

## Statement of intent

The board of directors is committed to ensuring that high standards of health, safety and welfare are provided and maintained to ensure a healthy and safe working environment for all pupils, staff, students and visitors.

The board of directors recognizes that health, safety and welfare is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the school provision. This commitment also embraces all aspects of occupational health and safety, including physical and mental well being of all employees.

Managers at all levels are expected to embrace this commitment by ensuring a high standard of health, safety and welfare in their area of responsibility as defined in the policy and arrangements, by supporting their staff and pupils to maintain this commitment and leading by example.

The head teacher, as appointed health and safety co-coordinator, will ensure that the board's commitment to health, safety and welfare detailed in this policy is actioned and communicated to all employees.

All employees are reminded of their responsibilities as outlined in the policy and the requirements under the Health and Safety at Work Act. This means any breach of health, safety and welfare could lead to the prosecution of board of directors and/or individual employees. Failure to comply with safety requirements could also result in disciplinary action.

This statement, policy and arrangements have been approved by the board of directors and are due for review in the Autumn term of 2022. This document is signed by Daniel Edwards, the managing director, on behalf of Woodcroft School Limited.



## Organisation and responsibilities

The board of directors takes overall responsibility for health and safety at the school. The board delegates specific health and safety tasks to others as set out in this policy and the Guidance Standards from AJG Risk Management Services, SchoolShare Services (referred to as SchoolShare in the rest of this document). The Guidance is published on the SchoolShare ShareZone website.

### The role of the board of directors

The board of directors, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations 1999) to:

- institute a *Health and safety policy* and advise employees of it;
- ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and pupils in school and during off-site visits, and of visitors to the school, and volunteers involved in any school activity;
- assess the risks of all activities, both in school and off-site, introduce measures to manage those risks, and tell employees about the measures;
- ensure that staff are trained annually in their health and safety responsibilities; and,
- take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

## Head teacher

The head teacher is accountable to the board of directors for the implementation of the *Health and safety policy* and will also discharge the board of director's overall duty as employer. This will be achieved through the following systems.

Establishing and maintaining control by:

- ensuring the *Health and safety policy* is brought to the attention of all staff;
- allocating and defining the health and safety responsibilities of all managers and all employees;
- ensuring managers have access to competent advice and assistance.

Securing co-operation between individuals, safety representatives and groups to encourage ownership of the *Health and safety policy* by:

- establishing a health and safety committee to facilitate consultation (the committee meets on a termly basis);
- facilitating and encouraging local consultation between managers and employees or their representatives;
- ensuring arrangements are in place for appropriate co-operation and co-ordination where services are delivered in partnership with other organizations, including the self employed;
- supervising all office staff and ensuring the *Health and safety policy* is implemented in all school offices.

Establishing effective communication with regard to health and safety including:

- ensuring relevant health and safety information is appropriately disseminated to managers and staff at least annually;
- facilitating access of all managers to competent health and safety advice;
- ensuring managers lead by example;
- ensuring health and safety is included in team meetings;
- ensuring health and safety is addressed during appraisals / performance reviews;
- ensuring there are facilities for enabling employees to raise health and safety issues, concerns and suggestions;
- ensuring where persons are not employees, such as employees of a contractor, self-employed persons or voluntary workers, that arrangements are made for the provision of information with regard to relevant risk assessments and the associated preventive / protective measures;
- ensuring relevant health and safety information is provided to visitors, temporary and agency staff and voluntary workers.

Establishing arrangements to ensure staff are competent. These arrangements should include:

- recruitment procedures;
- the provision of information, instruction and training to meet these needs.

Establishing a planned and systematic approach to implementing the *Health and safety policy* which includes:

- ensuring there is guidance in place to indicate the work place precautions and arrangements for implementing the policy;
- ensuring an annual health and safety action plan is prepared and agreed by the management team for prioritising different health and safety objectives;
- maintaining the fire register.

Establishing arrangements for monitoring health and safety performance including:

- arrangements for inspections of areas of work, including allocation of responsibilities for undertaking them and specified frequencies;
- arrangements for monitoring services (e.g. gas and electrical systems) and equipment;
- complying with the school's procedures for monitoring the implementation of health and safety systems;

- appropriate investigation of accidents, injuries and incidents;
- the collation and analysis of accidents, injuries and incidents records;
- the investigation and monitoring of sickness absence arising from work related ill health or injury;
- arrangements to enable staff to report hazards.

Establishing arrangements for reviewing health and safety performance including:

- establishing appraisal protocols which ensure issues identified by monitoring and auditing are addressed;
- an annual report is produced for the board of directors summarizing health and safety performance according to the criteria and in the format agreed by the board of directors;
- ensuring health and safety performance is included in performance management reviews;
- procedures for identifying and acting upon failures by any employee (including managers) to achieve adequate health and safety performance.

A copy of *Woodcroft health and safety policy arrangements* is completed, posted on notice boards in a prominent position and updated at regular intervals.

### **Health and safety co-ordinator**

The head teacher is the nominated health and safety co-ordinator and has responsibility for the overall co-ordination and monitoring of the implementation of this policy.

Responsibilities include:

- ensuring that the school's *Health and safety policy* reflects current priorities and is monitored, reviewed and revised as necessary;
- establishing means of communication on health, safety and welfare matters throughout the school;
- ensuring the effective co-ordination of health and safety throughout the school;
- ensuring effective monitoring systems in accordance with the school's policies are in place;
- ensuring all appropriate health and safety issues are addressed at management team level;
- ensuring all managers have access to competent advice and assistance on health, safety and welfare matters;
- preparing an action plan for health and safety (annually or longer term as appropriate).

### **Head teacher's nominated deputy**

The head teacher's nominated deputy is responsible for carrying out the head teacher's duties in their absence.

### **Managers**

(Including the head therapist and finance and office managers)

Managers are responsible for implementing the *Health and safety policy* in their area of control. This will include ensuring that:

- health and safety information and guidance appropriate to their areas of responsibility are brought to the attention of and communicated effectively to all staff within their management and are complied with;
- assessments for all risks to health and safety are carried out and significant findings recorded, with appropriate preventative measures completed, in accordance with the guidance relevant to the subject area;
- all incidents occurring in the area of responsibility are reported; the causes are investigated and an incident report form is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- staff are aware of safety procedures (including fire procedures, first aid, accident, injury and incident reporting, etc.);

- new employees receive appropriate health and safety information, instruction and training, including the area of responsibility safety procedures;
- both active and re-active health and safety monitoring is undertaken in their area of control (inspections, accident/near miss investigations, appraisals, monitoring checklists, etc.);
- staff have the necessary competence to fulfil their duties (provision of information, instruction, training, etc.);
- health and safety issues are raised with the head teacher which cannot be addressed within the area of responsibility;
- health and safety is included as an agenda item at meetings;
- procedures for identifying and acting upon failures by any employees to adhere to the *Health and safety policy*.

### **Class teachers**

The safety of pupils in the classroom, around the school and during off-site activities is the responsibility of the pupil's class teacher and senior teachers' assistants who have formally agreed to take the teacher's class during longer term absence. This section also applies to agency teachers.

A class teacher is expected to:

- know the emergency procedures in respect of fire and first aid and the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instructions and warnings as often as necessary (notices, posters and hand-outs, etc., are not enough);
- ensure that pupils' coats, bags, cases, etc., are safely stowed away;
- integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures, etc., when necessary;
- make recommendations on safety matters to the head teacher.

### **Duty caretakers**

The duty caretakers are responsible for the premises and vehicles, ensuring appropriate standards of health and safety are maintained for the areas and duties set out in their job descriptions. Specific responsibilities include:

- ensuring health and safety arrangements are in place with regard to cleaning staff, and monitoring health and safety standards in their area of activity; ensuring such work is carried out safely and without risks to health, ensuring they are provided with relevant health and safety information including the *Health and safety policy* and Guidance;
- ensuring health and safety arrangements are in place with regard to fire precautions;
- liaising with contractors to ensure appropriate co-operation and co-ordination between the school, the duty caretaker and the contractor, as required by the Management of Health and Safety at Work Regulations; to ensure all reasonable steps are taken to inform the contractor of the risks to their or their employees' health and safety arising out of or in connection with the operation of the school; and to ensure contractors are aware of any special risks to children which might arise out of their work;
- daily checking of the online maintenance tasks, prioritising health and safety items;
- carrying out and recording inspections as set out in the *Inspections folder*; and
- ensuring that premises and vehicle defects which affect health and safety are dealt with or, if this is not possible, for ensuring they are raised with the head teacher, finance manager or the board of directors.

### **Line managers**

All managers, including therapists and senior teachers' assistants, are responsible for ensuring the *Health and safety policy* and arrangements that have been made are implemented in their areas of activity. As a general rule managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, managers' responsibilities include:

- monitoring the implementation of the *Health and safety policy* in their area of responsibility, carrying out inspections of workplaces and equipment; and ensuring accidents are investigated;
- ensuring individual employees are aware of their responsibilities for health and safety;
- ensuring employees under their control are adequately trained, informed, instructed and supervised.

Therapists have additional responsibilities. In particular, they will need to ensure that:

- guidance appropriate to their area are brought to the attention of all relevant staff;
- guidance is complied with and appropriate safety signs or notices are displayed;
- relevant health and safety information is communicated to staff;
- first aid procedures are complied with;
- all accidents occurring in their area are reported and an accident, injury or incident report is completed;
- reasonable arrangements for allowing safety representatives to carry out their functions are complied with;
- training needs of staff within the area are identified;
- staff are aware of the fire procedures;
- new employees receive appropriate health and safety information including specific safety procedures.

### **All employees**

Health and safety responsibilities for all employees include:

- taking reasonable care of their own health and safety and that of all persons affected by their acts or omissions;
- co-operating with the board of directors so far as is necessary to enable it to meet its responsibilities for health and safety;
- complying with all the board of directors' rules, procedures and reasonable requests;
- not interfering with or misusing anything provided to safeguard their health and safety;
- warning others immediately of any known hazards or dangers;
- refraining from any task for which he or she is not trained, authorised and competent;
- using the correct tools, plant or equipment, keeping them in good order and ensuring they are safe before, during and after use;
- not introducing any personal work or electrical equipment unless it has been inspected and approved by the head teacher as appropriate;
- using as directed any personal protective equipment needed to protect against hazards to health and safety;
- using work equipment provided correctly in accordance with instructions and training;
- to inform the board of directors, through line managers, of any work situations which represent a serious and immediate danger to health and safety.

All employees are reminded of the need to report any accidents which occur at work.

Failure to do so may lead to difficulties when claiming industrial injury benefit.

Any employee having a problem concerned with health and safety or identifying any hazardous situation should raise the matter with their line manager or the head teacher.

## **Pupils**

Pupils have no particular responsibility in the implementation of the school's *Health and safety policy*, but are nevertheless expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and in particular the instructions of staff given in an emergency;
- use and not willfully misuse, neglect or interfere with any item provided for safety.

## **General arrangements**

### **Health and safety advice**

SchoolShare has been appointed to assist in undertaking protective and preventive measures.

### **Guidance**

Information on SchoolShare is published on the SchoolShare ShareZone website and should be made available to the relevant departments.

### **Accident reporting**

Details of who to contact in the event of an accident are in *Woodcroft health and safety policy arrangements*, copies of which are displayed on the school notice boards.

### **Woodcroft health and safety policy arrangements**

The document *Woodcroft health and safety policy arrangements* should be completed and displayed on school notice boards, where all staff have access. This information informs employees where they would find the general arrangements for implementing this policy.

## **Consequences of non-compliance**

It is a requirement for all staff to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the policy (including the Guidance), whether observed in routine activities, active or reactive monitoring or auditing, an appropriate response is required to hold managers and staff to account and remedy the failure within the establishment.

For serious breaches of health and safety legislation or the *Health and safety policy* resulting in an employee putting either themselves or others at risk, disciplinary action in accordance with the school's disciplinary procedure will follow.

Where the breach is considered to be sufficiently serious it may be regarded as gross misconduct, possibly resulting in dismissal.

Ultimately, compliance would be enforceable through the courts. Substantial or persistent non-compliance with the school's *Health and safety policy* requirements is a ground for suspending delegation, subject to the right of appeal.

It is necessary to have relevant procedures in place, as stated in this document, to ensure that all employees and managers in the school fulfil their legal responsibilities so that the board of directors is able to meet its legal obligations as the employer. A failure to manage health and safety could lead to enforcement action by the health and safety executive.

## Appendix A – risk assessment policy

We have a number of specific procedures that address the different areas that require risk assessment. Our risk assessment format is based on that of the SchoolShare Service.

### Fire risk assessment

A fire risk assessment has been undertaken by an independent fire risk assessment specialist. The risk assessment is reviewed annually by the head teacher in consultation with the caretaker and managing director, or sooner if major structural changes have taken place. Records are held in the fire risk assessment folder in the head teacher's office.

### Miscellaneous

Woodcroft subscribes to the SchoolShare Service. A range of miscellaneous risk assessments are being adapted for our use from the SchoolShare ShareZone website. The full list is contained in the risk assessment folder in the school office.

### Off-site risk assessments

All locations visited by groups on a regular basis e.g. sports/PE activities are updated annually or more frequently if the need arises (for example in the event of building work). One-off or less frequently visited sites are risk assessed prior to the visit taking place, using the previous risk assessment as a starting point. These are initiated by the office manager and signed off by the head teacher. They are filed in the risk assessments folder in the school office. Please also see our *Off-site policy*.

### Premises risk assessments

The classrooms, safe spaces, communal areas, therapy rooms, garden and terrace are risk assessed annually. The review is initiated by the office manager and signed off by the head teacher. They are filed in the risk assessments folder in the school office. A termly *Health and safety timetable and checklist* containing record keeping for all aspects of premises safety is kept by the school caretakers. These are signed off termly by the head teacher in the first week of each term.

### Pupil behaviour profile and risk assessment

These are initiated on admission to Woodcroft and updated as we gain more insight in to the needs of the pupil. They contain a detailed pupil and sensory profile with individualised risks likely to be encountered in school and off-site and the control thereof. They are reviewed each term (or more regularly if deemed appropriate by the head teacher) and updated as necessary. Input is sought from teachers and parents. A parent signature is sought at least annually, usually at annual review (or more frequently in the event of a major revision). Copies are held in the pupil's class and office file. Please also see our *Behaviour management policy*.

### Staff risk assessments

Staff with formally identified risks may have specific risk assessments, copies of which will be held in the school office. These may include maternity, lone working or occupational health risks. The latter will be assessed by our occupational health service provider, either on appointment, or following an issue identified during the course of employment.

### Vehicle risk assessments

Woodcroft inspects its vehicles according to an inspection schedule required by the terms of our vehicle operators licence. These include ten-weekly, weekly and daily checks, as well as driver walkround checks. Records of these checks are held by the finance manager.

### Covid risk assessments

The school's Covid 19 risk assessment is updated in line with government guidance. It is published to parents on the *Home/school website* and to staff on the *Woodcroft training website*.

## Appendix B – first aid policy

This appendix draws on information in the First Aid section of SchoolShare, and should be read in conjunction with other related policies including: *Accident, injury and incident policy*, *Emergency procedures* and *Medical administration and treatment policy*.

### Appointed persons for first aid

The head teacher or nominated deputy (and out of office hours, the duty caretaker) are the persons appointed to take charge of the situation in an emergency. They are also the persons appointed to authorise the calling of an ambulance. An appointed person must be on the premises at all times the school is open.

It is the responsibility of the head teacher to ensure that all appointed persons refer to the online first aid guidance and to ensure that they have been made aware of their duty to follow the guidance therein.

Please note that the policy on appointed persons is different for an off-site activity. The group leader must ensure that first aid arrangements are in place and lines of responsibility recorded on the risk assessment. See the *Off-site policy* for more information.

### Conditions of employment

Woodcroft employees' conditions of employment do not specify giving first aid, although any member of staff may volunteer to undertake these tasks and become a first aider. Staff in charge of pupils are however expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school, in the same way that parents might be expected to act towards their children in a similar situation. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### First aiders

There is a list of first aiders displayed in each class and in the school office. It is the responsibility of the head therapist to ensure that first aid training is updated every three years and that the lists are kept up to date.

It is the responsibility of the head teacher to ensure that all first aiders refer to the online First Aid guidance and to ensure that they have been made aware of their duty to follow the guidance therein.

### First aid boxes

There are first aid boxes in each classroom, in the school office, in the kitchen area of the house and in each school vehicle. It is the responsibility of the head therapist to check these boxes at least termly and to ensure the contents are kept up to date. First aid boxes are marked with a white cross on a green background.

### General guidance for staff

- If a serious accident or asthma attack occurs, the person should not be moved until the head therapist, head teacher (or nominated deputy) or duty caretaker arrives. The person should be reassured and the surrounding area made safe. In the case of a seizure, appropriate action should be taken according to staff first aid training while an appointed person is called. All major health decisions concerning pupils and staff will be made by the head teacher (or nominated deputy), head therapist or duty caretaker.
- Plastic gloves must be worn (available from the first aid boxes and every bathroom) when handling a pupil who is bleeding or attending to any personal hygiene matter. These gloves should be changed between each use with an individual and each activity.

They should be disposed of after use. Hands should be washed thoroughly using hand wash or gel between procedures whether gloves are worn or not.

- Emergency medical information is kept in the school office and must accompany a pupil if sent to hospital. The head therapist is responsible for updating this information.
- Plasters should only be used when permission has been obtained from a pupil's parents. This information is obtained during the school admission process.
- Every accident to any person on Woodcroft property or during an off-site activity must be recorded as soon as possible in the classroom *Accident and injury books*.
- If a member of staff or pupil incurs an accident that results in a deep cut or wound the individual's GP should be consulted regarding the need for a Tetanus injection or other treatment, such as a course of antibiotics.

## Appendix c

### – Woodcroft health and safety policy arrangements

#### Risk assessments

All tasks carried out by the school and our employees will be the subject of a specific or generic risk assessment. Risk assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.

Risk assessments must be undertaken by or under the control of the head teacher. Training must be provided, as necessary, to any person who is required to record risk assessments.

Specific risk assessments must be carried out in respect of higher risk areas, such as sports and off-site facilities, kitchens, and in respect of high risk activities identified by legislation. See *Appendix A – risk assessment policy*.

Control measures required to remove or control risks identified by the risk assessments must be approved by the head teacher, who will ensure that responsibility for implementation is delegated, communicated and implemented effectively. The head teacher must check to ensure that control measures are implemented and that they are operating effectively.

Copies of risk assessments must be held by the head teacher in the school office and are available to all employees. All employees must ensure that they are fully conversant and comply with these documents.

Any new hazards or circumstances which render a risk assessment inadequate will require a revised document to be agreed by the head teacher before work continues.

Risk assessments must be reviewed annually or when the work activity changes, whichever is soonest.

The school is in the process of transferring risk assessments from the previous Essex formats to the SchoolShare formats available on ShareZone. The head teacher and managing director are responsible for the programme of replacement. Please see *Appendix A – risk assessment policy* for specific policy regarding risk assessments.

#### Consultation

Consultation and communication on health and safety matters is via the supervisory chain of management and the school health and safety committee.

The head teacher acts as the employee representative. Any health and safety concerns should be reported immediately to the head teacher, who will ensure that appropriate action is taken. The head teacher must, in turn, report these concerns to the board of directors.

Staff meetings must be held regularly and should be used as a forum for the two-way communication of health and safety matters with the head teacher. The health and safety committee, comprising of the managing director, head teacher, office manager, caretaker and staff development manager will meet at least once per term. Minutes are available from the school office on request.

When necessary a staff meeting is called to explain issues, consult staff on realistic actions, agree practical improvements and to ask for help in making changes where necessary.

The managing director will make arrangements with external safety advisors, who will visit premises and provide advice as required.

The Health and Safety Law poster and Certificate of Employers Liability are displayed outside the head teacher's office.

## Monitoring

The head teacher is responsible for ensuring that working conditions are acceptable, that our safe working practices are being followed and workplaces are maintained in safe condition. Routine inspections are carried out and recorded with any necessary improvements or changes made.

The head teacher will investigate work related causes of absence through accident or sickness.

The health and safety committee monitors progress towards fire and general health and safety action plans.

## Medical screening

Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:

- Mental and physical capacity to do the required work.
- Medical history which could be aggravated by the planned work or environment.
- Any reason to believe he or she may be a hazard to themselves or others.
- Specialist considerations.

Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an unacceptable level, which will be defined by a risk assessment. Changes in health should be reported to the head teacher for appropriate action. Records will be held on the personnel file during employment and for at least a further ten years.

Concerns will be carefully considered to avoid discrimination against those groups with characteristics protected under the Equality Act. Please see our *Recruitment, selection and disclosure policy* for more information.

## Training and competence

The school will ensure all new employees have induction training before starting work. This induction must include general safety rules and procedures together with specific hazards. We aim to ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk assessments must be made available to all employees.

Health and safety training will be provided to all employees. If you are not trained to do a job, inform your manager immediately and check that it is safe for you to do the work. He or she will arrange for appropriate training if necessary.

Those employees needing specific skills and knowledge must be identified and appropriate training given. Details of all training given must be recorded on personnel files, signed for by the recipient and reviewed and refreshed regularly. Please see our *Staff development policy*.

## Young persons

Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury. If such a person is employed, a risk assessment must be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

## **Disabled persons**

Disabled persons will be employed, subject to a risk assessment, provided the individual is capable of doing the work required without excessive risk to him or herself and others and that the adjustments needed to accommodate the individual are not excessive.

Special arrangements and equipment must be provided to allow them to work safely where appropriate. Personal Emergency Evacuation Plans will be prepared and documented, and agreed with all those affected. The parent, guardian or carer may also be involved in these processes to ensure the precautions are suitable and adequate.

## **Pregnant women / nursing mothers**

There is a potential risk to any unborn child if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.

A general risk assessment is recorded. When an employee reports to the head teacher that she is pregnant, a detailed risk assessment will be recorded with her and suitable precautions agreed immediately. This risk assessment will be reviewed monthly until the employee begins maternity leave.

Each female employee knows her own capacity for manual effort. She is reminded to act responsibly both in her own and any potential baby's interests, as well as an employee of the school. Capacity for effort varies each day and during each day for many reasons. If she needs help she should ask her colleagues, and all colleagues should be ready and willing to provide help to avoid injury. The immediate supervisor will make sure work is shared out fairly without excessive risk to any individual. This is a restatement of normal behaviour and is not a licence to be excused from work or to expect others to do unpopular activities.

On return to work a further risk assessment will be carried out and acted upon.

## **Accident and near miss response, reporting and investigation**

An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

All accidents and near misses must be reported immediately to the head teacher. The relevant manager as appropriate must ensure that these are recorded in the accident book on the day of occurrence. It is the responsibility of the head teacher to ensure each incident is correctly recorded and that an appropriate investigation is carried out, and that incidents resulting in injury are reported to the managing director. Accident and near miss statistics will be compiled by the head teacher, and will be provided to the managing director at least annually. The managing director will ensure that accident data is analysed with a view to preventing a recurrence, and that information is provided to the board of directors.

Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported to the relevant authorities by the head teacher and the managing director will be informed.

The site of any accident or near miss should not be cleared without the authorisation of the head teacher as the police, Health and Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

Remember:

- Do not approach until it is safe to do so.
- Call a first aider or ambulance if necessary.

- Report the accident to the head teacher.
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the police / HSE / EHO wish to investigate the incident.

The first aider must:

- Only allow access if it is safe to do so.
- Only allow those needed to assist at the scene and keep all others away.
- Arrange medical assistance and other emergency services help as necessary.
- Send somebody to find and liaise with ambulance crew, police, etc.
- If relevant, ensure the COSHH Assessment and / or Data Sheet is provided to medical personnel.
- If possible determine injuries.

The head teacher must:

- Investigate the cause.
- Record information, conditions and statements.
- Take photos, measurements, samples, etc.
- Record the incident in the accident book.
- Check the area is safe before restarting work.
- Report all incidents required under RIDDOR.
- Carry out an incident investigation and if necessary prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
- Keep records of all incidents for reference.

The head teacher must act on the findings of the investigation to try to prevent recurrence.

Please also refer to our *Accident, injury and incident policy*.

## First aid

First aid should only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. Any person may apply a plaster or bandage to him or herself. Names of appointed first aiders are displayed on staff notice boards. Non first aid trained persons can help the injured person if requested, provided they act **only** under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.

First aid kits and eye wash stations are provided throughout our premises. A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit must be checked termly by the occupational therapist.

Please also see *Appendix B – first aid policy*.

## Security

The board of directors aims to provide a safe and secure environment for our employees, visitors, students and others who may visit our premises or use our facilities. Access is restricted to authorised persons. A security risk assessment shall be carried out and all reasonable steps are taken to prevent unauthorised access to our premises. Measures in place will depend on the location, but will include a mixture of physical barriers, such as security fencing and access control systems, as well as staff training. Please refer to our *School security policy*.

## Visitors

Visitors must report their arrival and departure. They must then be supervised while on-site by the person responsible. Safety rules and emergency procedures must be communicated. Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate manager if there are any suspicions.

## Alcohol and drugs

It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the school in future.

## Personal protective equipment (PPE)

PPE is considered a temporary or last resort measure. All PPE must be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.

Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE must also be inspected, maintained, cleaned and replaced without charge. Suitable storage facilities will be provided. Records must be kept of issue, maintenance, cleaning and testing.

Employees are to check that their PPE is in good condition at all times and obtain replacements from their supervisor if required. No work is to be carried out without the appropriate PPE being worn. Constant supervision of PPE use and condition must be carried out by managers and supervisors. Failure to comply with PPE requirements will be regarded as a formal disciplinary offence.

## Stress

Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.

Employees will be told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern should be treated with respect, and care should be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer term needs in accordance with the HSE guidelines for managing stress.

Please refer to our *Stress policy* for more information.

## Smoking

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials. Smoking within the premises or grounds may be treated as gross misconduct and may be subject to disciplinary action.

## Management of contractors

The system for approval and control of contractors must be followed in all cases to ensure the safety of contractors, visitors, employees and the public. All contractors must satisfy the school that they are:

- Competent to do the planned work safely.
- Routinely managing health and safety matters competently as part of their activities.
- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work.

When it is planned to use contractors on site, a method statement must be agreed before work can start. It should identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The head teacher

must ensure this document is prepared, and then made available to all involved before the work starts. Copies of risk assessments and method statements should be held by the head teacher as appropriate.

Contractors must be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

Only approved contractors are to be engaged on the school premises. The head teacher will maintain a register of approved contractors.

Site induction should be provided by the head teacher or caretaker as appropriate, or by the contractor for sub-contractors, as appropriate. Personnel must be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

Supervision of contractors should be by a nominated person. Specific high-risk work must be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

## **Fire safety**

A fire risk assessment is carried out at the school premises. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).

Fire escape routes, doors and corridors should be kept clear at all times. Fire doors should not be propped open or obstructed in any way. Escape routes must be checked daily by the duty caretaker.

Fire extinguishers are provided at fire extinguisher points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected according to the relevant inspection schedule by a designated person.

Where a fire alarm system has been installed, this is maintained under contract by a specialist firm. Fire points should not be interfered with in any way. Fire points are inspected regularly by a designated person.

Emergency lighting, where provided, is maintained by a specialist contractor.

Fire alarms are tested once a week. Emergency evacuation drills are practised regularly. Fire Marshals are appointed and trained to assist with evacuation. Personal emergency evacuation plans must be compiled for those with impaired mobility.

Records of testing, maintenance and evacuations are held by the head teacher.

### **Fire evacuation procedures**

Do not take personal risks. The Fire Assembly Point is signposted externally and detailed on Fire Action Notices within the premises. In the Event of Fire:

- Activate the nearest fire alarm.
- Contact the school office, they will call the fire brigade.
- Leave the building immediately by the nearest fire exit and go to the assembly point.
- Report the location of the fire to the chief fire marshal.

On hearing the fire alarm:

- Immediately shut down any equipment.
- Leave the building immediately by the nearest fire exit and go to the assembly point.
- Close all windows and doors (if possible and without endangering yourself).

Remember:

- Do not collect personal belongings.
- Do not panic or cause panic.
- Do not run or shout.
- Do not return inside the building until authorised to do so.
- Beware of emergency vehicles.

## Work equipment

We must ensure that work equipment provided by the school or by our employees is suitable and safe, meeting the required health and safety standards, before it is first used. All equipment belonging to employees should be approved by the head teacher before use and included in inspection and maintenance procedures. All work equipment provided requiring maintenance must be identified and effective maintenance procedures must be put in place.

Any problems found with work equipment should be reported to the head teacher. Defective equipment must be removed from service immediately and not used until it has been repaired or replaced.

Work equipment will be inspected regularly. Inspection and cleaning should only be done by authorised, trained and competent employees following specified procedures. The electrical supply to the item must be turned off during inspection and cleaning. Records of inspections, repairs and any required risk assessments must be kept. Where there is a legal requirement for independent inspection by an approved body, this must be arranged.

## Driving on school business

All vehicles owned or used on official school business will be maintained regularly by a qualified vehicle mechanic. In addition they must be subject to a pre-use inspection by the driver or other authorised member of staff. See *Vehicle safety policy*.

Whether using their own or a school owned vehicle, only authorised persons may drive on school business. Authorisation must be sought from the head teacher or directors.

Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. Training can be arranged via your manager if required for business purposes.

Where required, MOT certification for vehicles for which the school is responsible will be arranged by the head teacher. The school will arrange motor insurance and ensure that vehicles are taxed.

Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence.
- MOT certificate (where required due to the age of the vehicle).
- Motor insurance certificate confirming the existence of business use cover.

The head teacher will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately. Failure to comply with these requirements will be regarded as a formal disciplinary offence.

## Safe handling and use of substances

Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors, but must be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person. If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations must be identified and subject to COSHH Assessment before being used. All actions identified in COSHH Assessments must be implemented. Data sheets and COSHH Assessments must be kept available for reference at all times, with an up to date library set held by the head teacher. If anyone is exposed to a hazardous substance, a copy of the data sheet must be taken to the hospital or doctor with the injured person.

## **Workplace slips and trips**

Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees. This includes the prohibition of high heeled shoes or flip flops at all times in our school.

Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the head teacher immediately. Warning signage must be placed by spillages until they have been removed and the area is thoroughly dry.

## **Working with computers**

Where employees use computers routinely, workstations must be set up correctly to suit the employee and appropriate equipment provided. A detailed risk assessment must be recorded and reviewed annually for each affected employee to record the measures taken and to identify additional measures needed.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test by an optician at school expense on joining and every two years thereafter. Subsequent to this, the school will make a contribution towards glasses that are required specifically for use with computers.

## **Manual handling**

Occasional tasks will require physical effort (e.g. physical interventions, reorganising furniture etc.). So far as is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

Manual work must be carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, risk assessments must be written to reduce the risk to an acceptable level.

If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Place materials as close as practicable to workplace to limit distance, time and effort.
- Avoid lifting any loads in excess of 25kg for men and 16kg for women.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting.
- Ensure good communication between all personnel involved in any shared lifts.
- Avoid sudden movements (e.g. by catching a falling object).
- Do not put any other person at risk.

## **Fixed electrical installation**

NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE wiring regulations. A full test of the installation is carried out at least every five years with records kept.

Any changes and repairs must be carried out by NICEIC approved electricians to the same standard and are certified. Records must be kept.

Employees are not to touch or open fuseboxes or electrical circuitry. Any damaged or defective items observed must be reported immediately to the head teacher.

## **Portable electrical appliances**

Portable electrical appliances includes any item that is electrically powered and used in the workplace, whether belonging to the school or to an employee, and includes ancillary equipment such as extension cables.

Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate manager and removed from service until replaced or repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing annually by an electrical contractor.

Any new appliances (including those belonging to employees) must be checked, and approved by the head teacher before being used on the premises.

Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which must be tested regularly).

## **Gas and oil appliances**

Gas fired boilers are provided in school premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by staff.

Gas isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

## **Work at height**

Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects. As such, work at height should be avoided where practical.

Ladders, stepladders and steps are provided as a means of access and for light or short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves. However, care should be taken not to store heavy or bulky items at height. If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed.
- The stepladders in use will be British Standard Class 1 'Industrial' or BS EN 131.
- The stepladder must be of adequate length so the work can be done without over reaching.
- The stepladder must be erected on suitable firm ground and never on loose materials.
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept.
- If any ladder is considered unsafe it must be reported to the head teacher and not used until it has been repaired or replaced.

## **Skin conditions**

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.). The following general protective measures are to be followed:

- All hand jewellery, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing.
- Any skin rashes, itches, etc. should be reported immediately to your immediate manager.

## **Musculoskeletal injury**

Tasks must be varied and managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury). Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their immediate manager.

## **Food safety**

All employees who are to be involved in handling food must be provided with independently accredited food hygiene training as soon as possible after commencing work. Controls in place include:

- Ongoing cleaning regime in all work and storage areas.
- Temperature controlled food storage.
- Daily, recorded temperature checks.
- Segregated food storage.
- Food is marked with 'use by' dates.
- Pest control points.
- Use of colour coded cutting boards.
- Use of separate knives for different types of food (meat, vegetables, etc.).
- Regular cleaning of all work equipment and surfaces.

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

## **Lone working**

Working alone can be dangerous. Risk assessments must be carried out and documented to reduce the risk. Lone working is to be avoided where possible.

Arrange must be made for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency. Each person will manage their own risk responsibly and ask for help or guidance as appropriate.

## **Control of asbestos**

Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resisting and insulating qualities.

The school takes the management of asbestos seriously and complies with all required legislation to protect our employees from exposure to asbestos as far as is reasonably practicable.

Asbestos surveys have been carried out at school premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction.

Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.

The Asbestos Register must be made available to all contractors and site staff who will carry out work at the premises. Specialist contractors must be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures and exclusion zones must be put in place.

If anyone suspects they have discovered or disturbed asbestos they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Report it immediately to the head teacher.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

## **Legionella**

Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person, but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium. Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop. However, it should be noted that most people who are exposed to legionella do not become ill.

The school arranges for legionella surveys and risk assessments to be carried out at our premises by approved contractors. A legionella management plan is provided and must be followed. Depending on the nature of the water system at each school premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required. The head teacher must ensure that these checks, which will be detailed in the legionella management plan, are in place.

## **Waste management**

Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied regularly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical. Hazardous waste is collected separately and disposed using suitably registered contractors. Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

# Woodcroft School health and safety arrangements 14.10.21

Local organisation and arrangements notice *(Copies to be displayed on the school notice boards in prominent positions)*

Name of establishment **Woodcroft School**

Manager responsible for establishment **Head teacher**

Health and safety co-ordinator **Head teacher**

Location of Health and Safety Codes of Practice, documentation and risk assessments **Head teacher's office**

Location of fire register **Main office**

Procedure for accident reporting including the name of the employee to report to and who reports to the HSE **Accidents/near misses must be reported to the head teacher  
Accident/incident books go to main office daily  
Head teacher reports to the HSE where applicable**

Procedure for reporting hazards **Via the school office**

Fire assembly point **Main lawn**

Day and time of weekly fire alarm tests **Friday after school**

Name, address and telephone number of nearest hospital **Whipps Cross Hospital  
Whipps Cross Road, Leytonstone, London E11 1NR  
020 8539 5522**

Location of First Aid boxes **Each classroom, the staff kitchen, secretary's office, garage and school buses**

First aiders / Appointed persons .....

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Fire marshals / Evacuation officers .....

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## Appendix D – absconding procedure

This procedure should be followed if a pupil absconds or ‘leaves without permission’ from Woodcroft School, or during an activity managed by Woodcroft School.

Under Section 3 of the Health and Safety at Work Act 1974, schools owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain in the care of the school.

We maintain a secure environment, with the school site surrounded by high fencing. We must also make it clear to any pupil vulnerable to strong emotional outbursts, that there are places at Woodcroft where it is safe for them to go. Each pupil has a risk assessment and a behaviour support profile. However, the specific needs of our pupils means that from time to time pupils may absent themselves from the school site, transport or an off-site location where the school is managing an activity. It is possible that pupils might abscond to ‘test the boundaries’ or for some other reason unknown to us. There may be times when pupils will absent themselves, whilst their whereabouts remain known, for a short period of time and then return.

It is accepted that many of our pupils are particularly vulnerable and are unable to recognize the potential hazards present in the wider environment. It is also acknowledged that a smaller proportion of pupils could be described as ‘streetwise’ and are experienced in safely negotiating their home localities and other urban environments.

### Roles and responsibilities

- The head teacher, or deputy in their absence, is responsible for all decisions made when a pupil absconds from the Woodcroft site.
- On transport or off-site activities, decisions are the responsibility of the group leader, with the head teacher or deputy involved in the decision making process by telephone as soon as possible.
- The class teacher or escort, (or therapist or teacher’s assistant if working independently with the pupil) is responsible for caring for the pupil until the pupil leaves the premises, vehicle, or activity. They are responsible for seeking additional help if this is felt to be necessary.
- Pupils’ parents are responsible for supporting the work of the school by encouraging their children to follow all school procedures and policies.
- If Woodcroft has informed the parents that their child has absconded, parents are responsible for actively supporting the school with the subsequent procedures and actions. This could include coming to school to help secure the safety of their child after he has absconded, as well as meeting with the head teacher or other staff members in order to agree subsequent actions.

### Procedures

If a pupil is suspected of leaving the school site without permission:

- The staff member should alert the head teacher (or deputy), or when off-site the group leader should contact the head teacher or deputy via the school office.
- If the pupil appears to be missing, but there is no evidence that he has left a particular area, a quick but thorough search of the area should be conducted before the parents or police are informed.
- If there is no doubt that the pupil has absconded, the school office should contact the pupil’s parents to inform them and, if the pupil is out of sight for more than five minutes, call the police.
- Staff should not chase the pupil, as this could lead to the pupil going further afield, acting impetuously or causing a traffic accident. Staff should aim to keep within eye contact, if necessary at a distance.

- If the pupil is within close distance of the school, staff are advised not to engage them in conversation, as the pupil might be in a distressed state and be unable to act in a controlled manner. This would mean there is still the potential for traffic accidents should the pupil venture further afield.
- A judgement will have to be made as to how and when to intervene in the best interests of the pupil, staff and members of the public. This decision needs to be based on a dynamic risk assessment, based on common sense and, where possible, a knowledge of the pupil.
- If the pupil returns of his own volition, parents and (if necessary) the police must be informed.
- When the pupil is back in school and is in a calm state, the parent, relevant member of staff and (where communication ability allows) the pupil should discuss the issues, this policy and any consequences.

If the head teacher or deputy is aware that a pupil is not acting emotionally or in defiance of school procedures, but has left the school grounds by mistake, the above procedures may be adapted and the pupil brought back on-site without the need to telephone the parents or police. The seriousness of leaving the school site should be explained to the pupil and their parents informed at the end of the day.