



Arun Court School: Policy Number 9A (Risk- Policy Suite 9)

Arun Court School – HEALTH & SAFETY POLICY – last updated April 2021

Ratified by EMAT sub-committee meeting on:.....

Signature (+ date) Chair of EMAT Pupils, Families & Community Committee

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Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Associate Principal of SchoolHannah Ebling

Date of next review: April 2022 (Reviewed at least Annually by full EMAT)

Please read all policy documents in the man policy file, in particular you should read the whole of suite 9 in conjunction with this policy. You should also read the standards for employees (policy 13G) and the staff code of conduct (Policy 13D). Staff should also consider policy 13C, whistleblowing, carefully. This policy should also be read in conjunction with Policy Suite 8 which deals with safety issues.

Contextual Statement

As a school that has been recognised by Surrey LEA as ‘providing for some of the county’s most vulnerable children many of whom have been difficult to place’ and recognised by Ofsted as ‘unique’ we are very aware of the importance of health & safety and the effect this has on our young people. Feeling safe is very important as our young people need security in order to improve educationally, mentally and socially.

Statement of intent

Arun Court School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Core Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods & student involvement

The members of staff responsible for health and safety are the Executive Headteacher and Associate Executive Headteacher (Beverley White, James White) The Principal of School and Associate Principal of School (Vicki Williams and Hannah Ebling), Colin Brown (EMAT member) they are competent to carry out these responsibilities. In addition each year we nominate a Student Representative who helps with daily walks, policies, themed events and regular drills. Health and safety should be 'lived' by everyone on site and this includes the young people, who find assessing risk very difficult. To assist 'on the ground' the school Reception staff and DSLs are also trained in carrying out Health and Safety walks.

Risk assessment

Our risk assessment process includes:

1. checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
2. deciding which areas need attention;
3. developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office.

Awareness raising

1. Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances. It includes scrutiny of the annual risk assessment for the school site.
2. Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part and read all policies.
3. Health and safety is discussed regularly at staff meetings.
4. We are a no smoking facility.
5. Children are made aware of health and safety issues through discussions, planned activities and routines; including involving children in First Aid Training and producing risk assessments for specific activities.

Children's safety

1. We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau, disbarring lists, 128 checks
2. All children are supervised by adults at all times.
3. Whenever children are on the premises the overall ratio is usually 1:3 adults better
4. We **FAR EXCEED** Statutory requirements regarding ratios of adults to children.

Security

1. Systems are in place for the safe arrival and departure of children.
2. The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
3. The personal possessions of staff and volunteers are securely stored during sessions
4. We maintain a legal registration of student attendance and report figures to the LEA

Kitchen

- a. Children do not have unsupervised access to the kitchen.
(Unless Year 10 and above)
- b. All surfaces are clean and non-porous.
- c. Cleaning materials and other dangerous materials are stored in locked cupboards
- d. When children take part in cooking activities, they:
 - i. are supervised at all times;
 - ii. do not have unsupervised access to electrical equipment or hot surfaces
 - iii. A staff member, who has the correct training, certification and experience is overall in charge of cooking activities

Electrical/gas equipment

1. We do not have gas appliances or piped gas
2. All electrical equipment conforms to safety requirements and is checked regularly.
3. Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
4. There are sufficient sockets to prevent overloading.
5. The temperature of hot water is controlled to prevent scalds.
6. Lighting and ventilation is adequate in all areas including storage areas.

Storage

All equipment, materials and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

CLEANING CHEMICALS are in a locked cupboard with COSHH information in a restricted area (kitchen)

SCIENCE CHEMICALS are logged in a record book and are stored in a LOCKED metal COSHH cupboard within a locked science cupboard (oppia)

KITCHEN SHARPS are stored in a locked cupboard in a restricted access room (kitchen)

CRAFT SHARPS are stored in a locked designated cupboard (lounge area)

SCIENCE SHARPS are stored in a locked science cupboard (Oppia)

Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting

The toilet area has a high standard of hygiene including hand washing and facilities for the disposal of sanitary products.

We implement good hygiene practices by:

- i. cleaning tables between activities;
- ii. checking toilets regularly;
- iii. wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- iv. providing tissues and wipes;

Activities

1. Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
2. The layout of equipment allows adults and children to move safely and freely between activities.
3. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
4. All materials in the main school- including paint and glue - are non-toxic. When toxic materials such as paints for specific activities are needed these are locked in the COSH cupboard.
5. Toxic chemicals required for GCSE lessons are stored correctly and locked away in the COSH cupboard.
6. Sand is clean and suitable for children's play.
7. Physical play is constantly supervised.
8. Children are taught to handle and store tools safely.
9. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
10. There is a sharps cupboard with an itinerary list and sharps are signed in and out.

Food and drink

1. Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
2. All food and drink is stored appropriately, and fridge temperatures are recorded at regular intervals during the day
3. Fresh drinking water is available to the children at all times.
4. We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Outings and visits

1. We have agreed procedures for the safe conduct of outings.
2. Parents always sign consent forms before major outings.
3. A risk assessment is carried out before an outing takes place.
4. Our adult to child ratio is VERY HIGH AND FAR EXCEEDS REGULATIONS.
5. Staff take a mobile phone on outings and a first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Missing child

If a child goes missing from the setting

- a. The person in charge will carry out a thorough search of the building
- b. The register is checked to make sure no other child has also gone astray.
- c. Doors are checked to see if there has been a breach of security whereby a child could wander out.
- d. The police and parents are informed within the 5 minute rule

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

- a. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- b. Staff shall take the remaining children back to the setting.
- c. The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- d. The staff contact the police using the mobile phone and report the child as missing.
- e. In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

Please see more detailed guidance within our security and collection policy

The investigation

- The management carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then;
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.

Animals

1. Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk
2. Students wishing to bring in a therapy animal must provide a letter from their vet or their PAT test certificate.
3. Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
4. Children wash their hands after contact with animals. They have been assessed for temperament by a vet in line with legislation around animals in therapeutic roles
5. Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

Fire safety

1. Fire doors are clearly marked, never obstructed and easily opened from inside.
2. Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
3. Our emergency evacuation procedures are:
 - i. clearly displayed in the premises;
 - ii. explained to new members of staff, volunteers and parents;
 - iii. practiced regularly
4. Records are kept of fire drills and the servicing of fire safety equipment, and at least 75% of staff are trained as fire marshals and one staff member is allocated as lead fire marshal.

First aid and medication

1. At least one member of staff with current first aid training is on the premises or on an outing at any one time. We train all staff in first Aid at regular intervals. One staff member is trained in first aid at work
2. Our first aid kit:
 - a. complies with the Health and Safety (First Aid) Regulations 1981;
 - b. is regularly checked and re-stocked as necessary;
 - c. is easily accessible to adults and children in line with St John's ambulance recommendations

Slips and Trips

1. All staff to wear appropriate footwear
2. All spillages to be cleared up immediately.
3. When dealing with bodily fluids protective clothing to be worn and appropriate antibacterial cleaning undertaken.

Accident folders

- a. are kept safely and are accessible in the medical room
- b. all staff and volunteers know where they are kept and how to complete them
- c. are reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring an ambulance, treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

1. We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:
 - a. any accident to a member of staff requiring treatment by a general practitioner or hospital
 - b. any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
 - c. Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Folder

2. We keep an incident folder for recording incidents including those that are reportable to the Health and Safety Executive as above. These incidents include:
 3. break in, burglary, theft of personal or the setting's property
 4. fire, flood, gas leak or electrical failure
 5. attack on member of staff or parent on the premises or near by
 6. any racist incident involving a staff or family on the centre's premises
 7. death of a child, and
 8. a terrorist attack, or threat of one.

9. In the incident folder we record the date and time of the incident, nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
10. In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Evacuation Procedure will be followed and staff will take the children to the company offices and staff taking their key children. The incident is recorded when the threat is averted.
11. In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

Safety of adults

1. Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
2. We use a maintenance company who change any light bulbs required and do not expect staff to be doing this. The staff have access when appropriate to the loft space which is boarded and a loft ladder installed.
3. All warning signs are clear and in appropriate languages.
4. Adults do not remain in the building on their own or leave on their own after dark.
5. The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.
6. If a member of staff is off work for more than 3 days due to an accident at work (not a finger or toe) Ofsted must be informed.

Records

We keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the owners;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.
- the times of attendance of staff, volunteers and visitors;

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment and incidents.

PAPER / ELECTRONIC RECORDS

| RECORD TITLE | TYPE & PURPOSE | LOCATION / ACCESS |
|---|---|--|
| FIRST AID BOOK | Duplicate book For recording when First Aid has been given | Medical room (Key pad entry) |
| ACCIDENT FOLDER | Folder – forms plus staff have a version they can type directly into | Medical room (Key pad entry) |
| NEAR MISS BOOK | Printed book – to record any near accidents so we can take action | Medical room (Key pad entry) |
| SERIOUS BEHAVIOUR INCIDENT FOLDER | To store reports (typed) about serious acts of aggression. These may also be accompanied by use of a Body Cam, and parents should sign to say they have seen the footage. | Medical Room – padlocked locker In Medical room (Key pad entry) |
| STUDENT WITH HEALTH PLAN MEDICATIONS BOOK | To record medications given to a specific child | Medical Room – padlocked locker In Medical room (Key pad entry) |
| FIRE DRILLS RECORDS / HEALTH & SAFETY OFFICER RECORDS | To record walk arounds, regular fire drills and issue reports | Medical Room – padlocked locker In Medical room (Key pad entry) |
| FRIDGE TEMPERATURE RECORD | Book (small) To record temperature twice daily | Kitchen |
| REGISTERS | Paper copy – in class, then sent down to Reception pigeon holes Electronic copy – secure PC | Pigeon hole Reception |
| STAFF SIGN IN BOOK (fire regs) | Paper copy – reception | |
| VISITOR BOOK | Paper copy – reception | |
| SCIENCE COSH CHEMICALS RECORD BOOK | Record book to record assessment of chemicals on site | Science cupboard (Restricted key access) Oppia room |
| COSH / SCIENCE OR CRAFT ACTIVITY RISK ASSESSMENT BOOK | To record use of chemicals and/or sharps for a specific activity (one copy kept, one copy to RA folder) | Science cupboard (Restricted key access) Oppia room |
| RISK ASSESSMENT FOLDER | To store copies of R.As for walks, trips and activities (all counter signed by SLT) | Reception area |
| Child Protection / Safeguarding | Student CP folders and cause for concern folders | Locked cabinet, room opposite Jaa (Restricted key access) |