



Health & Safety Policy

This Policy Applies to Sherborne House School and Early Years Setting

Note: Please refer also to separate, related policies, which exist as follows:

- Anti-bullying Policy
- Child Protection (Safeguarding) Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Special Educational Needs and Disabilities Policy & Plan
- Missing Child policy
- E-Safety (within Child Protection (Safeguarding) Policy)
- Mobile Phones and Cameras (within Child Protection (Safeguarding) Policy)
- Use of Reasonable Force and Physical Restraint (within Child Protection (Safeguarding) Policy)
- Fire Prevention and Evacuation
- Risk Assessment Policy

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building
- Template for Risk Assessment

Created: September 2015
Date Updated: October 2016
Date for revision: September 2017
Annual review: September

Contents

General Statement.....	3
Purpose and Aims	3
Health and Safety Management Arrangements:.....	3
Overall responsibility for H & S.....	4
Risk Management	4
Fire Safety.....	4
On-site Vehicle Movement.....	5
Safeguarding Pupils.....	5
Staff Welfare/Stress.....	5
Lone workers	5
Records.....	5
Accidents	5
Pupil Behaviour.....	6
Status Review	6
Development Plan	6
Responsibilities:	6
Equal Opportunities.....	7
Monitoring and Review.....	7
Policy for management, including identification, of visitors into the school site	7
Security and Entering the School during School Hours.....	8
Exceptional Procedures.....	8
Appendix 1.....	9

SHERBORNE HOUSE SCHOOL

Health and Safety Policy

General Statement

Sherborne House School Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work.
- all pupils and members of the public, including parents, visitors and contractors 'who enter school premises, are not exposed to any health and safety risks during the course of their business.
- no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by in which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

Sherborne House School aims to:

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.

Members of staff are expected to:

- Take reasonable precautions to safeguard the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.
- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The school has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the school. The necessary actions necessary to ensure Health and Safety are recorded.

The Health and Safety Committee is comprised of;

- Chair - Health and Safety Co-ordinator (HSC). Nigel Roache
- Member of SLT – Heather Hopson-Hill (HT) and Marc Bennet (DHT/DSL)
- Site Manager – Lee Tugby
- Coordinators Science/DT/PE – Julie Domone/Beren Cliffe-Roberts /Pat Whytehead
- First Aider – Estelle Szasz
- Educational Visits Co-ordinator – Debbie Stupple
- EYFS Representative – Helen Lawrence
- Catering Manager – Janice Westbrook

The Health and Safety Committee will meet half-termly – with the following rolling Agenda

Overall responsibility for H & S

- Review of accidents/incidents, near misses
- Quality of risk assessment in school
- Monitor the currency of qualifications
- Review of fire drills and procedures
- Monitoring of H & S activity in school
- Daily checks in EYFS
- Science Lab/PE and Games
- Site manager's H & S tours
- Contractors
- Address items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

Risk Management

Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action to be taken, will be kept and passed to the school's Health and Safety Committee via the Health and Safety Co-ordinator (HSC). The Head Teacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the School Business Manager of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Head Teacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.

All staff will use the school's risk assessment template (which can be obtained from Teachers shared drive or the School Business Manager), as a means of assessing risks.

Fire Safety

All members of the School will:

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;

- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials that they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the School Business Manager/main office any hazards likely to cause a fire.
- All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

On-site Vehicle Movement

For details please refer to our separate On-site Vehicle Movement Policy

Safeguarding Pupils

All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems. Any suspicions should be reported immediately to the school's Designated Safeguarding Lead (DSL).

Teaching staff are expected to teach risk management to pupils according to the National Curriculum requirements in their subject, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the School Business Manager or Deputy Head (or their Line Manager). Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

Records

Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school School Business Manager (Health and Safety Co-ordinator -HSC), who will report on such matters at each Health and Safety Committee meeting.

Accidents

All accidents involving staff and pupils MUST be recorded (see First Aid Policy). Staff who are unsure about the system must seek advice from the main office (School Administrator /Registrar). The Lead First Aider (Registrar/School Administrator), will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid at each Health and Safety Committee meeting.

Pupil Behaviour

Pupil misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and to participate in ensuring that the rules are obeyed.

Status Review

The School will contribute to the school's annual health and safety status review. This will take place at the Spring Governance meeting.

Development Plan

The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

Responsibilities:

The Head Teacher in conjunction with the School Business Manager and other staff members

- Is responsible with the Health and Safety Co-ordinator for the implementation and operation of the policy as it affects their areas of responsibility;
- will familiarise herself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- will set up and implement safe methods of work;
- will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- will instruct all staff, pupils and others under her jurisdiction in safe working practices;
- will carry out regular safety inspections of their areas and keep records of those inspections;
- will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- will make available appropriate protective clothing and equipment, first aid and fire appliances;
- will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- will provide appropriate health and safety information to relevant persons; and
- will report any health and safety concerns to the Health and Safety Coordinator and Health and Safety Committee.

All Members of staff will:

- be responsible to the Head Teacher for the implementation and operation of the policy as it affects their areas of responsibility;
- familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- assist the Head Teacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- set up and implement safe methods of work;
- apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, pupils and others under their jurisdiction in safe working practices (including fire safety);
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;

- ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- provide appropriate health and safety information to relevant persons;
- keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Committee via the Health and Safety Co-ordinator.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to separate Equal Opportunities policy.

Monitoring and Review

The Head Teacher will monitor the progress of the policy. The HSC will liaise with the Head Teacher and report to the Health and Safety Committee to ensure that it remains in line with school policies.

Policy for management, including identification, of visitors into the school site

Aim

To ensure the safety of pupils, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main office. The School Administrator, as admitting adult, will take responsibility for the visitor when she is on duty. At other times the Head Teacher (or delegated deputy in her absence) is primarily responsible as 'admitting adult'. The Head Teacher will designate a member of staff to act as admitting adult at times when she knows that the school office staff are unavailable. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book.

Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:

- i. The identity of the visitor (if appropriate by asking for an identification document);
 - if the visitor is working on site they should provide – evidence of address and official photographic identity (passport, driving licence, work issue card) on or before their first day of work
 - if the visitor is a volunteer previously unknown to the school, who will have supervised access to the children they should provide an acceptable form of identification
- ii. The purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait outside the front door, ensuring it is secured and inform the office, deputy head or Head Teacher immediately.

Office staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

In the event of an emergency evacuation of the premises, a member of the office staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Head Teacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Head Teacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to all other schools, the LEA, the police and alerting all staff).

The Head Teacher is responsible for ensuring that the procedures in this policy are followed by all staff. On behalf of the proprietor, the Education Director will monitor the carrying out of this policy at least once a year.

Security and Entering the School during School Hours.

Any person arriving at the school for entry will be either;

- i) let in by the office staff having been appropriately identified or
- ii) admitted by a member of staff who will identify the person and escort them to the main office.

All visitors must be directed to the main office.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit. If arriving by car, details of the registration may be recorded.

Exceptional Procedures

Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

Appendix 1

BUILDING SECURITY AND VISITORS' NOTICE

Welcome to Sherborne House School.

Please read and note the following information.

1. Signing in and out: please remember to sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings.
3. You must go the assembly point on the school field via the marked fire escape routes. Please evacuate by the nearest safe exit.
4. In the event of any injury: please inform a member of the office staff.
5. If you should identify a hazard, please tell a member of staff.
6. Toilets: staff facilities are situated in the Main House, visitor's facilities are located in the entrance to Beeches
7. Badge: you are required to wear a visitor's badge while in school. Please obtain one from a member of staff in the office and remember to return it when leaving and signing out.
8. Please note that smoking is not permitted on any part of the school site.
9. Phones & Cameras – visitors are not permitted to use devices in School unless prior permission has been given.
10. If you have any concerns regarding a child, please report it to Mr Bennet our Designated Safeguarding Lead and Deputy Head Teacher or Mrs Hopson-Hill, the Head Teacher. They can be contacted via the school office.

Thank you

Appendix 2: Near Miss Reporting Form

Name of School:	
Address of School:	
School Telephone:	
School email:	
Headteacher:	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if pupil):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	
Details of near miss: <i>Include the full names of anyone involved. Continue on a separate sheet if necessary.</i>	

Contact details of anyone involved in the near miss. Name: Address: Telephone:	
---	--

Contact details of any witnesses. Name: Address: Telephone:	
--	--

