



The Complete Works Policies

Health and Safety Policy

Updated January 2018

Note: Please refer also to separate, related policies which exist as follows:

Anti-bullying Policy

Safeguarding and Child Protection Policy

Equality and Diversity Policy

Fire Risk Assessment

First Aid Policy

Special Educational Needs Policy

Health and Safety Policy

This Policy also incorporates

- Missing Child policy
- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building

Health and Safety Officer - Amy MacQuaide

General Statement

TCW Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- All students and members of the public, including parents, visitors and contractors who enter the centre, are not exposed to any health and safety risks during the course of their business;
- No work is carried out by the centre or contractors that is liable to expose employees, pupils or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

Purpose and Aims

This school policy sets out the means by which it will fulfil the centre's requirements for a healthy and safe environment for students, staff and visitors.

The Complete Works (TCW) aims to:

- Ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- Make and keep under review relevant policies and procedures;
- Maintain a list of hazards within the school and keep this under review;
- Take immediate action where hazards are likely to turn into risks; and
- Ensure that the school's health, safety and security arrangements are known and implemented;

Members of staff are expected to:

- Take reasonable precautions to safeguard the health and safety of themselves and others;
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided;
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine.

- No person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine.

Health and Safety Management Arrangements:

The Health and Safety Officer (HSO) holds an IOSH accredited qualification.

Risk Management

Health and safety will be on the agenda of all staff meetings, and details of any discussion and action to be taken, will be passed to the school's officer. The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform the main office (registrar) of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a TCW trained teacher.

All staff will use the school's risk assessment template (which can be obtained from the school office or teacher handbook), as a means of assessing risks.

Risk Assessments

A company standardised Risk Assessment is completed for each onsite student within the first week and for each offsite pupil prior to the first initial meeting. These are checked continuously and updated with any new information collected or risks arising. Each Risk Assessment is re-done per year for continuing students.

Should the student score 3 or above on any risk factor, a Risk Reduction Plan is completed to identify actions that should be taken to reduce the risk. These documents are checked by the ESOs and Heads of Centres and are available to any staff teaching or covering the student's lessons.

Trip Risk Assessments are completed by the teachers and checked by the Head of Centre or ESOs.

Building Risk Assessments are completed by the buildings themselves, as well as company ones by the Health and Safety Officer. These audits are updated annually.

Fire Safety

All members of the School will:

- familiarise themselves with the school's fire safety procedures;
- ensure that fire doors open as intended and that nothing impedes their opening;
- ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- know any special fire precautions for equipment and materials that they use;
- check periodically that the fire notices are on display in their teaching areas;
- ensure that students know the alarm and evacuation procedure and route from their areas to the assembly area;
- keep a register of students present; and
- report to the Headteacher/main office any hazards likely to cause a fire.

All staff have the responsibility for directing any visitors to the school to the assembly area in case of fire. Nevertheless, all staff must be aware that visitors will need to be properly supervised and directed.

Training in action to be taken on hearing the fire alarm is provided by the school.

Safeguarding Pupils

This is to be read in relation to the Safeguarding and Child Protection Policy. All staff must be aware of their duty to note and report any suspicions that a pupil might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding pupils and in recognising potential problems.

Any suspicions should be reported immediately to the school's Designated Safeguarding Lead.

Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the school may have.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to the Headteacher (or the member of the Leadership Team with responsibility

for staff welfare.) Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

No staff should permit students to ride in their car under any circumstances.

Records

Appropriate records of risk management events and issues will be kept by the Health and Safety Officer (HSO), who will report on such matters to the Headteacher.

Accidents

All accidents involving staff and students MUST be recorded. Staff who are unsure about the system must seek advice from the head office. The Health and Safety Officer (HSO), will monitor the accident book regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid to the Headteacher.

Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the school rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.

Status Review

The School will contribute to the school's annual health and safety status review.

Responsibilities:

The Headteacher in conjunction with other staff members

- Is responsible with the Health and Safety Officer for the implementation and operation of the policy as it affects their areas of responsibility;
- Will familiarise himself with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- Will set up and implement safe methods of work;
- Will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- Will instruct all staff, pupils and others under his jurisdiction in safe working practices;



- Will carry out regular safety inspections of their areas and keep records of those inspections;
- Will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Will ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Will make available appropriate protective clothing and equipment, first aid and fire appliances;
- Will ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Will provide appropriate health and safety information to relevant persons; and will report any health and safety concerns to the Health and Safety Officer.

All Members of staff will:

- Be responsible to the Headteacher for the implementation and operation of the policy as it affects their areas of responsibility;
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable;
- Set up and implement safe methods of work;
- Apply effectively all relevant health and safety regulations, rules, procedures and codes of practice;
- instruct all staff, students and others under their jurisdiction in safe working practices (including fire safety);
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Use appropriate protective clothing and equipment, first aid and fire appliances;
- ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Officer.

Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on nondiscrimination and equal opportunities is taken into account. For further information, please refer to separate Equality and Diversity policy.

Monitoring and Review

The Headteacher will monitor the progress of the policy. The HSO will liaise with the Headteacher to ensure that it remains in line with school policies.

HEALTH & SAFETY POLICY: BUILDING SECURITY AND VISITORS' NOTICE

Welcome to The Complete Works Independent School

Please read and note the following information.

1. Signing in and out: please remember to sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
3. Telephones: are situated in the main office.
4. In the event of any injury: please inform a member of staff.
5. If you should identify a hazard please tell a member of staff.
6. Toilets: staff and visitors' facilities are clearly signed and separate from the student toilets.

Thank you

Policy for admission of visitors into a school building

Aim

To ensure the safety of students, staff and other adults and young people on the premises.

The standard procedure is for all visitors to enter by the main entrance and to enter their details (name, time of arrival and purpose of visit) in the visitors' book located at the main desk. The front desk staff, as admitting adult, will take responsibility for the visitor. At no time will pupils be given responsibility for admitting visitors, although they may assist a member of staff in doing so.

Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.

Unless the admitting adult recognises the visitor and knows his/her business at the school, he or she will establish:

- i. the identity of the visitor (if appropriate by asking for an identification document);
- ii. the purpose of the visit before admitting the visitor to the school and will ensure that the visitor enters adequate visitor details in the visitors' book and take that visitor to the person they are visiting.

If in any doubt about the visitor, he or she must ask the visitor to wait in the foyer and inform the head of centre, deputy head or Headteacher immediately.

Front desk staff will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.

In the event of an emergency evacuation of the premises, a member of the front desk staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Head of Centre the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The head of centre will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to the police and alerting all staff).

The head of centre is responsible for ensuring that the procedures in this policy are followed by all staff onsite. On behalf of the proprietor, the Headteacher will monitor the carrying out of this policy at least once a year.

SECURITY AND ENTERING THE SCHOOL DURING SCHOOL HOURS.

Any person arriving at the school for entry will be either

- i) let in by the front desk having been appropriately identified or
- ii) admitted by a member of staff who will identify the person and escort them to the front desk.

All visitors must be directed to the front desk.

All visitors must be required to sign the visitors' book, noting date, location, name, time in and out and reason for visit.

Any suspicious person will be asked to wait in the foyer whilst a second member of staff is called.

Should an adult try to force entry into the school the following guidelines should be followed:

If practical, the door should be closed upon any such person trying to enter.

Help or assistance should be called for while any students are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.

Any member of staff not involved in supervising pupils should go to provide assistance.

Supervising staff of classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the students quietly away to a more remote location.