



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 Policy

### PART ONE – Statement of Intent

#### STATEMENT OF INTENT

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:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the centre
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A health and safety management system has been created to ensure the above commitments can be met. All staff and pupils will play their part in its implementation.

### PART TWO – Roles and responsibilities

#### 2.1 Executive Headteacher and Headteacher

The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with the Executive Headteacher and Headteacher. The Executive Headteacher and Headteacher will ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Headteacher to 'lead from the top' in all health and safety matters.

- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work and ensure continual improvement in health and safety performance.
- f) Health and safety performance is measured both actively and reactively.
- g) The centre's health and safety policy and performance is reviewed annually.
- h) The centre co-operates fully with any health and safety audits carried out by the Local Authority in order to facilitate their effective completion and a meaningful outcome.

At operational level the **Headteacher and Assistant Headteachers** are responsible for, on a day-to-day basis, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the centre. In particular this will include ensuring that:

- a) **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;
- b) **Health and safety policy** - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staffroom;
- c) **Responsibilities** - individual employees, and supply staff are aware of their responsibilities for health and safety;
- d) **Consultation** - through consultation and other means, the active involvement of staff and pupils is promoted in the development, awareness-raising, implementation and monitoring of measures provided for health and safety;
- e) **Information** – copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the administrative office of the school and the staffroom.
- f) **Health and safety law poster** – a copy of the poster is displayed prominently within the school and all required information filled in.
- h) **Implementation** - the provisions set out in the policies, procedures and Codes of Practice are implemented;
- i) **Communication** - other health and safety information is communicated effectively to relevant staff
- j) **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- k) **Visitors** - the health and safety of any visitors to schools, and volunteers involved in any centre activity is assessed and adequate precautions applied;
- l) **New or pregnant mothers** - adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- m) **Security** - the security of premises, staff and pupils is protected;
- n) **Planning** - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- o) **Manual handling** - manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations;
- p) **DSE (Display Screen Equipment)** – VDU (Visual Display Unit) workstations for “users” are assessed and the risks reduced to the lowest reasonably practicable level;
- q) **COSHH (Control of Substances Hazardous to Health)** - exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the centre;

- r) **PPE** - Personal Protective Equipment is provided free of charge where identified in the risk assessment process, and that staff or pupils using it are aware of how and why it is to be used;
- s) **Maintenance** - all electrical installations, portable electrical equipment, machinery, equipment and plants are maintained in a safe condition, and inspections are arranged as appropriate and records kept;
- t) **Educational visits** - educational visits are adequately planned, organised and the risks assessed in accordance with the Local Authority's Code of Practice, and that performance monitoring of educational visits and staff competency is carried out;
- u) **Incident reporting** - incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms in the Corporate Health & Safety Manual and that all persons under the Headteacher's control are aware of the reporting procedure; and that appropriate remedial action is taken;
- v) **Hazard removal** - in the event of any hazard or risk to health and safety of any person under the Headteacher's control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- w) **Training, instruction and supervision** - training needs are identified and met, and employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work
- x) **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- y) **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- z) **Fire precautions and emergency procedures** - fire precautions and procedures are implemented (including fire drills) and all staff, pupils and visitors are made aware of these. All staff receive in house fire instruction annually and staff designated as Fire Wardens receive specific training from an external provider. Procedures for a variety of emergencies are developed and implemented and the school's Emergency Response Plan detailing these is complete and submitted to the Local Authority's Contingency Planning Department;
- aa) **First aid** - staff, pupils and visitors are aware of first aid facilities;
- bb) **Repair and maintenance** - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings, selection of and proper management of contractors in accordance with Local Authority guidelines and statutory requirements, ensuring joint risk assessments are carried out and significant findings recorded, with monitoring to ensure safe systems of work are followed;
- cc) **Asbestos** – asbestos on site is properly managed by the YMCA.
- dd) **Legionella** – all precautions following a water hygiene risk assessment are implemented, managed and monitored by the YMCA and Stannington sites.
- ee) **Record keeping** - all statutory registers and records are kept;
- ff) **Hirings and lettings** - appropriate arrangements are made with regard to hirings and lettings, including risk assessment, first aid, child protection and safeguarding, provider credentials and insurance;
- gg) **Performance monitoring** - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school; completion of the annual internal monitoring checklist; routine equipment maintenance checks; fitting and maintenance of safety devices; observation and following of safety rules; wearing of personal protective equipment; investigation of incidents, causes of ill health and complaints; and reviewing incidents statistics to identify causes of accidents;
- hh) **Audit and review** - if during any internal or Local Authority audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation
- ii) **Advice** - specialist advice is sought on health and safety matters when necessary

- jj) **Review** - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary
- kk) **Compliance** - appropriate action is taken under the disciplinary procedures against anyone under the Executive Headteacher's control found not complying with this statement or safe working practices;

The Executive Headteacher and Proprietor may delegate some of these responsibilities to named personnel within the health and safety action plan but retains at all times overall responsibility. Some items on this list are the sole responsibility of the building management, the YMCA.

### ***2.2 Teachers (including supply teachers, teaching assistants with responsibility for a class or group and students on training placements)***

Teachers and teaching assistants are responsible for the health and safety of pupils while in their care, as are student teachers and supply teachers. They are responsible for ensuring that they:

- a) carry out risk assessments as necessary to ensure the safety of pupils in their care;
- b) follow Local Authority and school procedures relating to educational visits, being clear about their duties on any educational visit, and ensuring that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Council Policy, and that evaluation is carried out;
- c) exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching areas they use
- d) give clear instruction and warnings as often as necessary to ensure health and safety;
- e) make sure children's coats, bags, musical instruments etc. are safely stowed away;
- e) manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- f) integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- g) follow safe working procedures personally;
- h) call for protective clothing, guards, special safe working procedures where necessary;
- i) make recommendations on health and safety matters to their team leader;
- j) avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
- k) report all accidents, defects and dangerous occurrences to the main school office.

### ***2.3 New and expectant mothers***

New and expectant mothers must inform the Executive Headteacher as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. The school is only able properly to support such members of staff when aware of their condition.

### ***2.4 All employees***

In addition to any specific responsibilities which may be delegated to them, 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 the Local Authority and the school, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- c) co-operate with school management in complying with relevant health and safety law.
- d) be aware of, and follow, this policy, codes of practice and guidelines;
- e) act in accordance with any specific health and safety training received.
- f) make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- g) use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- h) take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- i) use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- j) ensure good housekeeping and prevention of trip hazards;
- k) ensure that occasional one off manual handling operations are assessed before attempting them;
- l) report all accidents, incidents, damage, hazard and defects to the Head Teacher /person responsible;
- m) inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- n) co-operate with the employer and other employees in promoting improved safety measures in the school;
- o) co-operate with appointed Safety Representatives, enforcement officers, and advisers on behalf of the Local Authority;

## **2.5 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.

## **2.6 Health and safety advice and occupational health service**

For further Health and Safety Advice at work, please contact the Citizens Advice Bureau.

## **PART THREE – Procedures and arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

### **3.1 Risk assessment**

- a) **General Risk Assessment** has been coordinated and carried out by the Proprietor.
- b) **Maternity Risk Assessment** will be carried out by the Headteacher following guidance contained in:

[New and Expectant Mothers at Work - Section 05a Risk Control Data Sheet 019 – Man0143](#) of the Corporate Health and Safety Manual.

[Pregnant Mothers: A Guide for Employees](#) (HSE, March 2003)

[Pregnant Mothers: A Guide for Employers](#) (HSE, March 2003)

- c) **Return to Work** Assessments will be carried out by the Headteacher following guidance contained in [General Risk Assessment Procedure and Forms - Document 04 - Man0148](#) of the Corporate Health and Safety Manual.
- d) **Stress** risk assessments will be carried out by the Headteacher following the Local Authority's [Stress Management Policy, Procedure and Forms - Document 15 - Man0188](#) of the Corporate Health and Safety Manual.
- e) **Curriculum activities** will be risk assessed by class teachers/subject leaders following Health and Safety Codes of Practice issued by the Local Authority. See also Appendix 3

### **3.2 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 qualified to deliver Paediatric First Aid and other staff trained in Emergency First Aid. Please check with Bonnie Andrews 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 Executive Headteacher, Headteacher, or Assistant Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

#### **c) Incident reporting**

All accidents are to be reported in accident books located in the main office. They will be stored safely in a locked cabinet under GDPR regulations.

#### **d) Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building (using the fire evacuation procedures) and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to open all windows and call for support from the YMCA management or the Lead staff at Stannington.

### ***3.3 Health and safety training***

Health and safety induction training will be organised for all new employees by the Director Training records are held by the PA to Director.

### ***3.4 Inspection and testing of equipment***

#### **a) Statutory inspections**

All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors through the YMCA as required. We have our own contracted PAT tester who visits the site x2 year.

#### **b) Portable electrical appliances**

Inspection and testing of portable electrical appliances will be carried out by the YMCA and Stannington on a yearly basis.

### ***3.6 Consultation and communication of information***

The Executive Headteacher and Headteacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

Health and Safety Law posters are displayed in the main offices.

### ***3.7 Site and premises management***

#### **a) Supervision of Pupils**

There is supervision of all pupils on a 1:3 ratio at the most, at all times.

#### **b) Security and Visitors**

All visitors must report to the school office where they will be asked to sign in via our online system and wear an identification badge.

#### **c) Arrangements for disabled people**

It should be noted that the main school area has no lift access. There is an accessible office and toilet for disabled people on the ground floor.

#### **d) Building maintenance**

General building maintenance is carried out via the YMCA or via the Director

#### **e) Asbestos**

The asbestos register is the responsibility of the YMCA or via the Director.

### **3.8 Managing Medicines**

Prescribed medication will be administered to pupils following guidance contained in the [\*Managing Medicines and Healthcare Needs in Schools, Early Years and Youth Settings\*](#) (Hounslow, July 2010). Jennifer Wood been nominated as responsible persons for control of administration of medicines to pupils.

### **Educational Visits**

The following procedures must be followed:

- ◆ A risk assessment must take place and requested and recorded using the Evolve system where students are alternative provision and sent by Northumberland County Council.
- ◆ Staff should make sure that they take adequate adult helpers to accompany the children who have been checked (DBS) 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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