

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Nunnykirk Centre for Dyslexia. It is intended to be indicative, based on principles of good judgement, risk assessment and reduction, and effective communication.

The policy supports our Mission by directly impacting on the Physical and Emotional well-being of our community.

Reviewed by: Barry Frost (Head teacher)



Signed:

Date: 30th August 2017

1. Aims

Our aims for Health and Safety are to:

- a) Provide a safe and healthy environment for our school community, which includes service users, staff and all other people who come onto the premises of our school
- b) Promote understanding of responsibilities in maintaining a healthy and safe environment
- c) Reflect awareness of current health and safety legislation (and amendments where known) and relevant guidance. This includes, but is not limited to, The Management of Health and Safety at Work Regulations (1992/2006), COSHH (2002), RIDDOR (2013) and advice from trades unions

2. Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all members of the community.

3. Responsibilities

All members of the school community are expected to take reasonable steps to:

Assess

Reduce Risk (Make SAFE where reasonably possible) and

Communicate (in order to further reduce risk)

(a) Members of the school community should:

- i. Be aware of their responsibilities for maintaining a safe and healthy environment.
- ii. Be familiar with all instructions and guidance of safety within the school.
- iii. Use good judgement at all times to take responsible care for their safety and that of others.
- iv. Report significant hazards to the Head Teacher without delay.

(b) The Management Team (Governors, Senior Leaders, and Caretaker) work toward the school's aims by:

- i. Ensuring that safe work practices and procedures are applied within the school.
- ii. Making termly inspections to ensure that a safe and healthy environment is maintained.
- iii. Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- iv. Ensuring that all members of the school community are aware of their own responsibilities.
- v. Taking responsibility for devising and implementing a school Health and Safety policy.
- vi. Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- vii. Ensuring that all staff are familiar with the Health and Safety policy of the School.
- viii. Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- ix. Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

(c) The Head Teacher works towards the school's aims by:

- i. Taking responsibility for the day-to-day operations of the Health and Safety policy.
- ii. Ensuring appropriate induction, specific and refresher training for staff.

(d) All staff must work towards the school's aims by:

- i. Promoting a spirit of safety consciousness amongst children, supporting understanding of the need for codes of practice, and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- ii. Being good role models – vigilant and careful.
- iii. Taking quick, firm action to ensure that children are not allowed to unduly jeopardise their own safety or that of others.
- iv. Providing opportunities for children to discuss appropriate health and safety issues.
- v. Ensuring proper Risk Assessments are properly carried out.

(e) Service Users can support the school's aims by:

- i. Developing a growing understanding of health and safety issues.
- ii. Contributing to the development of codes of practice.
- iii. Conducting themselves in an orderly manner in line with these codes.
- iv. Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

(f) Parents and Carers can support the school's aim by:

- i. Ensuring that young people attend school in good health.
- ii. Providing prompt notes/phone calls to explain all absences.
- iii. Providing support for the discipline within the school and for the staff roles.
- iv. Ensuring early contact with school to discuss matters concerning the health and safety of their young people or of others.

- v. Encouraging young people to take increasing personal and social responsibility as they progress throughout the school.
- vi. Accepting responsibility for the conduct of their young people at all times.
- vii. Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

(g) The Caretaker is responsible to the Head teacher, and in liaison with relevant staff and contractors, for:

- i. Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- ii. Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- iii. Ensuring that all waste materials from the school are disposed of legally.
- iv. Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- v. Maintaining a high standard of housekeeping.
- vi. Reporting to the Head Teacher any significant problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.

4. Procedures (indicative)

(a) For ensuring involvement of all members of the school community we have:

- i. Meetings of representatives of teaching and non-teaching staff to review health and safety issues.

(b) For providing children with opportunities to discuss health and safety issues we have:

- i. A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- ii. A programme of health education.
- iii. Frequent reference to H&S matters in school assemblies and via tutors

(c) For accident prevention, reporting and investigation we have:

- i. Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

(d) For First Aid provision we have:

- i. A team of qualified and publicised First-Aiders in school, and clear instructions for non-qualified staff.
- ii. Provision of fully stocked first aid boxes in key areas.
- iii. Notification to parents of head injury or minor injuries.
- iv. Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance.
- v. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- vi. A list of first aiders is kept in the school office, along with their training dates.

(e) For fire precautions we have:

- i. At least a half-termly fire drill for both daily and boarding pupils.
- ii. Regular checks of equipment, procedures and exits by the Caretaker and equipment monitored yearly by our fire Service contractor.

- iii. All fire exits clearly signed.
- iv. Regular inspections by the Fire Service and implementation of recommendations

(f) For the use and control of substances hazardous to health we have:

- i. Storage of such substances clearly labelled, locked in the Caretaker's store, which is not accessible to children.
- ii. The issue, use and care of personal protection equipment (e.g. rubber Gloves, plastic goggles) when necessary.
- iii. Designated responsibility for key areas such as Science teaching, Catering and Cleaning

(g) For electric safety we have:

- i. Careful siting of equipment to avoid overload, trailing leads, etc.
- ii. Bi-Annual PAT testing electrical contractors on all portable electrical equipment.

(h) For special medical conditions we have:

- i. Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- ii. A requirement that all medicines brought to school must have the chemist's label with the child's name and appropriate dosage and frequency of dosage and lodged with the designated person responsible for administering the medications.
- iii. For administering of medication, please see the school's Policy and Procedures for the administration, storage and recording of medicines, which forms part of this policy. This has been assessed as 'Robust' by OfSTED (03/16).

(i) For ensuring personal hygiene we have:

- i. Encouragement of a high standard of personal hygiene and the provision and maintenance of suitable facilities for this.
- ii. A programme of health and social education.

(j) For ensuring physical education and recreational area safety we have:

- i. School rules about behaviour designed to maximise recreational area safety and conscientious supervision of these areas.
- ii. Asthma sufferers to take their inhalers with them.
- iii. All PE equipment regularly checked.
- iv. Close supervision and appropriate rules in place.

(k) For safety on school trips and outdoor pursuit activities:

- i. Risk assessment completed
- ii. Every group supported by a member of school teaching staff – trip ratio of at least 1 staff member to 6 children (adjusted according to needs).
- iii. For further details, see the school's Off-Site Visits policy.