



# Arbour House School

## Health and Safety Policy and Procedures

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Governor policy owner	Nicola Murphy
Signed off by	The Governing Body
Distributed to	All staff, including Senior Managers, the Governing Body, the Proprietors, or anyone working on behalf of the Proprietors (Potens) at Arbour House School

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# **1. Health and Safety Statement**

## **Declaration of Commitment**

The Headteacher, The Governing Body and Potens Board of Proprietors are committed to providing a healthy working environment, safe systems of work and a high standard of safety and welfare for all employees, pupils and visitors.

## **Statement of Intent**

All Arbour House School 's policies, procedures and safety rules are aimed at ensuring a high standard of health and safety at all times.

Whilst Potens Board of Proprietors are responsible for the implementation of the Health and Safety Policy, no safety policy can be effective without the full co-operation of staff. Every member of staff, inclusive of volunteers 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. This includes being co-operative in complying with all legal obligations.

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 aims 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.

Arbour House School will ensure the safety of its own employees whilst contractors are working on site. 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.

Arbour House School will ensure that regular training is undertaken by staff as part of their induction. All staff will be trained in the range of health and safety areas that are appropriate to their job description and to the level required for them to competently perform their duties.

Arbour House School is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and to modifying the policy in light of new legislation and other changing circumstances, where required.

## **2 Key Personnel**

Those responsible for Health and Safety within Arbour House School are:

- Potens' Boad of Proprietors
- Arbour House School Board of Governors
- Arbour House Health and Safety Lead Person: Nicola Murphy
- Headteacher: Julie Perks

## **3 Health and Safety Legislation and Guidance**

The following Health and Safety legislation and guidance has been considered when writing this policy (including any updates to the original Government Acts):

- [Guidance and advice from the Health and Safety Executive, online](#)
- [UK Council for Child Internet Safety \(UKCCIS\), online](#)

- [Working Together to Safeguard Children: A Guide to Inter-Agency working to Safeguard and Promote the Welfare of Children, February 2019](#)
- [DFE Health and Safety Advice for Schools, November 2018](#)
- Keeping children safe in education 2023 - GOV.UK ([www.gov.uk](http://www.gov.uk))
- [Supporting pupils with medical conditions in schools, August 2017](#)
- [Preventing and Tackling Bullying, July 2017](#)
- [The Use of Social Media for Radicalisation, July 2015](#)
- [Standards for school premises, DfE, March 2015 \(departmental advice\)](#)
- [The Education \(Independent School Standards\) Regulations, January 2015](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Use of Reasonable Force in Schools, July 2013](#)
- [Fire safety law and guidance for business, December 2012](#)
- [The Teacher Standards, July 2011](#)
- [The Equality Act 2010](#)
- [Fire risk assessments: educational premises, June 2006](#)
- [The Building Regulations 2010](#)
- [Lighting for Education" \(LG5\), and British Standard BS EN 12464-1](#)
- [The Regulatory Reform \(Fire Safety\) Order, 2005](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\)](#)
- [The Health and Safety at Work etc Act 1974 \(HSWA\), and regulations](#)

## 4 Roles and Responsibilities

### 4.1 The Board of Proprietors

It is the Proprietors responsibility to ensure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable**.

Some of the health and safety functions are delegated to members of staff in the school to fulfil on behalf of the Proprietors. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the Proprietors and they must ensure that nominated Health and Safety leads have:

- Sufficient authority to take the lead responsibility for health and safety.
- Time, resource and competence to fulfil the role.

### 4.2 The Governing Body and Headteacher

The Headteacher has day-to-day responsibility for health and safety but may delegate associated tasks to specified staff. In the absence of the Headteacher, the Health & Safety Lead Person will resume responsibility.

The Headteacher and Governing Body must, as far as is reasonably practicable:

- Ensure that day-to-day the school is following the school's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with the Proprietors, Governors, and the school staff, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.

- Ensure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised safety representatives.
- Ensure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

### **4.3 The Health & Safety Lead Person:**

The H & S Lead Person must, as far as is reasonably practicable, ensure:

- The details of all accidents, incidents, near misses and dangerous occurrences are reported by staff.
- All accidents, incidents, near misses and dangerous occurrences are reported to the Headteacher and are investigated where appropriate.
- The details of all accidents, incidents, near misses and dangerous occurrences are submitted to the Governing Body and Proprietors as required.
- Risk assessments and preventative measures are reviewed or put in place where necessary and reports are submitted to the appropriate body.
- The management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed,
- Contractors are aware of site specific risks and oversee their activities on site including ensuring that contractors have suitable liability insurance and work in a manner which does not pose a risk to pupils and staff on site.
- Staff and visitors are aware of the on-site procedures and the precautions to follow.
- The implementation, monitoring and review of training procedures.
- The preparation of reports and returns for the Headteacher, Governing Body and the Proprietors.
- All parts of the premise and equipment is regularly inspected and maintained in a safe working order and taking appropriate action where this is not the case.
- That maintenance staff, including the Caretaker, fulfil their roles and responsibilities according to their job description and school policies.

### **4.4 Staff**

All of the school workforce play an important part in sensible health and safety management. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

***Staff, while undertaking work activities on and off site, will:***

- Be aware of the school Health and Safety Policy and follow procedures detailed in the policy and related documents.
- Take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do.
- Cooperate with the Proprietors, Governing Body, Headteacher, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Make pupils, volunteers and visitors aware of relevant health and safety procedures and supervise where appropriate.
- Report and record health and safety concerns in line with this and related school policies.

## **5 Monitoring and Auditing**

Health and Safety information will be reviewed on a half-termly basis by the Headteacher.

Health and Safety audits are carried out on a half-termly basis by Nicola Murphy, H & S Lead Person and an action plan is developed and followed from these audits if there are issues or concerns to address.

The Proprietors use Citation PLC (an external and accredited safety management advisory service) for support in health and safety matters to help ensure that the school follows the correct government guidance and legislative requirements.

The Headteacher regularly inspects the premises, processes and procedures to help keep pupils and staff safe and secure and will outline for the Proprietors and/or Board of Governors any issues which may need addressing and action to be taken.

## **6 Reporting and Recording**

### **Internal**

All staff have a duty to report potential hazards, near misses, accidents and incidents and required repairs. These must be logged in the appropriate log books which are kept in the main school office and which are reviewed daily by the School Administrator. Serious concerns must be reported immediately to the Headteacher so that actions can be taken to reduce risks and resolve issues as quickly as possible.

### **External**

Most incidents that happen in schools or on school trips do not need to be externally reported. Only specific circumstances require a notification to the Health and Safety Executive (HSE) under RIDDOR ([Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)). The reporting under RIDDOR is the duty of the Health & Safety Lead Person.

## **7 Risk Assessments**

**School risk assessments** have been undertaken and are reviewed annually by the Headteacher. However, more frequent reviews will be undertaken as necessary (for example in the event of alterations to school buildings). These risk assessments are held in the school office in the School Risk Assessment file.

**Lesson/activity risk assessments** are undertaken by teaching staff. Each lesson/activity is planned to identify, and reduce, possible hazards to pupils and to highlight appropriate action to be taken to safeguard their safety. This will be done alongside the individual pupil's education planning and any personal risk assessments. No pupils are to be left unattended in potentially hazardous areas.

## **8 School trips and off-site activities**

Arbour House values learning outside the classroom and beyond the school premises. It will actively seek to provide a broad and balanced range of learning outside the classroom opportunities for all its pupils.

Planned activities take place off site which support the aims of the school such as:

- Independent travel training to and from school.
- Regular local visits (work related learning, independent living skills, swimming, other local amenities).
- Day visits related to curriculum.
- Visits to local schools and college for curriculum opportunities.

The school's arrangements for trips and off-site activities ensures that:

- The risk assessments focus on real risks.
- Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips and off-site activities are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

A mobile phone is provided for staff to use whilst working away from the school. As per the school's code of conduct, staff must not use their personal mobile phone when engaged in school activities, on or off-site.

Full details can be found in the 'Off-Site Educational Visits Policy'.

## **9 Disability and Medical Needs Including Allergies**

The Headteacher ensures that potential pupils are assessed prior to admission to Arbour House School to ensure that individual physical, mental, educational needs can be met.

Information will be gathered during the pupils pre assessment which will include relevant medical history and information relating to known allergies and medication management where applicable. Parents/carers are responsible for communicating any changes in their child's medical needs to the school.

Pupils' needs will be reviewed as appropriate and reasonable adjustments made to support them.

## **10 Special Educational Needs**

All pupils at Arbour House School have Special Educational Needs. Staff need to be aware of pupil's individual needs that are in their care. This will include knowledge and understanding of the pupil's Education, Health and Care Plan, including their Personal Emergency Evacuation Plans (PEEPs).

Staff need to know any triggers that might impact on pupils' behaviour and how to mitigate them. Particular attention is given to the pupils' learning environment, lighting and acoustics for example.

All staff are trained in Positive Behaviour Support. Physical intervention is seen as a last resort and only used if reasonable, proportionate and absolutely necessary. All incidents of physical intervention are clearly recorded on a Log of Physical Interventions, followed up through debrief with a senior member of staff, and the Headteacher is notified accordingly.

## **11 Fire Safety Management Procedures**

### **Information**

The Headteacher will ensure that all staff, pupils and visitors are aware of the schools' evacuation procedure. The Headteacher also ensures that staff and Governors are informed of the outcome of fire risk assessments.

The school's fire safety control measures and evacuation procedures are detailed in the school's 'Fire Safety Policy and Procedures'.

## 12 Water Safety

**Drinking water** is clearly labelled next to the requisite tap. Water hygiene is preserved through the maintenance and monitoring schemes based on the schools Legionella risk assessment. These include weekly flushing of water outlets and monthly water temperature checks which are recorded by the Caretaker in the Water Hygiene log, kept in the School Office.

**Hot water** from taps to which pupils have access is moderated directly from the water tank, to ensure they will not be scalded. To avoid the risk of scalding, 43°C is the maximum temperature expected from hot taps.

Hot drinks must not be carried around the school premises in open top cups/mugs.

In the event that non-maintenance staff need to use a mop to clear up a **liquid spill** they should use a:

- Blue mop for general hallways and classrooms.
- Red mop for toilets.
- Yellow mop for the kitchen.

A risk assessment is in place for infection control. Where a liquid spill involves **bodily fluids**, personal protection equipment and spillage packs are available for staff in the medical room.

## 13 Working at Height

Non-maintenance staff have no need to work at height.

Ladders must only be used by competent, trained maintenance staff.

## 14 Manual Handling

Staff are trained in manual handling and handling related to the approved method of physical intervention to support pupils. Staff will:

- **First** - avoid hazardous manual handling operations so far as is reasonably practicable.
- **Second** - assess any hazardous manual handling operations that cannot be avoided.
- **Third** - reduce the risk of injury so far as is reasonably practicable.

## 15 Lighting

For lighting to be suitable all staff need to help ensure that the school:

- Provides adequate light levels, including the lighting of teachers' and pupils' faces to enable good visual communication.
- Gives priority to daylight in all teaching spaces, circulation, staff offices and social areas.



- Provides adequate views to the outside or into the distance to ensure visual comfort and help avoid eye strain.
- Provides lighting controls that are easy to use.
- Provides means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating.
- Provides external lighting to ensure safe pedestrian movement after dark.

They should do this through appropriate working practice and reporting any defects or detrimental aspects of the site through the correct reporting procedure identified in this policy.

### **15.1 Emergency Lighting**

Emergency lighting is installed in the school and is tested every month by the Caretaker.

## **16 Acoustics**

In a school with a good acoustic environment, people will experience:

- Good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in.
- Minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).

As with lighting, our pupils often have auditory sensitivities that need to be taken account of in their individual learning environment. Staff should do this through appropriate working practice using pupils' EHC plans. They should report any defects or detrimental aspects of the school site through the correct reporting procedure identified in this policy.

## **17 On-site movement of Pupils, Staff and Vehicles**

Arbour House seeks to ensure the safety of pupils and staff during school times. Pupils travel to school either by transport provided through Dorset County Council or the parent/carer. The pupils remain the responsibility of the person providing the transport until the pupil is safely passed on to a member of staff.

Pupils are advised not to rush or run whilst on school premises and are supervised by staff at all times.

Pupils are supervised and assisted where necessary when using the school vehicles. A 'Travelling in School Vehicles' risk assessment is in place and can be accessed in the school's Risk Assessment folder in the school office.

## **18 Electrical Equipment**

All electrical equipment within Arbour House School will be tested annually by a qualified Portable Appliance Tester.

All staff will be trained on the use of any electrical equipment required to carry out their duties including working safely with display screen equipment.

The Governing Body and Headteacher will ensure that supplies for electrical appliances are of good quality. Staff will ensure that pupils do not have unsupervised access to electrical appliances.

## **19 Visitors Procedures**

A Visitor's Book is situated in the entrance hall by the front door on both school sites.

**All** visitors to Arbour House School, including contractors, must be signed in and provided with a visitor's badge. Staff will be responsible for seeking appropriate identification from visitors when signing in and will outline fire and safeguarding procedures.

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

Further details regarding arrangements for visitors can be found in the school's 'Visitors Policy and Procedures'.

## **20 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 or in supporting Food Technology lessons with pupils will have a Level 2 Food Hygiene certificate.

An infection control audit is carried out on a termly basis by the Health & Safety Lead Person and an action plan drawn up following this audit if any concerns or issues arise. The Headteacher, Governing Body, Proprietors and the H & S Lead are responsible for ensuring the workplace, including staircases, floors and toilets are kept in a safe and clean condition.

## **21 Mental Health**

At Arbour House school we aim to promote positive mental health and wellbeing for pupils, staff and families. We work to achieve this through whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. Staff are trained and updated in how to deal with their own, colleagues and pupils' mental health.

Any member of staff who is concerned about the mental health of themselves, a pupil or colleague should discuss their concerns with the School's Designated Safeguarding Lead and follow the School's Safeguarding and Child Protection Policy.

All staff are encouraged to complete a 'Wellness Action Plan' for themselves to share with their Manager to ensure that adequate monitoring and support of individuals is effective.

All staff have access to free and confidential advice/support via Potens' Employee Assistance Programme.

The Potens Company website can be accessed by all staff and has further useful resources and contact details to support mental health and well-being.

## **22 Electronic Safety**

All staff must adhere to the school's Staff Code of Conduct and comply with the acceptable usage clauses of electronic devices within it and the prohibition relating to internet sites and chat rooms.

Staff are trained in understanding how to identify, intervene and escalate any incident where appropriate through the school's Safeguarding and Child Protection Policy and Procedures.

We know pupils may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

Arbour House School teaches them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. In addition, we work with parents to raise awareness of on-line safety to help them keep their children safe when not in school.

## **23 School Emergency Plan - Including Lockdown**

As part of our Health and Safety Policies and Procedures the school has an Emergency Plan that includes planning for emergency lockdown.

On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks to the premises and/or local area. Our Emergency Plan covers a range of potential incidents that could occur, including:

- Serious injury to a pupil or member of staff (eg transport accident).
- Significant damage to school property (eg fire)
- Criminal activity (eg bomb threat).
- Severe weather (eg flooding).
- Public health incidents (eg influenza pandemic).
- The effects of a disaster in the local community.

Refer to Arbour House School's 'Emergency Plan' for further details.

## **24 Communication and Training**

A Health and Safety section is included in the induction for all new staff.

Following governmental guidance, the Independent School Standards (the regulations), other relevant agencies and through the risk assessment process, specific health and safety training and advice will be provided for staff as appropriate to their roles and responsibilities.

All employees will be given information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work.

All staff receive this Health & Safety Policy to read as part of their induction, and they are required to sign that they have understood it and know the procedures to follow.

Arbour House School will display confirmation of Civil and Employers Liability Insurance in the School Office.

### **Emergency Numbers**

Contact numbers for gas, electric, water supplies will be displayed on a notice board in the main school office and in the school's contact folder in the main school office.

## **25     Linked Policies and Documents**

- Keeping Children Safe in Education (Sept 2024)
- Safeguarding and Child Protection Policy & Procedures
- Whistleblowing Policy
- Online Safety Policy
- Anti Bullying Policy
- Staff Code of Conduct
- Visitors Policy and Procedures
- Off-site Educational Visits Policy
- Fire Policy and Procedures
- First Aid Policy & Procedures
- Risk Assessment Policy
- Premises Management Policy
- Emergency Contingency Plan, including Lockdown.
- School Risk Assessment File

POLICY NAME	<b>Health &amp; Safety Policy – Education Sites</b>	
COMPILED BY	Bettina Jeppesen	
DATE	Policy V1 Distributed July 2018	
REVIEW DUE DATE	REVIEWED	
	DATE	BY NAME & AMENDMENTS MADE
	July 2018	Various versions distributed of this policy. May 2022 – Policy Review Sheet added.
May 2022	May 2022	Bettina Jeppesen: - Added reference to Risk Assessments throughout. - Arrangements and responsibilities for use of school outside of school hours amended. - Added process of Property Audits for annual assessment of stock condition.
June 2023		No amendments made. All policies under review post- DfE approval for new school site.
	Nov 2023	Julie Perks: - Updated to include additional school site. - Addition that some risk assessments may now be site specific. - KCSIE link updated to 2023 version. - Removed references to School Manager. - Governors added to Key Personnel. - H & S audits half-termly to fit with school calendar, not monthly. - Reference to 'teaching staff' supervising pupils at all times changed to 'staff' as can also be support staff that supervise pupils. - References included re: Wellness Action Plans, Employee Assistance Programme, and well-being resources via Potens website under 'Mental Health'. - Separate policies are in place for Fire Safety, Off-Site Educational Visits and Visitors – not necessary to reproduce them within this policy. Reference to them to be read as linked policies suffices. - Clarified that 'Whistleblowing' procedures sit within our Safeguarding Policy. - Added 'Online Safety Policy' as a linked policy.

	Sept 2024	Updated to KCSIE 2024 in linked documents
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