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**Health and Safety policy**

**Created**: February 2008 by Fran Higgins, Headteacher

**Updated: June 2022**

**Review: June 2024**

This policy is to be reviewed every two years

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**Blue Skies School Health and Safety Policy**

**The overall and final responsibility for health and safety is that of:**

Jonathan Higgins – Proprietor

Graham Richards – Headteacher

**Day to day responsibility for making sure that this policy is put into practice is delegated to:**

Graham Richards – Headteacher

**Introduction**

In a brief policy statement it is difficult to itemise all the measures necessary to ensure the health and safety of young people and adults in the school. It is also worth noting that sensible management of risk does not mean that a separate written risk assessment is required for every activity. Teachers and other staff have a common law duty to act, as any prudent parent would do when in charge of students.

1. **Classrooms**

Young people must not be left in classrooms unsupervised. Students in the Art room and Kitchen must wear suitable shoes and protective clothing. The main entrance door to the building has a locking mechanism at all times, all staff have a swipe card to allow entry. The gate to the rear car park remains locked when not in use.

1. **P.E. Games and Swimming**

Suitable kit is required for lessons. Young people with epilepsy, who have parental permission and doctor's approval to swim, will receive specific attention from a teacher in the pool with them.

1. **Play Areas**

Students must only play in supervised areas of the grounds. Staff on duty, between them, must have a comprehensive view of the play space. No students must climb onto roofs.

1. **Educational Visits**

A staff to student ratio of 1:3 should be the minimum occurrence on educational visits, however this is dependent on the SEN of the group. This does not apply to local shopping trips or independent travel where older students are concerned, which is at the discretion of the Head of School. Normally this would only involve two or three students. Staff are to follow guidelines for educational visits in Educational Visits Policy. All staff must carry out a risk assessment before any visit can commence.

1. **Fire Regulations / Emergency evacuation**
* The fire officer for the area is satisfied with safety exits from the building in the event of fire
* Fire Drill is held each half term and its effectiveness is discussed at Staff Meetings as necessary.
* The fire alarm call points are checked weekly and a log is kept in the school office.
* Fire doors must be unlocked throughout school day and any visible panels must be left clear where certain perimeter fire doors are locked a key with a break glass box is in place.
* Fire procedures are displayed in all classrooms. Fire fighting equipment is located nearby along with information signage. A register of all visitors is kept in the reception area and is monitored by the school office staff. Part time non-teaching staff should sign in using the Visitors log when they are on site. All visitors must wear 'visitors' badges. Staff leaving the building for short or long periods must sign in and out.
* All Fire fighting equipment is inspected regularly and updated as necessary.
1. **Fire Drill**

It is the responsibility of the teacher to ensure that students know what to do in the event of fire and to follow the following the procedures that are displayed in each area.

* When the bell goes students are to leave what they are doing and to file out in an orderly fashion following the route indicated for the room.
* Windows should be shut and the door-closed but not locked. At all times students should walk.
* Young people should line up at the designated fire assembly point outside at the back of the school and registers will be read out by a senior member of staff, to check that students and staff are all are present. Any students who were marked present but not in line should be reported to the fire officer immediately.
* When satisfied that it is safe to return to the classroom students will be given appropriate instructions by a member of staff. It is important that the students respond quickly and quietly to the fire alarm.
* Young people should at all times be kept quiet and calm. It could be a real emergency.
1. **Bomb Scare**

In the event of a Bomb scare, general fire procedures will be followed. Students and staff will be informed by either the Head of School or teacher to follow fire exit signs for evacuation - Meeting point will be the car park at the back of the school, where the register will be taken.

1. **Hazards**

Hazards to be reported to the Safety Representative and logged in a defects book obtainable in reception, if however they are of an urgent nature, the Head of School or Safety Representative should be informed. The Head of School or senior member of staff, should record all defects and regularly check the staff room defect book.

1. **Risk Assessment**

Copies of all general risk assessments are held with the Head of School (Risk Assessment Folder on computer) and included in individual Schemes of Work and Lesson plans.

1. **Chemicals**

Chemicals should be stored appropriately and securely accordingly following COSHH regulations. At least one member of staff within the school will be trained to in COSHH regulations.

1. **Hygiene**

Food preparation and consumption of food sessions are recorded in individual Schemes of Work/Lesson Plans. All staff conducting cooking lessons or cooking the students lunch have a Level 2 Food Safety in Catering Award.

We also follow the Safer Food, better business guidelines in the kitchen.

1. **Students eating lunch**

Staff supervising students eating lunch in the classroom or kitchen must remind students to clean up afterwards. Food prepared for the whole school on a Friday lunchtime is prepared by a staff member with a Level 2 Food and Safety in Catering Award.

1. **Curriculum**

All risks attached to curriculum activities undertaken across the curriculum are recorded in Schemes of Work/Lesson Plans. e.g. pond dipping, PE, outdoor activities.

1. **General**

The school has changing, washing and drinking water facilities for all pupils. All staff are advised to wear gloves when assisting in any toileting activities. The student’s privacy is considered at all times and spare clothing is available where necessary. The school co-ordinates and ensures the collection/disposal of all sanitary products.

1. **Accidents**

Details of accidents should be reported to the Head of School immediately or the member of staff on site.

Details of accidents are to be reported using the Accident Report Forms which are obtained from Reception and once completed then given to the Head of School. All accidents are investigated immediately by the Head of School and steps to prevent recurrence are logged on Accident Forms along with preventative measures. In the event of a young person needing to go to hospital, it will be dealt with by a senior member of staff or by a responsible person, if circumstances are such that decisions have to be made quickly. Parents will be informed of the actions the school will take. If the school is unable to contact the child's parents/guardians, they will gain consent from the hospitals duty social worker. Parents are asked to sign a form on entry giving permission for hospital treatment if they are unable to attend.

1. **First Aid**

On admission to the school the following student details are recorded:

* Name and address of student and G.P.
* Details of any medical condition and medication.
* Two emergency contact numbers (one of whom is the parent/guardian)
* A signed consent form for emergency treatment.
* First Aid boxes are kept in the staff room, the kitchen and at Reception.
* Gloves must be worn when dealing with cuts and blood spillage in all circumstances. All boxes should be checked on a termly basis. The first aider will ensure that there are adequate supplies available in the school. It is the responsibility of the specialist staff to keep their First Aid boxes stocked.
* Absorbent material and gloves are to be used for blood spillage. Gloves to be worn by adults dealing with young people who are vomiting and also for changing students with soiled clothes.
1. **Reporting accidents and injuries**

Employers must report:

* Accidents which result in death or a specified injury;
* Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days)
* Any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing;
* The death of a pupil or visitor to the school that arose out of or in connection with work activity
* An injury to a pupil or visitor to the school that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment
* Specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

1. **Electrical Safety**

Regular PAT test checks on electrical equipment are carried out. Any defective equipment to be taken out of service and labelled clearly. If it is AVA equipment, it should be reported to the Head of School or senior member of staff. All computer equipment defects should be reported to a senior member of staff. Any other electrical defects should be reported to the Head of School or Safety Representative.

Unauthorised electrical equipment should not by brought onto the site.

1. **Infectious Disease**

If staff are aware of a student having an infectious disease, it should be reported to the Head of School immediately.

1. **Inspection**

Regular whole school inspections will be carried out by the Head of School.

1. **Staff**

Each member of the staff to be made aware of his/her duty as an employee as laid down in Section 7, 8 and 20 of the Health and Safety at Work Act 1974.

1. **Communication**

Copies of bulletins relating to any changes and regulations in the Health and Safety Policy, to be posted in the staff room. Staff must ensure that they are aware of the safety bulletins.

1. **Induction of new teachers**

Each new teacher is informed about the Health and Safety Policy for Blue Skies School and given a copy in the staff handbook.

#### Blue Skies School Parental Consent

| Local Educational VisitsI agree to my young person taking part in educational visits and travelling by school or public transport during school time.Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian)Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Heath EducationI am willing for my young person to take part in the school’s programme of Health and Sex EducationStudent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian)Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Emergency Medical TreatmentI give my permission for the school staff to obtain emergency medical treatment for my young person if necessary. The treatment will be given at the discretion of the medical authority attending/present.Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian)Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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### BLUE SKIES SCHOOL FIRE DRILL POLICY

**It is the responsibility of the teacher to ensure that students know what to do in the event of fire and to follow the following drill:**

Staff must be fully aware of the Fire Evacuation Procedure document for Blue Skies School and be aware of the risk assessment for activity and/or area of the school where they are working. Specific evacuation maps are displayed in each classroom.

1. When the fire alarm sounds, students are to leave what they are doing and to file out in an orderly fashion following the route indicated for the room. It is the responsibility of the teacher to ensure that young people in their charge evacuate the building assisted by Teaching Assistants.
2. Windows should be shut and the door closed. At all times students should walk in a single file.
3. Students should line up at the designated fire assembly point in the rear car park and registers will be taken by a senior member of staff. Any children who were marked present but not in line should be reported to the most senior member of staff immediately.
4. Staff should be checked, referring to the Visitor register – e.g. school nurse, speech therapists, home/school officer, parents etc. Visitors should use this to sign in when they are on site.
5. All staff **must** evacuate the buildings and go to the assembly point.
6. When the Head of School is satisfied that it is safe to return to the classroom and registers have been returned, he will give the students appropriate instructions. It is important that the young people respond quickly and quietly to the fire alarm. Students should at all times be kept quiet and calm. It could be a real emergency.
7. In the case of a major emergency, our fire assembly point will remain at the rear car park to await further instructions.

| **Signed:** | **Print Name:** |
| --- | --- |
| **Position:** | **Date:** |

| **Signed:** | **Print Name:** |
| --- | --- |
| **Position:** | **Date:** |