Beech Lodge School
Health & Safety Policy

Introduction

This Policy applies to all members of the School community. It should be read in conjunction with the School's First Aid Policy and Fire Risk Assessment/Emergency Plan. The School's Health and Safety Policy for staff is contained in the Staff Handbook.

This Policy complies with paragraphs 11 and 12 of the Education (Independent School Standards) (England) Regulations 2010 and takes into account the Department for Education's Departmental guidance on health and safety for schools, as amended from time to time.

This policy can be made available in larger print or more accessible format if required.

General Statement of the School's Duties

Beech Lodge School is, through all levels of management, committed to ensure that its operations, so far as is reasonably practicable, are conducted in such a way to ensure the highest degree of health and safety of employees, pupils, visitors and the general public. This applies to school activities on or off school premises.

The School will take all reasonable steps to implement this health and safety policy and will endeavour to keep abreast of and observe all relevant codes of practice, statutes and regulations concerning its operations. In particular, the School will:-

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of any significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training, supervision and instructions is given to employees on health and safety matters.

The Governing Body has ultimate responsibility for the implementation of this policy and for ensuring that the requirements of all health and safety legislation are established. The individual responsible for Health and Safety at work is the Head and on an operational level a designated staff member.

The School will consult periodically to ascertain what measures should be taken to increase the awareness of health and safety and to ensure that all necessary measures are taken to make this Policy effective.

General Statement of Employee's Duties

This policy is largely dependent upon the total co-operation of every person who works for the School. All employees have a legal duty to:

- take reasonable care for their own health and safety whilst at work and for other persons

who may be affected by their acts or omissions at work;

- familiarise themselves with, conform to, and observe at all times this Policy, the School's first aid and fire procedures, and conform to all instructions which they receive for health and safety at any time;

- cooperate with and offer any necessary assistance to the School to ensure that this Policy is effective at all times;

- report all hazards, occurrences, accidents and damage to the Headteacher whether or not anyone is injured, so that remedial action can be taken; and

- take care of pupils in the same way a prudent parent would do so.

Reporting duties

Serious work-related injuries to a member of staff or a child must, by law, be recorded and reported. This includes any injuries, accidents, illnesses and serious incidents on educational visits.

The Headteacher is responsible for reporting any accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and for keeping a record of such incidents. Incidents which must be reported:

- deaths
- major injuries
- over-seven-day injuries
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences, where something happens that does not result in an injury, but could have done.

Where there is a death or major injury (whether on or off School premises) the School also has a legal duty to inform the HSE.

Power to ban abusive parents

The School expects parents to be courteous when on School property and to treat all members of the School community with respect. The School will not tolerate abusive or aggressive behaviour or any behaviour which puts members of the School community at risk. The School may request a parent to leave school premises if they have reasonable cause to believe that the person is causing a nuisance or a disturbance.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist the School in removing a parent who does not respond to a reasonable request to vacate the premises.

The School may ban a parent from entering school premises if they persistently cause a nuisance or disturbance. Entering school premises without permission is trespassing.

Health and Safety on Educational Visits

The School recognises the value of a wide range of activities for pupils, for example, off-site trips, cultural excursions and adventure expeditions.

The School will ensure educational visits are suitable to the age, maturity and capabilities of pupils and do not discriminate against pupils.

The School will also ensure that appropriate supervision is in the place for all school trips and that parents are informed of the member of staff who is responsible for the trip.

Procedure on educational visits

The School will undertake a risk assessment for educational visits as and when considered appropriate. The School is not required to carry out a risk assessment every time the School undertakes an activity which usually forms part of the school day but will regularly check to ensure any precautions remain suitable to enable pupils to undertake activities safely. All risk assessments carried out by the School will consider what reasonable adjustments are needed to accommodate disabled pupils. The School will record significant findings of such assessments.

Parents will be fully informed in writing about the details of a visit well in advance. Where appropriate, parents and pupils will be invited to the School to discuss details with the staff leading the trip. Parents are given the opportunity to withdraw their child from a trip or activity. Should parents not wish their child to take part in school outings they must advise the Head in writing as soon as reasonably practicable so the School can consider alternative arrangements.

The School will consider whether any pupil with a disability or medical need will be affected by a proposed trip and what steps can be taken to prepare those pupils affected. The School may not be able to accommodate a pupil on a trip if, after reasonable adjustments have been considered and after appropriate consultation with parents, there are significant and unmanageable health and safety risks to the pupil and/or others. However, the School may consider what alternative arrangements can be made for the affected pupil and/or others.

A first aid kit will be taken on every school trip.

When planning an activity that will involve caving, climbing, trekking, skiing or watersports the School will ensure the provider holds a licence (as required by the Adventure Activities Licensing Regulations 2004).

Behaviour on school trips

All pupils are expected to maintain a good standard of behaviour, whether they are on or off School premises. The School's Behaviour policy applies to all conduct which takes place on school trips.

Consent

Parents will be deemed to have consented to regular routine curricular activities and recreational activities which take place off the school premises and are a normal part of a pupil's education at school. However, parents will be informed of their child's whereabouts and any extra safety measures required.

Written consent will usually only be required for activities that carry a higher level of risk management or those that take place outside school hours, for example, adventure activities, off-site sporting fixtures and visits abroad.

Emergency procedure

In the event of serious or fatal injury, the staff member in charge will establish the nature and extent of the emergency and call emergency services as appropriate. The member of staff will record details of the incident including nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved action taken so far, telephone numbers for future communication.

The Head will be contacted so that parents can be immediately informed. Parents authorise the Head to give consent to emergency medical treatment as necessary for the pupil's welfare in the event they cannot be contacted.

Trips abroad

Any injury or incident which occurs outside the UK will be subject to the law of the land in which the incident occurred]

Transport

The School will ensure that all vehicles in which children are transported, including drivers of the vehicles, are adequately insured.

Review

This policy will be monitored to ensure it is effective in meeting satisfactory health and safety standards and the School's procedures are proportionate, effective and appropriate.

This Policy will be regularly reviewed and revised as necessary.

January 2013