



THE REDWAY SCHOOL

Name of Policy:	Health and Safety
Person Responsible:	Headteacher
Date of Original Policy:	September 2009
Reviewed each September	
Last Review Date:	September 2018

PART 1 STATEMENT OF INTENT

The Health and Safety Policy describes our organisation and arrangements for the management of Health and Safety within school. It should be read in conjunction with the Councils Health and Safety Policy Statement.

1. It is the policy of The Redway School to do all that it reasonably can to provide a secure, healthy and safe working and learning environment.
2. The school will comply with the provisions of the Health and Safety at Work Act 1974 and other health and safety regulations that apply to the school activities.
3. To achieve this, the school will, as far as is reasonably practicable provide and maintain:
 - Plant and systems of work that are safe and without risks to health.
 - Arrangements for the safe use of handling, storage and transport of substances.
 - A workplace that is safe and poses no threat to health.
 - Any information, instruction, training and supervision that is necessary.
 - A working environment that provides adequate facilities for the employees' welfare whilst at work.
 - Risk Assessments (See Section 4 of Staff Handbook)

4. The school also recognises its duty of care towards those who are not employees but who may be affected by its activities (pupils, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.
5. The school will review this policy annually and make whatever changes are required to keep it up to date with current school and legislative requirements.
6. The policy and future updates will be shared with and given to all staff. The Headteacher is responsible for distributing all Health and Safety information received by the school.
7. All Health and Safety documentation is kept in the Departmental Health and Safety Handbook at the office and is readily available for reference by all employees. This is the master file.

PART 2 ORGANISATION

Governing Body	<ul style="list-style-type: none"> ▪ Overall responsibility for Health and Safety, including policy making and enforcement. ▪ Planning and providing resources ▪ Implementing new arrangements as necessary ▪ Reviewing the policy annually ▪ Receiving reports from the Headteacher on Health and Safety matters ▪ Seek specialist advice from the LA and / or others on issues relating to Health and Safety ▪ Promote high standards of Health and Safety within school
Headteacher	<ul style="list-style-type: none"> ▪ Overall responsibility for implementing the schools Health and Safety Policy ▪ Organising safety management systems ▪ Be a focal day to day reference on Health and Safety at the school and give advice or seek advice when necessary ▪ Report to the LA hazards which cannot be

	<p>rectified immediately or from within the resources of the governing body.</p> <ul style="list-style-type: none"> ▪ Stop any misuse of equipment etc. ▪ Arrange for any employee or any other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate ▪ Seek specialist advice on Health and Safety matters when necessary.
Leadership Team	<ul style="list-style-type: none"> ▪ Organising safety management systems ▪ Controlling safety management ▪ Implementing the policy within their department - identifying priorities and setting objectives ▪ Monitoring the effectiveness of the policy and systems of work ▪ Feeding back comments and suggestions on the policy when reviewed. ▪ Reviewing the policy and systems.
Duties of all employees:	<ul style="list-style-type: none"> ▪ Putting the policy into practice. ▪ Reporting any shortcomings in the policy to line managers. ▪ To take care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. ▪ To cooperate with their employee in all matters of Health and Safety so as to enable the law to be complied with. ▪ Not intentionally or recklessly interfere with, or misuse any equipment or fittings provided in the interests of Health, Safety or welfare. ▪ Follow instructions when using any machinery, equipment, dangerous substance or safety devices. ▪ Only use equipment when satisfied that they are competent to use it. ▪ Follow correct procedures regarding moving and handling, manual handling, incidents and accidents.

	<ul style="list-style-type: none"> ▪ Report any serious hazards to line managers or directly to the Headteacher, responsible for Health and Safety. ▪ Curriculum Coordinators must implement the policy in their subject area and in any specialist rooms. <p style="text-align: center;">Disciplinary action may be taken against anyone disregarding safe working practices.</p>
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PART 3 ARRANGEMENTS

1. Safety Management

Risk Assessment (See Section 4 Staff Handbook)

- The Leadership Team oversees the school wide programme of risk assessment to ensure consistency.
- Each teacher assesses the risks of the work they do and any that may come from the physical layout and use of their work areas, using the staff in their department.
- If any risks are found the Deputy Headteacher or Assistant Headteachers recommends control measures that should be put in place, after consulting with staff who work in that area, and when necessary the Headteacher. (The recommendations are always passed on to the Headteacher)
- All teachers who teach higher risk subjects in the school such as PE, Science, Art, Design and Technology, teachers involved in food technology, assess the risks of the work they do and any that may come from the physical layout and use of their work areas.
- If any risks are found the coordinator recommends control measures that should be put in place, after consulting with staff that work in that area. These recommendations are then passed onto the Headteacher.

- Where risk assessments have identified a risk to a new or expectant mother this is noted. Once an employee informs the school that she is pregnant and gives the school a certificate from her Doctor, the Headteacher will discuss with her how her work may need to be altered to reduce the risk. If there is still a risk that cannot be properly controlled the Headteacher will find alternative work for her.
- Risk assessments are completed for all activities in which a child with challenging behaviours will be involved during the school day. These form part of the pupil's behaviour support plan.
- All pupils are risk assessed by the school.
- All risk assessments are reviewed either when circumstances change and they may no longer be valid, or if nothing has changed annually.
- The updated risk assessments are recorded and copied to the Deputy Headteacher the Assistant Headteachers and the Headteacher with any changes that are needed to be made highlighted for attention.

Controlling Health and Safety

The Leadership Team ensures that all those who have Health and Safety responsibilities clearly understand what they have to do to discharge those responsibilities. They also ensure that they have the time and resources to do so.

Monitoring Health and Safety

- The Leadership Team ensure that Health and Safety issues form part of the agenda in their department meetings at least once a term
- It is the responsibility of all staff to monitor Health and Safety continuously and for classroom staff to carry out safety inspections of their accommodation on a regular basis.

- The outcomes of these activities are given to the Headteacher who analyses the information to identify trend and problem areas. These outcomes are then used to review both this policy and the measures that are in place.
- The Headteacher also analyses accident and incident data to establish where Health and Safety measures need to be changed to ensure that such accidents and incidents are not repeated. These results are also used in the review process.

The Review Process

- The Headteacher and the Leadership Team will ensure that action is taken in good time and will prioritise any remedial actions that the monitoring process shows are needed.
- Employees will be consulted, on how well the Health and Safety management systems are working and what improvements need to be made.
- The results of the monitoring and review process will be discussed with school Governors who will take account of this information in reaching decisions on the allocation of resources.

2. Accidents, incidents and medical emergencies

Guidelines for Reporting Incidents

A reportable incident can be one of the following:

- A child has suffered an injury that has required some attention from an adult.
- A child has suffered a significant injury that has required a first aider / school nurse.
- A child has suffered a significant injury that has required contacting the parents, calling an ambulance.
- A child has been injured by another child - whether intentional or not.
- A child has been violent towards another child or a member of staff.

- A child has been abusive to another child or a member of staff and the witness judges it serious enough to record.
- A child is behaving in such a way as to cause a risk to themselves or others.
- A child is damaging property.
- A child or adult has been involved in an incident that has been caused through a health and safety issue e.g. tripping over a frayed carpet.
- Something not mentioned above, but that is causing a member of staff significant concern.
- Incidents of bullying and incidents of racial discrimination must be reported to the Headteacher immediately, who has separate recording sheets for such matters.

There are 2 forms when reporting an incident to be filled in.

1. Behaviour Watch for incidents relating to Challenging Behaviours

This is a legal requirement and all accidents or injuries to pupils, staff and other adults present in school must be recorded. The person who witnessed the event should fill this in as soon as possible afterwards. A copy of the report of an accident or incident will be attached to the child's file and his / her parents must be informed. These are all passed to the Headteacher, action is taken where appropriate and the action is recorded. These are sent to the LEA.

Significant incidents should be brought to the attention of the Headteacher / Deputy Headteacher / Assistant Headteachers immediately.

2. MK Accident Form

For all incidents whether relating to accidents, challenging behaviours or medical emergencies.

If staff are unsure please consult a member of the Leadership Team.

Accidents

All accidents occurring to children or adults must be seen by a first aider for assessment and / or treatment.

The school nurse is not a first aider.

There are several first aiders in school in each department. First aiders from the department where the injured child / adult are should be called as much as possible rather than disrupting other areas of the school. These are several staff that have undertaken the 4 day First Aid at Work Certificate. Their names are posted in designated areas of the school.

First Aid Boxes are provided for all classrooms, the gym, swimming pool and for the mini buses. These are checked on a half termly basis by the designated member of staff. If staff are aware that they need to be replenished they should contact that member of staff immediately.

Each class is to have a named STA who is responsible for keeping the medical boxes fully equipped.

- All accidents to pupils, employees, contractors or visitors to the school are reported immediately to the Headteacher or in her absence to the Deputy Headteacher or one of the Assistant Headteachers.
- All accidents, incidents and cases of ill health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported by the Headteacher or Business Manager to the Health and Safety Executive. Major incidents are reported as quickly as possible by email and are followed by a report on Form F2508 within 10 days.
- An investigation will be held for all but the most minor accidents to establish both the immediate and underlying causes to ensure action is taken to prevent a recurrence.
- Any incidents where no one was injured but it is clear that serious injury could have occurred are also investigated.
- If a pupil's medical condition becomes dangerous, the school nurse alerts the Headteacher, or in her absence the Deputy

Headteacher or one of the Assistant Headteachers and the school office and an ambulance is called. The school office contacts the parents / carers. The office staff meets the ambulance at the designated area and the pupil is transferred to the ambulance in the company of a familiar member of staff.

- The school nurse is responsible for deciding whether to agree to requests for the administration of medicines to pupils. The school nurse will provide the Headteacher with a termly report on medicines administered in school. She will keep her informed of major changes to any child's medication.
- Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept in the nurse's room. The record book for the administration of medicines is kept in the nurse's room.
- Where a pupil's condition will become dangerous if not treated, a rectal or oral dose of tranquilisers is given until medical treatment can be given at a hospital. This is administered by the school nurse, or by a trained member of staff. A second member of staff is always present to witness the procedure. Named staff are trained specifically to administer such medication.

3. Fire and Other Emergencies

- Emergency procedures exist covering a range of hazardous situations (e.g. fire, severe electrical fault, bomb alert, severe weather and laboratory accidents) which may arise in the school. Should evacuation to another site become necessary **LANGLANDS SCHOOL** is the designated site.
- In an emergency, the most senior member of staff present must clear the area of children and adults and take appropriate immediate action alerting the office to call the emergency

services and to alert the Headteacher, Deputy Headteacher or one of the Assistant Headteachers to arrange follow up action.

- Once emergency procedures have been put in place the Headteacher will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Educational Establishments document, which is kept at the office.

FIRST PRIORITY - in all hazardous situations is the safety of all children and adults present, their removal from danger, care and the application of first aid.

SECOND PRIORITY - call the emergency services, where applicable.

THIRD PRIORITY - safeguard premises and equipment, if possible.

- The Deputy Headteacher, and Assistant Headteachers assess the risk of fire in their designated areas of responsibility as part of the normal risk assessment process. These are passed to the Headteacher who makes an overall assessment of the risk across school.
- The Headteacher issues a fire emergency plan that includes a system for calling the fire brigade. This designates those persons responsible for liaising with the fire service personnel on their arrival, a clear evacuation plan, a plan for putting the school back into operation following an emergency and a process for reviewing the plan after an emergency or after fire drills.
- Fire Evacuation Officers are appointed by the Headteacher, in consultation with staff. These Fire Evacuation Officers are responsible for ensuring that their area of the school is properly evacuated in the event of a fire.
- The fire evacuation procedures to be followed are displayed in every room in the school and where appropriate, in corridors and other common areas. These procedures are pointed out to visitors, contractors and new staff as soon as they come onto the school premises.

- Fire Drills take place at least once a term. The Headteacher records the time taken for evacuation and any comments from staff on how the drill was conducted.
- The fire alarm system is tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately. The school has a 'fire log book' in which records of testing and service of all fire equipment are maintained.
- All fire extinguishers are clearly marked in all areas of the school. The fire alarm sounds throughout the school and there is an emergency lighting system that is tested on a weekly basis. It is the responsibility of the Business Manager for ensuring the maintenance of this equipment.
- Fire exits are checked daily to ensure they are not blocked and are usable.
- The Headteacher liaises with the fire brigade to ensure that the school's fire precautions meet the current legislative requirements.
- The Business Manager is responsible for providing the Local Authority with emergency telephone numbers for use if an emergency occurs out of school hours.
- Details of the positions of water, electricity and gas isolation points are kept by the Business Manager.

4. Cleaning Supervisor / Handyman

The school employs a cleaning supervisor who works 5 days per week and 2 handymen working a total of 6 days per week.

The duties of the cleaning supervisor include (but are not autonomous)

- Ensuring the site is cleaned to a high standard and is always welcoming.
- Deployment and supervision of cleaning staff.

- Advising the Headteacher and Business Manager of any issues relating to the school site.
- Ordering cleaning products and hygiene products required by classroom staff.
- Checking orders and deliveries.
- Supervision of contractors.
- Locking the school at the end of the day.

The duties of the handyman include:

- Attending to the jobs listed in the defects book.
- General maintenance across the school site as advised by the Headteacher / Business Manager.

It is the responsibility of the cleaning supervisor to undertake risk assessments in respect of her working activities.

It is recognised by the school that specific training will be completed by the cleaning supervisor before undertaking high reach working.

5. Contractors and Visitors

- All contractors and visitors should report on arrival to the school office who will:
 - identify a contact person
 - issue an identification badge
 - ensure they sign the visitor's log on entering the building
 - remind them of their duties to the school community (no smoking policy, emergency evacuation procedures etc)
- Only authorised contractors are allowed to undertake building, maintenance or other work.

- The Headteacher or Premises Manager will ensure that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used before the work starts. Teachers will be given information on how such work might affect their classes to ensure that any extra risks the work may pose are properly controlled.
- The Headteacher or Premises Manager ensures that all contractors are provided with information on any risks to their employees' Health and Safety that they may encounter in the course of their work in the school and the control measures in place e.g. ensuring that all contractors know the exact location of any asbestos in the school buildings.
- All contractors are monitored by the Headteacher and the Premises Manager to ensure they are working to agreed procedures and are not using unsafe practices.

6. Supplies (Purchasing / Procurement and Deliveries)

- The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.
- Employees wanting to place order for goods and supplies will complete the school order form and gain authorisation from the Headteacher before sending it to the Business Manager.
- The Headteacher will decide whether to accept gifts or donations to the school. She will confirm that the supplies and arrangements for their delivery do not compromise the Health and Safety of pupils, employees and visitors. She will also assess any revenue implications of the necessary maintenance of donated items.
- Deliveries of goods will be taken by the kitchen entrance and be reported to the Premises Manager who will arrange for the caretaker to disperse them accordingly.

7. Catering

- The Premises Manager is responsible for registering the food premises with the local Environmental Health Officer.
- The school cook is responsible for monitoring the preparation of food and the maintenance of satisfactory hygiene standards.
- The school cook, together with the Headteacher is responsible for the nutritional standards of meals, ensure they comply with government legislation.

8. Manual Handling

Manual handling is defined as lifting, supporting, pushing or pulling a load by manual force and is governed by the Manual Handling Operations Regulations 1992. Activities that come under this heading include the moving and handling of pupils, pushing pupils in wheelchairs, lifting and carrying boxes and books, moving furniture and equipment.

- The Headteacher is responsible for maintaining an audit of the manual handling activities in school.
- In order to comply with Manual Handling Operations Regulations any manual handling that could cause a risk to Health or Safety is avoided wherever is reasonably practicable.
- The manual-handling assessor (Headteacher, Deputy Headteacher, and Assistant Headteacher) assesses all the remaining manual handling tasks that could pose a risk to Health or Safety. Where assessment shows that equipment e.g. hoists, slip mats, is needed to reduce risks, this is provided.
- Completed assessments are passed to the Headteacher with recommendations on what needs to be done to reduce any significant risks found.
- The manual handling assessor is also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

- All staff whose work includes manual handling are trained in the correct methods to use and how to operate any equipment that is needed.

9. Premises

- The Headteacher and Leadership Team survey the site once every half term looking at structural, Health and Safety and decorative issues. A prioritised action plan is constructed from this giving priority to any matter that could seriously affect the Health and Safety of pupils, staff, visitors and contractors. Unless risk assessment suggests action is of a high priority issues will be attended to out of school hours, wherever possible.
- All corridors and passageways should be kept clear of rubbish and obstructions. Checks will be made by the Headteacher and Premises Manager. All employees are required to cooperate with the decisions taken as a result of this check.
- Any employee encountering any damage or wear and tear of the premises which may constitute a hazard should report it to the Premises Manager.
- Defective furniture should be reported to the Premises Manager to be checked as soon as possible. Unsafe equipment should be removed or labelled to advise others of the potential danger.
- The Premises Manager is responsible for ordering repairs which are the schools responsibility.
- The grounds are maintained by a competent contractor using their own equipment. The work is monitored by the Premises Manager to ensure that it is carried out safely.
- The toilets and changing areas for pupils and staff are kept clean, well ventilated and tidy by cleaning staff. The cleaners ensure that there is always an adequate supply of soap, paper towels, disposable gloves, aprons and yellow sacks.

- Standard waste material is cleared from the site at weekly intervals.
- Outside vehicles and pedestrian traffic routes are kept separate. Vehicle traffic follows a one-way system and there are pedestrian footpaths round the school.
- The statutory Health and Safety file is kept by the Premises Manager.

10. Lone Working

The following people may need to be in school to work alone on occasions:

- Headteacher
- Leadership Team
- Business Manager
- Premises Manager
- PA to the Headteacher
- ICT Technician
- Cleaning Supervisor / Handyman
- Cook

There will be times during the school holidays when these staff may need to work alone to fulfil their job requirements and the needs of the school.

As such they are at risk from intruders or a personal accident.

If working alone on the school site a member of the person's family should be made aware that this is the case and that person must ensure they carry their mobile phone with them at all times.

People in the building should ensure they are locked in the building.

Staff Access to School Buildings During Holidays:

The Headteacher will notify all staff the times when school will be accessible during the holidays.

Everyone in school during holiday times must ensure that the external doors are kept secure at all times.

Entrance and Exit from the school building must be via reception at all times and health and safety rules still apply.

All therapists should sign in and out at reception as usual.

All visitors must also sign in and out at reception.

11. Entering and Leaving the Premises

- The Leadership Team are responsible for opening and securing the building. The alarm procedure is in the School Security File, which is kept by the Premises Manager. (This includes disarming of intruder alarms where appropriate)
- All school keys are handed in to the Premises Manager when staff leave the employment of the school.
- All staff leaving the premises during the school day must ensure they sign out before doing so and sign in again upon return.
- During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Leadership Team. Keys for the grit bins are kept in the office.

12. Use of Premises Outside School Hours

- The Headteacher / Premises Manager is responsible for coordinating lettings of the school premises in accordance with the lettings procedure.
- The Premises Manager is responsible for informing other users of the building of the presence of any hazards which have not been rectified.

- The main key holder is responsible for checking that the premises are left in reasonable order by other users before locking up.

13. Plant and Equipment

- All portable electrical equipment is tested annually by a competent contractor. Staff are prohibited from bringing electrical equipment into school to use unless it has a current test certificate.
- All hoists have a six monthly inspection and thorough examination in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 and are marked with their safe working load.
- All machines used in the school that have moving parts are adequately guarded, have accessible emergency stop buttons and warning notices about eye protection. Statutory inspection testing is completed and records are kept and maintained by the Premises Manager.
- Play equipment, PE equipment and MiLE Room / Dark Room equipment is inspected and maintained annually, a record of which is kept. Should equipment become faulty before an inspection is due this is given high priority and attended to immediately.
- The hydrotherapy pool is maintained by dedicated members of staff who have the responsibility for the chemical dosing system of the pool and for completing daily temperature and chemical checks.
- The school cook and Premises Manager will:
 - Conduct checks to ensure equipment is functioning correctly
 - Follow recommendations from inspections by the Environmental Health Department.
- Named staff are responsible for instructing employees and pupils on the correct use of equipment, including guards before the latter are allowed to use it. They are responsible for reporting to

the Headteacher any equipment that is not fitted with appropriate safety features or in need of maintenance to ensure safety and for taking such equipment out of use.

14. Hygiene

- Waste is collected daily by the cleaners who will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Premises Manager who will arrange for its disposal.
- **All staff** are responsible for clearing up spillages which occur whilst they are in charge of the area concerned. This includes other spillages e.g. bodily fluids. These should be reported to the caretaker who will deal with them accordingly.
- Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely in accordance with the risk assessment. Advice may be sought from the Headteacher or Premises Manager.
- All items of clinical waste are to be disposed of in yellow sacks and put into the yellow bins in the changing areas. These are collected regularly by a specialist firm.
- The cleaning supervisor is responsible for informing the Waste Authority of any items of general waste to be collected. (That not covered by the general waste agreement with the LA)
- Any employee who is concerned that the cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Premises Manager who will assess whether the arrangements can be changed.
- The Headteacher and Premises Manager oversee the standards of hygiene in the school and ensure that staff have the right levels of immunisation against hepatic infections.

15. Hazardous / Dangerous Substances

- The school complies with the Control of Substances Hazardous to Health Regulations 1999.
- All COSHH substances are securely stored.
- All contractors working on site are required to provide all necessary COSHH information.
- Any activities that involve using hazardous substances are assessed to estimate the level of risk involved. If any significant risk is identified consideration is given to eliminating the use of the substance or substituting a less hazardous substance. If neither of these courses of action is possible, then all precautions are taken to ensure the risk is properly controlled, in accordance with the recommendations in the Authority's Code of Practice.
- Where information about a substance is not given on the label, a safety data sheet is requested from the supplier and the following information is kept:
 - Chemical composition of the substance
 - Any ill health effects, such as irritation of the eyes
 - Any protective clothing needed for handling
 - How to deal with spillages
 - First aid or emergency treatment that may be needed
- Acids are stored in containers with spill bunds and are kept away from oxidising chemicals.
- All members of staff who regularly handle hazardous substances are trained in their use and in the requirements of the COSHH Regulations.
- Inventories of dangerous substances used in school are maintained by the following employees who will ensure their safe use.
 - Master list held by the Premises Manager
 - School Nurse
 - School Cook

16. Security

- The school has notices requesting all visitors report to the school reception.
- The school gates are closed from 9:30am to 3pm.
- The main entrance has a security lock on the front doors so that the entry of visitors can be controlled.
- All visitors log in and out at reception and wear a visitor's badge.
- All outside entrances are locked at the end of the school day.
- Play areas are closely supervised. Pupils who need especially close supervision are identified and this is arranged by the Leadership Team.

17. Off Site Activities

- Teachers organising off site visits carry out risk assessments as part of the planning process.
- The arrangements and the risk assessments are passed to the Headteacher / Leadership Team and are checked for safety and security.
- The arrangements for day trips include a check on first aid and emergency arrangements on the place to be visited, the names and qualifications of staff and ensuring there will be sufficient staff for the visit. This takes into account whether two drivers are needed for longer visits. Information about the numbers of pupils and their abilities will be supplied to the place to be visited in advance to ensure they can be properly accommodated.

18. Minibuses / People Carrier

- The Headteacher and the Leadership Team are responsible in conjunction with the driver for ensuring that the vehicles kept

or hired by the school are operated in accordance with the law and with the council regulations for the use of vehicles.

- Staff driving the school transport buses have a certificate of training, in addition to the standard driving license.
- Staff using the school transport buses / people carrier complete a full check sheet before the bus is used. Any defects are brought to the attention of the Headteacher, and Premises Manager.
- Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Headteacher (prior to the first use of the vehicle.) She will ensure that the driver has a valid license and appropriate insurance and that the vehicle is roadworthy.
- The Premises Manager is responsible for arranging the regular maintenance and the insurance of the vehicles.
- The Premises Manager is responsible for informing the council of the acquisition of a new vehicle in order that registration, taxing and testing can be arranged.

19. Use of the Hydrotherapy Pool

- Trained members of staff operate the chemical dosing system for the hydrotherapy pool. They are also responsible for the daily testing of the chlorine levels and temperature of the pool.
- There is an emergency phone at the hydrotherapy pool which can be used to summon help during school hours.
- A tracking system is provided to ensure the non-ambulant pupils are able to access the water safely. Staff using this has been trained appropriately.
- There are always at least two staff present when the pool is in use, one of which acts as a 'spotter' on the side of the pool to ensure that no pupil gets into difficulty in the water.

20. Challenging Behaviour

- The Headteacher, and Leadership Team gather information on each pupil's behaviour patterns before entry into the school. This information is shared with all members of staff.
- The Headteacher allocates the appropriate level of care for each pupil, taking into account the information gathered on admission. If additional funding is needed to ensure the appropriate level of care can be provided, then this is sought by the Headteacher.
- Risk assessments are completed for all activities during the school day in which pupils who present challenging behaviours experience. These form part of their positive handling plan.
- Members of staff are given training in recognising and dealing with challenging behaviour. This can be both informal and formal in nature. Guidance is sought from external agencies where appropriate.
- Restraint techniques following the principles of Team Teach are taught by qualified school staff using only recognised techniques.
- If a member of staff cannot manage a pupils behaviour then help and advise is sought.

21. Bullying / Harassment

- The schools policy on promoting positive behaviour including bullying is kept in the policy handbook. Copies are also in the staff handbook.
- Records of bullying incidents and action taken are kept on the accident / incident file.

21. Display Screen Equipment

- The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to regular eye tests. Business Manager, Receptionists, Secretary, Headteacher, Deputy Headteacher and ICT Technician.
- All staff who are classified users of display screen equipment will complete the DSE risk assessment form at the start of each academic year.
- The Premises Manager is responsible for initiating action required as a result of the assessment.

22. Smoking

- The school has a total non-smoking policy. The school governors have prohibited smoking on the school premises and in vehicles under its control.
- Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with the pupils.
- The policy applies to all people who have business on the school premises.
- The Governing Body recognises the right of individuals to be smokers but it is mindful of the right of the non-smoking majority to work in, visit and use a smoke free environment.
- All job applicants will be informed of the no smoking policy.
- The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Requests for this should be made to the Headteacher.

23. Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

- Notification of visits and recommendations should be given to the Premises Manager who will inform the Headteacher, coordinate action and report matters arising or those requiring authorisation to the Governing Body or the LA.

24. Training

- Every member of staff is given induction training which includes Health and Safety matters, such as fire and emergency procedures, the results of risk assessments in their area of work and the control measures in place, first aid arrangements etc.
- All members of staff receive a copy of the policy on entering the school, and each September following its update, and are required to read this carefully and question any areas that require clarification.
- The Leadership Team will identify Health and Safety training needs in consultation with the employees concerned.
- All members of staff who need additional training in order to work safely are given the appropriate training as soon as possible from when they begin work at the school.

This policy is to be read in conjunction with:

- Moving and Handling Policy
- Positive Behaviour Policy
- RPI Policy
- Risk Assessment Policy
- Anti Bullying Policy
- Equal Opportunities Policy