



## **Health and Safety Policy**

New Level Academy takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

## **Statement of Intent**

The school aims to ensure the health, safety and welfare of all staff, volunteers, young people, visitors and other individuals who may be affected by the school's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance will be complied with at all times. The manager and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

## **Aim**

We aim to make young people, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the young people to thrive in a healthy and safe environment.

## **Methods**

There is a named member of staff who is responsible for health and safety. They are competent to carry these responsibilities and had undertaken health and safety training. They regularly update their knowledge and understanding. We display the necessary health and safety poster in the offices.

Our risk assessment process includes:

- Checking for hazards indoors and outdoors, in our activities and procedures.
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the time scales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked daily before the session begins and after the session is finished. They are also checked monthly and annually when a full risk assessment is carried out.

The Children's Act 1989 and the Health and Safety at Work Act 1974 place a number of legal responsibilities on the school. Therefore, the school has insurance cover appropriate to its duties under this legislation, including Employer's Liability Insurance. Responsibility will, in most cases, rest with the school, but staff will take

reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the school is held responsible for any incident that may occur, public liability insurance will cover compensation.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office.

### **Liability**

Under provisions contained in the Occupiers Liability Act 1957, the school has a duty to ensure that both young people and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- The induction training covers matters of employee well-being, including evacuation procedures, safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm they have taken part.
- Health and safety issues are explained to the parents of new young people so they understand the part played by these issues in the daily life of the school.
- As necessary, health and safety training are included in the training plans of staff, and health and safety are discussed regularly at staff meetings.
- We have a no smoking policy.
- Young people are made aware of health and safety issues through discussions, planned activities and routines.

### **Young people's safety**

- We ensure all staff employed has been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau and through the Vetting and Barring Scheme.
- Adults do not normally supervise young people on their own.
- All Young people are supervised by adults at all times.
- Whenever Young people are on the premises at least two adults must be present.
- Systems are in place for the safe arrival and departure of young people. The exact times of the young people's arrival and departure are recorded.
- The arrival and departure times of adults, staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent young people from leaving our premises unnoticed.
- The personal possessions of staff, students and volunteers are securely stored during sessions.

### **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.

- Windows are protected from accidental breakage or vandalism from people outside the building.

### **Floors**

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

### **Kitchen**

- Young people do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of young people's reach.
- When young people take part in cooking activities, they are supervised at all times. They are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the young people.
- Fires, heaters, electrical sockets, wires and leads are properly guarded and the young people are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.

### **Storage**

- All resources and materials from which young people select are stored safely.
- All equipment and resources are stored or staked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and young people are alerted to the dangers of poisonous plants, herbicides and pesticides.

### **Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the young people to learn about personal hygiene.
- We respect and support cultural influences on young people's hygiene.
- We have a daily cleaning routine for the school which includes classroom, kitchen, rest areas, toilets and office.
- We have a schedule for cleaning resources and equipment.

- The toilet area has a high standard of hygiene including facilities for hand washing and drying and the disposal of sanitary towels.
- Staff wears protective gloves when coming into contact with bodily fluids. All staff and volunteers are made aware of how infections, including HIV infection can be transmitted.

**We implement good practices by:**

- Checking toilets regularly.
- Wearing protective clothing – such as aprons and disposable gloves –as appropriate.
- Any spills of blood, vomit or excrement wiped up and flushed down the toilet.
- Floors and other affected surfaces disinfected with an appropriate cleaner.

**Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the young people currently attending the school.
- The layout of equipment allows adults and young people to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials – including paint and glue – are non-toxic.
- Physical play is constantly supervised.
- Young people are taught to handle and store tools safely.
- Young people learn about health, safety and personal hygiene through the lesson we provide and the routines we follow.

**Food and drink**

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink are stored appropriately.
- Snack and meal times are appropriately supervised and young people do not walk about with food and drinks.
- Fresh drinking water is available to the young people at all times.
- We operate systems to ensure that young people do not have access to food/drinks to which they are allergic.

**Missing child (refer to Missing in Education Policy)**

If a child goes missing from the school, the person in charge will carry out a thorough search of the building and outdoors.

- The register is checked to ensure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security.
- Person in charge talks to staff to establish what happened.
- If the child is not found the police are informed and the parent/carer is contacted.

**If a child goes missing from an outing where the parents are not attending and responsible for their own child's safety, the following procedure should be followed:**

- As soon as it is noticed that a child is missing, staff on the outing ask young people to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- In an indoor venue, the staff contacts the venue's security.
- The staff contacts the police using the mobile phone and report the child as missing.
- The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as to support staff.
- The person in charge contacts the child's parents.
- Staff takes remaining young people back to the school.

### **The Investigation**

- The management conducts a full investigation, taking written statements from all the staff present at the time, or who were on the outing. The named person for that child on the outing writes an incident report detailing, the date and time of the report.
- What staff and young people were in the group of the outing.
- What has taken place in the group outing since then; and the time it is estimated the child went missing.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book.
- OFSTED is informed.
- The insurance company is informed.

### **Animals**

- Any animals used for educational purposes are free from disease and safe to be with young people, and do not pose a health risk.
- Young people wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

### **Fire safety**

Fire doors are clearly marked, never obstructed and easily opened from the inside of the door.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked annually.

Staff will know how to use them, although staff are advised not to attempt to tackle fires but to await the emergency services.

Our emergency evacuation procedures are:

- Displayed by the front door at Ujima House;
- Explained to new staff members, volunteers and parents;
- Practiced regularly at least once a term.

Records are kept of fire drills and the servicing of fire safety equipment.

### **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- All warning signs are clear.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents are recorded.
- The records are reviewed termly to identify any issues which need to be addressed.

### **First aid and medication**

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid training meets the requirements outlined in the statutory requirements. First aid kits comply with the Health & Safety (First Aid) Regulations 1981.
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- The first aid kit is checked regularly by a designated member of staff and restocked as necessary. It is easily accessible to adults.
- At the time of admission to the school, written parental consent is sought for emergency treatment.

### **Records**

In accordance with the statutory requirements of DfE:

- The name address and telephone number of every parent and carer known to the school.

- The names and telephone numbers of emergency contacts in case of Young people's illness or accident.
- The allergies, dietary requirements and illnesses of individual young people.
- The times of attendance of young people, staff, volunteers and visitors.
- Accidents, Incidents and medication administered.
- The school's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:
  - Staffing
  - Physical Environment
    - Equipment
  - Risk Assessment
    - Site Security
    - Fire Safety
  - Visits and Outings
  - Health, Illness and Emergency
    - Hygiene
  - Managing Behaviour
  - Safeguarding Young people
  - Documentation and Information

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