

Navigators

Health and Safety Policy



Navigators

Learning, Developing, Enjoying

Date: September 2021

Review Date: September 2022

Statement of Intent

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Management Committee and Proprietor discharge their duties under the Health and Safety at Work etc Act 1974.

The Proprietor, Management Committee and the Leadership Team of the School are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in off-site activities and other school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

1. Roles and Responsibilities

The **Proprietor** is ultimately responsible for the health and safety of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to the Management Committee on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager once per half term to ensure any building/grounds issues are dealt with in a timely manner

The **Management Committee** will oversee the running of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure equipment and systems of work are safe.

- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

School Leadership Team will support the Proprietor in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Head of Centre** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Ensure the building operators carry out a weekly test of the fire alarm
- Fully co-operate with health and safety arrangements during larger building projects

All School Staff will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements

- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found in the staff induction booklet

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

Asbestos

- There is no asbestos on the school site – Salford City Council building

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Head of Centre (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- A COSHH cupboard will be supplied and will have a lock. Only the Head of Centre and science teacher will have a key

- The associated procedures and control measures will be funded and enforced

Educational Visits

- All off site trips will be subject to risk assessment and an Emergency Action Plan document must be produced and circulated to all relevant staff before each visit

Employee Health and Wellbeing

- Navigators will support all staff well-being through it's annual appraisal and review process

Fire Safety & Evacuation of the Building

- Navigators has a Fire Safety Officer (see Fire Safety Policy)
- A Fire Safety poster is displayed in the school
- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a half term by the Fire Safety Officer
- Evacuation times and any issues which arise are reported to the Management Committee
- Fire extinguishers are checked annually by Broughton Hub
- A separate fire safety policy and risk assessment has been produced

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- A First Aid poster is displayed in the school
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip
- A separate first aid policy and risk assessment has been produced

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

Legionella

- Carried out by the building management – Navigators have a copy of reports and checks

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including,

External Equipment (Sport)

- Sports area equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Break Time Supervision

- Appropriate levels of supervision will be maintained in the grounds

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school shared drive area for staff to inspect and refer to as necessary
- The Head of Provision will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)
- A separate risk assessment policy has been produced

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

Lone Working

- A risk assessment has been carried out for lone working - separate policies and procedures are in place

Minibus

- A risk assessment for school minibus travel is in place
- All pupils are briefed on appropriate and safe behaviours whilst on the minibus

Temporary Measures – Due to the regular minibus and car park being out of use, the temporary drop off point at school will be at the front entrance of the hub. Students will be marshalled for road safety and walked to the school entrance which is elevated away from the road