



**Reflect
Education**



Gwenllian Education Centre

Independent Autism Specialist School

Health and Safety Policy

Date written: May 2015

Review date: February 2017

Next review date: February 2018

Introduction

Statement of Intent

Health and safety is an important consideration for our organisation. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Your Health and Safety Officer is – Rebecca Hipkiss.

Responsibilities

Reflect Education is responsible for health and safety and will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Health and Safety Officer will:

- Develop a health and safety culture throughout the organisation
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the centre office so they can be recorded

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Head teacher or Admin Officer will liaise with contractors as appropriate.

A yearly check will be carried out by senior staff to monitor the upkeep of buildings and grounds.

Reflect Education agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

Maintenance will be recorded and discussed/ planned for, at weekly meetings if not earlier.

All staff will carry out monitoring on a day to day basis.

The Manager/ Head Teacher will be responsible for the Centre grounds and premises daily.

The policy will be reviewed annually.

Equipment

Any equipment in the centre should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head Teacher.

Electrical equipment will be tested regularly. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Firefighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas.

Curriculum - Use of Resources

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers and support staff take opportunities to educate children in this regard in the normal school curriculum. For example, in the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSE lessons and we reinforce these points in design technology. We also show them how to move and play safely in PE lessons.

Clear guidelines are adhered to when students and staff access the Internet. These are included in the ICT internet safety policy.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers may use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School Uniform

We encourage all children to wear our school polo shirt/hoodie when attending school, or when participating in a school-organised event outside normal school hours. The Gwenllian Education Centre provides these to our families.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have approached the policy of school uniform with due regard to issues of equal opportunity and sex discrimination.

PE- Clothing

All children will change into suitable clothing for the activity in which they will participate.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn. A watch may be worn if it is named and not of any great value but must be removed for PE.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

General Safety

School Building Access

The main entrance is locked, allowing access on request from the school office.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately. The Head Teacher will inform any intruder that they must leave the school site. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, she or he will contact the police.

Safety in classrooms/corridors

Classrooms should be set out with students/young person's safety in mind. Walkways should be clear of clutter. No heavy objects should be stored on window ledges or on top of cupboards where they are likely to fall and cause injury.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Supervision of Children

Child Protection

The Head Teacher is the named person responsible for child protection in the school. He may well delegate this responsibility in some circumstances.

If any teacher suspects that a child in their class may be a victim of abuse, they should immediately inform the named person about their concerns.

First Aid

Health and Accidents to Children or Staff

Staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain. It may be necessary to request support from a school first aider until the child can, if necessary, receive professional medical treatment.

If an accident does happen, resulting in an injury to a child, the staff will do all s/he can to aid the child concerned. We keep first aid boxes in the medical room. If necessary a member of staff will telephone for emergency assistance.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid kit is in the school 'going out' bag for educational visits which is stored in the reception.

If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the reception, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school reception.

For further information please refer to the First Aid Policy.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge in or in the medical room. If inhalers are kept in classrooms for quick access then the class teacher must ensure they are kept in a secure place.

It is the responsibility of the class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

Head Lice

All parents of children in a class, where an outbreak of head lice has occurred will be informed via letter.

Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with the Head Teacher, senior staff or the school's health and safety representative as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables.

Theft

The Head Teacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the head teacher will inform the police and record the incident in the incident book.

Violence

Staff should always take steps to minimise the possibility of violence in school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

Off Site Activities (see also Educational Visits policy)

Any visit off site must be approved by the Head teacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

The staffing ratios determined by the child's statement of special educational needs, must be met.

Each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

NB: The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.