

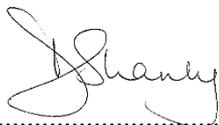
Beech Lodge

Health and Safety Policy

This policy applies to all areas of school activity.

HEALTH and SAFETY POLICY STATEMENT

- a. The Proprietor and Head are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority. The school has regard to the DfE Non statutory Guidance on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013)*.
- b. The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.
- c. The Proprietor, assisted by the Headteacher, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e. Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the Headteacher.



Signed
D. Shanly
Proprietor



Signed
D. Gillespie
Headteacher

Dated: 1st September 2013
Updated annually.

Next review Scheduled August 2020

*Updated with link to GOV.UK 19 January 2014

Revised Asbestos section 21 March 2014

Revised name change of Headteacher Feb 2020

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RESPONSIBILITIES

PROPRIETOR

- a. Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme.
- b. Will periodically discuss the effectiveness of the policy with the Headteacher and ensure that any necessary changes are made.
- c. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

RESPONSIBILITIES

HEADTEACHER

- a. Will ensure that there is an effective policy for Health and Safety within the School and will be responsible for the establishment and effectiveness of that programme.
- b. Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c. Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
- d. Will ensure that responsibilities are properly assigned and accepted at all levels.
- e. Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f. Will ensure that all areas of the School are inspected, from a Health and Safety point of view, each term.
- g. Will ensure that all Teaching and Ancillary Classroom Staff have adequate training for the tasks that they are required to perform.
- h. Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

RESPONSIBILITIES

PART TIME HEALTH and SAFETY ADVISER - **To be appointed**

- a. Will supervise the School Health and Safety Programme.

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- b. Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c. Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d. Will report to the Proprietor and Headteacher concerning Health and Safety matters, making recommendations as necessary.
- e. Will, in conjunction with the Proprietor and Headteacher, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f. Will assist in investigating all serious accidents and dangerous occurrences and recommend corrective action as necessary.
- g. Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Headteacher.
- h. Will ensure that all areas of the School are inspected from a Health and Safety point of view regularly.
- i. Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

RESPONSIBILITIES

ASSISTANT HEADTEACHERS

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department with Risk Assessments as required.
- c. Will, as far as reasonably practicable, ensure that all classroom/work areas are safe before they are used by any person.
- d. Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e. Will ensure that Protective Equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situations are reported to the Headteacher or Proprietor without delay.
- g. Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

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RESPONSIBILITIES

TEACHING STAFF

- a. Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b. Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c. Will ensure that all classroom/work areas are safe before they are used by any person.
- d. Will ensure that all equipment is safe before it is used by any person.
- e. Will ensure that Protective Equipment, where appropriate, is used at all times.
- f. Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Assistant Head without delay.
- g. Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

RESPONSIBILITIES

ALL OTHER STAFF

- a. Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b. Will observe Health and Safety Rules at all times.
- c. Will conform to all advice given by the Health and Safety Adviser and instructions of others with a responsibility for Health and Safety.
- d. Will report all accident, damage, hazardous or dangerous conditions or situations to the Headteacher or Proprietor/Bursar without delay.
- e. Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f. Will ensure that working areas are kept clean and safe.
- g. Will inspect all equipment and plant before use to establish that it is safe to use.

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- h. Will familiarise themselves with First Aid and Fire Procedures.
- i. Will look after all Health and Safety equipment properly and report any defects immediately.

RESPONSIBILITIES

ALL OTHER PERSONS ON THE SCHOOL PROPERTY

- a. Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b. Will not work on the premises until the relevant rules are read, understood and accepted.
- c. Will not work on the premises until covered by insurance against risk.

METHODS and PROCEDURES

SAFE SYSTEMS

The Headteacher and Proprietor have devised Safe Systems. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b. Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- c. Where appropriate, details of the correct sequence of operations involved.
- d. Identification of safe procedures, both routine and emergency.
- e. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- a) **DOMESTIC SERVICES (CLEANING)**
 - use of hazardous equipment
 - safety procedures
- b) **SCHOOL GROUNDS** - use of hazardous equipment

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METHODS and PROCEDURES

TRAINING

Teaching Staff engaged have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

METHODS and PROCEDURES

PLAYGROUND SAFETY

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

Playground areas are fully enclosed which ensures that safety is ensured and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work

In all cases the School ensures that staff, supervising the playground activities, are competent to undertake the task.

METHODS and PROCEDURES

FIRE

The School buildings are regularly inspected to ensure that they comply with all relevant requirements.

GENERAL

Fire Procedures for each site are posted in all classrooms and call points with specific instructions as to the route to be followed in the event of fire.

Details of assembly points are included in Fire Procedure instructions.

Each half - term all pupils are instructed in the action to be taken in the event of fire.

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FIRE DRILLS

Fire practices are carried out each half- term and these practices are recorded in the site Fire Log.

Lockdown Drill is held annually.

METHODS and PROCEDURES

OFF SITE ACTIVITIES -Field Trips, Visits etc

For trips of this nature the School's trips' policy applies, its main provisions are summarised below:

- a. Careful planning of trip with prior visit made by organiser if necessary.
- b. Adequate evaluation of all Health and Safety factors involved.
- c. Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip beyond the locality. All parents sign general permission for trips to the locality eg park

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a. Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b. The expertise of Staff accompanying the trip.
- c. Accident and Emergency procedures.
- d. Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e. Risk Assessment of any hazards that are likely to be encountered

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

METHODS and PROCEDURES

FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the control of The Lead First Aider.

First Aid Boxes are always kept topped up from a supply kept by the person in charge of First Aid at each site.

Pupils who are on medication are required to hand their medicine to the person in charge of First Aid for it to be administered as appropriate. The only exception to this is for pupils who are asthma sufferers who are permitted to administer their own medication as instructed by their doctor.

The following items are also controlled by the person in charge of First Aid:

1. The Accident Book - filled in for any injury, however minor, requiring treatment.
2. Pupil's Medicines - kept in a locked cabinet and administered as directed.

METHODS and PROCEDURES

DOMESTIC SERVICES

CATERING

The school does not provide catering services. Pupils bring in their own drinks, snacks and lunch.

1. Mandatory training records may be inspected on each site.
2. Recommendations, following visits by the Environmental Health Officer, are instigated without delay.

CLEANING

Cleaning is under the control of the Finance & Facilities Manager who ensures that all areas of each site are cleaned in an appropriate manner in line with an established schedule.

1. Cleaning Schedules are in place and site specific.
2. Equipment is maintained by a competent person on both a planned and *ad hoc* basis.
3. Substances Hazardous to Health are not kept on site or are kept in locked cupboards not accessible to the pupils.
4. Induction training for new personnel is carried out to ensure there is a full and safe understanding of COSHH, the safe use of equipment, Manual Handling and Risk Assessment.

METHODS and PROCEDURES

VEHICLES

Road vehicles operated by the School are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations.

Vehicle checks are carried out on a weekly basis. Any repairs carried out to the vehicle are also recorded in the vehicle log book.

EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter)

The School subscribes to the Automobile Association thereby ensuring that its vehicles are recovered in the event of a breakdown

BEFORE COMMENCING A JOURNEY, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- a. The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b. The Driver will ensure that any load carried inside or outside is secured correctly.
- c. The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

IN THE EVENT OF BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

The Driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.

METHODS and PROCEDURES

CONTROL OF VEHICLES

Control of vehicles is of paramount importance within the School's site. Speed limits are employed to control the speed of vehicles in the grounds.

In all cases, the following rules must be observed at all times:

- a. Speed must be kept to a minimum.
- b. Care to be exercised always as there may be pedestrians crossing the play area.

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- c. Parking only to be carried out in designated areas as indicated by school staff.

At the end of the day a staff member will supervise the safe hand-over of pupils to their parents in the car parking area.

METHODS and PROCEDURES

SECURITY OF SITES

The School has taken all reasonable steps to prevent unauthorised entry into its premises.

The School has Keypad entry systems at the points of access. Visitors to the school have to ring the doorbell and the door is opened manually by the School Administrator.

In all cases, visitors are required to report to reception on arrival to book in and receive a Visitor Badge.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

METHODS and PROCEDURES

MACHINERY and PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The inspections and checks are carried out as follows:

1. Inspection of Mechanical Equipment by Teaching Staff and Classroom Ancillary Staff before use.
2. Annual servicing of Fire Alarm System.
3. Annual Service of Heating Equipment.
4. Annual service of Fire Extinguishers
5. Servicing of Cleaning Equipment as required.
6. Regular checks on Portable Electrical Equipment.
7. Five yearly checks on fixed wiring installations.

METHODS and PROCEDURES

ENVIRONMENTAL CONTROL

CLASSROOMS and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

METHODS and PROCEDURES

WASTE DISPOSAL

GENERAL WASTE

The disposal of this waste is carried out in the usual manner by a private contractor.

RECYCLABLE WASTE

Recyclable waste such as cans, glass, paper and plastics is collected regularly by a private contractor.

SANITARY WASTE

Sanitary waste disposal bins are provided and serviced on a regular basis by an appropriately licensed and registered contractor and located in the adult toilets designated for female use, all disabled toilets and some toilets for female pupil use.

METHODS and PROCEDURES

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Major Injury (as listed in the Regulations) to Staff, Pupils or Any Other People in an accident on the premises.
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting

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- 1) A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1), 2) and 3) above.
- 2) A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

METHODS and PROCEDURES

HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:

Use of the substances, their handling, storage and disposal

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Emergency Procedures

Methods of Control

Use of Personal Protective Equipment

- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

METHODS and PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- a) Use the PPE correctly
- b) Always wear PPE
- c) Report any loss or defect

METHODS and PROCEDURES

DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

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- a. Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b. If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c. Implement any requirements established in b).
- d. Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e. Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f. Provide appropriate eye and eyesight corrective appliances as necessary.
- g. Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

METHODS and PROCEDURES

RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Adviser or School Staff as appropriate.

METHODS and PROCEDURES

MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

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- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

METHODS and PROCEDURES

NOISE

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- 1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- 2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

VIBRATION

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

1. Equipment is selected carefully to ensure that the vibration level is as low as possible.
2. Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
3. Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

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If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

METHODS and PROCEDURES

CONTROL of CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises. In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation
- d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable - eg Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects

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- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc
- h) All machinery on site to have documentary evidence of Statutory
Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2007.

METHODS and PROCEDURES

CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2007 (CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

- a) Select and appoint a CDM Coordinator and Principal Contractor.
- b) Ensure that the CDM Coordinator and Principal Contractor are competent and check their allocation of resources to Health and Safety.
- c) Ensure that an adequate Health and Safety Plan is in place before work commences.
- d) Pass on information about the land and/or premises to be developed.
- e) Ensure that the Health and Safety File, prepared on completion of the project by the CDM Coordinator, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2007, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

METHODS and PROCEDURES

SAFETY/ SENIOR LEADERSHIP TEAM

The Senior Leadership Team meets on a regular basis to carry out the following:-

- a) To promote Health and safety throughout the School
- b) To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- c) To consider and introduce additional Safety Rules that may be required from time to time
- d) To ensure that current Health and Safety legislation is being complied with
- e) To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- f) To carry out any inspection of the School that may be required
- g) To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- h) To investigate any special hazards and to recommend action to be taken
- i) To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

METHODS and PROCEDURES

ASBESTOS

The School buildings are new buildings and do not contain asbestos.

METHODS and PROCEDURES

HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

Beech Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

The School has anticipated the possibility of a Critical Incident occurring, requiring a recovery from a disaster and has devised a Critical Incident Management Plan

The Plan covers the constitution of a Critical Incident Committee which allocates responsibilities to members of staff as appropriate.

Under Disaster Recovery, we list:

- The actions to be taken in order for the School to return to normal operations and
- The action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

METHODS and PROCEDURES

OCCUPATIONAL HEALTH & STRESS

OCCUPATIONAL HEALTH

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

Laboratory Hazards
Workshop Hazards
Fieldwork and Site Work
Clinical Activities
Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign.

Activities carried out by Staff, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

STRESS

The School is aware of the potential for Stress with its employees.

The School adopts a proactive approach to this issue. Staff have regular access to supervision by a suitably qualified supervisor and access to a 24-hour telephone helpline.

METHODS and PROCEDURES

SLIPS and TRIPS

Beech Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an on- going basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

METHODS and PROCEDURES

VIOLENCE

The School acknowledges that it has a legal duty of care towards those who work at and attend the School, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

METHODS and PROCEDURES

MONITORING POLICY

Beech Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Adviser. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

Reviewed August 2019

Next scheduled review August 2020

