



Hidelow Grange School

Health and Safety Policy

	Most recent Review:
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Role: Head of Education	
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CareTech's children's education services provide a safe and stimulating learning environment in which young people are always offered a fresh start, and empowered to achieve and fulfil their unique potential

Description and Ethos of Hidelow Grange School

Hidelow Grange is an Independent School operating within the Branas Isaf Company, a subsidiary of CareTech Community Services Ltd., who are the proprietors.

Hidelow Grange is an independent school providing specialist education to boys aged 11 to 18 years with social, emotional and mental health (SEMH) needs, and who are Looked After Children. The school specifically caters for boys who present with a range of complex interpersonal, emotional and behavioural issues.

For a more detailed description of what the school offers see “Statement of Independence” and School Prospectus.

OUR PUPILS

All young people at Hidelow Grange School have a history of harmful behaviours, including harmful sexualised behaviours and social, emotional and mental health needs often accompanied by a range of additional learning needs.

Most of the pupils have had interrupted histories in education and care. There are a wide variety of attainments on admission. All have fragile self-esteem and demonstrate difficulties with authority and a lack of trust in adults. Many have experienced loss and trauma, leading to attachment difficulties. As a result, many experience difficulties in forming and maintaining appropriate, positive relationships with others and have a limited ability to work cooperatively.

Pupils are:

- aged 11 to 18;
- boys only;
- placed within the residential setting of Branas Isaf;
- residents from placing authorities throughout the United Kingdom;
- all present a range of harmful behaviours;
- most are in receipt of an EHC plan.

THE VISION

Our school aspires to become a centre of excellence renowned for making outstanding educational provision for the very special pupils we teach.

This vision drives everything we do and will be achieved through...

- A rich, deep and personalised education designed to meet the needs of each pupil;
- A pupil centred, skills focused curriculum that is relevant to the 21st century and inclusive of all;

- Encouraging all members of the school community to strive beyond expectations and develop a lifelong love of learning;
- Offering a broad range of learning experiences within a curriculum that values academic attainment as well as social, moral, spiritual and cultural aspects of education;
- Providing personalised careers education and guidance, with aspirational next steps planning, preparing pupils for their future;
- Recognising that time is precious: working quickly to turn around pupils' attitudes towards education so they enjoy their time at school and make the most of the opportunities on offer;
- Working collaboratively with our professional partners to support the needs of each individual pupil.

Pupils will:

1. Be challenged to engage in learning and achieve meaningful qualifications that will enable them to take their next steps in education, employment or training;
2. Develop into healthy, resilient and confident individuals who are ready to lead fulfilling lives as valued members of society;
3. Create, nurture and maintain healthy positive relationships with others;
4. Experience success, whatever form it takes;
5. Become enterprising, creative contributors ready to play a full part in life and work;
6. Celebrate diversity and develop into ethical, informed young people who are ready to be citizens of the world.

OUR MISSION

Our mission statement is:

We provide a safe and inclusive learning environment that nurtures mutual respect and encourages reflection so that our pupils develop the knowledge skills and confidence to enable them to achieve their potential in all aspects of their lives.

OUR VALUES AND INTENT

Our values

- **Aspiration** : We encourage each other to be the best we can be
- **Curiosity**: We never stop learning and wondering about the world
- **Independence**: We think for ourselves and determine our own future
- **Innovation**: We look for new and creative solutions to problems
- **Reflection**: We learn from our experiences
- **Tolerance**: We value difference and respect other people's opinions
- **Trust**: We believe in the honesty and reliability of others

Our Curriculum Intent

For our staff: Everyone at Hidelow supports and challenges pupils to invest in education as a priority for a successful placement

For all learners:

- To undergo an initial 6-week assessment so we fully understand their needs for effective learning;
- To achieve at least 95% attendance in school;
- To engage in creative learning experiences appropriate to their needs, supported by an accurate individual learning plan;
- To achieve nationally recognised academic awards in core subjects;
- To achieve accreditation in a wide range of subject areas;
- To become independent learners;
- To learn how to keep themselves safe, and build positive relationships with those around them;
- To take part in decisions that shape their lives, the school and the community in which they live;
- To demonstrate the behaviours needed to stretch themselves and cope with the challenges of learning;
- To attend and participate in regular therapy sessions;
- To learn strategies to manage their feelings and know where to go for help when things are difficult;
- To have the opportunity to participate in work experience and work related learning opportunities;
- To develop the Literacy skills they need for adult life;
- To learn the skills to apply mathematical concepts;
- To learn the skills to use digital technologies creatively and safely in preparation for the world in which they will live;
- To lead healthy, active lifestyles;
- To develop as social, moral, spiritual and culturally aware individuals who are ready to make a positive contribution to society as adults.

1. Health & Safety Policy

Introduction

This Health and Safety Policy is written to establish the specifics of the school's procedures and practices, taking into account the overall responsibility of CareTech Children's Services for the Health and Safety of all employees and young people in its care.

The law says:

- ✓ The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- ✓ Employees have a duty to look after their own and others' health and safety.
- ✓ Employers, school staff and others have a duty under the common law to take care of pupils in the same way that a prudent parent would do.

Given the nature of the services provided by the school, CareTech expects that all staff in school will:

- Carry out risk assessments to ensure that all new curriculum activities are as far as possible free from risk and any risks are planned for and mitigated as far as possible.
- Complete all risk assessments before any young person undertakes any additional / off-site activity and that, as part of the risk analysis, all necessary written consents are obtained.
- Never knowingly place the safety and wellbeing of any young person at the school in any danger.
- Always put the Health and Safety of staff and young people as our primary consideration and never knowingly compromise this consideration in any way.
- Ensure all parts of the school to which young people have access are, so far as reasonably practicable, free from hazards to their safety.
- Ensure any activities in which young people participate are, so far as reasonably practicable, free from avoidable risks.
- Identify and eliminate all avoidable risks to health or safety of young people as far as possible.
- Ensure staff trained in First Aid are available throughout the school day, both in school and on any off-site activity.

The School Commitment

In line with the expectations on the proprietors, Hidelow Grange School:

- Will carry out rigorous and comprehensive risk assessments prior to admission of any young person in order to consider the potential risks they present against any risks arising from the school environment and activities routinely undertaken during the school day.
- Will, as far as possible, maintain safe and healthy working conditions for all employees and young people, providing a clean and well maintained working environment with appropriate resources and equipment to ensure safe systems of work covering all activities.
- Accept responsibility for providing staff within the school and young people, where appropriate, with information, instruction and training whenever necessary to ensure safe working practices.
- Will endeavour to ensure that other people affected by the school's activities i.e. visitors, contractors and members of the wider community, are provided with information and support, where necessary, to ensure their safety, when affected by the activities of the school.
- Where risks to Health and Safety need to be assessed under a specific duty or Regulation, CareTech carries out regular assessments and ensures that all actions shown to be necessary as a result of these assessments are implemented.
- CareTech carries out a regular programme of testing and risk assessment / management procedures. These include procedures for:

- fire risk assessment
 - checks on fire extinguishers
 - water purity testing
 - electrical equipment testing
 - asbestos surveys
- Where risks to the Health and Safety of staff and/or young people, which are due to conditions within the school or on site, are noted, the Headteacher will ensure that CareTech is notified as quickly as possible.
 - The school will provide information regarding this Health and Safety policy and procedures, as requested by parents and/or Local Authorities, acting as corporate parents.

Roles and Responsibilities

1. Hidelow Grange School accepts overall responsibility for providing instruction and training in order to ensure that the responsibilities shown in this policy, and other related policies, are fully understood and complied with.
2. CareTech delegates day-to-day responsibility for Health and Safety procedures and practices within the school to the Headteacher.
3. Every member of staff is required to read this policy and say that they have received and understood it.
4. The responsibilities placed on staff within this policy are intended to comply with legal requirements as well as reducing the likelihood of unsafe environments or practices persisting.
5. As a consequence of this intention all staff will:
 - Comply with the school Health and Safety Policy.
 - Fully observe any safety rules and advice issued by Health and Safety professionals
 - Report any safety hazard within the school or their work area if off-site, and any malfunction of an item equipment to the Health and Safety officer as soon as possible and complete the Health and Safety log before leaving work for the day.
 - Conform to all written or verbal instructions contained in any relevant risk assessment to ensure their personal safety and the safety of others.
 - Conform to the Staff Code of Ethical Practice (see Safeguarding Policy).
 - Use all safety equipment and/or protective clothing provided for appropriate tasks.
 - Avoid any improvisations that could create an unnecessary risk to personal safety or to the safety of others.
 - Maintain all resources and equipment in good condition and report any defects to the Headteacher as and when they occur.

- Report all accidents to the Headteacher and complete the accident log on Behaviour Watch, whether injury is sustained or not, before leaving the school for the day.
- Complete as requested any training course designed to further the needs of Health and Safety.
- Observe all appropriate procedures concerning processes and hazardous materials and substances used.
- Observe and comply with fire evacuation procedures, and make themselves aware of all fire extinguishers and fire exits, keeping doors marked as fire doors closed at all times.
- Ensure that young people in the school do not unnecessarily place themselves or others in danger.
- Ensure that young people do not interfere with, or misuse, safety equipment such as fire extinguishers or fire alarms.

Teaching Staff	Qualifications
Sam Goodchild Headteacher; DSL; LAC; Teacher: PE	BSc (Hons) in Sports Studies; PGCE: Secondary Education
Charlotte James DDSL; SENCO; Exams Officer; Teacher: Maths, ICT, Art	BA (Hons) in Primary Education specialising in SEND
Mark Maddock 0.6 FTE Teacher: Science, DT	B.SC. (Hons): Applied Zoology (with Agriculture); PGCE in Biology and Science (Distinction in Teaching Practice) Post-Graduate Certificate of SEN
Victoria Cooper Teacher: English; Enrichment	BA (Hons) English Literature and minor Religious Studies; Dip (HE) Diploma in Community, Youth and Play Work; PGCE Secondary English
Juliet Smith Teacher: PSHE; Humanities; Art; Enrichment	BA (Hons) in Humanities with History; PGCE Secondary Geography

Staff Training

All teachers complete annual training on Myrus. As a minimum they complete the following online training:

SG Hidelow Grange Health and Safety policy 2024/25

- COSHH
- Fire Safety
- Food Safety in Catering
- Infection Prevention & Control
- Safe Administration of Medication
- First Aid
- Health and Safety Awareness

The Health and Safety at Work Act, 1974

Duties of the Employer:

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Under Standard 3, Regulation 11 of The Education (Independent Schools Standards) Regulations 2014:

“The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.”

Therefore, schools must set out health and safety arrangements in a written health and safety policy.

Duties of the Employee:

- Take all reasonable steps to care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work;
- Co-operate with management to enable the employer to carry out their legal duties or any requirements as may be imposed.

Section 8 of the Act additionally requires that:

- No person shall intentionally or recklessly interfere with, or misuse, any item provided in the interests of Health, Safety and Welfare.

Regulation 12 of the Management of Health and Safety at Work Regulations 1992 further extends the duties of employees as follows:

- Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received, (whether this be written or verbal);
- Every employee must inform the employer or any other employee with specific Health and Safety responsibilities for fellow employees:
 - a. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee could represent a serious and imminent danger to their Health and Safety; and,
 - b. Of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their Health and Safety, even where no immediate danger exists.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Health & Safety Rules

This section specifies both the general rules laid down by CareTech for the attention of all employees and specific rules relevant to the school.

These rules must be complied with and intentional failure to observe them will be considered to be a breach of contract of employment and will result in disciplinary action being taken.

These rules are prepared taking into account of Health and Safety legislation and any intentional breach of the legislation by an employee is a criminal offence and may result in heavy penalties.

The school recognises that it is not possible to prepare rules covering every possible eventuality as circumstances may vary depending upon the nature of work. However, all staff are expected to act in

a sensible manner and adhere to verbal or written instruction given by CareTech, the school's Health and Safety Officer or the Headteacher.

Every member of staff has a responsibility for him/herself and others in the workplace. If there are any doubts of any aspect of their responsibilities they are required to ask senior staff or contact CareTech.

Rules Covering Health & Safety at Work within the School

Working Practices:

- Staff must not operate any specialist equipment unless they have been trained and authorised to do so;
- Young people at the school must not operate any item of equipment unless they have received sufficient training from staff and are under adequate supervision;
- Staff must make full use of equipment guarding or any other type of associated safety device and ensure that young people also comply with this requirement;
- Staff must not clean any item of equipment that is in motion or has uncovered moving parts;
- Staff must not leave any item of equipment in motion while it is unattended, or when any young people are unsupervised;
- Staff must report any fault, defect or malfunction on any item of equipment; fixture or fitting which could cause danger to anyone;
- Staff must not carry out any repairs or maintenance work of any description unless authorised to do so;
- Staff must use all liquid substances and cleaning materials etc., in accordance with written instructions, returning them to their designated area;
- Staff using chemicals must take all reasonable precautions to ensure their safe use by other staff or young people at the school.
- All chemicals that could in any circumstances be considered dangerous must be stored appropriately within approved COSHH storage (Control of Substances Hazardous to Health Regulations 2002), which must be locked when not in use.
- In carrying out their roles, all staff must use safe, approved manual handling practices. In particular with reference to the use of physical intervention techniques with young people, staff must be trained in Maybo and use only approved holds.
- Rigorous risk assessments must be carried out before any off-site activity or educational visit is undertaken, to ensure that all foreseeable risks are planned for or eliminated. Staff must identify the educational benefits of visits and how they support young people and/or the

taught curriculum and present these, alongside the risk assessment, to the Headteacher at least one week before the planned visit or activity (see Educational Visits Policy).

For further information please refer to the School's Educational Visits Policy

School Transport

- Only authorised staff are permitted to drive Branas cars. Car Health & Safety Checks are completed every Sunday by Residential Support Workers with the help of young people. Any damage or health and safety concerns must be reported to the Headteacher, who is responsible for ensuring the proper maintenance of the vehicle. The driver of the vehicle is responsible for ensuring that safety regulations are observed when using the transport.
- At times, young people may be transported in other company vehicles, with nominated drivers and accompanied by care staff. On rare and exceptional occasions a private vehicle may be used to transport young people, provided that a senior member of staff has given permission for this.
- All drivers of company vehicles must be registered with CareTech as a company driver. All use of personal vehicles must be covered by appropriate personal business use insurance, presented in evidence prior to the vehicle being used for company purposes.
- All young people must wear a seat belt at all times when transport is in motion and, where appropriate, regulations regarding booster seats must be applied.
- A risk assessment must always be undertaken when young people are transported and this must have particular reference to any young people whose behaviour is a cause for concern.

For further information please refer to the School's Educational Visits Policy

E-Safety

- Using the internet for online research is a valuable activity that young people need to understand as they prepare for adult life.
- However, the young people attending Hidelow Grange School have histories of poor behaviour and some may have suffered sexual exploitation prior to joining the school.
- On occasion there may be a specific prohibition order concerning internet access applied to a young person by a court order. In this case staff must, where necessary for the purposes of education, access the internet on behalf of the young person and relay any necessary information to them.
- Under no circumstances should young people have unsupervised access to the internet.

- Young people are not allowed access to private mobile phones at any time while at school or taking part in a school activity on or offsite.
- The use of private mobile phones by staff member is specifically forbidden in the presence of the students. These may be used in the staff room, their empty classroom or outside the school buildings, provided that young people are not present, and with the permission of their line manager.

For further information please refer to the School's Safeguarding Policy, Anti-Bullying Policy and Acceptable Use Policy.

Work Experience

All young people in Hidelow Grange School are offered the opportunity to complete a work experience placement. Most complete work experience in both Y10 and Y11.

Comprehensive risk assessments are carried out before each placement, covering the premises, personnel, procedures and activities to be undertaken.

Young people are offered a similar level of personal supervision during work experience as they would have in school.

Warning Signs and Other Notices

- Staff must comply with all warning signs and safety notices displayed on the premises, and are expected to read staff notice boards where any additional information is displayed;
- Staff must comply with specific safety instruction notices, which are displayed in any area of the school premises;
- Staff must ensure that young people have seen, understand and comply with all warning signs and safety notices displayed on the premises.

Working Conditions / Environment

- Staff must keep stairways and passageways clear and work areas in a neat and tidy condition;
- Staff are expected to clear up all spillages promptly and provide warning signs or alert others to wet or slippery floor areas.
- Staff must ensure that all classrooms are kept free from clutter and mess, floors are clear and exit points are not blocked. Staff must ensure that coats and school bags belonging to pupils are stored safely out of the way.
- Staff must ensure that a room-specific risk assessment is completed for their classroom. The Headteacher will be responsible for completing a risk assessment of all communal areas in the

school, including outside spaces. Avoidable risks identified in the school must be rectified at reasonable cost.

Lone Working

For the purposes of this policy, lone working will be defined as a situation where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency. Within Hidelow Grange School, there are various work activities that may result in staff members working alone; for example:

1. Staff that are working alone for some of the time, such as cleaning staff after school or the maintenance team working at night or early morning.
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours. The experience and training of staff and the activities to be undertaken will be taken into consideration before allowing lone working. Whenever possible it is recommended that staff work with a colleague and ensure that they are aware if they are to be in a lone working situation, for example if a colleague had previously been on site but had subsequently left. Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

- Are aware and follow all policies or procedures.
- Always plan ahead.
- Are fully aware of the risks when working alone.
- Do not put themselves in potential danger.
- Ensure that they have made themselves aware of the nearest place of safety.
- Be aware of the on-site security procedures.
- Ensure that access is available to mobile phones or some form of personal communication.

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers keep a mobile phone with them in case of an emergency.

Working at height

Ladders/step ladders are only suitable for light duties of low risk and short-term duration (less than 30 minutes). Any doubt as to the loadings on any ladders must be verified with the ladder's manufacturers. They should only be used by staff who have had appropriate training/instruction. Three points of contact should be maintained on the ladder at all times.

As a general guide the risk assessment should consider:

- The task and activity involved – how long will it take; what other tools will be needed; will there be heavy loads involved;
- People involved in the task – are they adequately trained; do they have any medical conditions; what is their general fitness etc.; are there arrangements in place in case of emergencies;
- Equipment to be used - including erection and dismantling; are ladders correct length (tall enough so no over-reaching is necessary but not so long or flexible that sway or vibration could occur); is equipment suitable and sufficient for the task in hand and in good condition;
- Location – is the structure against which the access equipment is to be fixed strong and in good repair; consider proximity to roads, overhead cables etc.;
- Environment – are surfaces slippery; are weather conditions suitable (no high winds etc.); is temperature appropriate, are light levels adequate;

Manual Handling

All staff have completed their manual handling training on the Caretech Myrus platform. In order to ensure that risk reduction measures are implemented, the following must be considered:

- avoid manual handling activities wherever possible;
- adhere to safe systems of work which have been designed to reduce the risk of injury;
- fully co-operate with the school to ensure safe working practices;
- fully utilise mechanical / automatic lifting and carrying aids where appropriate
- fully utilise personal protective clothing / equipment;
- ask suppliers to assist when deliveries are made;
- plan your route prior to undertaking the manual handling activity;
- reduce the carrying distances;
- carry lighter or less bulky loads or consider sharing the load;
- vary the work, allowing one set of muscles to rest;
- request assistance from the Headteacher if unsure about any activity.

Smoking

All members of the school community have the right to work and learn in a smoke free environment. Exposure to second hand smoke (passive smoking) increases the risk of lung cancer, heart disease and other illnesses. Exposure to role models who smoke also normalises smoking behaviour, which can have a significant negative impact on the delivery of the smoke free message. Smoking is not permitted by law in any part of the school's premises and grounds including the entrance area to the school.

There are no designated smoking areas provided within the School buildings. At Hidelow Grange School staff may only smoke in the car park during formal breaks, but never in front of or in site of pupils. Hidelow Grange School promotes healthy living and expects all adults in the school community to fully participate in providing aspirational role models for the pupils. Employees are not permitted to smoke in the view of pupils. Employees who do smoke will be asked to ensure they cannot be seen smoking by pupils or other members of the immediate community, even if it is off the school grounds. Employees will not take any smoking equipment or materials into any area of the school where there are pupils. They will not be placed in classroom cupboards or any other area.

Tobacco education is part of the School's progressive entitlement curriculum of PSHE (including the health effects, legal, economic and social aspects of tobacco use) which may be delivered across the curriculum. Parents/carers are encouraged and supported to be actively involved in their child's drug/tobacco education at home. Training on drugs including tobacco is available for all teaching staff as appropriate as well as pastoral staff and those involved in smoking prevention.

Violence at Work

The LA's working definition of violence is: "any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of the course of his or her employment." This includes verbal abuse and threats, rude gestures, sexual or racial harassment. Verbal abuse and threats, including rude gestures and innuendoes, are the most common types of incident. The effects of being threatened or abused vary, violence can cause pain, suffering and even disability or death. Physical attacks are obviously dangerous but serious or persistent verbal abuse or threats can also damage employee's health and well-being through anxiety or stress. Any violence should be immediately reported to the Headteacher or SLT.

Fire Precautions

- Escape routes from the school in the event of fire are displayed around the school and staff must make themselves aware of the location of firefighting equipment and all escape routes from the premises;
- All classroom must display information on what to do in the event of a fire and a plan of escape routes;
- Staff must ensure that any obstruction to firefighting equipment or escape route are removed at the earliest possible opportunity;
- Staff must not use firefighting equipment for any other purpose from that which it is intended;
- Staff must not move or remove firefighting equipment for storage elsewhere;
- Staff receive instruction on the actions to be taken in the event of a fire emergency, and must ensure that they know what actions they will be expected to take;
- Staff must consider the safety of young people as paramount in all instances of a fire and understand assembly and evacuation procedures and know who is responsible for registration procedures and giving instructions;
- The school will carry out unannounced fire evacuation drills at least once per term and ensure that these are recorded. Any shortcomings noted during these drills will acted on immediately by the Headteacher and staff;
- Fire alarms will be tested weekly out of school hours to ensure that they are working correctly and that they can be heard around the school premises.

First Aid

The number of first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register, displayed around school, of all qualified staff and will arrange re-training as necessary.

First Aid notices are clearly displayed around the school.

Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.

A suitable area is available for provision of first aid.

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days, on line courses and the staff handbook which is issued annually.

Where first aid has been administered this is recorded on behaviour watch.

Accidents / Incidents

- Staff must seek attention or advice for any injury received whilst in the school. All accidents must be reported to the Headteacher and recorded in the log on Behaviour Watch before leaving the school at the end of the day;
- Any possible Health and Safety risks brought to light by an accident/incident will be investigated by the Health and Safety Officer and where necessary reported to CareTech by the Headteacher.
- Subject to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013), any work related incident that leads to a death, inability of a member of staff to carry out normal duties for more than 7 days or which leads to 3 days or more work time being lost will be reported to the Health and Safety Executive (HSE), as will any accident to a member of the public whilst on the school site.
- All staff must be trained in emergency first aid during their initial induction period. The school must always have at least one suitably trained designated first aider on site when pupils are present in the school.

Control of Substances Hazardous to Health (COSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (CoSHH). The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Substances are stored correctly and those that are no longer used disposed of properly
- CoSHH risk assessments are monitored regularly and reviewed annually

Health

- Staff must report to the Headteacher any medical condition or any other problem that they are suffering from which may affect the safety of themselves or others;

- Staff must co-operate with the Headteacher where a medical condition may require further examination to safeguard the health of other staff, young people or visitors to the school.
- Staff must be vigilant to any medical conditions observed in pupils, non-school staff or visitors to the school, and report their concerns to the Headteacher immediately.

Food Hygiene: Preparation & Storage

- Staff must maintain high standards of personal hygiene at all times, especially in food preparation areas;
- Any member of staff preparing or handling food for public consumption in the school must have a basic (level 1 or level 2) Food Hygiene Certificate;
- Staff must follow all the prescribed rules for food hygiene;
- Staff must ensure that all food is stored correctly and take all precautions against it becoming contaminated;
- Staff must ensure that all utensils are properly cleaned after each use;
- Staff must dispose of all domestic and food wastes in the appropriate bins provided and, in particular, not leave food on work surfaces or in classrooms overnight.

Storage of Medicines

The Hidelow First Aid Policy provides the framework for considering the safe storage of medicines and medical substances / equipment.

Controlled medications for use by the young people at the school must be stored in the locked medical cabinet in the care home office when not being used. MARS sheets are stored and filled in, in the care home. The only exception to this is when young people are responsible for their own medication as part of their personal development plan.

Staff who are taking medication for their own health-related conditions must ensure that all supplies are securely stored out of sight and not in areas accessible, or potentially accessible, to young people.

Application and Monitoring of Agreed Rules

Staff must report any breach or deficiency in any of these safety rules to the Headteacher or Head of Education Services as soon as possible.

The Headteacher, or other staff member designated by the Headteacher, will carry out a weekly check of the physical premises to ensure them to be 'safe' and record any identified concerns to be reported for remedial action. This check will be recorded in the school's Health & Safety Log.

As part of the Quality Framework, the Headteacher will carry out an audit of risk assessments completed by the school on a termly basis, as part of the schools paperwork audit evidence base.

As part of the Quality Framework, all teachers regularly taking pupils on Offsite Educational Visits, including Physical Education and Outdoor Pursuits, must have a formal observation of these activities completed by the Headteacher/EVC, at least once per year.

Monitoring and Evaluation of This Policy

This policy will be monitored through scrutiny of risk assessments and records of incidents.

Evaluation will be through discussion with staff and feedback from young people, their parents/carers and referring Local Authorities.

The policy will be reviewed at least once a year, or whenever a particular incident points to a failure of procedures and practice. **The next review is due in June 2025.**

Related Policies

This policy is one of a developing suite of policies in the school's Safeguarding Portfolio. It takes account of guidance on Health and Safety in education and should be read alongside these policies:

- Safeguarding and Child Protection
- Offsite Educational Visits
- Behaviour
- Physical intervention and the use of reasonable force
- Anti-bullying
- SEND
- Missing children
- Complaints procedure
- Whistle blowing
- Safer recruitment
- Acceptable Use Policy (Internet and media technologies)
- Staff grievance and disciplinary (including management of allegations)

Further Sources of Advice

Further Sources of Advice

- The Management of Health and Safety Regulations 1999
- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries
- Health and Safety Executive, information on a range of health and safety issues
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
- Outdoor Education Advisors' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- CLEAPSS, Advice on science safety
- Association for Science Education, for advice on science safety
- Association for PE, for advice on safety in PE and school sports
- Council for Learning Outside the Classroom, information on 'school trips' including accreditation
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Equality Act 2010

- Gas Safety (Installation and Use) Regulations 1994 and 1998
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1991
- Health and Safety (Safety Signs and Safety Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013,
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992