

Health and Safety Policy



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Policy Lead(s): Kirsten Gibson (Headteacher), Dimitar Nikev (Caretaker) and Phil Morris (Proprietor's Representative)

School Context: Mackworth House School is an independent special school for pupils aged 6-19 with autism. We are an inclusive school that has the specialist knowledge, skills and understanding to meet the needs of children with autism and associated learning disabilities.

We believe that Mackworth House School is unique in its approach to working with children and young people with autism, where the staff, pupils and their families work together to make ensure that time at Mackworth House School is a happy one. The curriculum is personalised so children feel safe, supported and cared for and so can engage in activities that are meaningful and enjoyable. Communication, positive behaviour support, sensory support needs and the environment is at the forefront of everything we do, so children are able to learn, progress and develop.

Date of last review: December 2017

Date of next review: December 2018

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
December 2017	Kirsten Gibson (Headteacher) Dimitar Nikev (Caretaker)	<ul style="list-style-type: none">• Added new pages 1& 2• Update the policy with specific timeframes for inspection• Updated Director to Proprietors Representative	December 2017
December 2018			

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1. The policy statement

- 1.1 In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work Act 1974, Mackworth House School will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities.
- 1.2 In particular, Mackworth House School will ensure, so far as it is reasonably practicable:
- (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
- 1.3 Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
- 1.4 In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
- 1.5 The Headteacher, with the assistance of all staff, will endeavour to implement this policy.
- 1.6 The school will encourage staff to identify hazards and suggest measures for improving safety performance.
- 1.7 This policy statement supersedes any previously issued.

2. Responsibilities for Implementing the Policy

- 2.1 Responsibilities of the Proprietors Representative (PR): The PR is responsible for health and safety in the school. The Headteacher with assistance from all staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed.
- 2.2 In particular they will:
- (a) Ensure the school has an up-to-date health and safety policy

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- (b) Have in place procedures to identify hazards and evaluate risk control measures
- (c) Delegate day-to-day responsibility for health and safety to the Headteacher
- (d) Have health and safety on the agenda at senior management meetings, management meetings and site team meetings as appropriate.
- (e) Ensure the Headteacher, as the Key Manager for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

2.3 The PR will provide the following, where responsibilities for premises and machinery are shared:

- (a) A safe environment for pupils, staff, visitors and other users of the premises
- (b) Plant, equipment and systems that are safe
- (c) Safe arrangements for transportation, storage and use of articles and substances
- (d) Safe and healthy conditions that take account of:
 - (i) statutory requirements
 - (ii) Approved Codes of Practice
 - (iii) DFE guidance
- (e) Adequate information, instruction, training and supervision
- (f) Provision of all necessary safety and protective equipment.

3. Responsibilities of the Headteacher

3.1 The Headteacher, as the officer in charge of the day-to-day management of the school, will carry out the duties of Key Manager detailed below. In his/her absence the Curriculum Managers will carry out these functions.

- (a) Pursue the objectives of the PR with respect to health and safety.
- (b) Ensure health and safety is an agenda item in staff meetings.
- (c) Ensure risk assessments are carried out and appropriate actions are taken to remove potential hazards or reduce the level of risk.
- (d) Co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
- (e) Receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- (f) Undertake a termly health and safety inspection of the school and ensure that records of this are kept.

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- (g) Ensure that the cause of all accidents, near misses and dangerous occurrences are recorded and investigated. Ensure that reasonable steps are taken to prevent a recurrence and reported to the Health and Safety Executive.
- (h) Ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- (i) Ensure training needs of both new and existing staff are assessed, relevant training is provided and a record of these is kept.
- (j) Include health and safety items in the annual reports.
- (k) Keep abreast of the changes in the Departmental and Council's Health and Safety policies and procedures and pass on the information to the staff concerned.
- (l) Liaise with contractors and provide them with information on any hazards that they may come across whilst working on school premises.
- (m) Ensure that contractors do not place health and safety of staff and students at risk whilst on school premises.
- (n) Ensure that staff and pupils follow safe working practices at all times

4. Responsibilities of all staff

- 4.1 Staff have a duty under the Health and Safety at Work Act to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the instruction issued and take all reasonable steps to ensure health and safety of those affected by their activities.
- 4.2 The Curriculum Manager should inform the Headteacher of any changes in practice or requirements relating to their areas of responsibility. Staff are expected to check equipment and work spaces regularly and report their findings to the Headteacher. The Headteacher welcomes suggestions from staff for improving health and safety within the school.

5. Monitoring the Effectiveness of the Policy / Health and Safety Advice

- 5.1 The implementation of this policy will be monitored by:
 - (a) Regular inspections by the PR and Headteacher.
 - (b) Regular updates from the Headteacher to the PR regarding health and safety requirements
 - (c) Health and Safety being a standing agenda item in all appropriate meetings

6. Procedures and Arrangements

6.1 These procedures must be adhered to.

7. Hazardous substances

7.1 Hazardous substances are used in the school for teaching, cleaning and minor maintenance. All specialist cleaning materials must be kept locked in the laundry room or under the sink in the kitchen. Substances used will be assessed in line with the HSE guidance on Control of Substances Hazardous to Health (COSHH).

8. Asbestos

8.1 The redeveloped school building has been surveyed for asbestos, which has shown no presence of asbestos. The newly built residential building has no presence of asbestos.

9. Electrical Safety

9.1 Electrical equipment is tested annually by a competent person (PAT Testing). In addition to the annual tests, the Caretaker visually inspects the equipment for physical damage to the cables and plugs. Equipment is also checked by all staff for these faults prior to use. Electrical system checks will be carried out every 5 years.

10. Gas

10.1 Gas safety checks are carried out on all boilers on an annual basis and this is in addition to any servicing visits carried out.

10.2 Periodical pressure tests will take place every two years or in line with insurance policy guidance

11. First Aid

11.1 The Headteacher who is responsible for first aid will ensure that there is adequate first aid cover at all times. The first point of contact for first aid will be the Receptionist and School Administrator or most senior person on duty, who will contact the on duty trained first aid person. The Medical Room is the designated first aid area. All first aid equipment is regularly checked by the Receptionist and School Administrator to ensure there is adequate stock. When school trips take place the person responsible for the trip will assess whether a travelling first aid kit should be taken. First aid procedures as set out in the Mackworth House School First Aid Policy and Procedure should always be followed. First aid at work

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courses and refresher courses will be held regularly to update staff and/or train new staff. All first aid administered at Mackworth House School should be recorded on the First Aid Report Form that can be found at reception. (Please refer to the First Aid Policy and Procedure)

12. Accidents

- 12.1 All accidents must be reported to the Headteacher or most senior person on duty. All staff are responsible for recording accidents in the Accident Book that is stored at reception, and the School Administrator or most senior person on duty is responsible for notifying serious accidents to the Headteacher. The Headteacher is responsible for reporting accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (Please refer to the Accident Policy and Procedure)

13. Contractors

- 13.1 The Headteacher will ensure competent contractors are used and work is carried out safely. They will monitor contractor's activity. Contractors are required to read, complete and adhere to the following paperwork:
- (a) Control of Contracts Procedures
 - (b) Pre Contract Assessment
 - (c) Initial on-site contractor meeting
 - (d) Permit to work
 - (e) Handbook for Contractors

14. Violence against staff

- 14.1 The Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with by involving the police if necessary. Should members of staff be subjected to violence this must be reported to the Headteacher or most senior person on duty immediately. Staff will receive all the support needed from Mackworth House School.

15. Fire

- 15.1 The Headteacher co-ordinates fire prevention activities. A range of firefighting equipment is available in the school, along with a Fire Alarm system and emergency lighting; these are maintained under contract with O'Heap. The fire alarm will be serviced every 6 months and the emergency lighting and fire extinguishers annually by a qualified engineer. A full Fire

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Safety Report and Risk Assessments have been carried out with the assistance of a fire safety consultant. This will be reviewed on an annual basis by the Headteacher, and every two years by an external consultant. Derbyshire Fire and Rescue Service will visit the school at least every 2 years to check compliance and safety standards.

The Caretaker will carry out:

- Weekly internal fire alarm checks
 - Monthly internal emergency lighting checks
 - Weekly external fire door checks
 - Monthly internal fire door checks
 - Monthly green box exit release tests
 - Monthly internal fire extinguisher checks
 - Termly fire evacuation record check
- All staff will ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Headteacher. The Headteacher and the School Administrator will ensure regular drills are carried out and recorded. All visitors must sign in and out at reception and will be issued with a badge, and the school administrator will talk through the fire evacuation plan with all visitors. (Please refer to the Fire Risk Assessment, Fire Emergency Evacuation Plan, Personal Emergency Evacuation Plan)

16. Extraction

- 16.1 Extraction units are serviced, cleaned and tested at least every 14 months in the following areas of the school:
- Main Kitchen
 - Training Kitchen
 - Common Room

17. Manual Handling

- 17.1 Mackworth House School staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the HSE. All staff

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will be provided with training on safe lifting techniques and moving and handling. (Please refer to the Manual and Moving and Handling Policy and Procedure)

18. Security

18.1 Security is of great importance to the school. The Headteacher is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. Access control is fitted to the main entrance door in to the school and residential building, and there is controlled access in certain higher risk areas throughout the school. There are electric gates at the bottom of the drive, and a pedestrian entrance which will only be opened once visitors have been authorised to enter the school grounds via the intercom system at reception. The key fob access points and system is serviced annually.

18.2 A CCTV system allows monitoring of visitors prior to their admission into the building and cameras are positioned to be able to monitor activity throughout the school corridors and the school grounds. All visitors must sign in and out at reception and will be issued with a badge. All breaches of security must be reported to the Headteacher or most senior person who will take the appropriate action. The CCTV system is serviced at least annually.

19. Administration of Medication

19.1 Medicines prescribed by a doctor, and over-the-counter medications may be administered at school. Parents must sign an authorisation form. Medicines will be securely stored. Full records will be kept of the receipt, administration, and disposal of medicines. All precautions will be taken to ensure that medicines are administered safely, correctly, and to the benefit of the student. (Please refer to the Medication Policy and Procedure)

20. Adventure activities

20.1 Staff organising activities involving climbing, caving, water sports and trekking must ensure the centre providing the service is licensed. Appropriate risk assessments should be written and be signed off by the Headteacher and Curriculum Manager. (Please refer to the Safeguarding and Promoting the Health and Safety of Pupils during Educational visits and off Site Learning Activities Policy)

21. Play Equipment

21.1 Play equipment in the garden will be checked on a daily basis by the caretaker

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22. Seatbelts

- 22.1 Staff organising school trips must ensure minibuses and cars used to transport children are fitted with seatbelts and booster seats and the drivers are competent and experienced. If using personal cars for transport, staff should ensure they have business insurance and their car is in good working order.

23. Illness

- 23.1 If a child is sent home owing to illness, this must be recorded in the attendance register provided in the reception area. Parents are expected to inform the school of cases of notifiable diseases. The school will establish how long the pupil should remain absent from school.

24. Legionella

- 24.1 The Headteacher is responsible for Legionella monitoring and it is carried out by a competent person. A water Hygiene risk assessment is carried out every two years by a certified company and disinfection of the system every term. Additional legionella control water flushing and water temperature checks take place every week.

25. Deep Cleaning

- 25.1 Deep cleaning will take place at least twice annually during school holidays. This will be carried out by the Caretaker

26. Working at Height

- 26.1 The school has access equipment, which consists of kick stools and stepladders. Contractors are used for anything requiring ladders or towers. When working at height staff must use the correct equipment and take all precautions to eliminate risk. The equipment must be checked for damage and function prior to use.

27. Display Screen Equipment

- 27.1 Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices. Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eyestrain. These aches and pains are sometimes called upper limb disorders (ULDs), which can include a range of medical conditions such as RSI. Most of these conditions do not indicate

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any serious ill health, but it makes sense to avoid them as far as possible. The *Health and Safety (Display Screen Equipment) Regulations 1992* aim to protect the health of people who work with DSE. The Regulations were introduced because DSE has become one of the most common kinds of work equipment.

27.2 All staff must follow effective practices, set up their workstations properly and take breaks during prolonged use. Staff should report any concerns to the Headteacher.

28. Staff Induction and Training

28.1 The Headteacher is responsible for the safer recruitment of all staff. All new posts will be subject to an interview process and appointments made on the receipt of an enhanced DBS check and 2 positive references. All new Staff will be given an induction interview by the Headteacher which will outline their role and include Job Description, Terms and Conditions, Health and Safety and any specific Policies and Procedures related to their appointment.

28.2 All staff will undertake a rigorous training programme to include:

28.3 Statutory Training:

- (a) Health and Safety
- (b) Manual and Moving and Handling
- (c) First Aid
- (d) Food Hygiene
- (e) Risk Assessment
- (f) Infection Control
- (g) Safe Handling of Medication
- (h) Record Keeping and Report Writing
- (i) Safeguarding

28.4 Mandatory Training:

- (a) Autism
- (b) Person Centred Planning
- (c) PROACT-SCIPr-UK®
- (d) Intensive Interaction
- (e) Sensory Integration

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- (f) TEACCH
- (g) PECS
- (h) Stress Awareness
- (i) National Curriculum
- (j) Child Development

28.5 **Specific Training:** Specific training will be carried out with all staff around individual student support needs and school development and could include:

- (a) Epilepsy
- (b) Animal Welfare
- (c) ADHD
- (d) Horticulture
- (e) Prader-Willi
- (f) Music
- (g) Makaton
- (h) Drama
- (i) BSL
- (j) Administering Medication
- (k) Hearing or visually impairments

28.6 All staff will take part in the Personal and Professional Development scheme working towards whole school improvements through individual developmental action plans.

29. School Emergency Plan

29.1 Evacuation of the building in the case of Fire is detailed in the Fire Emergency Evacuation Plan. In the case of a bomb or other threat, which requires the evacuation of the school, or lock down in the school all staff should follow the School Emergency Plan. All students who attend Mackworth House School have a diagnosis of autism and all will have written procedures in the form of a Personal Emergency Evacuation Plan (PEEP). Students will require specific support to evacuate the building and levels of risk will be identified. (Please refer to the Fire Emergency Evacuation Plan, School Emergency Plan, Fire Risk Assessment and the Personal Emergency Evacuation Procedures)

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30. Site Maintenance

- 30.1 The Headteacher is responsible for site maintenance and is assisted by the Caretaker. A programme of planned maintenance is in place and is worked through and minor works, repairs and hazards are logged in a maintenance jobs book held by the School Administrator at reception. The school's Caretaker will work to the Headteacher, and suitably qualified contractors will be used for electrical, gas, fire safety, plumbing and specialised work.

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