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## **Health & Safety Policy**

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<b>Status</b>	<b>Current Policy</b>
<b>Agreed by the Governing Board</b>	<b>December 2024</b>
<b>Review Cycle</b>	<b>Annual</b>
<b>Next Review</b>	<b>Dec 2025</b>
<hr/>	
<b>Lead Staff</b>	<b>Annette Dignum</b>
<b>Chair of Governing Body</b>	<b>Alex Krutnik</b>
<b>Headteacher</b>	<b>Jane Hatwell</b>

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## Visions and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

### *“Getting it right for every pupil”*

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

## Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school’s ethos and culture to improve well-being and develop every child’s talents and abilities to their full potential. A Rights Respecting School is a community where children’s rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children’s rights in the school’s policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

## Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

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# Health, Safety & Welfare Policy

## Statement of Intent

As Headteacher of Stone Bay School, I am committed to creating a safe working environment to ensure the health, safety & welfare of all students, staff and visitors.

In fulfilling this commitment, I will seek through competence, co-operation and coordination with staff and visitors to provide and maintain a safe and healthy working environment by meeting legislative standards and developing acceptable working practices that will

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Ensure COSHH (control of substances hazardous to health) safe systems are in place for all stakeholders safety.
- HT seeks an external health and safety audit and advice to improve H&S at Stone Bay
- SBM develops ensures effective implementation of recommendations.
- SBM ensures that statutory H&S training is delivered for all staff. Asbestos, fire, lockdown, manual handling.
- SBM ensures that the school is compliant with all statutory fire safety regulations.
- SM ensures safe use, handling, storage and transport of articles.
- SBM reduces injuries at the school by developing and reviewing safe working practices and training of employees.
- SBM to ensure risk assessments are in place and record significant findings, and review annually or sooner if there is a change in circumstance.

The organisation and arrangements for achieving the above are set out and detailed within our Health and Safety Policy and risk assessments.

Safety is **everyone's responsibility**, all of the time

**Jane Hatwell**

**Headteacher**

Issue: 10 October 2024

Revision: 2

Document Reference: Pol.SB/1024

## Review Details

<u>Date:</u>	<u>Rev</u>	<u>Details</u>	<u>Reviewer</u>
<u>Oct 2023</u>	<u>1</u>	<u>Development of H&amp;S Policy</u>	<u>Stone Bay School</u>
<u>10.10.2024</u>	<u>2</u>	<u>Update following H&amp;S Review</u>	<u>J Sandford</u> <u>H&amp;K Safety Services</u>

## Objectives

The following objectives will be met prior to the next annual review of our health and safety policy:

We shall:

- We shall ensure that the relevant sections of the revised health and safety policy are brought to the attention of the employees, and necessary training derived is undertaken to enable people to fulfil their roles.
- Implement a formal site inspection regime and determine areas of weaknesses in site performance through evaluation of key performance indicators.
- Undertake continuous communications with our employees, welcoming feedback to make continuous improvements within the school.

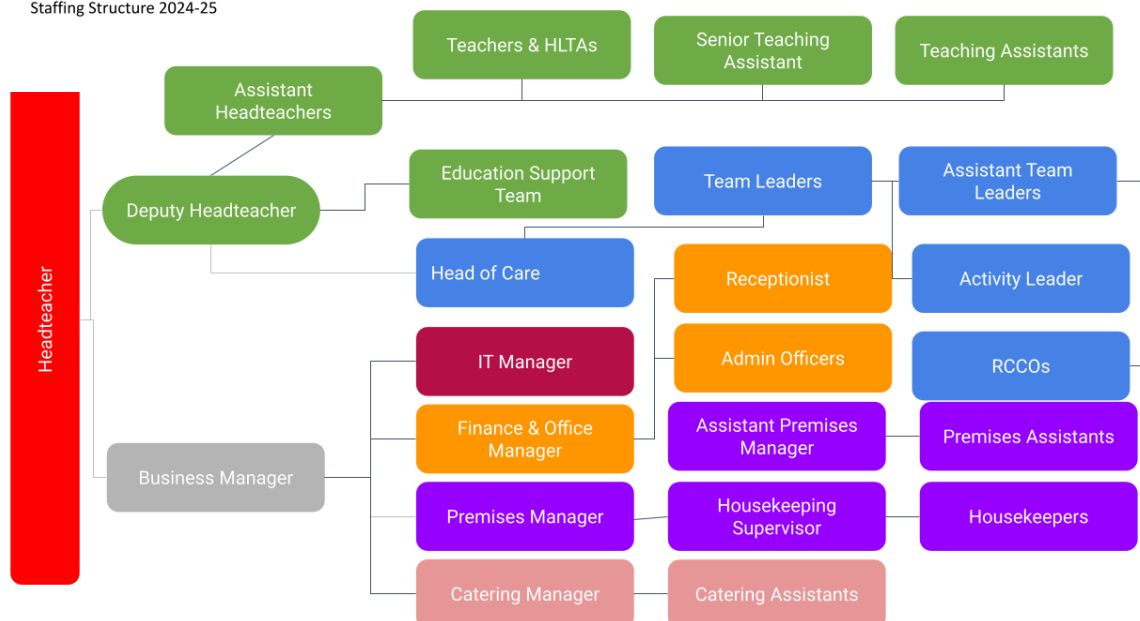
This policy is written with reference to **Article 3** (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

## Scope of Organisation

Stone Bay School specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We currently provide for 112 pupils.

# Organisation Chart

Staffing Structure 2024-25



## Organisational Responsibilities

**Note these are general responsibilities. Other specific responsibilities are identified within the arrangements sections and related clause numbers as identified. Please note that from time to time the some positions identified below are likely to act in dual roles.**

### Employer Responsibilities

Stone Bay School as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of this policy.

### Headteacher Responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To ensure risk assessments are in place and record significant findings, and review annually or sooner if there is a change in circumstance.



- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested to ensure validity.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To report health and safety issues to the governing body on a regular basis.
- To monitor and review all health and safety policies and procedures.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

### Governor Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class care' scheme or within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.
- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

### School Business Manager (Health and Safety Coordinator) Responsibilities

- Making an annual report on health and safety matters to the Headteacher and the Governing Body;
- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Having a strong oversight of health, safety and first aid matters;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;

- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring all risk assessments are carried out and effectively shared and understood by stakeholders
- To monitor all records e.g asbestos register, fire safety checks and water checks

### Staff Responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Report practices, equipment or physical conditions that may be hazardous on the Health & Safety maintenance form or urgent health & safety concerns to the Site Manager
- Have a duty to report all health and safety concerns to the Business Manager

### Subcontractor Responsibilities

- Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- Report any incidents, accidents or unsafe conditions.
- Co-operate with the requirements of this policy.
- Work in accordance with any training received.
- Specifically fulfil all applicable requirements of the arrangements section.

### Site Manager Responsibilities

- The Site manager holds responsibility for the 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 the Premises and Housekeeping team are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

### Health & Safety Advisors

The appointed competent advisors for Stone Bay School are:

H & K Safety Services

Telephone 01843 834608

admin@hksafetyservices.co.uk

This role includes:

- Advise Stone Bay School of any new Health and Safety legislation or changes to existing legislation.
- Provide an interpretation of Health and Safety legislation so that management fully understands the actions required in order to satisfy this legislation if requested.
- Assist with the implementation of the changes in Safety legislation if requested.
- Recommend to senior management ways to improve working conditions.
- Assist with the investigation of reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), if required, and if required submit to Stone Bay School a written report.
- Advise the Health and Safety Committee
- Work with the Health and Safety Committee, if requested, to identify and recommend training requirements.
- Where required complete site inspections to monitor Health and Safety standards on site and provide assistance where necessary.
- When required act as the Construction, Design and Management (CDM) Co-ordinator on Notifiable Projects

## Arrangements

### 1. Kent County Council Infrastructure

KCC will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

### 2. Information

Advisory literature on health and safety matters will be obtained from various sources such as the HSE and other authority bodies, our external consultants and trade associations, etc. Information shall be disseminated as deemed appropriate throughout the company to the relevant persons by the **Headteacher** or **School Business Manager**.

### 3. Induction and Training

The **Headteacher** shall ensure training needs are evaluated from assessment of employee engagement, development, refresher, post training review, legal and policy requirements that impose duties upon individuals and for continual improvement.

We shall ensure that all of our employees are properly trained and hold the applicable training certifications, including but not limited to, fire safety, work at height, asbestos awareness, first aid and manual handling.

All activities undertaken are via competent and trained operatives. Competency shall be assessed by the **School Business Manager**.

Induction training in accordance to the requirements of the Health and Safety at Work Act, and to the company generally shall be carried out by **School Business Manager** on the first day of work / new project and regularly refreshed.

We shall implement and maintain a training record matrix sheet to ensure refresher training is carried out when required.

### 4. Consultation and Communication

It is the company policy to consult and communicate with employees (and others (e.g. contractors) as may be necessary) through a range of mediums including an open-door policy by management, the induction process, work briefs and tool-box-talks, bulletins, meetings and directly through line management communication chains.

We shall operate a policy where non or poor English speaking labour is employed, they will either speak English as a second language being able to understand simple instructions adequately, or an interpreter will be required at all times. We shall seek the help of language line and make use of leaflets printed in different languages from the HSE where required. We shall ensure that where visually or hearing-impaired persons are employed that adequate communication measures are provided.

We shall ensure changes to policy are brought to the attention of employees through issue of the document.

The **Headteacher** shall be responsible for ensuring the above policy is implemented and monitored.

## 5. Competent Advice

We subscribe to the services of **H&K Safety Services Limited** for external competent advice.

## 6. Supervision, Monitoring, Measurement, Review and Audit

Our **School Business Manager** and external consultants shall conduct periodic ad-hoc site inspections and record the findings. The **School Business Manager** will evaluate all reports, including collated key performance indicators to ensure recommendations are carried out as appropriate. Health and safety objectives have been set to enable us to measure our performance annually at our senior management meetings. Supervision shall be determined by the **School Business Manager** and implemented as required.

We shall undertake a programme of annual reviews.

We shall develop health and safety strategies bi-annually and evaluate these through workplace inspections conducted by the **School Business Manager**.

We shall monitor accident statistics, sickness and absence levels.

We shall monitor any health surveillance reports.

We shall monitor inspections and audit returns from external sources

## 7. Risk Assessment, Safe System of Work and Control Hierarchy

It shall be the company policy to assess all aspects of our undertakings to determine significant risks, of which when determined shall be recorded and communicated to those who may be exposed. Risk assessments shall be reviewed periodically to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

We have developed generic risk assessments that are re-evaluated by our **School Business Manager**.

The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work and where necessary emergency procedures that shall be written and follow the company expected hierarchy of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Substitution of the dangerous for the less dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition, where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons, new and expectant mothers and non-English speaking personnel, it is the company policy to take specific account of the vulnerability of these groups and to

make assessment of the potential impact of company undertakings upon them to determine adequate controls.

The **Headteacher** shall ensure that this policy is adhered to.

## 8. Substances Hazardous to Health

It is our policy to evaluate all activities to determine potential exposure to COSHH related substances and whether hazardous substances can be substituted for substances less hazardous. No substances that fall into this category can be used until an assessment has been made after taking into account the environment in which it is to be used and the potential exposure levels, duration etc. has been considered. Hazard safety data sheets shall be obtained (by the buyer) to assist with the assessment process. We shall also consider affecting issues (from processes and biological) and ensure adequate control measures have been determined, those affected given relevant information, instruction, training and supervision.

The purchase of COSHH related materials must be authorised by the **School Business Manager**.

**Department Managers** are responsible for monitoring adherence within the workplace.

## 9. Signage

The **School Business Manager** will conduct an assessment of the safety sign requirements for the premises and ensure suitable signage displayed, where required.

All **Employees** and **Subcontractors** shall obey all signage posted.

## 10. Plant and Equipment

All work equipment shall be assessed for suitability prior to use and are taken to ensure suitable selection to avoid excessive noise and vibration.

All work equipment, including plant, machinery and small hand tools shall be subject to regular maintenance and inspection as per manufacturers instructions. The **School Business Manager** is responsible for ensuring all plant, machinery and equipment is fit for purpose and the required certificate of conformity, test / calibration certification, inspection and maintenance records and instructions for use are included and passed onto the end user, who shall inspect prior to use. Plant and machinery shall be considered for noise, vibration and fume emissions.

Owned equipment shall be subject to recorded inspection, testing and maintenance as appropriate; verified by **School Business Manager**.

**Note: Subcontractors** undertaking maintenance, repairs or installations who provide their own equipment and tools should be battery-powered. It is our policy not to allow chargers on site and contractors bring in sufficiently charged batteries for their equipment each day, therefore no PAT of site equipment is required. Where 110v equipment is required for use on site PAT shall be conducted every 3 months.

## 11. First Aid

The **Headteacher** shall assess and determine their specific site needs in this regard and ensure adequately trained personnel and suitably stocked first aid kits are provided for their areas / projects; and that the provision is maintained. This shall be monitored by our **School Business Manager**.

### 11.1 First Aid Training

All school staff are able to undertake first aid training if they would like to.

Training includes Emergency First Aid at Work which is provided to pupil support staff and First Aid at Work training to appointed staff.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

### 11.2 First Aid Kits

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- School Office
- All classrooms
- Residential flat
- The school kitchen
- School vehicles

These are checked monthly by the Premises team.

### 11.3 Offsite Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit is located in all school cars and minibuses including, at minimum:
  - A leaflet giving general advice on first aid
  - Alcohol free cleansing wipes
  - Nitrile gloves
  - safety pins

- sterile dressing (assorted sizes)
- Sterile eye pad
- Wash proof Plasters
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the appropriate person i.e. Teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### 11.4 Epilepsy

People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication. One in 130 children in the UK has epilepsy and about 20% of them attend Special schools. Parents/guardians may be reluctant to disclose their child's epilepsy to the school. A positive school policy will encourage them to do so and will ensure that both the pupil and school staff is given adequate support. There are two types of seizure which are described as either focal or generalised, and they happen in different parts of the brain.

#### *Focal Seizures*

In focal seizures, epileptic activity starts in one part of the person's brain. The structure of the brain is split into lobes, temporal lobes, frontal lobes, parietal lobes, occipital lobes. A focal seizure can act as a warning of a generalised seizure.

#### **Signs and Symptoms**

Sometimes the person may not be aware of their surroundings or what they are doing. They may pluck at their clothes; smack their lips, swallow repeatedly, and wander around.

##### **Do**

- Guide the person from danger.
- Stay with the person until recovery is complete.
- Be calmly reassuring.
- Explain anything that they may have missed.

##### **Don't**

- Restrain the person.
- Act in a way that could frighten them, such as making abrupt movements or shouting at them.
- Assume the person is aware of what is happening, or what has happened.
- Give the person anything to eat or drink until they are fully recovered.
- Attempt to bring them round.

##### **Call for an Ambulance If:**

- You know it is the person's first seizure.
- The seizure continues for more than five minutes.
- The person is injured during the seizure.
- You believe the person needs urgent medical attention.



### *Generalised Seizures*

In generalised seizures, you have epileptic activity in both hemispheres (halves) of your brain. Tonic-clonic seizures, tonic seizures, atonic seizures, myoclonic seizures, absence seizures, status epilepticus.

Most seizures are brief or last for a few minutes. However, sometimes a seizure can last for longer. If seizure activity lasts for 30 minutes or more, it is called Status Epilepticus.

### **Signs and Symptoms**

The person goes stiff, loses consciousness and then falls to the ground. This is followed by jerking movements. A blue tinge around the mouth is likely. This is due to irregular breathing. Loss of bladder and/or bowel control may happen. After a minute or two the jerking movements should stop and consciousness may slowly return.

#### **Do**

- Protect the person from injury - (remove harmful objects from nearby).
- Cushion their head.
- Look for an epilepsy identity card, identity jewellery, or refer to their IHCP.
- Aid breathing by gently placing them in the recovery position once the seizure has finished.
- Stay with the person until recovery is complete.
- Be calmly reassuring.

#### **Don't**

- Restrain the person's movements.
- Put anything in the person's mouth.
- Try to move them unless they are in danger.
- Give them anything to eat or drink until they are fully recovered.
- Attempt to bring them round.

#### **Call for an Ambulance If**

- You know it is the person's first seizure, or
- The seizure continues for more than five minutes, or
- One tonic-clonic seizure follows another without the person regaining consciousness between seizures, or
- The person is injured during the seizure, or
- You believe the person needs urgent medical attention.

### *11.5 Record Keeping*

When a child first starts school at Stone Bay, the school will gather information about that child and record any additional medical information staff need to be aware of, such as epilepsy. This information is kept in a central record which identifies children with additional medical needs.

When a current child is diagnosed with epilepsy, information will be gathered from their family in consultation with the Leadership Team.

### *11.6 Individual Health Plans*

All children with epilepsy have an individual Health Care Plan which is drawn up in consultation with families.

This plan contains contact numbers, details of the type of seizures, warning signs, medication taken at home, medication to be given at school in the event of a seizure, and aftercare.

Copies of the Health Care Plan must be available in child folders, which is stored online and in the school office and taken whenever the child leaves the school premises. If a child requires emergency medicine, consent from families will be obtained and medicine will be stored in line with the school's Administration of Medicines Policy. This medication should always be taken whenever the child is off the school premises e.g. on community outings, swimming etc.

Health Care Plans are updated if there is any change in the type of seizures/medication.

### 11.7 Recording Seizures

If a child has a seizure in school a record is made and kept with the child's Health Care Plan. This information is available to families and professionals as a means of monitoring the type and frequency of seizures or identifying possible patterns. Families are also informed if a child has had a seizure during the school day.

### 11.8 Out of School Activities

A copy of the Health Care Plan and emergency medication are carried at all times when children with epilepsy are out of school.

### 11.9 Staff with Epilepsy

When the school has been made aware that a member of staff has epilepsy as a medical condition, a separate risk assessment will be implemented and shared with appropriate team members. If they have epilepsy rescue medication, then the school must be made aware of where this is kept during school hours.

### 11.10 Notifying parents (early years only)

The Class Teacher and / or member of the Leadership Team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

### 11.11 Reporting to Ofsted and child protection agencies (early years only)

The Headteacher or delegated person will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher or delegated will also notify LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

### 11.12 Monitoring Arrangements

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Full Governing Board.

## 12. Accident, Incident Reporting and Investigation

All **Employees** are to report all accidents and near misses to the **School Business Manager** and where harm is caused to a person these are to be recorded in the accident book and statistics monitored. Statistics shall be monitored by the **School Business Manager**. Reportable incidents are notified to the HSE (immediately for fatality / specified injuries and within 15 days for over seven-day accidents, dangerous occurrences as advised, and diseases as notified by a medical practitioner) (**Headteacher responsibility**). Our **Headteacher** shall investigate all over seven-day incidents and fatalities or major incidents; the latter with assistance from our external consultants. The

**Headteacher** will determine whether to seek external assistance from our competent Health and Safety Advisors, **H&K Safety Services**, in instances of notifiable disease or dangerous occurrences. Near miss incidents are recorded and evaluated at site meetings and as part of the annual review along with all other statistics. We shall record all over three-day absence injuries.

### 12.3 First Aid and Accident Record Book

An accident form will be completed on Iris Adapt by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. This will be maintained on

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

A copy of the accident report form will also be added to the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of *The Social Security (Claims and Payments) Regulations 1979*, and then securely disposed of.

### 12.4 Notifying Parents

The Class Teacher and / or member of the Leadership Team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

### 12.5 Reporting of Ofsted and Child Protection Agencies

The **Headteacher** or delegated person will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The **Headteacher** or delegated will also notify LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 13. Fire Safety and Emergency Preparedness

A fire risk assessment shall be undertaken for our site and is reviewed annually or in light of significant change by the **School Business Manager**.

Where hot works are to be undertaken these shall be under permit to work only.

The **School Business Manager** is responsible for ensuring plans are communicated, implemented, and monitored.

The **School Business Manager** shall be responsible for conducting weekly fire checks, documenting such checks and raising any findings to be addressed with the **Headteacher**.

Emergency evacuation will be practised termly in residential and at least three times a year in the day, records will be retained and uploaded to online (google/Every compliance).

All of our site shall be deemed as no smoking areas with smoking only permitted within the designated smoking area.

### 1.1 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others

at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

## 1.2 Maintenance of Fire Equipment

The **Headteacher** will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

## 14. Bomb Threats & Suspect Packages

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The **School Business Manager** is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually by the **School Business Manager**.

## 15. Personal / Respiratory Protective Equipment

It is company policy to evaluate hazards and risk and control by means other than PPE / RPE where practicable. The **School Business Manager** will assess risks and determine where, when and which PPE / RPE is necessary. We shall ensure that employees are trained and made aware of use, maintenance, and limitations of all PPE / RPE provided and supervise as necessary the wearing of when required. Where reliance is made on RPE we shall ensure all operatives are face-fit tested.

We shall provide and replace PPE / RPE as determined necessary free of charge, and only use such equipment with the relevant British Standard / European Norm. We shall retain a register of all PPE issued **School Business Manager**. We shall retain a stock of standard PPE for immediate issue and replacement as required.

**Subcontractors** are expected to adhere to this policy.

Where PPE is supplied and required all **Employees** and **Subcontractors** must use PPE as instructed and intended. The **Headteacher** is to ensure this is monitored and enforced.

## 16. Asbestos

Our office premises were built prior to 2000 and as such we shall ensure an Asbestos Maintenance Survey is conducted and an asbestos register held. The **School Business Manager** shall be responsible for ensuring that this is kept up to date, and the condition of asbestos is monitored and logged within the register. Where the condition is found to be deteriorating, the **School Business Manager** shall arrange for Licenced Asbestos Contractors to remove or encapsulate any asbestos containing materials in poor condition.

Where we may undertake a refurbishment project or work on the School we shall ensure a licenced asbestos contractor conducts a Refurbishment and Demolition Survey, prior to works taking place.

We shall ensure our maintenance operatives are trained in asbestos awareness and seek survey information or evidence of safe reoccupation to areas where asbestos has been removed prior to commencement (**School Business Manager**).

The **Headteacher** shall ensure adequate resources for control of asbestos have been allowed for in the budgets.

### 17. Legionella

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement, and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

The **School Business Manager** shall be responsible for overseeing legionella management.

### 18. Noise and Vibration

See also plant and equipment selection.

It is our policy to evaluate noise and determine safe systems of work to isolate noisy activities or where this is not practicable, to determine necessary hearing protection zones and provide adequate PPE and ensure it is worn to reduce to below the exposure action value. The **Headteacher** will ensure this policy is adhered to the **School Business Manager** shall ensure controls monitored.

Vibration levels of equipment shall be assessed, and trigger time determined. It is our policy not to exceed the exposure action level and the **School Business Manager** is required to determine suitable control measures to ensure this policy is adhered. The **Headteacher** is to ensure controls monitored.

### 19. Services

The following policy will be adopted within the company:

- All fixed and temporary electrical appliances will satisfy the relevant IEE Wiring standards and British Standards and shall be accordingly inspected, tested and maintained.
- All tools and equipment used shall be rated for use to IP 610 Enclosures - IP rated as "dust tight" and protected "against high-pressure, high-temperature jet sprays, wash-downs or steam-cleaning procedures".
- All work on or near services will be subject to a permit to work system.
- All services will be located, identified, and marked as appropriate prior to any other related activity. Where applicable, drawings will be obtained from service providers, but these will not be strictly relied upon for accuracy. This shall include and not be limited to gas, electric, pressurised air and water supplies.
- Competent, trained persons shall only be permitted to work with services and related equipment.
- Emergency plans shall be determined for all work relative to services.

The **School Business Manager** shall ensure all services are controlled in line with the above at the School. The **School Business Manager** shall ensure planning for the above and shall ensure policy is adhered to by those **Subcontractors** working on electrical circuits, with supervision and checks from the **School Business Manager**.

## 20. Working at Height

The company policy is to thoroughly plan all work at height activities and avoid working at height wherever possible. Where this is not practicable, we shall select and provide suitable work equipment following an assessment by the **School Business Manager** in line with the hierarchy of control measures identified in the Work at Height Regulations.

It shall be our policy to only use ladders following an assessment to determine if alternative equipment can be used and the frequency, duration and activity to be undertaken from ladders.

Where scaffold is required by our contractors, we shall ensure trained scaffolders erect scaffold and work to the current requirements of SG4 for scaffold erection and construct scaffolds to the requirements of TG20 and / or specific design details as provided by a temporary works engineer. We shall not allow access to any scaffolding without proof that it has been inspected within the last 7 days. This shall be the responsibility of the **Subcontractor**.

We shall ensure that only competent persons are permitted to work at height or manage such works and wherever practicable it shall be company policy not to allow lone working where any work at height activity is necessary and to provide adequate supervision. The **School Business Manager** shall be required to check and verify the suitability of equipment provided.

The **Headteacher** shall ensure adequate resources for work at height have been allowed for in the budgets.

## 21. Manual Handling

It shall be the company policy to avoid manual handling where practicably possible through use of mechanical lifting aids. Risk assessments shall be undertaken in line with company policy where manual handling operations are necessary with consideration given to the task, the individual, the environment and the load.

**Staff** will be provided with relevant training and instruction (see risk assessment and training responsibilities) and be expected to work to determined safe working methods.

## 22. Mechanical Lifting

We shall ensure that all lifting activities are planned. All lifting equipment shall undergo thorough examination as required under the Lifting Operations and Lifting Equipment Regulations 1998. The **School Business Manager** shall ensure an appointed person has developed lift plans for all lifting activities.

Where contractors need to carry out lifting works on site, the **School Business Manager** shall ensure they engage contractors under a contract lift agreement, whereby they provide all equipment, personnel and planning.

Where MEWP's are used by, the **School Business Manager** shall ensure only trained personnel use lifting equipment, and that all lifting equipment has undergone thorough examination under LOLER

every 6 months for lifting equipment that lifts people. The **School Business Manager** shall ensure emergency rescue plans and RAMS are in place by contractors for MEWP use.

**Employees** and **Subcontractors** trained in using lifting equipment shall be responsible for undertaking documented pre user checks.

### 23. Confined Spaces

Whilst it is highly unlikely that we need to work in confined spaces, we shall assess projects (see risk assessment responsibility) and ensure our operatives are aware of developing their own confined spaces through use of generators in enclosed areas.

Only **Employees** and **Subcontractors** trained in confined space works are permitted to undertake works in confined spaces.

All confined space works shall be planned by the **School Business Manager** and they shall ensure emergency rescue plans and RAMS are in place. The **School Business Manager** will control and monitor all works in respect of this issue. All **Employees** and **Subcontractors** are required to conform to this policy.

### 24. Display Screen Equipment

It is company policy to evaluate and assess the risk from all Display Screen Equipment (DSE) use. As such **Employees** who use DSE must complete a DSE Assessment and send to the **School Business Manager**. We shall determine users and offer eye tests, providing a contribution towards standard eye glasses where prescribed. The **Headteacher** and **School Business Manager** shall determine users, assessment (and review) and for ensuring users are aware of their entitlement; and to ensure our equipment purchasing policy is adhered to.

### 25. Working Time

We recognise the importance of social life, and it is company policy to follow the Working Time Regulations to ensure that excessively long hours are not worked in any given period. We shall ensure adequate rest and break times are provided and that holiday entitlement meets the minimum requirement. The **Headteacher** shall have the responsibility for ensuring this requirement is followed, except where workers have specifically opted out.

### 26. Alcohol and Drugs

The consumption of alcohol (unless authorised by the **Headteacher**) or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for their own safety and that of others and could be subject to disciplinary proceedings. No alcohol or controlled drugs are permitted to be brought onto or consumed at work

The use of prescribed drugs should be notified, bringing instruction sheet, to the **Headteacher** so as to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines cause drowsiness, a significant risk if operating machinery).

All **Employees** and **Subcontractors** are expected to adhere to this policy.

### 27. Health Surveillance

It shall be company policy to control our activities to prevent the need for health surveillance. However, we shall determine any necessary health surveillance requirements through the



assessment process and continual monitoring (e.g. through absence records, complaints etc.). This shall be the responsibility of the **School Business Manager**.

Where health surveillance programmes are required, we shall consult with a medical practitioner or occupational health professional to design such programmes. The decision to consult in such a manner will be made by the **Director**. The **School Business Manager** has a responsibility for providing the **Headteacher** with relevant information on which to base any decisions.

We shall operate a system whereby all new starters shall either complete a medical questionnaire or be requested to attend a medical.

## 28. Contractor Control

We shall select contractors or individual workers from our current database of preferred contractors who have been selected on historical knowledge of performance or undergone a vetting procedure such as a questionnaire or other similar evaluation.

All other contractors or individuals will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview and production of valid training certificates. This process shall include all client determined contractor use. The **School Business Manager** shall be responsible for ensuring this process is adhered to and for the selection of competence check method.

Secondary vetting shall be undertaken through evaluation of site-based documentation or performance as monitored by our the **School Business Manager** or our external competent Health and Safety advisors, **H&K Safety Services**.

Where contractors or individuals consistently fail to perform to our expected standards, they will be removed from the preferred contractors list and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the **Headteacher**.

Agency workers shall only be engaged from reputable agencies where relevant documented evidence of the person's competencies has been provided.

**Subcontractors** shall be monitored and supervised by their Supervisors and /or **School Business Manager** or their representative.

## 29. Company Vehicles

It shall be the company policy to ensure all vehicles are maintained in a roadworthy condition at all times. Drivers will be responsible for ensuring they are properly driven and loaded; and for carrying out an inspection prior to use and for reporting defects. We shall only allow our vehicles to be driven by those with the appropriate licence and these shall be checked annually by the **Headteacher**.

## 30. Information Communication Technology

The **School Business Manager** will ensure that suitable arrangements are in place for the safe use of information communication technology.

Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.



Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.

The KCC guidance on interactive whiteboards will be followed.

### 31. Mobile Phones

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer. All **Employees** are expected to comply with this policy.

Hands free mobile conversations are permissible with the correct equipment but should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is our preferred policy for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site use of mobile phones will be restricted to the welfare areas where reasonably practicable. Those operating production equipment are not permitted to use mobile phones while working. **Headteacher** and **School Business Manager** shall enforce this policy.

### 32. Welfare, Housekeeping and Waste

We shall ensure that our welfare provisions meet with the requirement of *The Workplace (Health, Safety and Welfare) Regulations 1992*.

The school will comply with the arrangements of *The Education (School Premises) Regulations 1999* with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

The company shall enforce a policy of high standards of housekeeping at all premises, within company vehicles and on our premises. The premises has a cleaning and waste control programme in place, to be maintained by the **School Business Manager**. Only licenced waste carriers shall be used for waste removal.

The premises shall be assessed for special / hazardous waste and relevant licences obtained and methods of removal determined. This shall be the responsibility of the **School Business Manager**.

All **Employees** are required to cooperate and assist the company in compliance with this policy.

### 33. Lone Working

It shall be the company policy not to permit lone working; especially where working at height, hot works and confined space activities are required. Should an occasion arise whereby lone working is necessary the duration shall be kept to a minimum and shall not commence until the **School Business Manager** has undertaken a specific risk assessment.

### 34. Security and CCTV

The premises shall be secured out of hours with fencing and locked gates, as well as the building locked.

Stone Bay School is covered by CCTV but not stored on hard drive.

The purpose of CCTV monitoring and recording is as follows:

- Helping to maintain an environment which supports the safety and welfare of employee and non-employees.
- Working together to prevent accident and injury by ensuring that our health and safety procedures are being followed and are effective.
- Prevention and deterrence of crime (violence or theft) against employees, others and the company.
- Prevention and deterrence of deliberate damage or other misconduct by someone on the premises.
- Assist in the identification and action against persons having committed an offence

This CCTV system and the images produced by it are controlled by the **Headteacher** who is responsible for how the system is used, compliance notification and to ensure an annual review of our CCTV system and procedures. Other key points are:

- Cameras have been carefully situated around the site to take into consideration employee's privacy and the stated aims we are striving to achieve.
- We have a combination of visible signs showing that CCTV is in operation plus where locations are not obvious we are displaying contact details of the person responsible for the system
- Images from this CCTV system are not stored and thus will not be provided to third parties.

### 35. Construction Design Management (CDM)

We may undertake the role of Client and Principal Contractor in accordance with the definition of the CDM Regulations, where maintenance, refurbishment or installation of equipment is required at our premises. We do not undertake the role of Principal Designer.

As a Client we shall:

- Ensure other duty holders are appointed as appropriate by select & appointing a competent and resourced Principal Designer and selecting & appointing a competent and resourced Principal Contractor.
- Ensure sufficient time and resources are allocated
- Make sure relevant information is prepared and provided to other duty holders.
- Make sure the Principal Designer and Principal Contractor carry out their duties.
- Make sure welfare facilities are provided.

Where our maintenance work is conducted we may undertake the role of Principal Contractor as defined under CDM.

As a Principal Contractor we shall:

- Plan, manage, monitor and coordinate work under our control and the control of others
- Liaise with the principal designer throughout
- Ensure the client is aware of their duties.
- Draw up, revise, review and update a construction phase health and safety plan
- Take account of identified particular risks identified in schedule 3
- Organise cooperation between contractors and that they follow the plan requirements
- Ensure adequate resources are allocated and all apply the principles of prevention
- Ensure those appointed have the required skills, training, knowledge and experience
- Consult and engage with workers and provide induction

- Cooperate with any other appointed principal contractors on adjacent sites
- Ensure there is adequate supervision and instruction
- Determine and implement emergency procedures
- Provide measures to prevent unauthorised access to the site
- Provide and maintain welfare facilities throughout in accordance with schedule 2
- Provide information for the health and safety file
- Develop the health and safety file where the principal designer role ends before completion

The **School Business Manager** shall ensure policy is adhered to and all reasonable health and safety planning is undertaken, and information provided.

### 36. Pandemics including COVID-19

The company will follow all Government advice and guidelines with regard to Health Pandemics. We will ensure we have a current and specific risk assessment for our sites and will adhere to the Site Operating Procedures (SOP) based on guidance from Public Health England (PHE).

We will follow all Government advice and guidelines with regard the virus known as COVID 19 and will adhere to HM Government instructions on Working Safely During COVID-19. Operatives will be instructed on procedures and information relating to COVID 19 during induction, daily briefings and toolbox talks.

## Acceptance

Please complete and return this section to Stone Bay School.

I the undersigned confirm I have been issued with the current Stone Bay School health, safety and welfare policy (document reference Pol.SB/1024 and have been made aware of my duties and responsibilities. I agree to work in accordance with the requirements contained within the policy and my general duty of care under law.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COMMENTS:**