



Arbour House
Health and Safety Policy Statement

Policy Review Date: **November 2017**

This policy should be read in conjunction with the following policies:

- Potens Health and Safety policy
- Arbour House Risk Assessment policy
- Arbour House Fire policy and procedures
- Arbour House First Aid policy
- Arbour House Administration of Medicines policy

Introduction

All Arbour House School 's policies, procedures and safety rules are aimed at ensuring a high standard of health and safety at all times; risk assessments of all environment and activities are regularly undertaken in order to achieve this.

Whilst Potens Proprietor Board are responsible for the implementation of health and safety policy, no safety policy can be effective without the full co-operation of staff. Every member of staff, inclusive of volunteers, therapists and visiting professionals, has a personal responsibility to ensure that their own health and safety, and that of others is not affected by anything they do or fail to do whilst at work in line with these procedures.

Potens subscribe to 'Citation' for support in Health and Safety matters. Their documentation is used in all aspects of Health and Safety.

This policy will be updated on a regular basis in line with changing legislation and all staff will be informed of any adaptations.

The staff members responsible for health and safety within Arbour House are:-

- Sue Hoxey (Executive Headteacher) and
- Daun Tattersall (Regional Director)

Arbour House School will ensure that regular training is undertaken by staff on an annual basis and as part of their induction.

Emergency Numbers

Contact numbers for Gas, electric, water supplies will be displayed on a notice board in the main office and in the school diary on the desk in the main office.

First Aid

First Aid boxes are situated in the main kitchen, outside the main office and in the medical room.

The staff who are current first aid qualified will be named and this will be displayed by the first aid boxes.

Any accidents must be reported to the named H&S contacts and recorded in the Accident book kept in the front entrance.

First Aid boxes are checked on a monthly basis by the lead first aider. Medicines are checked on a termly basis and any out of date medicines are sent home for disposal. Pupil medical information is checked and updated on a termly basis.

Fire

A fire emergency exit notice (green man) is displayed on all relevant walls in the school.

Termly fire drills are carried out to ensure staff are aware of evacuation procedure. Fire evacuation procedures are displayed in every room by the exit.

Fire extinguishers are situated on each floor. These are tested on a monthly basis together with all fire safety equipment.

Fire alarms are checked on a weekly basis by the caretaker.

It is the responsibility of all staff to ensure that fire exits are unlocked and free from obstruction. This is checked on a daily basis by the Caretaker.

Hazards

H&S risk assessments will be carried out on a regular basis by the Executive Headteacher.

Health and Safety audits are carried out on a termly basis by the Regional Director and Caretaker and an action plan is developed from these audits.

Potential hazards highlighted by Arbour House staff are to be reported. Staff are responsible for reporting any hazards or defects. This must be logged in the H & S log book which is kept in the main office and dated – who gets this information and what happens with it? The repairs and maintenance book, health and safety book, accident book and near misses book are all located in the front entrance above the visitors signing in book.

Health and Safety information will go to Senior Leadership Team meetings and will be reviewed on a monthly basis.

All hazardous substances/materials with appropriate signage will be stored in the cleaning cupboard situated under the stair in entrance hall.

Electrical Equipment

All electrical equipment within Arbour House School will be tested yearly.

All staff will be trained on the use of any electrical equipment required to carry out their duties.

All staff will receive a copy of Working Safely with Display Screen Equipment, outlining 1992 regulations.

Off site activities

Arbour House School is responsible for ensuring all risks are assessed when working away from the school. This must be carried out in line with the Health and Safety Regulations 1999 by a 'competent person' from within the organisation who has a combination of training, knowledge and experience to make sound judgements based on risk assessment.

A mobile phone is made available for staff use whilst working away from the school.

Visitors

Any visitors to Arbour House School must be signed in. A visitor's book is situated in the entrance hall by the front door. Staff will be responsible for seeking appropriate identification from visitors when signing in and will outline fire procedures.

In the case of evacuation staff are responsible for ensuring visitors are aware of how to exit the building.

No young people are to be left unattended in potentially hazardous areas, i.e. Kitchen.

Arbour House School will ensure the personal safety of its own employees whilst contractors are working on site together with any contractors visiting Arbour House. All contractors have to follow Potens contractors policy. All contractors will be made aware of any risks and it is recommended they undertake their own risk assessment and must comply with the employers health and safety procedures.

Hygiene

Any food preparation must be done in compliance with health and hygiene regulations. The school follows the Safer Food Better Business guidance from the Food Standards Agency. Any staff involved in food preparation should have a level 2 Food Hygiene certificate.

Posters displaying this information will be displayed in the food area.

An infection control audit is carried out on a termly basis by the Executive Headteacher and an action plan drawn up following this audit.

The Senior Leadership Team is responsible for ensuring the workplace, including staircases, floors and bathrooms are kept in a safe and clean condition by cleaning, maintenance and repair.

Communication

All employees will be given information about the general duties under HSW Act and specific legal requirements relating to their work. All employees have a copy of this policy to read as part of their induction.

Arbour House School will display confirmation of Civil and Employers Liability Insurance in the front entrance of the school.

Health And Safety Policy Statement

Declaration of Commitment

The Executive Headteacher, Regional Director and Potens Proprietor Board are committed to provide a health working environment, safe systems of work and a high standard of safety and welfare for all employees.

Statement of Intent

Our policy is to provide and maintain appropriate tools, equipment and safe systems of work.

Arbour House School accepts health, safety and welfare is an integral part of all activities and will take steps to manage these effectively.

Arbour House School expects all employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.

Arbour House School will, in line with Management of Health and Safety regulations 1999, undertake risk assessments in order to make everyone aware of risks involved.

Others may be affected by our activities, i.e. visitors, clients, contractors and members of the public. Arbour House School accepts the responsibility to provide appropriate levels of safety for them

Arbour House School is committed to regular evaluation and review of it's Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.

Arbour House School plan to minimise the risks created by school activities and to organise ourselves in a way, which secures the involvement and participation of all members of staff at all levels. Our commitment to this policy will ensure a positive health and safety culture.