



TOTAL EDUCATION
SERVICES



TotalTuition



ROSEWOOD
INDEPENDENT SCHOOL

*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School
Subsidiaries of JWA Holdings Limited*

Health and Safety for Students

We believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Ensuring safe working methods and providing safe equipment
- Assessing risks

Roles and responsibilities

Proprietor, Executive Headteacher, and Assistant Headteachers

Will ensure:

- a) A policy is in place
- b) Everyone is informed of their responsibility
- c) Risk assessments are in place

Teachers/ Assistants

Teachers/tutors and Assistants are responsible for ensuring that they:

- a) Carry out risk assessments
- b) Follow school procedures
- c) Know of the general emergency procedures
- d) Give clear instruction and warnings as often as necessary
- e) Make recommendations as needed
- f) Report all accidents and health and safety concerns

All Staff

All employees have responsibility to:

- a) Take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;

- b) Co-operate with school management
- c) Be aware of, and follow, this policy, codes of practice and guidelines;
- d) Act in accordance with any specific health and safety training received.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Report to the Headteacher matters which may require their attention in accordance with agreed procedures;
- c) Wear personal protective equipment provided;
- d) Follow safe working practices and instructions;
- e) Observe standards of dress consistent with safety and/or hygiene;
- f) Observe all the health and safety rules of the centre and in particular the procedures and instructions of staff given in an emergency;
- g) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety and the safety of others.

Emergency procedures

a) Fire and Evacuation

Fire evacuation procedures are detailed in the YMCA fire policy and procedure. All staff and pupils are taken on an induction tour of the fire exits during their first visit to the centre.

b) First Aid

First aid boxes are provided in the main office.

We have staff trained in Pediatric First Aid and Emergency First Aid. Please ask Toni McGuire for the most up to date list.

In event of needing first aid assistance, locate the nearest first aider.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses his/her own car for these purposes, s/he must ensure that they have obtained specific cover from their insurance company.

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

Educational Visits

The following procedures must be followed:

- ◆ A risk assessment must take place and requested and recorded using the Evolve system.
- ◆ Staff should make sure that they take adequate adult helpers to accompany the children who have been checked (ISA Barred List/CRB) and the accompanying adults must be briefed on the control measures within the risk assessment.

- ◆ A list of children, staff and helpers must be placed with the educational visits coordinator and/or administration staff, before the group leaves school.
- ◆ An adequate First Aid kit must be taken. Inhalers and medication normally taken by any child in the group must be carried and held by a responsible member of staff. The responsible adult must take the detailed health information sheet, located in the welfare/medical room.
- ◆ Where travel by coach is involved, every child must have a seat to themselves and must wear a seat belt at all times during the journey. Adequate supervision for the correct fitting and wearing of seat belts must be made. Adult members of the party must be seated separately in order to ensure the children are adequately supervised. No child should sit in the middle seat at the back of the coach, nor in the front seat by the coach driver. If more than one coach is used, the names of children and adults and which coach they are on should be logged with admin staff. Registration numbers of coaches should be recorded and passed to the school office.
- ◆ Whilst on the coach, adults should carry sick bags, enabling them to care for any child who is unwell. Consideration must be given to others travelling on the coach and the coach company and any cases of illness should be dealt with accordingly.
- ◆ Children should only carry soft disposable objects in their packed lunches. No glass bottles or fizzy drinks are allowed. During the summer months items that may melt should be discouraged. When the visit is finished all litter must be cleared away.
- ◆ Parents/carers must be advised that they are not allowed to smoke in front of the children whilst on the visit.
- ◆ Any accidents or near-accidents that occur on the visit should be reported immediately on return to the educational visits coordinator and logged in full.
- ◆ If teachers, responsible adults or parents transport children, the driver's motor insurance must be adequate and include child passenger liability. The number of the children carried must conform to the driver's insurance policy. In all cases seat belts must be worn.

Safety in the classrooms and other areas of the building

- ◆ It is each adult's duty to report any incident, action or object that may endanger someone's health and safety. These should be reported to a senior member of staff as outlined above. These may include broken equipment, faulty lighting, wet floors etc.
- ◆ Keep fire exits clear at all times. Do not block areas where fire equipment is stored.
- ◆ Do not leave toxic substances, adult scissors, knives or other dangerous implements unattended.
- ◆ Nothing is to be placed on electrical heaters.
- ◆ Children should never be left unsupervised; if a teacher needs to leave a group, in an emergency, another adult must be informed and asked to supervise in their absence.
- ◆ Liquids spilt on the floor should be cleared up as quickly as possible. Warning signs are available from the staff toilets on the middle floor and the caretaker's office.
- ◆ Children should not be permitted to carry glass jars, vases or other breakable objects unless closely supervised or accompanied by an adult.
- ◆ Great care should be taken when carrying hot drinks into classrooms or around the corridors and, if possible, they should not be carried when the children are present.
- ◆ Children should not carry or push heavy furniture or equipment, except under the supervision and with the help of a responsible adult e.g. benches. Heavy CD/cassette recorders and pianos should only be moved by an adult/more than one adult. Staff should only carry or move equipment in conjunction with their personal risk assessment.
- ◆ Adults must always use a stepladder and not stand on tables/chairs when working above ground level. When a ladder is being used another adult should be there to assist.
- ◆ Paper trimmers should be used with extreme care. Children must be supervised if they use them.

- ◆ Children should be discouraged from putting things into their mouths or ears, e.g. tops from felt-tip pens, beads etc.

Electricity and electrical appliances

- ◆ At the end of use, electrical appliances must be switched off and, if possible, unplugged and leads gathered up.
- ◆ Extension leads must not be used as long-term measures, i.e. longer than the lesson which one is needed for.
- ◆ Children must not use mains electricity.
- ◆ Electrical wires should not be hidden under carpet, cushions etc. but should be secured or tucked away safely. Rubber covers are available (in the staff room) for leads crossing larger spaces such as the hall.
- ◆ Electrical equipment with broken plugs or frayed leads **must not be used**.
- ◆ Faulty equipment must be unplugged and not used.
- ◆ Never try to repair equipment yourself, report any fault to a senior member of staff.

Policy:

Jennifer Wood, Centre Director (Total Tuition)

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