**Health and Safety Policy**

**School statement of intent**

Kisharon School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

1. **Roles and responsibility**

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

**Kisharon School's health and safety organisational structure**

Governing body

Headteacher

Senior leadership team

School employees

Pupils

**Governing Body**

The governing body recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

* the school fulfils its legal health and safety obligations
* the school health and safety policy is being implemented and is effective
* risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
* the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
* school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
* there is the appropriate budget allocation to the school’s health and safety provision
* the importance of good health and safety is communicated to school staff and carefully monitored
* all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
* one member of the governing body is nominated to act as the link governor for health and safety management, this is currently Jeff Andrews.

**Headteacher**

The headteacher takes the responsibility of:

* ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
* liaising with the health and safety link governorto inform that person of any health and safety issues or risks that arise
* ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
* ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
* ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
* ensuring that adequate funding is allocated to individual departments for their health and safety requirements
* ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
* ensuring that regular practice fire drills are undertaken
* ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
* ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
* keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
* ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
* ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing

The Headteacher may delegate some of these responsibilities to the senior leadership team and the school manager.

**Employees**

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

* ensuring that they are familiar and up to date with the school’s health and safety policy and standard procedures
* keeping their line managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
* ensuring that all the correct provisions are assessed and in place before the start of any activity
* making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
* cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers’ guidance
* ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school’s health and safety policy and procedures.

**Pupils**

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

* listening to and following instructions from staff
* ensuring that their actions are safe for themselves and will not harm others in any way
* being sensible around the school site and when using any equipment
* reporting health and safety concerns or incidents to a member of staff immediately

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities.

1. **General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards**

There are many procedures in place that form the basis of good practice within the school and apply across all areas.

**Health and Safety Information**

Files are kept in the headteacher's office which contain the following:

1. Health and Safety Information
2. Relevant certificates
3. Incident and accident Forms
4. Off-site visits - request forms and associated Risk assessment
5. Risk assessment form for school based activities

In the School Managers office is kept a file of certificates for individual staff members whho have taken Health and Safety training.

**Special Training Requirements**

As a special school the following additional training is required:

1. Positive Manual Handling (Team Teach)
2. Manual Handling - people including hoisting
3. Epilepsy including use of medications
4. Epipen training
5. Tail gate of school mini bus
6. Wheelchairs in school bus

**Equipment**

The School Manager is responsible for keeping a log of safety tests and checks of the following equipment:

1. Hoists both manual and elevtronic
2. Lift
3. Changing Tables
4. Tail-gates

All equipment is regularly maintained as required.

**Protective Equipment**

As many of our pupils require assistance with personal care, staff are trained as to what measures should be taken. This includes the use of gloves and aprons.

All relevant policies are available on school shared documents.

**2.1 Safe behaviour and school code of conduct**

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school policies in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour and exclusions policies.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

**Medication**

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication and provided the medication is in its original packaging and complete the school form.

**Challenging behaviour**

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour and exclusions policies.

**2.2 Maintenance of safety records**

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school’s safety records and notes who is responsible for maintaining them.

**Health and safety file**

The school’s health and safety file is readily available for inspection. A hard copy of all health and safety records are printed out for the file, and backed up with an electronic copy. The file serves as the central health and safety record for the school. Details of the following are kept in the file

* A current list of names of individuals with key health and safety roles – e.g., first aiders (include date certificates expire) and fire evacuation officers;
* A copy of the school statement of intent and projected date for review which is displayed in the school entrance hall;
* A register of risk assessments completed for the school
* Copies of risk assessments including

General risk assessments;

COSHH assessments;

Display screen equipment workstation assessments;

Fire risk assessments;

Manual handling operations;

Machinery / equipment;

Lifting equipment and lifting operations;

Lone working;

Risk of violence and aggression;

Work in confined spaces, work at height, etc;

* Completed accident records sheets [removed from the Accident Book]
* Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
* Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological spillage, location of first aid kits and first aiders, etc.
* Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
* Inspection and statutory examination reports relating to equipment – such as lifting equipment;
* Other equipment maintenance and service records
* Fire drill records – dates and performance [clearance time; details of any problems, etc.];
* Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
* Copies of completed health and safety induction checklists (for new staff);
* Copies of annual health and safety audit checklists and action plans;

**Insurance Cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed near the school entrance.

The school keeps records of health and safety incidents for pupils and adults. For pupils, this is information is kept from their date of birth plus 25 years. For adults, the date of the incident is recorded and the information kept for 6 years from then. All records are disposed of securely. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

**2.3 Safety review, monitoring, and evaluation procedure**

The school’s health and safety monitoring will be undertaken by the headteacher. This policy and the health and safety file will be reviewed by the headteacherdue to triggers including, but not limited to:

* changes in key personnel
* changes to the structure of the school’s organisation
* the introduction of new processes
* any change in premises or the specific use of part of the premises
* changes in legislation
* following the findings from an accident investigation (internal and/or external) or following a civil claim
* following consultation with employees
* following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

The school monitors safe systems of work on a day to day basis in the following areas:

* kitchen
* cleaning cupboards and staffrooms
* outdoor areas

**2.4 Accidents**

**Procedure and reporting**

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On school premises, this may mean reporting to the school office. A first aider should make an assessment of the injury as soon as possible.

The school will appoint named persons to act in this capacity and this information will be displayed on the school notice board.

If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone. Hatzala may also be called on 0300 999 4999.

Parents/carers (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school until they can be collected.

Pupils will have individual medical plans based on professional advice if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically at least annually or when changes occur to ensure that they suit the pupil’s needs and remain effective. A record of any medication of this sort will be kept in the headteacher's office. Any medicine administered in school will be recorded.

***Recording an accident***

The school has accident forms which are stored in the school office. This is used to record **all** accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school’s health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report.What happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded, and reviewed by senior leaders. The governing bodywill review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

**Investigation**

# An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

* deaths
* 'specified injuries’ in respect of employees or pupils
* over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
* 'specified dangerous occurrences’' (where something happens that does not result in an injury, but could have done)
* 'occupational diseases'
* ‘injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities’ (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances).

The headteacher or the governing body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided. The headteacher has undertaken on-line RIDDOR training.

**2.5 Lone workers**

**Staff**

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or on the premises during school holidays. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, pupils or contractors who are identified as lone workers will be given all the necessary information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

***Risk of violence:***

* Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
* Late meetings must finish promptly and not leave one member of staff alone on-site.
* Staff must not approach, or let into the buildings, unauthorised persons when lone working.

***Communication:***

Staff are advised to:

* Avoid lone working wherever possible by arranging to work in pairs or as a group.
* Sign in and off the site.
* Carry either a mobile phone or school telephone at all times when lone working.
* Let the headteacher know you are coming into work, how long you expect to be and when you are leaving.

***First aid:***

* For those working on our premises, first aid kits can be found in the school office, staffroom and first aid room.

***Emergency procedures:***

* In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher, the staff member’s nominated person, or the emergency services.

***Access and egress:***

* Staff are required to consider weather conditions before coming into and while at work.

***Guidance for keyholders attending alarm calls after hours:***

There is an external nominated keyholder who will attend alarm call outs after hours.

**Unacceptable lone worker activities**

The following activities are not to be carried out by lone workers under any circumstances:

* **Working at height**
* **Manual handling of heavy or bulky items**
* **Working with a pupil**

**One-to-one lessons**

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

**Staff who are involved in one-to-one working, wherever possible, should do the following:**

* Inform someone about the activity, the location, the likely duration and let them know when it has ended.Assess the need to have another adult present or close by.
* Avoid working in isolated parts of the building, and leave the door open if possible so you and the pupil can be seen.
* Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
* Staff should not drive pupils alone. Another member of staff must be present or alternative travel taken.

**It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**

* Make sure the pupil is comfortable with the arrangement.
* Avoid unnecessary physical contact, e.g., sitting too close.
* Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our school in our **Child protection and safeguarding policy.**

**2.6 Building and site maintenance**

The headteacher is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The site manager is responsible for reporting any health and safety concerns relating to the school premises. He will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form.

**2.7 Environmental statement**

Kisharon school recognises that we have a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

* reducing our use of natural resources;
* supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials when possible;
* minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
* promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
* taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
* restoring the environment where possible.

**2.8 Fire safety and evacuation procedures**

The school carries out whole school fire drills once a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site.

Fire risk assessments are carried out, recorded, and regularly reviewed for the building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

**2.9 Emergency procedures**

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described in the School Emergency Procedures Document.

**Emergency communications**

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself. Parents are also requested not to post information of an emergency on social media.

**It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency**.

**ii)** **How the school communicates with parents/families/carers during an emergency**

A text message system is in place which can be accessed by the school on a computer, or smart phone. The school will take proactive measures to prevent emergencies, and the school’s health and safety provision outlined in this policy is designed with this in mind.

**2.10 Health and safety training**

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment may be given to staff relating to which department they will be working in. Employees who are not specifically trained for specialist equipment are not permitted to use it.

**2.11 Workplace safety**

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

**Contractors**

* Contractors are selected on the basis of references from other reputable customers as well as using best value principles and evidence of H & S training and other relevant training.
* Where possible, contractors are organised to not carry out work on school premises when children are present.
* Where contractors are required to work on site when children are present, all staff are briefed about this and ensure that no contractor is ever unsupervised with a child.
* Contractors are required to take great care to ensure the safety of work areas and equipment, that site security is maintained and external doors and gates kept closed, and to ensure that children are not exposed to risk of harm through working practices, tools, materials and equipment.
* Contractors are required to hold public liability insurance and this is checked prior to the issuing of contracts. Contractors are required to log in and out with Reception and to wear identity badges or visitors badges.

**2.12 Children's Safety**

* We ensure all staff employed plus volunteers who work with pupils have been checked for criminal records by an enhanced disclosure from the DMT. No staff or volunteers can commence work without a satisfactory DBS certificate and references.
* All children are supervised by adults at all times.
* Whenever children are on the premises at least two adults must be present.
* We always escort and supervise children in outside areas.
* On very hot / sunny days, parents are asked and reminded to apply suncream to their children before leaving for school. Staff ensure pupils are adequately hydrated and wearing appropriate clothing.

**Atlanto-Axial Instability among people with Down's Syndrome**

A feature of Down's Syndrome is that the ligaments which normally hold the joints stable can be very slack. In some people with DS in addition to a slack ligament the actual bones of the atlnto-axial joint may be poorly developed. Theoretically these differences could make the joint more likely to dislocate. We therefore follow the guidelines of the Down's Syndrome Association (copy in Health as Safety file) and allow our pupils with DS to participate in using the trampoline etc. However should an accident occur the emergency services would be informed of the fact that the pupil has DS so that they can provide additional protection to the neck.

### Outdoor area

* Our outdoor area is securely fenced.
* Our outdoor area is checked for safety including leaves, weeds and cleared of rubbish before it is used.
* Adults and children are alerted to the dangers, where applicable, of poisonous plants.
* Where water can form a pool on equipment, it is emptied before children start playing outside.
* Our outdoor sand pit is covered when not in use and is cleaned regularly.
* All outdoor activities are supervised at all times.

There is a separate covered play area for the younger pupils.

### Activities

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and developmental level of the pupils.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* All materials - including paint and glue - are non-toxic.
* Sand is clean and suitable for children's play.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### Missing child

If a child goes missing from the school:

* The person in charge will arrange a thorough search of the building and playground.
* The register is checked to make sure no other child has also gone astray.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* The HT talks to staff to establish what happened.
* If the child is not found in the immediate vicinity then a parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing the school ensures the following procedure is followed:

* As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity, but does not search beyond that.
* The staff contact the police using the mobile phone and report the child as missing.
* The HT is informed. If s/he is not on the outing s/he makes his/her way to the venue (if possible) to aid the search and be the point of contact for the police as well as to support staff.
* Staff take the remaining children back to school.
* The HT contacts the child's parent(s) who make(s) their way to the school or outing venue as agreed with the HT.
* In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
* The HT contacts the Chief Executive who comes to the school as soon as possible.

**The investigation:**

* The Chief Executive will carrie out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
* The key person/ staff writes an incident report detailing:
* the date and time of the report;
* what staff/ children were in the group/outing;
* when the child was last seen in the group/outing;
* what has taken place in the group/outing since then; and
* the time it is estimated that the child went missing.
* A conclusion is drawn as to how the breach of security happened.
* If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
* The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

### Animals

* Any animals visiting the setting eg for Pet Therapy are free from disease and safe to be with children, and do not pose a health risk.
* Children wash their hands after contact with animals.
* Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

### Food and drink

* Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
* All food and drink is stored appropriately.
* Adults do not carry hot drinks through the school when pupils are present or take them in to areas where pupils are present.
* Snack and meal times are appropriately supervised .
* Fresh drinking water is available to the children and staff at all times.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic and that staff are aware of all food allergies.

### First aid and medication

At least one member of staff with current relevant first aid training is on the premises or on an outing at any one time.

Our first aid kit:

* complies with the current Health and Safety (First Aid) Regulations;
* is regularly checked by a designated member of staff and re-stocked as necessary;
* is easily accessible to adults; and
* is kept out of the reach of children.
* At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

### Photographs

* We obtain signed permission from parents to take photographs of the children and to use them in class for teaching and learning purposes, as well as for external school use e.g. school publications (newsletter, prospectus etc.) media photographs and school website. This is checked annually.
* We never print a child’s name with a photograph unless we have received prior permission.
* We obtain signed permission from parents for external educational agencies to use photographs of our children for photographic / video promotional and staff training purposes.

### Internet safety

* We regularly use the Internet in school, because it has many educational benefits.
* In order to minimise the risk of children coming across unsuitable material, we provide constant supervision and guidance, and we have a blocking programme in place.

**Display Screen Equipment (DSE)**

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

* Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
* backache
* fatigue and stress
* temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

1. Work areas are risk assessed and arranged to enable safe practices to be carried out.
2. Furniture and equipment are regularly checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
3. Staff are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
4. Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
5. Regular breaks are taken when working with DSE for extended periods.
6. The school encourages that staff, pupils, and volunteers or visitors report to their line manager any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging staff to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

|  |  |
| --- | --- |
| **Workstation** | * Adjust screen height to suit seating height – generally eyes level with top of screen.
* If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen.
* Keep an organised work surface to facilitate workflow.
* Avoid clutter under the workstation.
* Ensure an appropriate mobile, stable and five star base chair.
* Seat back, arm rests and back rest to be height adjustable.
* 2-3” of space in front of the keyboard
* Be familiar with software in order to customise screen colours, etc.
 |
| **Environment** | * Adjust screen to reduce reflection and glare.
* Clean screen and equipment regularly.
* Ideally sit sideways to windows.
* Maintain safe surroundings, i.e. free from tripping and electrical hazards.
* Avoid excessive noise and uncomfortable temperatures.
 |
| **Healthcare** | * Carry out exercise programme on a regular basis plus specific movements throughout the day.
* Rest eyes during work break and carry out eye care exercises.
* Have eyes tested regularly.
* Report any health related symptoms that concern you.
 |
| **Job Design** | * Break up work with informal postures and different tasks.
* Combine different work tasks.
* Take regular breaks away from screen.
* Ensure you have training in software and in know how to set up a safe workstation.
 |

**Manual Handling**

The school operates in accordance with the *Manual Handling Operations Regulations* (1992). ‘Manual handling’ describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the relevant staff and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff to act in accordance with health and safety legislation and school policy. The school expects employees:

* + to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
	+ to follow safe systems of work as determined by the result of the risk assessments
	+ to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
	+ to ensure that they use equipment as per manufacturer’s instructions
	+ to attend training sessions as required and apply the knowledge/skills to daily tasks
	+ to report all accidents and incidents which have either caused or could have caused harm or injury
	+ to report any difficulties, including ‘near misses’ they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
	+ to inform line management if they are unable to perform manual handling duties
	+ to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
	+ to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
	+ to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
	+ to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
	+ to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

**Machine maintenance**

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

* **suitable** for use, and for the purpose and conditions in which it is used;
* **maintained** in a safe condition for use so that people’s health and safety is not at risk; and
* **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person and a record kept until the next inspection.

**2.13 Control of substances hazardous to health (CoSHH)**

There are areas in school where hazardous substances may be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

* safe storage in locked cupboards, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
* only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
* clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
* clear record of chemicals ordered, who they are ordered to, and that they are ordered for
* safe disposing of chemicals
* appropriate PPE for use when handling hazardous substances
* strict ‘off-limits’ policy for pupils.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff will be taught to recognise new signs and any posters in use will display the new signs.

**2.14 Occupational health services and managing work-related stress**

Kisharon School takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress can be very difficult.

We urge any staff member who is experiencing stress to talk to their line manager or a member of the senior leadership team, and the school will do everything that it can to support them.

**2.15 Policy and procedures for off-site visits**

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Headteacher will ensure that:

* the objective of the visit is clear
* the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
* they are informed well in advance about less routine visits
* the group leader has shown how the plans for the visit comply with regulations and guidelines and with the school’s health and safety policy
* it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel
* a sufficient level of insurance is in place
* the group leader reports back after the visit.

**In the supporting document for health and safety for off-site visits, you will find full information on:**

* responsibilities for off-site visits
* parental consent
* transport
* supervision
* emergencies
* adventure activities
* work experience placements
* work experience health and safety
* off-site risk assessments

See school offsite visits Policy and Procedures

**2.16 Security**

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

We have CCTV monitoring throughout the school and on the school perimeters. A security guard is in attendance throughout the school day. Please see our security policy.

1. **Risk assessment**

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

**3.1** **School risk assessment matrix**

Risk assessments are stored in the headteachers office and will be reviewed:

* at regular intervals
	+ after accidents, incidents and near misses
	+ after any significant changes to workplace, working practices or staffing
	+ after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Very unlikely** **1** | **Unlikely****2** | **50/50****3** | **Likely****4** | **Very likely****5** |
| **Trivial****1** | 1 | 2 | 3 | 4 | 5 |
| **Minor****2** | 2 | 4 | 6 | 8 | 10 |
| **Moderate****3** | 3 | 6 | 9 | 12 | 15 |
| **Major****4** | 4 | 8 | 12 | 16 | 20 |
| **Fatality****5** | 5 | 10 | 15 | 20 | 25 |

Table taken from section 4.1 of *Practical Health and Safety in Secondary Schools* by Gill O’Donnell

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

**This policy will be reviewed:**

* at least annually
	+ after accidents, incidents and near misses
	+ after any significant changes to workplace, working practices or staffing
	+ after any form of notice has been served.