

Reviewed: April 2018

## Health and Safety Policy

### RATIONALE

Northumberland PRU is committed to the promotion of a safe and healthy working environment for staff, pupils and all other users of the school sites.

We are committed to working within the framework provided by the LA, described in the 'Health, Safety and Risk Assessment Manual'.

We are committed to the provision of adequate and appropriate safety training for staff. The Management Committee will review this policy annually.

### ROLES AND RESPONSIBILITIES

#### The Management Committee

The Management Committee is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

#### At Northumberland PRU this will be achieved:

- by the appointment of a health and safety representative from the Management Committee;
- by Management Committee members receiving termly updates from the Headteacher and annual reports in the autumn term.

#### Headteacher

The Headteacher is responsible for:

- the implementation of the policy
- the day to day management of health and safety
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff comply with the procedures laid down in the document
- reporting to the Management Committee on health and safety matters termly
- liaising with contractors to ensure an adequate exchange of health and safety information
- other responsibilities outlined in the LA's Health, Safety and Risk Assessment Manual
- liaising with the Site Manager on issues relating to H&S

#### Caretaker/Cleaner in Charge

The Caretaker/Support Services Manager will be responsible for:

- undertaking a regular check with the Fire Warden of the fire alarm systems and recording the result in the Fire Log Book
- carrying out a weekly safety check of the schools grounds with the Support Services Manager
- a day-to-day monitoring of contractors on site

## **All staff**

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will, therefore, be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined below. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, being always aware of their particular vulnerabilities.

Non-employed site users shall be subject to supplementary Risk Assessments. This group includes pupils, visiting parents and professionals, contractors, etc.

## **GUIDELINES**

### **First Aid**

There is a First Aid box in every room at the PRU (excluding the toilets and sensory room).

Sue Ingledew is responsible for ensuring that they are stocked at all times.

The current appointed persons for first aid are:

- Sue Ingledew, Placement Administrator

### **Accident recording, reporting and investigation**

All accidents will be recorded in the accident book which is kept in the document holder inside the main office.

Serious accidents must be brought to the attention of the Headteacher or Support Services Manager who will decide on further action including the completion of any other reports. These will be recorded on the Northumberland LA accident report forms.

In the first instance the teacher in charge at the time of the incident will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

### **Issuing medication**

School staff should only issue medication in accordance with the school's Managing Medicines Policy.

In all cases, the instructions given by the prescribing authority are strictly followed. Any medication needs the authority of the parent/carer. Forms are available for parents/carers to complete, prior to any medication given.

## **Fire Safety**

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time and circumstances of the practices will be varied to cover different times of the school day and different eventualities.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The Fire Warden and cleaner in charge are responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.

Fire fighting equipment is serviced regularly and the date noted in the Fire Log Book.

## **Hazard and defect reporting**

All defects and hazards relating to the buildings or grounds should be reported immediately to either the Headteacher or the Support Services Manager; they will pass on to County property services and log report date and outcome.

The Headteacher is responsible for monitoring the progress on all items reported; this is part of an ongoing dialogue between the Headteacher, and property services. Health and safety issues are raised in fortnightly staff meetings as part of the fixed agenda.

## **Half-termly audits**

The Headteacher will ensure that a safety audit of the school site is carried out each half-term. The outcome and actions taken will be reported termly to the Management Committee.

## **Risk Assessment**

The Management Committee has adopted the LA's generic Core Risk Assessments as the basis for the school's own Risk Assessments.

Supplementary Risk Assessments will be carried out in relation to the premises (internal and external), activities undertaken and in relation to individual pupils.

The results of the half-termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.

The Headteacher is responsible for allocating the task of undertaking Pupil Risk Assessments to Support Staff Key workers and then to group teachers. Subject leaders are aware of risk assessments for their subjects and for sharing them with those staff who deliver and support those subjects.

## **Minibus**

The Northumberland PRU minibus is subject to regular checks and is maintained by the County. Drivers have all been assessed appropriately; guidance exists for drivers; Educational Visits policy which is within the Safeguarding portfolio of policies.

## **Control of Substances Hazardous to Health**

The responsibility for carrying out COSHH assessments will rest with the Headteacher, day to day management rests with the most appropriate person (e.g. Science Coordinator; Art coordinator) COSHH will be carried out according to the LA's guidance.

## **Security/Visitors to the site**

All visitors will be expected to report to the main office, where they will be asked to sign the visitors' book and collect a 'Visitor' badge.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a 'Visitor' or other authentic staff badge.

**Specific areas of risk**

Because of the nature of some of our learners, some activities, events and situations carry a greater risk in Northumberland PRU. These will be the subjects of specific risk assessments. All such Risk Assessments will be collated in the school's H&S master file, and distributed as appropriate.

This Policy complements the LA's Health, Safety and Risk Assessment Manual and is intended to help all staff to understand how health and safety is managed in the school, and understand their personal responsibilities in regard to Health and Safety.

\_\_\_\_\_ **Chair**  
\_\_\_\_\_ **Date**

**Further advice and guidance is available from:**

Health and Safety Team.

County Hall.

Northumberland.