



# Selwyn Hall School

## Health and Safety Policy

Selwyn Hall School, part of the Polaris Community, have a commitment to safeguarding and quality management, a robust approach to Health and Safety is vital.

This Policy defines how we approach Health and Safety to the best of our ability, such that we can protect our staff, pupils and visitors.

This policy forms part of the Polaris Quality Management System, aligned to ISO 9001 standards and applies to all companies within the community, unless stated otherwise

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## Contents

Statement of Intent .....	3
Responsibilities .....	4
Health & Safety Committee .....	4
Headteacher.....	4
Caretaker.....	4
Staff / Employees .....	4
Management Arrangements.....	4
Communication.....	4
Information & Instruction .....	4
Monitoring .....	5
Training .....	5
Premises Arrangements.....	5
Incident Reporting .....	5
First Aid .....	6
Fire Safety .....	6
Control of Substances Hazardous to Health Regulations .....	6
Electricity and Portable Appliances.....	6
Equipment.....	6
Gas Safety .....	7
Health & Hygiene .....	7
Offsite Visits .....	7
Security .....	7
Contractors .....	7

## Statement of Intent

This policy demonstrates how we plan to maintain a safe and healthy environment for all staff, pupils and visitors by taking responsibility of compliance with the statutory duties under the Health and safety at Work etc Act 1974 and the requirements of Ofsted.

We aim to prevent accidents and cases of work related ill health as well as to provide adequate control of health and safety risks arising from our activities as far as is reasonably practical. We will establish procedures and systems necessary to implement this aim. Our staff are informed of their responsibilities in supporting this aim and this is detailed within this policy.

This policy will be reviewed annually as a minimum.

We will achieve our health and safety obligations through by:

- Providing adequate training and development for staff to fulfil their obligations in supporting health and safety at work
- Providing sufficient resources to manage, monitor and carry out checks on our premises to ensure a safe working environment
- Consulting with our staff on matters that relate to their health and safety
- Ensuring all suppliers of products and services comply with their obligations and commitments to health and safety in their work with us
- Ensuring all equipment used by our staff and pupils are fit for purpose and adequately maintained
- Safely storing hazardous substances and ensuring they are handled appropriately
- Providing an effective process of communication and supervision for individuals visiting or working on our premises
- Effectively monitoring, reporting and acting on incidents, accidents, near misses and work related ill health to enable actions to mitigate or remove risks
- Ensuring we have access to professional and competent advice to enable us to continually improve our health and safety performance and management.

## Responsibilities

### Health & Safety Committee

The Health & Safety Committee for the group consists of the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Estates Manager and Health & Safety Manager.

The Committee is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

Consideration is taken to reports of inspection from external auditors, discussions in new regulations or legislation and implementing safe systems of work where needed.

Further health and safety advice is available from our consultant, Philip Wass where required.

### Headteacher

Overall responsibility for the detailed health and safety arrangement within the school is that of the Headteacher and in their absence with the designated leader in charge.

### Caretaker

Regular safety inspections are completed and records of the inspections are discussed with the Headteacher. Weekly checks of damages and state of repair are conducted but the expectation is that all staff report any concerns they have as soon as is practical to do so.

### Staff / Employees

All employees have the responsibility to co-operate to achieve a healthy and safe environment and to take reasonable care of themselves and others. Any health and safety concerns should be reported to the Headteacher.

## Management Arrangements

### Communication

Two-way communication of all health and safety information is encouraged. Health and safety is an item agenda at staff meetings. This is where the Headteacher can inform all staff of any health and safety issues / amendments and where staff are encouraged to raise any potential concerns they have.

### Information & Instruction

Information relating to health, safety and the environment will be conveyed to all staff, pupils and visitors who may be affected via:

- Notices on notice boards
- Signage
- Emails

- 1 to 1 conversations
- Meetings

If staff are concerned that the information they receive is inadequate to maintain their own and others safety this should be raised with the Headteacher.

### Monitoring

Monitoring is conducted by the:

- Checking and inspection of equipment
- Auditing for compliance with H&S procedures and legislation
- Identifying opportunities for improvements either in procedures of health and safety performance
- Auditing to check health and safety performance
- Maintaining records to provide evidence of these activities

Items to be monitoring include, but are not limited to:

- Fire alarm
- Emergency lighting
- Fire extinguishers
- Intruder alarm
- Access control system
- PAT
- Gas safety
- Asbestos
- Water temperatures
- Water outlet flushing
- Air-conditioning
- Accident and incident performance
- Inspection of KPI performance

### Training

In addition to induction training, where deemed necessary, the Headteacher will arrange for staff to undertake other types of training in health and safety related subjects. The Headteacher will assess staff training needs and identify minimum health and safety competencies and safeguarding for certain activities, this will include first aiders and fire wardens.

## Premises Arrangements

### Incident Reporting

All accidents are recorded and monitored. Parents / carers are notified of any serious injury or any injury to the face / head.

Any staff accidents should be reported and recorded on the Company's Incident Portal. Where required notifiable accidents are reported via RIDDOR. The incident should be reviewed and updated on the Portal until the staff member is back to fully fitness as they were before the incident.

Any hazards or near miss incidents should be reported to the Headteacher and added to the Incident Portal.

### First Aid

First Aid boxes are available in the staff room, art room and equipment is available in the medical room. Adequate numbers of first aid trained staff should be on site at all times.

Disposable gloves are available and all staff are advised to use them when dealing with bleeding or other bodily fluids. If there is an emergency situation, an ambulance is called and wherever possible, the parent / carer should accompany their child. Where this is not possible, the child is accompanied by members of staff until they can hand over to a parent / carer.

### Fire Safety

All exits are clearly marked and kept clear of obstructions. There are fire extinguishers and blankets throughout the school. Fire safety equipment is checked regularly by Link Integrated and records of their visits are kept.

The fire alarm is tested weekly by the caretaker or fire wardens. Fire drills are completed termly and recorded

In the event of a fire, all staff and children congregate on the field by the schools main entrance as marked with the assembly point sign. Fire wardens are responsible for checking toilets. If required the fire brigade will be called by the school secretary who will also take the registers out to teachers for role call.

Further details on fire safety are given within the Fire Safety Policy and Fire Safety Strategy.

### Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using such substances. The cleaning supplies are kept in a locked cupboard.

The Headteacher should be informed of any additional potential COSHH items that have been brought into school other than those we have records of.

### Electricity and Portable Appliances

All staff are expected to visually check equipment before use. Any damage should be reported to the caretaker along with the item being handed in. Where this is not possible due to the size etc. a notice should be added which states the item is faulty and should not be used.

In addition, a risk assessment is carried out on an annual basis and appliances are tested by an external contractor (PAT) and records are kept.

Particular care should be taken with the use of extension leads to avoid trailing wires. Extension leads should never be plugged in to one another to create a "daisy chain". No electrical equipment should be introduced into the school without the prior agreement of the Headteacher.

### Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be removed from use and reported to the caretaker with a notice stating the item is faulty and should not be used.

### Gas Safety

Gas boilers will be inspected annually by a Gas Safe registered engineer. The boiler room will be kept free of combustible materials and is subject to regular inspection. The boiler room will be locked at all times except when works are being completed to the heating and water systems.

### Health & Hygiene

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A medical care plan is then drawn up for each situation. In general only inhalers are kept in schools. Children who go home with a medical complaint or as a result of an accident are recorded in a book in the office.

The school has adopted a no smoking policy within the school building and grounds.

It is the responsibility of the Headteacher to monitor the cleanliness of the building regularly. Staff are responsible for clearing and maintaining their classroom areas and promoting cleanliness. All staff are responsible for encouraging good hygiene habits in the children with particular emphasis on hand washing.

### Offsite Visits

Offsite visits are considered a vital part of the way we teach and for our pupils development. Any offsite visit is carefully researched and a preliminary visit is made by the teacher.

Appropriate risk assessment forms must be completed and checked by the Headteacher.

It is the duty of the teacher in charge to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental / carer consent for the visit is always sought for any extended outdoor education visit which would be longer than the school day.

### Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only at the main entrance to the school. All doors leading to outside are secured throughout the day and locked overnight.

### Contractors

All contractors are expected to report to the main entrance on their arrival and departure. They should be working to their previously submitted risk assessments and method statements, paying particular attention to all tools and materials and ensuring that they are not accessible to pupils at any time. If they are working in an unsafe manner, they will be asked to stop work by the Headteacher or caretaker.