



HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

The school's Governing Board and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Board and Headteacher.

In particular the Governing Board and Headteacher are responsible for:

1. Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
2. Maintaining safe access to and from the premises;
3. Preventing accidents and work related illness;
4. Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
5. Complying with statutory requirements as a minimum;
6. Ensuring safe working methods and providing safe equipment;
7. Providing effective information, instruction and training;
8. Monitoring and reviewing systems to make sure they are effective;
9. Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
10. Setting targets and objective to develop a culture of continuous improvement;
11. Ensuring a healthy working environment is maintained including adequate welfare facilities;
12. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
13. Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Board and Headteacher also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors etc. or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Board and Headteacher will ensure adequate resources, including finance to implement the policy.

The Governing Board and Headteacher are committed to this policy and all staff are required to comply. They are encouraged to support the Governing Board and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the policy document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

The policy statement, together with the organisational structure and the following arrangement and procedures, has been approved by the school's Governing Board.

Signed:	Signed:
Headteacher's Name: Sue Rademacher	Chair of Governor's Name: Allison Blair
Date: 18 June 2018	Date: 18 June 2018

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PART TWO – ORGANISATION

Introduction

In order to achieve compliance with the Governing Board and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed on this part of the Policy Document.

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>The Duties of the Governing Body The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>The Health and Safety Governor attends Briarwood Health and Safety Meetings (3 times a year) and takes part in regular Health and Safety walk around checks of the 3 sites (3 times a year) reporting findings and relevant information to the Full Governing Body. The Finance sub-committee has delegated responsibility for Health and Safety. Risk assessments are checked regularly by the Chair of Governors and signed accordingly. The Health and Safety Policy is reviewed annually.</p>
<p>The Duties of the Headteacher The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.</p>	<p>The School Business Manager (SBM) has delegated responsibility for ensuring day to day compliance with this document. Staff have received appropriate training and school has adopted appropriate policies and procedures to develop and maintain working practices and conditions to ensure that health and safety standards are met at all times. The Headteacher and SBM attend Briarwood Health and Safety meetings and take part in regular Health and Safety walk around checks of the site. The Health and Safety Policy is reviewed annually.</p>
<p>The Duties of the Employees All Employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions and must comply with the school’s Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to Headteacher any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform Headteacher of what they consider to be shortcomings in the school’s health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>Copies of all school policies are available to staff on a shared central drive with hard copies available on request. Health and safety is discussed annually with all staff at the start of the academic year. Health and safety forms part of the induction training and the importance of informing the SBM of any shortcomings they find in the school’s health and safety arrangements.</p>

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Pupils A minority of pupils, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilful misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Pupils are supported by high levels of staffing at all times and individual pupil support plans, risk assessments and behaviour plans support pupil needs where needed.</p>
<p>School Health and Safety Representatives The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be welcome to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body</p>	<p>School will support this as and when necessary.</p>
<p>Teaching Staff Teaching staff have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Copies of all school policies are available to staff on a shared central drive with hard copies available on request. Health and Safety is discussed annually with all staff at the start of the academic year. Each pupil has a PEEP which all staff are aware of and individual pupil needs are shared regularly. Where necessary pupils have individual care plans, behaviour plans and risk assessments.</p>
<p>Support Staff Have a day to day responsibility for ensuring compliance with this Health and Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p>Copies of all school policies are available to staff on a shared central drive with hard copies available on request. Health and Safety is discussed annually with all staff at the start of the academic year. Each pupil has a PEEP which all staff are aware of and individual pupil needs are shared regularly. Where necessary pupils have individual care plans, behaviour plans and risk assessments.</p>

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>The Duties of the School Business Manager The School Business Manager has a day to day responsibility for ensuring compliance with the school Health and Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools. Equipment etc. which are considered unsafe.</p>	<p>There is a logging system in place so we can notify Building services of ongoing issues/practices that need resolving. The JCS Health and Safety Committee meets three times a year, and liaises closely with Alec reed Academy that has ultimate responsibility for the building and facilities.</p>
<p>Temporary Staff and Visitors (including supply, training students and volunteers) Temporary staff are provided with information and guidance which includes the Health and Safety Policy Information, Fire and Emergency, Safeguarding Procedures etc. Temporary staff are directly accountable to Senior Leaders whilst on the school site. Long term supply and volunteers are given an induction</p>	<p>All temporary staff are provided with information relating to Health and Safety Policy, Emergency Procedures, Safeguarding procedures etc. All temporary staff are subject to satisfactory enhanced DBS check which is recorded on the single central record. Visitors are required to sign in and out at the school office and are given a leaflet summarising health and safety information and fire procedures. Copies of all school policies are available to staff on a shared central drive with hard copies available on request. Health and Safety is discussed annually with all staff at the start of the academic year. Parminder Tsangacos and Aidan Meech are responsible for inducting and training longer term volunteers and students. <i>See Student Placement/Volunteers Policy</i></p>
<p>The Duties of External Visits Co-ordinators (EVC) The External Visits Co-ordinators (EVC) ensures that all off-site activities and educational visits, regulations and standards for offsite visits are followed. The EVC works with group leaders to ensure the aim of the educational visit is achievable and in line with those of the school.</p>	<p>Charleen Bruce is the named competent person nominated as EVC and she undertook EVC training course. As a locally maintained school John Chilton School provides statutory paperwork to the Local Authority.</p>

PART THREE – ARRANGEMENTS

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Communication The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc.</p>	<p>Sue Rademacher – Headteacher for staff Parminder Tsangacos and Aidan Meech for students and volunteers Debbie Frailing for all contractors. Everyone who comes to work in school is given induction and provided with copies of important policies. Staff are updated at the start of each academic year regarding health and safety and receive annual child protection training; all are aware that Sue Rademacher and Parminder Tsangacos are the Designated Safeguarding Officers. All policies are on a shared, central drive and all staff are given a log in for the network. Information is shared by e-mail, during a cycle of staff meetings, daily diary meeting and an annual staff questionnaire is used to monitor and evaluate staff feedback. All employees have access to an Employee Assistance Scheme and if required are offered Occupational Health support. Return to work interviews following sickness absence is routine. All staff are aware of the ‘logging’ system to report any issues about premises and that all matters regarding health and safety should be reported to the main school office.</p>
<p>Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Sue Rademacher – Headteacher for staff Full details of the Trade Union Representatives are shown on Health and Safety noticeboards in school.</p>

SECTION 1 – RISK ASSESSMENTS

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Risk Assessment The school uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Schools Leadership Team, teaching staff and other qualified professionals at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p>	<p>All risk assessments are signed and dated by the Headteacher. Delegated Services, our health and safety provider send regular updates and reminders. Specialist risk assessments are in place for individual pupils and staff as appropriate.</p>
<p>School Trips/Offsite Visits The school complies with the DFE guidance on offsite visits and school journeys. A school trips procedure has been produced.</p>	
<p>Working at Height The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Staff also has a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>School provides safety ladders for staff to use if needed.</p>
<p>Violence to Staff The school is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Where necessary pupils have individual risk assessments and behaviour plans. School has a lead teacher with responsibility for behaviour who holds behaviour meetings for staff working with identified pupils. There is a written behaviour policy which has been circulated to all staff and relevant staff has received De-Escalation and Positive Handling and Manual Handling training which is updated as appropriate. School reports all incidents to the Local Authority using the Ealing portal. <i>See Behaviour Policy and Positive Handling Policy</i></p>
<p>Security Arrangements including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process.</p>	<p>Responsibility of SBM -Staff are aware of the procedure for logging any concerns with SBM.</p>
<p>Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staffs assist in the operation of any systems designed to provide for their safety.</p>	<p>There is a Lone Working Policy and Risk Assessment in place which is reviewed annually by the Headteacher and SBM. <i>See Lone Worker Policy</i></p>

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<p>Hazardous Substances (Control of Substances Hazardous to Health COSHH) Where hazardous substances are used within the school, risk assessments are carried out. Where necessary this Health and Safety Policy Document is supplemented by Alec Reed Academy's policy</p>	<p>Building Services and Jackie Howe to oversee COSHH substances held in school and develop a control/monitoring system.</p>
<p>Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and COSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring they use PPE where it is provided.</p>	<p>School provides aprons, gloves and antibacterial hand wash for staff dealing with pupil personal hygiene routines. The hydrotherapy pool is managed by Steve Paynton and all grounds maintenance is managed by the Alec reed Academy, all cleaning materials are locked away in a cupboard.</p>
<p>School Minibuses Risks associated with driving are evaluated within assessments for activities.</p>	<p>We are insured as part of the London Borough of Ealing. We have an admin assistant who deals directly with LB Ealing insurance department and makes sure our vehicles have regular safety checks and services.</p>
<p>Manual Handling (typical loads and handling pupils) Risks of manual handling are communicated within risk assessments and manual handling training. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher is responsible for assessing the appropriate approach to handling tasks.</p>	<p>JCS has 2 manual handling trainers on the team. Relevant staff receives manual handling training. School has hoists and slings for use with pupils as necessary and staff has been trained in their use. <i>See Manual Handling Policy</i> <i>See Manual Wheelchair Policy</i></p>
<p>Display Screen Equipment (DSE) The majority of the staff within the school are not considered to be DSE users. SBM ensures that DSE workplace assessments are conducted for all relevant users. DSA assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>DSE assessments are completed by relevant staff and reviewed annually or if there are changes to layout/staff. Documents held by the SBM.</p>
<p>Playground Supervision/Play Equipment and Maintenance A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p>The HSB undertake an annual playground safety inspection of our equipment. There is a risk assessment in place for the playground equipment. High levels of support staff supervise pupils using the equipment and first aiders are available at all times. The equipment and design of playground is specific to the needs of the pupils at school.</p>
<p>Hydrotherapy Pool The hydrotherapy pool is used as a therapy resource and is well staffed by adults familiar with the pupils accessing the resource. A risk assessment and policy is in</p>	<p>The pool is maintained by JCS and monitored daily. The pool is checked twice a day before sessions are permitted. <i>See Hydrotherapy Pool Policy</i></p>

place.

SECTION 2 – PREMISES

Arrangements <i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i>	Implementation/Actions
Mechanical and Electrical (fixed and portable) The school takes appropriate measures to make sure all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable. Persons carrying out the resting and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the premises file.	Alec Reed Academy are responsible for the inspection, maintenance and testing of all mechanical and electrol equipment (fixed and portable) Staff know the procedure in place for logging any concerns regarding equipment. Equipment is maintained in accordance with HSE regulations and copies of certificates are held in the by ARA. Qualified electricians are used for electrical work in the school. PAT testing is completed in line with national guidance
Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is dependent on the use and type of equipment.	Alec Reed Academy are responsible for the inspection, maintenance and testing of site related equipment. The school is responsible for the hoists (portable and fixed) which are inspected on a regular and planned basis by a contractor. and staff know the procedure in place for logging issue and concerns regarding equipment. Equipment is maintained in accordance with the HSE regulations and copies of certificates are held by ARA
Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: <ul style="list-style-type: none">• Complying with all regulations concerning the control of asbestos;• Removing asbestos containing materials where the risk to building user is unacceptable;• Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	Most up to date asbestos report is kept by ARA.
Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems	Responsibility lies with the SBM for JCS and ARA for the whole premises.

of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is available to them.	
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Arrangements	Implementation/Actions
<i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i>	
<p>Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	Responsibility lies with the contractor. Works would not take place during schools hours unless complete separation from pupils and staff was achieved.
<p>Small Scale Building Works This includes day to day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	Responsibility lies the SBM and Building Services
<p>Lettings (shared working – playgrounds etc.) The school ensures that the hire/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher and SBM are satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	Responsibility lies with the SBM
<p>Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via recognised reporting process. All staff is expected to be vigilant and aware of possible hazards</p>	All staff are aware of the need for high levels of health and safety in and around the premises. The SBM and Headteacher conduct regular health and safety walk arounds logging issues with the Building Services so that they can be resolved. Governors have appointed a health and safety governor who is a member of the Safeguarding Committee together with the Head, SBM and relevant staff. Staff are aware of the procedure for reporting issues and concerns and are aware that all health and safety concerns should be directed to the SBM. We have accident forms to log all accidents/near miss forms which can be completed as and when necessary. Data from these forms is reported to the full Governing Board
<p>Cleaning A cleaning schedule is in place which is monitored by the SBM. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, and safe storage. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	Staff is aware of the expectations regarding maintaining a safe and healthy workplace

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Transport Arrangements (on site) The school segregates access traffic, vehicular and vulnerable pedestrians and design out vehicular and vulnerable traffic route conflicts, both at access points and on site.</p>	<p>SLT and staff do bus duties to ensure that pupils are accompanied in and out of the building and taken safely from and to their transport at the start and end of each school day. A comprehensive risk assessment regarding pupils arriving at and departing from the school has been developed.</p>
<p>Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>The grounds and school site are the responsibility of ARA</p>
<p>Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>This is the responsibility of ARA</p>
<p>Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented by contractor commissioned by the local authority. A process is also in place to deal with any actions should they arise.</p>	<p>JCS is responsible for the hydrotherapy pool and ARA is responsible for the rest of the site.</p>
<p>Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site and a sufficient supply of salt/grit is available.</p>	<p>This is the responsibility of ARA Building Services who maintain the site. Staff are aware of the procedure for logging any issues and concerns.</p>

SECTION 3 – MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Infectious Diseases The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, ‘Guidance on Infection Control in Schools and other Child Care Settings’.</p>	<p>Poster is on display in the medical room.</p>
<p>Dealing with Medical Conditions The school accommodates pupils with medical needs and has a comprehensive policy in place. Responsibility for pupils’ safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected them. Close co-operation between school, parents, health professionals and other agencies help provide a suitable supportive environment for those pupils with medical needs.</p>	<p>We have qualified first aiders and medical professionals on site; plus we have a team of therapists who regularly visit school providing support and advice as needed. Students have individual care plans and risk assessments as needed. <i>See Managing Pupils with Medical Conditions Policy</i></p>
<p>Drug Administration The school accommodates pupils with medical needs has a comprehensive policy in place. Parents have prime responsibility for their child’s medical condition. Parents obtain details from their child’s GP or Paediatrician, if needed. The school nurse and provides additional information for staff.</p>	<p>The medical team are trained to administer medicines as necessary and do so once parents have signed the appropriate permission form allowing this. In appropriate cases some staff are trained to administer medication in the absence of the medical team.</p>
<p>First Aid The school follows the statutory requirements for first aid and provides suitably trained staff.</p>	<p>Our First Aiders are: Miranda Corbett, Hannah Tettah, Jane Hales, Charleen Bruce, Karen Charles. Helen Cambridge and Sadia Woods are paediatric first aiders.</p>
<p>Reporting of Accidents, Hazards and Near Misses All staff are encouraged to report accidents, incidents and near misses, and the SBM investigates such incidents and identifies and implements means to prevent a recurrence. Parents/carers are informed through the notice of episode forms.</p>	<p>All accidents /incidents/near misses are recorded on the accident forms held in the school office. Where serious or near misses are submitted to the Local Authority using the Ealing Portal. The Local Authority reports RIDDOR to the HSE as required on behalf of school. All accident/incident statistics are reported to the Full Governing Board. All staff use the parent/carer notification to inform families of any incidents</p>
<p>Fire Safety and Emergency Evacuation A comprehensive emergency evacuation policy is in place.</p>	<p>The emergency evac plans are working documents and updated regularly. Regular fire drills are held termly. The Headteacher works closely with the SBM and ARA and H&S committee to monitor and improve procedures constantly. The premises have a zoned fire alarm. ARA are responsible for regular checks of the fire alarm and emergency lighting, and arrange an annual fire risk assessment for the whole site</p>

	<i>See Fire Evacuation Emergency Procedures</i>
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Arrangements	Implementation/Actions
<i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i>	
<p>Critical Incidents A critical incident manual is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The SLT acts as the decision making influence for the management of the incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation in an emergency which includes communications equipment, emergency plans and procedure, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans.</p>	The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

SECTION 4 – MONITORING AND REVIEWING

Arrangements	Implementation/Actions
<i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i>	
<p>Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.</p>	We have a policy review cycle in place ensuring policies are updated and reviewed when due.
<p>Inspections Regular safety inspections are carried out by nominated person/s. All hazards and risks associated with the premises/departments/ grounds are monitored and controlled.</p>	Headteacher and SBM have delegated responsibility for health and safety and ensure a health and safety walk around the site – 3 times a year; the health and safety governor joins the walk at least for each site annually. All staff have a responsibility to notify the Headteacher of any shortcomings they find in health and safety practices.

SECTION 5 – TRAINING

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Staff Health and Safety Training/Competence The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher and SLT undertake a training needs review to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training records are held centrally. The training need review is reviewed on an annual basis or on the introduction of new legislation.</p>	<p>The majority of class based staff have received De-Escalation and Positive Handling training and Manual Handling training where appropriate. The school has three De-Escalation and Positive Handling trainers and two manual handling trainers.</p> <p>Administration of medication, Tube Feeding, Buccal Midazolam and Oxygen training have been delivered where necessary. We run many of our training sessions using current staff experience ie. Autism, Behaviour Management training.</p> <p>Sue Rademacher is the responsible person for Safeguarding with Parminder Tsangacos the Deputy in her absence; all staff are aware of this information. All staff are issued with the Code of Conduct document and other necessary safeguarding policies and procedures. All staff sign a declaration of understanding acknowledging that they have read and understood them.</p>

SECTION 6 – HEALTH AND WELLBEING

<p style="text-align: center;">Arrangements</p> <p><i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i></p>	<p style="text-align: center;">Implementation/Actions</p>
<p>Pregnant Members of Staff The school has facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Individual risk assessments are written for expectant and nursing mothers.</p>
<p>Health and Wellbeing including Absence Management The school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff has access to competent advice.</p>	<p>All staff have access to an Employee Assistance Programme, which is available 24/7 365 days a year.</p> <p>All absence is followed up with a return to work interview.</p> <p>Staff are offered Occupational Health Support if and when the need arises.</p>
<p>Smoking on Site No smoking on the school site.</p>	<p>Notices are evident around the site and staff must leave the premises and grounds to smoke in their allocated break times</p>

SECTION 7 – ENVIRONMENTAL MANAGEMENT

Arrangements	Implementation/Actions
<i>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</i>	
Environmental Compliance The school seeks to fulfil its waste management objective through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Staff are aware of the procedure for logging any issues with SBM
Disposal of Waste All waste classified as ‘hazardous’ is collected by specialist firms and disposed of in the approved manner.	This is the responsibility of the SBM

SECTION 8 – HEALTH AND SAFETY ADVICE

Information	Competent health and safety advice is obtained from: HSE website and e-mails Ealing Local Authority : Steve Dunham or Raj Choudhry
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Reviewed- Aidan Meech 2019