



## **Baston House School**

### **Health and Safety policy**

---

Health and safety is integral to our school activities



<b>Contents</b>	<b>Page</b>
<b>General Statement</b>	<b>3</b>
<b>Organisational responsibilities</b>	
• Principal	4
• Deputy Head	4
• Health and Safety Advisor	4
• Staff	5
<b>Arrangements for health and safety</b>	
• Risk assessment	6
• Personal safety	6
• Security of school site	6
• Management of behavioural intervention	6
• Accidents and incidents	6
• First aid arrangements	7
• Protective Clothing	7
• Fire safety	7
• Emergency Plans	7
• Hepatitis B	7
• Premises and utilities	7
• Work equipment and machinery	7
• Contractors	7
• Lettings	8
• Monitoring and review	8



## General Statement

Baston House School will take all reasonable and practicable steps to promote a safe and healthy environment for our staff, pupils and visitors. We commit to integrate into our day-to-day activities compliance with all statutory provisions and standards.

We will provide sufficient information, training and supervision to enable all of our staff to positively contribute to health and safety at Baston House School.

Where significant risks to safety, health or wellbeing are identified we will ensure that risk assessments are carried out and any actions to reduce risks implemented.

A Health and Safety Advisor has been appointed to be a member of the Hillcrest Care Ltd Health Safety Advisors group who meet regularly to discuss health and safety matters that directly affect activities in the Hillcrest Care Group.

We will provide adequate resources to implement the Baston House School Policy within a reasonable time.



## Organisational responsibilities

### Principal

The Principal must ensure he/she fully understands and follows the Health and Safety Policy and Procedures, specifically to

- Be accountable for all health and safety matters at the school
- Delegate appropriate authority and responsibility to the Deputy Head
- Promote a positive safety culture through appropriate support and encouragement
- Ensure channels of communication are available to staff so that health and safety concerns can be raised, debated and appropriately resolved
- Ensure risks to staff, pupils and visitors are reduced as far as reasonably practicable
- Ensure staff receive adequate health and safety training and information
- Ensure all reportable injuries, diseases or dangerous occurrences required under RIDDOR or other statutory requirements within the specified time
- Review and monitor health and safety performance
- Liaise with the company's Health and Safety Manager to ensure all arrangements for health, safety and training are adequate and appropriate.

### Deputy Head

The Deputy Head must ensure he/she fully understands and follows the Health and Safety Policy and Procedures, specifically to support the Principal to

- Promote a positive safety culture
- Ensure that staff health and safety concerns are debated and appropriately resolved
- Ensure risks to staff, pupils and visitors are reduced as far as reasonably practicable
- Ensure staff receive adequate health and safety training and information
- Ensure all reportable injuries, diseases or dangerous occurrences required under RIDDOR or other statutory requirements are reported within the specified time
- Review and monitor health and safety performance

### Health and Safety Advisor

The Health and Safety Advisor is appointed to support the Principal in maintaining health and safety standards, specifically to

- Assist with the risk assessment process
- Ensure staff are aware of how to report health and safety concerns
- Monitor training provision to ensure staff are able to follow safe working practices
- Ensure staff, pupils and visitors are aware of emergency procedures
- Monitor accidents and incidents to ensure they are reported to the appropriate authorities
- Monitor cleanliness and hygiene standards to ensure they are maintained
- Make recommendations to the Principal and Health and Safety Manager to ensure the health and safety training needs are identified and programmed for action
- Provide support with staff health and safety training and induction



- Report and record health and safety concerns and non-compliance to the Principal and Health and Safety Manager
- Complete Health and Safety Advisor initial training and attend subsequent training events
- Promote a positive health and safety culture through appropriate support and encouragement.

## **Staff**

All staff have specific responsibilities to

- Follow the school's Health and Safety Policy and Procedures
- Ensure the health, safety and welfare of themselves, pupils and other people who may be affected by the activities of the school
- Report any accidents, incidents or near miss accidents
- Report any health and safety concerns to a senior member of staff or the Health and Safety Advisor.



## Arrangements for health and safety

The school follows the health and safety arrangements detailed in the company Health and Safety Policy. As a supplement to the company Policy the school has specific arrangements for the following health and safety issues.

The company health and safety procedures will be followed and any specific school procedures developed for school activities or health and safety hazards not covered in the company health and safety procedures manual.

A new UK Government took office on 11 May 2010. The school's health and safety arrangements follow current statutory guidance and legislation and will continue to reflect the current legal position. This Policy will be reviewed in light of any government changes. The school will continually seek advice from the HSE, Education department and Advisory bodies.

### Risk assessment

The Principal and Deputy Head will ensure curriculum and non-curriculum risk assessments are carried out by a competent person in consultation with staff. Where a residual risk remains, a safety standard will be set and staff informed of the safe ways of working necessary to reduce risks to themselves or others.

### Personal safety

We aim to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. We will not tolerate bullying or harassment at work and staff are instructed to report any incidents to the Principal or Deputy Head.

### Security of school site

The perimeter of the school is fenced to prevent pupils absconding or trespassers entering the site. All entrances to the school are made secure.

### Management of behavioural intervention

We will ensure staff are trained in techniques that will enable them to intervene in a safe manner when pupils display challenging behaviour.

Guidelines on interventions and managing behaviours that challenge can be found in the company Services Policies and Procedures Manual.

### Accidents and incidents

All staff are required to report all accidents, incidents and near misses to the Principal, Deputy Head or Health and Safety Advisor, who will ensure the necessary reports are completed and forwarded to the relevant Authorities and the company Health and Safety Manager.



## **First aid arrangements**

The school will appoint and train First Aiders and Appointed Persons who will be responsible for ensuring first aid kits are fully stocked. The First Aider will record all treatment given and inform the Health and Safety Advisor to ensure an accident or incident report is completed.

## **Protective Clothing**

Protective clothing and equipment will be provided when an assessed risk cannot be eliminated or controlled by some better means. Staff must make full and proper use of personal protective equipment or clothing as instructed.

## **Fire safety**

A Fire Plan and Fire Risk Assessment has been carried out and will be reviewed annually or sooner if there are significant changes.

Maintenance staff are responsible for carrying out routine fire tests and maintaining fire log records.

Staff are trained in the school's fire safety arrangements and take part in regular fire evacuation drills with the pupils.

Fire Safety Marshalls are appointed and trained to assist with fire evacuation and fire safety arrangements in the school.

## **Emergency Plan**

The Principal and Deputy Head are responsible for developing and reviewing the school Emergency Plan.

## **Hepatitis B**

Policy and guidelines regarding Hepatitis B and other diseases are contained in the company Children Services Health Care Manual – Section H.

## **Premises and utilities**

The Premises Manager is responsible for ensuring the school buildings, ground and utilities are maintained to a safe standard, and where necessary organising maintenance contractors.

## **Work equipment and machinery**

All work equipment is fit for purpose, tested and maintained on a regular basis. Service records are maintained by the Premises Manager.

## **Contractors**

All contractors carrying out major works are managed by the company Property and Estates Manager who will review the contractors risk assessments before they carry out any work and monitor their safety performance. The Principal will report any concerns about the contractors work to the company Property and Estates Manager.



Details of any school risk assessments that may impact on the health and safety of contractors should be discussed before they start work, for example, security of the site to maintain pupil safety.

### **Lettings**

The Principal is responsible for reviewing the risk assessments of organisations letting the school premises or grounds.

### **Monitoring and review**

It is an essential part of the school safety management system to monitor and review health and safety performance. The Principal and Deputy Head have specific responsibilities to carry out periodic health and safety monitoring.

The Health and Safety Advisor will carry out periodic inspections with the Principal or Deputy Head.

Steve Vincent  
Principal  
Baston House School

Autumn 2010

The Policy will be reviewed Autumn 2011.