

## HEALTH AND SAFETY POLICY

### 1. Health and Safety Policy Statement

- 1.1. The School's Governing Body (GB) and Senior Leadership Team (SLT) recognise and accept their responsibilities both under civil and criminal law and also under the Brunel SEN Multi Academy Trust's scheme of delegation. As responsible employers and / or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.
- 1.2. Churchward School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
- 1.3. In compliance with the following Legislation:
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - School Standards and Framework Act 1998Churchward School GB will ensure so far as is reasonably practicable that:
  - a. The premises are maintained in a safe condition.
  - b. Safe access to and egress from the premises is maintained.
  - c. All plant and equipment is safe to use.
  - d. Appropriate safe systems of work exist and are maintained.
  - e. Sufficient information, instruction, training and supervision are available and provided.
  - f. Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - g. A healthy working environment is maintained including adequate welfare facilities.
  - h. If resources are inadequate the activity stops.
- 1.4. In addition to the above commitment, the GB also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the GB will make the necessary information, instruction, training and Supervision available to ensure the safety of those affected. As an education provider that must set standards by example for its students, this commitment is seen as especially important.
- 1.5. The GB will ensure through the SLT that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

- 1.6. The GB is committed to this policy and all staff is required to comply as a condition of employment. They are encouraged to assist in the GB's commitment to the continuous improvement in our Health and Safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties as follows:
  - a. To take care of their own safety and that of others and.
  - b. To co-operate with the GB and SLT so that they may carry out their own responsibilities successfully.
- 1.7. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 1.8. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and / or safety of employees concerned.
- 1.9. A copy of this statement has been made available to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- 1.10. Churchward School GB has approved this policy statement together with the organisational structure and the following arrangements and procedures.

## **2. Introduction**

- 1.1. In order to ensure that Health and Safety issues are dealt with in accordance with Churchward School Health and Safety policy, the GB has approved the organisational structure stated in this document. Duties and responsibilities have been assigned to Staff and Governors as stated in this document.

## **3. Responsibilities**

- 3.1. The Health and Safety Committee have accepted the delegation of Health and Safety issues. Churchward will appoint a Health and Safety Co-ordinator other areas of responsibility include Educational Visits Co-ordinator and Designated Safeguarding Lead.
- 3.2. In the discharge of its duty the GB, in conjunction Headteacher (HT), will:
  - a. Make itself familiar with the Local Authority's (LA) Health, Safety and Welfare Policy and the advice and guidance provided by the LA.
  - b. Ensure that there is an effective and enforceable policy for the Provision of Health and Safety throughout the school.
  - c. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
  - d. Identify and evaluate all risks in relation to:

- The premises;
  - School activities;
  - School related events.
- e. Create and monitor the management structure.
- f. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- g. In particular, the GB undertakes to provide:
- A safe place for staff and students to work including safe means of entry and exits;
  - Plant, equipment and systems of work which are safe;
  - Safe arrangements for the handling, storage and transport of articles and substances;
  - Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practices whether statutory and guidance whether statutory or advisory.
- h. Supervision, training and instruction so that all governors, staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, then the GB will ensure, within the financial resources available, that such training is provided. Students will receive such training as considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated.
- i. Necessary safety and protective equipment and clothing together with information on its use.
- j. Adequate welfare facilities.
- k. So far as is reasonably practicable the GB, through the Head Teacher, will make arrangements for all staff, including temporary, voluntary staff, helpers and those of fixed-term contracts, to receive comprehensive information on:
- This policy;
  - All other relevant Health and Safety matters.
  - The information and training given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

#### **4. The Duties of the Head Teacher**

- 4.1. Overall responsibility for Health, Safety and Wellbeing sits with the CEO of the Brunel SEN MAT. The day-to-day management of Health and Safety in Churchward School rests with the HT. As manager of the establishment and of all the activities carried on within it, the HT will advise Governors of the areas of Health and Safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the HT will include:
  - a. Responsibility for the maintenance and development of safe working practices and conditions for all staff.
- 4.2. The HT is required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.
- 4.3. The H&S Co-ordinator and HT will, on a day to day basis, be responsible to:
  - a. Ensure, at all times, the Health, Safety and Welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school related activities.
  - b. Ensure safe working conditions of the school premises and facilities.
  - c. Ensure safe working practices and procedures throughout the school so that all risks are controlled.
  - d. Arrange systems of risk assessments to allow the prompt identification of potential hazards and ensure that the GB and the MAT are made aware of the findings.
  - e. Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters.
  - f. Ensure that any defect in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, students and others are made safe in a timescale and commensurate to the risk.
  - g. Collate accident and incident information and, when necessary, carry out accident and incident investigations, with appropriate SBC officers.
  - h. Monitor the standards of Health and Safety throughout the school, including all school-based activities, with appropriate SBC officers.
  - i. Monitor the management structure, in conjunction with the Governors.
  - j. Consult with members of staff, including Trade Union safety representatives, on Health and Safety issues.
  - k. Encourage staff, students and others to promote Health and Safety.

## **5. Duties Of The Appointed Health and Safety Co-ordinator**

- 5.1. The core duty is to ensure that there is a management system established for the management of Health and Safety. The duties include:
- a. Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessment are monitored and reviewed.
  - b. Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.
  - c. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
  - d. Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
  - e. Arrange for termly evacuation drills and weekly fire alarm tests etc.
  - f. If resources are inadequate, the activity must stop.
  - g. Co-ordinate the bi-annual Health and Safety checklist, ensuring all areas of the establishment and all activities are covered.
  - h. Report to the HT any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
  - i. Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health and Safety of staff and others are kept to a minimum; this will be done in conjunction with the Facilities Manager.
  - j. This includes attending regular Service Review Meetings (monthly) with the Facilities Manager and Business Manager
  - k. Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance.
  - l. Oversee all arrangements for educational visits and school journeys.

## **6. Senior Leadership Team (SLT)**

- 6.1. SLT will:
- a. Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
  - b. Ensure that appropriate safe working rules and procedures exist within the Provision and that these are brought to the attention of everyone concerned.

- c. Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.
- d. Ensure that **ALL** accidents are investigated with a view to preventing a recurrence.
- e. Ensure that all staff within the Provision is aware of their specific roles in case of fire and / or emergency.
- f. Remove from use and any equipment / appliance which has been identified as being unsafe and which is in need of repair.
- g. Ensure that adequate levels of class supervision are available at all times.
- h. Carry out (in conjunction with other members of staff) the bi-annual Health and Safety checklist within their areas of responsibility.
- i. Maintain or have access to an up to date library of relevant published Health and Safety guidance from sources including information from the following:
  - Swindon Schools online Health and Safety section  
<http://schoolsonline.swindon.gov.uk/sm/hs/Pages/Home.aspx>
  - School Trips and Outdoor Learning  
<http://oeapng.info/downloads/policies-planning-and-evaluation/>
  - 'Supporting pupils with disabilities, special educational needs, and additional support needs'  
<http://www.hse.gov.uk/services/education/special-educational-needs.htm>
- j. Ensure that all subordinate staff are aware of and make use of such guidance
- k. Identify specific staff Health and Safety training needs.
- l. Consult with all staff on any matters which may affect their health or safety whilst at work.
- m. Carry out provision based induction training including any specific information and training that may be necessary because of activities which are peculiar to the Provision; e.g. manual handling, Minibus Driver Awareness Scheme (MIDAS) , first aid, Team Teach including advanced, sensory integration, behaviour management, emergency and evacuation procedures (including fire drills), preparation work prior to educational visits / outdoor learning, reporting and recording procedures including the recording of incidents using 'Behaviour Watch'.
- n. Ensure that levels of first aid provision remain adequate for the activities being undertaken e.g. outdoor learning / educational visits.
- o. Resolve Health and Safety problems referred by members of staff within their Provision.

- p. Ensure that all students are given the necessary Health and Safety information and instruction prior to commencing practical activities that may involve some risk e.g. ensure positive handling plans and risk assessments are in place as appropriate, and they are adhered to.
- q. Ensure that good standards of housekeeping are maintained.

## 7. The Duties Of The Supervisory Staff

- 7.1. The term **Supervisory Staff** refers to Teachers, Teaching Assistants (TAs), High Level Teaching Assistants (HLTAs), Cover Managers, Mid-Day Supervisors, and Supply Staff.
- 7.2. Teaching staff are responsible for the Health and Safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:
  - a. Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken etc. will all need to be considered.
  - b. Be aware of the schools Health and Safety policy and any local rules and arrangements that may apply specifically to the Provision concerned.
  - c. Ensure that safety instruction is given to all students where appropriate and support staff prior to commencing practical sessions.
  - d. Know the location of the nearest emergency panic alarm and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
  - e. Ensure that students follow School / House group safety rules and that protective equipment is worn where appropriate.
  - f. Ensure that all personal protective equipment is suitable and in good condition prior to issue.
  - g. Ensure safety devices e.g. machinery guards are in good condition and are used according to manufacturer's guidelines.
  - h. Report any defective equipment.
  - i. If resources are inadequate the activity stops.
  - j. Investigate **ALL** accidents (in conjunction with Head of Provision) which occur through activities organised / supervised by the Provision.
  - k. Propose for consideration by their Head of Provision any improvements that they consider would improve health or safety standards within the Provision.
  - l. Ensure that an agreed adequate level of supervision is available and that appropriate Health and Safety arrangements exist prior to taking school parties off site on educational visits.

## 8. Facilities Management

- 8.1. The term **caretakers** refers to staff whose job it is to carry out jobs and small maintenance works.
- 8.2. The caretaker is responsible to the Facilities Manager and the CEO with responsibilities for:
  - a. Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
  - b. Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.
  - c. Participating in the bi-annual Health and Safety checklist paying particular attention to the building structure, services, access to / egress from the school, main circulation areas etc.
  - d. Identifying any particular Health and Safety training needs of supervisory staff in the group.
  - e. Ensuring that any personal protective equipment issued to staff is suitable for tasks / maintenance work etc.
  - f. Ensuring that all staff work in accordance with safe working practices issued by the school

## 9. All Employees (including temporary & volunteers)

- 9.1. All employees have general Health and Safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.
- 9.2. Employees must also co-operate with the GB and senior management of Churchward School so that they may fulfil any legal requirements placed on them as employers and / or persons in control of premises. All employees are required:
  - a. To participate in the risk assessment process and comply with findings.
  - b. To report all defects in the condition of the premises or equipment to which they become aware.
  - c. To report **ALL** accidents according to the procedures included in Section 3 of this document.
  - d. Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Section 3).
  - e. To make use of all necessary personal protective equipment provided for safety or health reasons.

- f. To, where necessary, make use of all control measures made available to them, e.g. appropriate equipment such as steps, when working at height (Display boards) etc.
- g. Follow all relevant codes of safe working practice and local rules.
- h. Report any unsafe working practices to the Health and Safety lead or Head Teacher.

**10. Students** (This section should be drawn to attention of all students)

- 10.1. Where appropriate, taking into account the ability and capacity to understand, **ALL** students must be encouraged to follow all safe working practices and observe all school safety rules. All students where appropriate will:
  - a. Follow all instructions issued by any member of staff in the case of an emergency.
  - b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
  - c. Inform any member of staff of any situation that may affect their safety.

**11. Staff Safety Representatives**

- 11.1. Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the GB is notified in writing of such an appointment, the safety representative shall have the following functions:
  - a. To investigate potential hazards and to examine the causes of accidents in the workplace.
  - b. To investigate complaints by any employee he represents relating to that employees health, safety or welfare at work.
  - c. To make representations to the HT on general matters affecting the health, safety and welfare of employees.
  - d. To carry out workplace health, safety and welfare inspections.
  - e. To attend any Health and Safety committee meetings.
  - f. To co-operate with his employers in promoting Health and Safety at work.
- 11.2. None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

### 1. Introduction

- 1.1. The following procedures and arrangements have been established within our Churchward School to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements.

### 2. Accident Reporting, Recording & Investigation

- 2.1. In the event of an accident / incident, this must be reported to the appointed H&S Co-ord
- 2.2. The H&S Co-ord will assess the situation and will advise on how to proceed.
- 2.3. All accidents / incidents must be recorded. Churchward School currently uses the following accident / incident reporting and recording procedures:
  - a. Staff Accident / incident record book
- 2.4. All classes have an accident book where any injuries to students / staff are recorded. **ALL** staff is responsible for recording accidents.
- 2.5. Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Forms – RIDDOR forms are completed by the H&S Co-ord in line with guidance from the Health and Safety Executive (HSE) - Reporting accidents and incidents at work **A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

### 3. Asbestos

- 3.1. Churchward School will open in temporary premises which has a full asbestos report.

### 4. Contractors

- 4.1. With reference to contractors accessing the site during school time, safeguarding procedures are followed and the site supervisors monitor the contractors.

### 5. Curriculum Safety (including out of school learning activity / study support)

- 5.1. All class teachers are responsible for producing risk assessments prior to the activity they are undertaking with their class.
- 5.2. At the beginning of each academic year all teachers are given a Health and Safety Schedule which informs them of what risk assessments need to be completed and reviewed by when.
- 5.3. It is the responsibility of the class teacher / group leader to share risk assessments to all members of their class staff whether permanent or supply.
- 5.4. It is the responsibility of all staff to read and adhere to the risk assessments in place.

- 5.5. All teachers are responsible for producing positive handling plans for students who need them.
  - 5.6. All staff is responsible for their own Health and Safety and must report anything they deem as a Health and Safety risk to the H&S Co-ordinator or in her/his absence to the HT.
  - 5.7. All staff is responsible for the Health, Safety and Wellbeing of the young people in their charge and for all students across the school.
  - 5.8. Should class teachers wish to plan a residential trip, they must consult the H&S Co-ord, who in turn will help them to complete the relevant paperwork and risk assessments that need to be sent to the LA no more than 20 days before the residential takes place. (*Ref: Educational Visits Policy*)
  - 5.9. Any class teacher wishing to take a group of students to participate in **Adventurous Activities** will need to inform the H&S Co-ord who will help them to complete the relevant paperwork and risk assessments which need to be sent to the LA to inform them of the Adventurous Activities taking place.
  - 5.10. The H&S Co-ordinator will check and sign each risk assessment in the class folders.
  - 5.11. Any equipment being used during curriculum activities must only be used for the purpose for which it is designed, and manufacturer's guidelines must be followed.
- 6. Drugs & Medications**
- 6.1. There are clear guidelines set out in the schools **Medical Needs Policy** with reference to storage and administration of medication, staff training, and documentation such as health care plans, and recording procedures for administration of medication. (*Ref: Medical Needs Policy*)
- 7. Electrical Equipment (fixed and portable)**
- 7.1. The Facilities Management Team are responsible for contracting annual Portable Appliance Testing (PAT) testing for all fixed and portable electrical equipment at Churchward School. This generally takes place during the school holiday.
  - 7.2. Class staff is responsible for ensuring that electrical equipment is left out for the PAT testers to test as requested.
  - 7.3. All staff are responsible for reporting faulty / damaged electrical equipment immediately to the office who will put it on EQ24/7 for removal if its PFI property. Staff should also remove defective equipment from the reach of the students and make it clear that it is faulty so other members of staff do not attempt to use it.
  - 7.4. All staff should only use equipment that is supplied by the school and must not bring in any electrical appliances from home.

- 7.5. Any electrical appliance donations to the school or to the charity shop must be PAT tested prior to use or sale.

## **8. Fire Precautions & Procedures (and other emergencies including bomb threats)**

- 8.1. The fire risk assessment and emergency evacuation procedures are written by the Facilities Manager – in consultation with Churchward School H&S Co-ord.
- 8.2. The H&S Co-ordinator is responsible for conducting termly fire drills and addressing any actions that need to be addressed.
- 8.3. All visitors to Churchward School are asked to sign in and are given a visitors pass which has information cards stating what to do in the event of a fire and who to go to with safeguarding concerns.
- 8.4. All class teachers are responsible for ensuring that any new class staff including supply staff is aware of the emergency evacuation procedures in the event of a fire.
- 8.5. Emergency lighting, the sprinkler system and emergency exit signage is maintained by the Brunel SEN MAT Facilities Management Team.
- 8.6. The H&S Co-ordinator along with the Facilities Manager, LA representative and Director of Finance are responsible for updating the schools Business Continuity Plan.
- 8.7. All holders of the Business Continuity Plan have an area of responsibility to adhere to in the event of a disaster.
- 8.8. In the main building of the school, there are strategically positioned fire doors that must be kept shut.

## **9. Emergency Plans**

- 9.1. The H&S Co-ordinator and HT will ensure that an Emergency Plan is available to cover all foreseeable major incidents that could put the occupants or users of the school at risk. All members of the SLT hold the Emergency Plan. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- 9.1.1. Save life
  - 9.1.2. Prevent injury
  - 9.1.3. Minimise loss
- 9.2. The above sequence will determine the priorities of the Emergency Plan.
- 9.3. The Emergency Plan will be approved by the Health and Safety Committee of the GB and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the GB.

## **10. First Aid**

- 10.1. Churchward School has at least 2 named certified senior first aiders (3 day course), and all permanent members of staff are required to undertake basic first aid training including Cardiopulmonary Resuscitation (CPR) (half day course).
- 10.2. Staff who work with young people who have profound and complex medical needs also have specific training via the school nurse in tube feeding, suction, administration of medication, epilepsy and asthma. (*Ref: Medical Needs Policy*)

## **11. Glass & Glazing**

- 11.1. All glass in doors, side panels is safety glass; any replacement glass will also be of safety standard. This is now like for like in the modular build.

## **12. Hazardous Substances**

- 12.1. Churchward School follows the advice and Guidance on the Control of Substances Hazardous to Health Regulations 2002
- 12.2. All medications are kept in locked cabinets.
- 12.3. All classes have a risk assessment relating to contact with bodily fluids and waste disposal, including Control of Substances Hazardous to Health (COSHH).
- 12.4. Art materials such as paints are non-toxic.
- 12.5. Cleaning solutions and materials are kept in the locked cleaners cupboards.

## **13. Health and Safety Advice**

- 13.1. The school will always seek advice if and when needed via SBC's Health, Safety and Wellbeing Team.

## **14. Handling & Lifting**

- 14.1. At Churchward School there are times when students who have physical impairments need to be transferred from wheelchairs on to changing beds and into other pieces of therapeutic equipment. To ensure that all transfers are carried out safely and correctly, individual students have a manual handling risk assessment.
- 14.2. Staff at Churchward School do not lift students unless in the event of a life or death emergency.
- 14.3. Staff who assist students with all manual-handling transfers, are experienced and have regular manual handling training.
- 14.4. All classes and changing areas have ceiling hoists in place and a selection of slings (although students tend to have their own slings).
- 14.5. Churchward School also has a mobile hoist for taking off-site to afford students with physical impairments the same opportunities to participate in educational visits and residential holidays' as their able bodied peers.

14.6. Churchward School also have a trampoline hoist to aid students who have physical impairments opportunities to participate in rebound therapy activities.

14.7. Other information can be obtained in Churchward School Minimal Lifting Policy.

## **15. Jewellery**

15.1. Information with regards to Jewellery, appropriate clothing and footwear can be found in the Staff Handbook and School Prospectus.

## **16. Lettings / Shared Use of Premises**

16.1. All lettings go through the lettings system.

16.2. Churchward School have designated extra hours and need to book dates, times and areas of the school being used e.g. parent's evenings, after school training events, staff access during holidays via the lettings system.

16.3. Should staff access school outside normal school hours, they must sign in and out in the book provided.

## **17. Maintenance / Inspection of Equipment**

17.1. All Maintenance inspections and checks are carried out via contractors. E.g. Emergency lighting, sprinkler systems, automatic doors, legionella, hoist servicing and PAT testing.

## **18. Monitoring the Policy**

18.1. The H&S Co-ordinator is responsible for carrying out bi-annual Health and Safety checklist, other checks and workplace inspections to monitor implementation of policy by staff, monitoring accident reports / trends, complaints etc.

## **19. Reporting Defects**

19.1. Defects and Health and Safety hazards need to be reported immediately via the school office. The person reporting the defect will need to be very clear as to what the hazard or defect is so that the admin staff are aware of the urgency. The H&S Co-ordinator will also need to be made aware.

## **20. Risk Assessments**

20.1. The H&S Co-ordinator is responsible for monitoring and overseeing that risk assessments are in place and are being adhered to. The H&S Co-ordinator is also responsible for advising staff with regards to hazards, risk, control measures and safe systems of work.

20.2. All class teachers are responsible for drafting their own risk assessments that must be read and signed off by the H&S Co-ordinator.

20.3. All staff is responsible for adhering to risk assessments that are in place.

20.4. All staff is responsible for reporting identified risks.

## **21. School Trips / Off-Site Activities**

- 21.1. All off-site activities need to be risk assessed. This is the responsibility of the class teacher arranging the trip.
- 21.2. All trips need to go through the H&S Co-ordinator who is also the Educational Visits Co-ordinator – and risk assessments need to be signed off.
- 21.3. Where possible, during planning prior to the trip, class teachers should obtain any risk assessments that the venue, facility where the educational visit is taking place may have.

## **22. School Transport**

22.1. Home / School Transport:

- a. Home school transport is provided through SBC via contracted service providers.
- b. Any issues with home / school transport are reported to the H&S Co-ordinator who keeps a log of issues as well as dealing with them immediately by informing the passenger transport team.
- c. A monthly log of concerns / issues is sent to the Passenger Transport Department - SBC for monitoring purposes.
- d. Any students, whose behaviour presents as challenging at the end of the school day, will not be put on school transport to minimise the risk of disruption and possible injury to other students on the bus. Parents / Carers will be asked to come and collect them.
- e. The HT, Chair of Governors, Safeguarding Governor and the H&S Co-ordinator meet with senior members of SBC's Passenger Transport Team at least 3 times per year or as required to discuss concerns / issues.
- f. Churchward School are committed to the Health, Safety and Wellbeing of students who travel to and from school and offer Outreach training for bus escorts who are employed by SBC such as de-escalation training (Team Teach) and Sensory Integration training so that the escorts have an awareness of supporting young people with special needs.

## **23. Churchward School Transport**

- 23.1. Churchward School has a fleet of school vehicles including minibuses and pool cars.
- 23.2. All drivers are required to produce their license for checks annually to ensure they are valid and legal.
- 23.3. All drivers of Churchward School minibuses hold a D1 category on their licence and are MIDAS assessed. Minibus training (MIDAS) is updated every 4 years.

- 23.4. Drivers who do not have the D1 category but who would like to drive the minibuses undergoes the full minibus-training course to obtain the D1 category on their licence.
  - 23.5. Churchward School has appointed members of staff who are responsible for the upkeep and maintenance of the school vehicles.
  - 23.6. All vehicles are serviced and have Ministry of Transport (MOT) checks when due.
  - 23.7. All vehicles are roadworthy and have valid tax discs.
  - 23.8. All vehicles are insured through SBC.
  - 23.9. All defects are reported immediately to the minibus fleet manager.
  - 23.10. All vehicles have fully equipped first aid boxes on board and high viz jackets in case of an emergency.
  - 23.11. Drivers and support staff are aware of accident and emergency procedures.
  - 23.12. Some students who travel on the minibuses require additional safety equipment such as harnesses and buckle guards. These have been purchased from a reputable company and all students who need the additional safety equipment to ensure safe travel have access to it.
  - 23.13. Drivers carry out vehicle checks prior to use.
  - 23.14. All staff who drive the school vehicles are aware of the strictly no alcohol / drugs and mobile phone policy. (*Refer to minibus policy and associated risk assessment*)
- 24. Smoking**
- 24.1. There is strictly no smoking on the school site.
- 25. Staff Consultation**
- 25.1. Health and Safety is a standing agenda item for all staff meetings.
  - 25.2. All staff is consulted with regards to Health and Safety issues during weekly whole school staffing briefings and also have the opportunity to bring up any Health and Safety concerns that they might have.
  - 25.3. Teachers are consulted with and briefed with regards to Health and Safety issues daily during morning briefing sessions and also have the opportunity to bring up any Health and Safety issues they may have. Briefing notes are taken and are emailed to all staff.
  - 25.4. Staff are briefed with regards to Health and Safety issues in person, via class memo's and emails.

## **26. Staff Health & Safety Training and Development**

- 26.1. All new staff including supply staff has a day of induction, this consists of Child Protection Training, Fire evacuation procedures, and a Health and Safety Briefing (this includes being given the relevant reading materials e.g. policies, Child Protection and Safeguarding Pack, a Health and Safety information pack and a copy of the School Handbook).
- 26.2. The H&S Co-ordinator attends Health and Safety related training.
- 26.3. The Designated Safeguarding Lead and Deputy attend training and child protection briefings and update staff with regards to briefings.
- 26.4. All minibus drivers are MIDAS assessed.
- 26.5. Where the need may arise, discrete Health and Safety training is given to staff who need / would benefit from it.
- 26.6. Staff who work with young people who have complex medical needs are trained by the school nurse in competency for:
  - a. Administration of Medication;
  - b. Gastrostomy (tube feeding) including preservation of the stoma;
  - c. Suction;
  - d. Nebuliser (Asthma);
  - e. Epilepsy;
  - f. Catheterisation (2 identified staff members)
- 26.7. Staff have basic first aid training including CPR and 2 staff are appointed senior first aiders (3-day course).

## **27. Staff Well-being / Stress**

- 27.1. Churchward School has a pastoral team in place that students, staff, parent / carers can have access to.
- 27.2. There are Human Resources (HR) processes in place for staff who are on long-term sick / suffering from stress e.g. Occupational Health (OC) and access if required to counselling services.
- 27.3. Churchward School recognises that work-life balance is essential to staff well-being and where reasonably practicable, Churchward School ensures that staff meetings held after the school day etc. are kept within the guidelines and finish on time.
- 27.4. The HT ensures that staff that need extra support and mentoring have access to it.
- 27.5. The local Diocese provides support for staff, students, and parents / carers if requested.

- 27.6. Links to the Compassionate Friends Group is on the school website, and displayed on the noticeboard in the foyer.
- 27.7. All class teachers have termly supervision meetings with the HT.
- 27.8. All class staff has access to supervisions with their class teacher termly or as and when requested.

## **28. Supervision of Students**

- 28.1. Students are highly supervised when in school and when during off-site activities. Due to the nature of the young people at Churchward School, class groups are highly staffed with staffing ratios appropriate to the needs of each class group.
- 28.2. Students are well supervised during educational visits and risk assessments are in place which includes specific information around staffing ratios and students who require high levels of supervision e.g. 1:1 / 2:1 staffing ratio.

## **29. Vehicles on Site**

- 29.1. Churchward School has access to staff parking on-site. Th

## **30. Working at Height**

- 30.1. Appropriate equipment is in place such as steps for staff to use when working at height e.g. (display boards). Risk assessment in place.
- 30.2. Contractors follow Policies and Procedures for working at height.

## **31. Work Experience**

- 31.1. Placements are risk assessed prior to work experience taking place.
- 31.2. Risk assessments are in place for students who access work experience placements.

## **32. Policy Review**

- 32.1. This policy has been produced in consultation with staff at Churchward School and has the approval of the Governing Body (GB). A copy of this policy is available to all who request it and on the school website. The Governors will review the policy annually

Signed ..... Headteacher

Signed ..... Chair of Governors

Date .....

