



Kindness Empathy Respect Responsibility Honesty Resilience

## **Hospital and Home Education learning Centre HEALTH AND SAFETY POLICY**

Responsibility for Health and Safety rests with the employer. HHELC is a maintained school and so the Local Authority Nottingham City Council is the employer. Some responsibilities under the Health & Safety at Work Act 1974 are delegated to head teachers however the duty to comply with statutory requirements cannot be delegated and remains with the Local Authority.

The Lookout Education Centre and The Children's Hospital School are leased premises. Consequently, HHELC works closely with the NHS health and safety officials to ensure NHS processes and procedures are appropriate and the school remains compliant.

This policy has three parts:

1. A statement of general policy based on legal duties under the Health and Safety at Work Act
2. The organisation – allocation of functions to individuals i.e. who does what in Health and Safety
3. The arrangements – how health and Safety functions allocated are carried out

The main source of Health and Safety information is provided in the Education Department Health and Safety Guidance manual on: [www.nottinghamschools.co.uk](http://www.nottinghamschools.co.uk)

### ***POLICY STATEMENT***

Our statement of general policy is as follows:

- To promote an effective safety culture across all HHELC sites
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils / students and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

## **RESPONSIBILITIES**

### **Duties of the Head Teacher**

- Taking the lead in the promotion of an effective health and safety culture
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of legislation, codes of practice and LA/NHS guidance are met
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils, students and others
- Consulting with employees, and safety representatives, on health and safety issues
- effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure they are 'competent' to carry out activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work related ill health and violent incidents are reported and investigated
- Monitoring the standard of health and safety throughout the school and providing the Governing Body with an annual report
- Ensuring that emergency procedures are in place (HHELC /NHS where appropriate)
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorising all Off-Site Visits.

### **Duties of the Business Manager**

- Ensuring that any appropriate risk assessments are undertaken and reviewed annually
- Ensure that safe working conditions and practices are in accordance with LA/NHS guidelines
- Ensure safety inspections are carried out within the agreed time schedule (Site Manager/Governor where appropriate/NHS facilities management)
- Ensure that all reported damage repairs/risks are carried out promptly
- Ensure that everyone is aware of emergency procedures

### **Duties of the Governing Body**

In consultation with the Head Teacher the Governing body will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensure the school carries out and records a formal health and safety inspection of all parts of the premises and site at regular intervals
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements

### **Duties of the Sherwood Site Manager / NHS facilities management team**

- Keeping the buildings and sites in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, fire alarm system, intruder alarms
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders,
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing areas

- Assisting the Head Teacher and Governors with health and safety inspections

**Duties of the Off-Sites Visit Co-Ordinator (OVC)**

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined

**Duties of All Employees**

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with senior staff on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to Senior Staff members, Site Manager and where appropriate NHS facilities management.

## **RESPONSIBILITIES / DUTIES OF NOTTINGHAM CITY COUNCIL**

The ultimate responsibility for health and safety rests with the **employer** i.e. the Local Education Authority (LEA), although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers.

- Monitor the School's compliance with legislation and NCC policies and procedures \*
- Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Create and maintain a Health and Safety Guidance Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.
- Provide updates to schools of Health and Safety legislation and guidance.
- Create and maintain incident report management systems and undertake periodic trend analysis.
- Provide health and safety advice via a telephone helpline.
- Ensure school management are appropriately trained in health and safety principles with the provision of school specific training courses.
- Consult with recognised trade unions according to the Safety Committees Regulations 1977.

*\*where appropriate, HHELC also takes account of NHS processes and protocols at The Lookout and The Children's Hospital School.*

## **Arrangements**

### **Accident Reporting and Investigation**

Accidents to either staff or children / students should be recorded in the Accident Book on-site and brought to the attention of the Head Teacher for the particular team/base who will action them and inform the Head Teacher of HHELC. Individuals will also need to consider if the accident also requires reporting in accordance with NCC policy using the online incident reporting system or through the Physical Handling procedures.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive.

### **Administration of Medicines**

Only medication with written parental / medical practitioner consent will be administered and must be agreed with and signed by a member of staff.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

### **Asbestos Management**

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Caretaker on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The Asbestos Survey is held in the school office and is made available to any contractors carrying out work within the school.

An asbestos management log-book is kept in school

The Asbestos Survey report reminds us that there is no asbestos on site.

The Site Manager is asbestos training compliant in line with LA guidelines/3 year refresher timeline.

### **Construction work**

All construction work is carefully monitored in accordance with NCC / NHS guidance. All contractors who enter school buildings will sign the visitor's book, read the safeguarding statements and wear a visitor's badge.

### **Consultation with Employees**

Health and safety is a standing item on the agenda of staff briefing meetings. Minutes are taken of such meetings and action taken as required. Any local procedure, policy or decision that may have a significant

effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

#### **Control of Contractors**

The Site Manager is responsible for day to day control of Contractors at the Sherwood Education Learning Centre, although it is recognised that overall responsibility lies with the Head Teacher.

#### **Display Screen Equipment**

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user' when required. It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes. The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

#### **Dogs on Site**

Dogs are not allowed on site, although exceptions may be made for guide dogs, hearing dogs and for therapeutic purposes.

#### **Electrical Safety**

All portable electrical appliances in school are checked by a 'competent' person annually. Records of PAT testing are held electronically and on appliance stickers. All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Business Manager/Caretaker so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals. Next inspection due December 2022.

Remedial action from the report is undertaken by the school.

#### **Emergency Procedures**

Reference: Sherwood Education Learning Centre emergency plan agreed 2019.

#### **Fire Safety**

The fire evacuation procedure and escape routes and assembly points are displayed throughout all sites. Fire drills are undertaken termly at the Sherwood Education Learning Centre. Any issues with the drill are reported to the Headteacher and dealt with.

The Site Manager ensures all on-site testing take place (e.g. fire alarm, emergency lighting) and records are documented in the fire log book.

The Fire alarm system is tested weekly by the Site Manager a for evacuation takes place once per term. The school is responsible for any action as required as a result of the services.

#### **First Aid**

First aid facilities are provided at all times employees are at work during normal working hours.

All First Aid treatments are recorded as appropriate.

CHS: First Aid should be deferred to Hospital Medics where appropriate. Sherwood Education Centre has 2 qualified First-Aiders. Children's Hospital School has 1 Qualified First-Aider. The Lookout Education Centre has 1 qualified first aider.

### **Boiler appliances**

All boilers at the Sherwood Learning Centre are inspected annually by a registered engineer. The school is responsible for any action required as a result of the inspections or any reactive repairs.

### **Hazardous Substances**

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances in school are kept in Staff share.

All cleaning chemicals are kept securely under lock and key to prevent unauthorised access.

### **Health and Safety Advice**

Competent advice is provided by the Schools Health and Safety Advisors team at Loxley house

### **Housekeeping**

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

### **Ice and Snow on Exterior areas**

The Site Manager/NHS is responsible for placement of salt on the ground as required at the Sherwood Education Centre

### **Information**

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the school staffroom / reception / office. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

### **Inspections**

Arrangements are in place for a joint inspection to be carried out at least annually-normally in the spring term, by the Site Manager, Head Teacher and D Thompson Nottingham City H and S support. Employees report any damage / defects to the Site Manager/Business Manager or Head Teacher.

### **Lone Working**

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods. Risk Assessments for lone working have been carried out. Employees should avoid lone working where possible. Home Education Teachers are given copies of our Lone Working Policy upon appointment and trained to use the Lone Working App on the work mobile phone.

### **Manual Handling**

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded. Mechanical aids are provided, e.g. trolleys, sack trucks,

The safe manual handling of pupils, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the Safety Manual.

### **New and expectant mothers**

A risk assessment is carried out as soon as the Head Teacher is made aware of pregnancy by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

### **Off-Site Educational visits**

The Off-Site Visits Co-ordinator (OVC) is Lorraine Campbell

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – 019476202.

### **Positive Handling / De-escalation**

Staff who work with high risk pupils will receive relevant training e.g. for Positive Handling, Breakaway Training or Response Training.

### **Outdoor Safety**

The Site Manager is responsible for ensuring that the entry to the Sherwood site is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager, business manager or Head Teacher.

### **Play tools and equipment**

Staff have a responsibility to remind pupil / students about safe use of equipment in school. If staff notice wear and tear on items they should report it to the office/Site Manager/departmental lead.

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses immediately so that prompt action can be taken to avoid accidents and injury.

### **Risk Assessments**

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the shared staff drive. These are based on the model generic risk assessments available from the Safety Manual.

### **Safety Representatives (GI4)**

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

### **Slips, trips and falls**

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager, business manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury. Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

### **Storage Arrangements**

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been instructed to use step ladders, not to stand on chair/table/desks to reach items.

### **Stress, Work Related**

The Head Teacher and the Governing Body are responsible for controlling work-related stress issues.

### **Supervision**

Pupils / students are supervised during all activities throughout the school day.

### **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

### **Use of vehicles**

The use of vehicles for transporting pupils is included in the school's risk assessment process, e.g. the use of taxis, minibuses, buses and coaches.



The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. Only Employees who are authorised and have provided appropriate proof of can use their own vehicle to transport pupils.

#### **Violence**

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated. Nottingham City Council has adopted the Health and Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. All incidents of violence are reported via the incident reporting system and investigated as required by Line Manager / Head Teacher.

#### **Waste / Litter Management**

The Site Manager/NHS are responsible for the management of waste and litter. Pupils / students are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school sites, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

#### **Water Management / Control of Legionella**

The School have adopted Nottingham City Council's Water Management System for the control of legionella. Monitoring results are recorded on the SERAM database. Water is tested on a monthly basis by Second Element and quarterly a full test takes place.

Weekly flushing of all cold-water taps is carried out and recorded by the Site Manager.

**Welfare facilities**

Sufficient toilet facilities are available for both employees, pupils and students, which include adequate hand washing / hand drying facilities.

Pupils/students have access to drinking water and/or drinking water bottles throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager / NHS facilities Management Team.

**Work Equipment**

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

**Personal Protective Equipment –**

Staff and/or children and young people will wear appropriate safety equipment when carrying out potentially hazardous activities for example Science – protective coats and goggles where appropriate, 1<sup>st</sup> Aid - single use disposable gloves for body fluids (e.g. vomit, blood), aprons when clearing up.

**Workplace Transport Safety**

We always endeavour to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times, particularly at the Sherwood Education Learning Centre.

**Working at Height**

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors

Sets of small stepladders are available for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager.

**Cross-referenced Policies**

- Bullying
- Bereavement
- Child Protection
- Emergency Plan- Sherwood Education Centre
- Fire safety
- Off-Site Visits

**Sherwood Education Centre estate management maintenance schedule:**

<b>ELECTRICAL AND LIGHTING SYSTEMS</b>
PAT Testing
Electrical Fixed wiring
Lightening Conductor
Emergency Lighting
<b>LIFT AND LIFTING EQUIPMENT</b>
Lift
<b>HEATING AND COOLING SYSTEMS</b>
Air Conditioning
Boilers
Pressure Systems
<b>LEGIONELLA CHECKS AND TESTING</b>
Legionella
<b>BUILDING FABRIC</b>
Glazing
Asbestos
<b>WORKING AT HEIGHT AND FALL PROTECTION SYSTEMS</b>
Working at Heights R/A in place
<b>SAFETY AND SECURITY SYSTEMS</b>
Fire detection and alarm systems
Fire doors
Firefighting equipment
<b>CHEMICAL STORAGE: CHECKS AND TESTING</b>
Local Exhaust Ventilation

**Extract systems (science laboratory)**

**COSH - Science Room Cupboard**

**OTHER SITE MANAGEMENT MATTERS - CHECKS AND TESTING**

**Playground equipment**

**Tree Safety Management**

**Radon**

**Servicing Electronic Powered Doors**

**Servicing Electronic Powered Gates**

**Servicing Lifts/Hoists to carry people**

**Intruder Alarm**

**SIGNED:** P A Fielding

**DATE:** 11<sup>th</sup> February 2020

**SIGNED:** David Rich

**DATE:** 11<sup>th</sup> February 2020

The next review is: February 2021