchen, Office, Care Office, Residential surgery, residential kitchen, DT room, Science room, Gym, Practical Cooking room, Art room, Minibuses, Grab bag x 2 and School Car.
- There is also two first aid kits for trips. Included in each First Aid Box is a list of contents.
- Trained First Aiders are as listed on Staff Health & Safety information in Surgery and staffroom, updated & checked annually by Care Managers.
- Appointed person(s) to summon help in a medical emergency are Office staff, Headteacher, Head of Care.

Glass & Glazing

All glass in doors and door side panels must be either laminated or toughened safety glass. All glass in windows below 800mm from floor level must also be laminated or toughened safety glass.

It is the responsibility of the Premises Manager to ensure all glazing meets the required standard and that all replacement glazing is of the correct type for the area being replaced.

Substances Hazardous to Health (COSHH)

The Science Lead has taken on responsibility for monitoring Chemical use and storage for 2018 – 2019, with support from the Site Manager. An action plan has been developed.

It is the responsibility of users of substances to ensure that they are securely stored and inaccessible to all unauthorised users. Anyone requesting or purchasing substances should ensure that the least hazardous product is acquired and where practical non-hazardous products are used.

Premises/Non-Curriculum:- The Premises Manager retains an inventory of products, and records a COSHH assessment for each item. Further ensuring that that they are used in accordance with the suppliers safety instructions, and that users have sufficient knowledge and information to apply any necessary specified emergency procedures.

Curriculum: - Heads of Department must ensure that all hazardous products have a corresponding CLEAPSS Hazcard, and that all activities are carried out in accordance with prescribed safe systems of work.

The Headteacher must be advised, as soon as is practicable, of any significant incident involving substances Hazardous to Health.

Health and Safety Advice

The School buys back the Health and Safety advice service from Strictly Education4S. The Headteacher and Health and Safety Co-ordinator receive regular Health and Safety updates, bulletins and newsletters. Any Health and Safety queries can be clarified by the SE4S Health & Safety team.

There are several Health and Safety Law posters throughout the building which give contacts for the local Health and Safety Executive office.

Housekeeping, cleaning & waste disposal

Domestic staff are supervised by the Premises Manager, and together are responsible for keeping the buildings clean, and free from rubbish.

The waste is sorted at source into general waste and recyclable paper and cardboard and disposed of on a weekly basis by registered waste disposal contractors.

Domestic staff remove the waste daily and take it to the bin compound where it is placed in steel containers with lids. The bin compound is a safe distance from the building and is lockable.

Clinical waste is disposed of by approved contractors as required.

Any Health and Safety concerns the domestic staff have must be reported to the Premises Manager or SBM immediately.

Domestic staff must use "Wet Floor" signs when washing all hard floor surfaces and these signs must remain in place until floor is dry.

Sanitary bins are provided in all toilet areas which are emptied on a monthly basis by registered contractors.

There is a sharps bin in the care office for used syringes.

Handling & Lifting

All Staff must take care and use safe practices when lifting and handling. Nobody should carry any load that causes them discomfort.

The school provides trolleys and sack barrows that must be used when appropriate.

The Headteacher/H&S Coordinator ensures that all staff who have to lift and carry as an integral part of their work, receive sufficient information, training and instruction in order to carry out their tasks safely.

The Premises Manager and his assistant have attended Manual Handling Training and will normally be available to assist with any heavy or prolonged Lifting and Handling task.

Jewellery

All jewellery must be removed before taking part in Physical Exercise, and handed to a member of staff for safe keeping. The School is not responsible for any jewellery brought into School.

Lone Working

Where it is necessary or appropriate for a member of staff to work on their own and/or in isolation the following applies.

- No Hazardous activities should be undertaken, e.g., working at Height.
- There must always be a plan for emergencies and access to a phone (personal mobile phone is appropriate)
- The lone worker must inform other staff of where they will be working and what they will be doing.

Staff members must be mindful of the risks of being on their own with certain pupils where they cannot be seen by other members of staff, and these situations must be properly risk assessed prior to taking place.

Maintenance/Inspection of Equipment

The Premises Manager has primary responsibility for ensuring all equipment on the School site is safe to use and is serviced/inspected at the correct intervals.

Any member of staff with concerns regarding specific items must take steps to protect persons who may be affected and advise the Premises manager as soon as is practical.

The list of equipment, service/inspection intervals, who carried out the service/inspection and when it was last completed is located in the SBM's office in the "Maintenance and testing file". Certificates such as Gas Safety Certificates and Fire Certificates are also located in the SBM's office

Monitoring the Policy

Inspection of the premises is carried out weekly by the SBM and a report produced on a termly basis for the FGB within the Headteacher report. The inspection can be of the site in general or of a pre-designated area if there is a Health and Safety concern. Governors may be required to inspect an area following an incident as part of an investigation.

The Premises Manager takes note of any Health and Safety issues on a daily basis when unlocking/locking up the building and during the course of their working day.

It is the responsibility of all staff to report any Health and Safety issues or breaches of Health and Safety rules to either the Premises Manager or a senior member of staff at the first opportunity.

Personal Protective Equipment (PPE)

It is the responsibility of the Heads of Department or a person appointed by them to ensure adequate supplies of suitable Personal Protective Equipment are available if required for specific activities.

It is also their responsibility to ensure staff and pupils use this equipment when carrying out these activities and that it is used properly.

PPE must be inspected for hygiene and condition before use.

Break time supervision

On the playground, at least four (4) members of staff wearing high visibility jackets are on active supervision daily from 10.45-11.05am. Lynne McCarthy (HLTA), Jez Lord (DHT) and care managers monitor duties to ensure adequate supervision.

Lunch supervision

Seniors eat in the Dining Hall: 12.35 to 1.05pm supervised by at least four (4) staff. Juniors play outside: 12.35 to 1.05pm.

Students then swap at 1.05pm to 1.35pm.

On the playground, at least four (4) members of staff wearing high visibility jackets are on active supervision daily from 12.35 – 1.45pm. Lynne McCarthy (HLTA), Jez Lord (DHT) and care managers monitor duties to ensure adequate supervision.

Reporting Defects

Staff should record defects in the book in the main office for the Premises Manager to deal with on a priority basis.

Where any defect presents an immediate H&S hazard staff should take reasonable steps to isolate and/contain the hazard, and report same verbally to the Premises Manager as soon as is practicable. In the absence of the Premises Manager the SBM or the Headteacher must be advised.

School Trips/ Off-Site Activities

All school trips and outdoor activities must adhere to the protocols set out in the Schools' "Educational Visits" policy. The Deputy Headteacher is the School's Educational Visits Co-ordinator.

A copy of the School Emergency Plan is located in each vehicle and includes a copy of Operation Duke should an emergency occur)

School Transport/Vehicles on Site

Minibus/School Car: Weekly checks are carried out and recorded by the Premises Manager. Minibus/car drivers must ensure passengers are wearing seatbelts before setting off. All drivers must pass SCC competency test before taking pupils out.

The Deputy Headteacher has responsibility for checking all driving licences and insurance documents on an annual basis. Drivers of the School minibus must hold a full driving license a copy of which should be retained by the School.

It will be each driver's responsibility to notify the School if they are involved in any traffic violations which result in "points" being added to their license, this may mean their eligibility to drive the minibus may be reviewed.

Both minibuses and school car users undergo the annual M.O.T. which the Premises Manager is responsible for arranging. Residential Manager checks on a regular basis.

Most pupils are driven to and from the School in taxis arranged by SCC's School Transport Provider. Any complaints concerning either driver behaviour or the way they drive must be reported to the School Transport Provider immediately.

Occasionally staff are asked to use their own car to transport a pupil somewhere. This is only possible if the member of staff has business insurance which has been checked by the School Business Manager prior to departing.

Staff and visitors are reminded to not double park and to ensure safe access for emergency vehicles.

Parking bays are clearly marked in the main car park. There are two main parking areas at Sunnydown. A senior leader monitors taxis every afternoon. A member of staff (usually Pastoral) monitors arrivals of students in the morning.

Residential Staff parking arrangements are under review

No specific parking is allocated for visitors other than by arrangement. Disabled parking is identified beside the main school office.

Minibuses and school car have allocated parking spaces outside of the main car parks.

Smoking

In line with SCC guidance there is a No Smoking policy which covers the buildings, the grounds and School Transport.

Staff Consultation

Various roles relating to H&S are delegated throughout the school and include but are not limited to:

Headteacher – responsible for H&S
SBM – Health and Safety Coordinator
Premises Manager – Supports Fire Safety, vehicle maintenance/PAT/daily maintenance
DHT – External Visits Coordinator (EVC)
Science – Chemicals
HLTA – playground supervision
Care Managers - Medical

Staff Health & Safety Training and Development

All new staff go through an H&S Induction process with the SBM/Headteacher/HLTA.

H&S arrangements are reviewed annually at INSET training, and include Fire Safety and Emergency procedures.

Individual H&S training needs are assessed at performance management reviews.

Staff concerns should first be addressed via their Line Manager.

Staff wellbeing is taken seriously. Where necessary Stress Risk Assessments are carried out and monitored.

Supervision /Safeguarding

All Staff are subject to an enhanced Disclosure and Barring Service (DBS) check prior to starting work at the School. This process is initiated and monitored by the SBM.

In accordance with NMS 14 all partners of staff who reside onsite have an enhanced DBS paid for by themselves. While waiting for the DBS to be processed, either the partner does not stay onsite, or has a school based risk assessment in place to cover the interim period.

Trained ELSAs receive professional supervision.

Care Managers are offered Supervision by the Headteacher weekly.

Use of VDUs/Display Screens

All staff using computers are issued with the HSE guidance, “safe use of VDUs”. Administrative/office based staff have individual assessments at their workstation, organised by the H&S Coordinator.

Teaching staff are provided with office standard facility for any prolonged computer work, e.g., creating lesson plans and reports.

School Security

Forest View and the Food technology room have an intruder alarm system set each evening and door entry keypad systems.

An intruder alarm is also available for the main building however, because of the residential nature of this area, it is only set during extended periods of absence. In the case of the main building, the entrance has a key pad and second lock for security.

The rear door to the main building, classroom corridor door and Senior Boarders’ access door have been fitted with coded keypad entry systems restricting access to staff, pupils and residents only.

Several rooms which are required to be secure also have keypad locks e.g. Senior Surgery, Care Office/First Aid, ICT room and Practical Cooking room.

Visitors to the site are directed to the main entrance and instructed to ring the bell. Visitors are required to sign in and are given a visitors badge which they must wear at all times while on site. Visitors are never left on their own with pupils in order to protect both parties.

In the event of a pupil leaving the site without permission, staff will follow the protocol set up in the "Absence of a pupil without Authority" policy.

Working at Height

Staff needing to access a higher level must ensure that they have suitable equipment and adopt a safe system of work. Whenever unsure as to a correct system, staff must consult their line manager and/or the premises manager. Staff must never work at height when alone.

Contractors will make their own arrangements in consultation with the Site Manager.

Work Experience

All work experience placements are coordinated by Ben Wright. Where a pupil has any specific difficulties or areas of concern, the employer is given details of these to ensure they are fully aware of any possible problems.

Pupils are supported at their Work Experience placement by members of School staff and all students receive a visit from School staff during their placement to ensure everything is going smoothly.