

## SECTION ONE

# HEALTH AND SAFETY POLICY STATEMENT

**Date**  
January 2018

**Review Date**  
January 2020

**Coordinator**  
Nigel Main

**Nominated Trustee**  
Chair of F&GP  
Committee

### **Aims**

**(include the intended impact on the children)**

- To provide and maintain insofar as is reasonably possible, safe and healthy working conditions, equipment and systems of work for all our staff and pupils.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To comply with the Health & Safety at Work Act 1974 and its associated legislation.
- To review and revise this policy as necessary at regular intervals.

### **Procedure**

#### **Inspection**

- All areas of the School will be inspected by a member of the Conducting Management Group, at least once a term, and a report made to the Board of Trustees.
- A member of the Board of Trustees will make an un-announced visit on a monthly basis and will check that Risk Assessments are in place.
- Visits of the Fire Officer and the Environmental Health Officer will be logged and their reports made available to the Board of Trustees.
- Risk Assessment – Reporting of Hazards
- Hazards are by definition things in the work place that have the potential to cause harm to children, workers or other people, if unrecognised or not dealt with. Identification of hazards permits their management by either rectification or minimisation of risk (i.e. the likelihood of serious harm occurring). Hazards can be variously what we do, the way we do it, the context/environment in which we do so. In order to deal with any hazard and avoid/reduce any risk, all staff members are responsible for bringing to the attention of Senior Management any activity, practice or aspect of the physical or living environment which could/does constitute a hazard. A report should be made on the maintenance site on the intranet and with line managers immediately on completion and raised at morning meeting in order that the matter can be dealt with as quickly as possible. While all

entries should be important (i.e. not trivial) some will require urgent attention because of the high-risk level. These must be brought to the attention of the Director verbally (or in his absence, a Senior Member of Staff). In this way, adequate action can be taken without undue delay.

- Procedures for dealing with accidents or incidents involving children, staff and visitors are supplied as Appendix 4.2 of this document.

#### **Accident & Incident Monitoring**

The frequency and seriousness of accidents and incidents are overseen by the Head of Education and Head of Group Living who meet weekly. A summary report of all recorded incidents will be made to the Board of Trustees. All accidents and incidents will be reported via the Record Sheets held in each house and in the Education office. On completion, these forms must be given to the Senior Administrator for a central file.

#### **Health and Welfare of Staff**

- The Trustees will check on the number of staff sickness and absence forms during their monthly unannounced visits. Absence levels are also monitored through the HR meeting.
- The Conducting Management Group will monitor stress levels amongst staff, recommend appropriate action where necessary, and report back to the Board of Trustees.

#### **Home Workers**

- Occasions when staff are working alone, either at School or away from it, will be identified and suitable measures taken to control risk.

#### **Fire & Emergency Procedure**

- Procedures for the evacuation of the building in the case of fire or other serious events which warrant such actions are available in the offices of each house, and each classroom. These procedures detail the process and routes of evacuations at various periods of the day. All staff should familiarise themselves with these procedures. The Head of Group Living, Head of Education and the Director are responsible for ensuring:
  - a) that the procedures are updated/reviewed regularly
  - b) that staff are informed through induction and training of procedures
  - c) that children & adults are taken through practice drills at appropriate intervals.

#### **Role of the Trustee Body**

The Board of Trustees holds overall responsibility for Health & Safety and receives regular reports from the management team. Health and Safety is a standing item on all agendas.

#### **Role of the Management Team**

The day to day responsibility for ensuring this policy is put into practice is delegated to  
The Director.

### **Role of Staff**

All employees have to:

- Co-operate with supervisors and managers on health & safety matters.
- Not interfere with anything provided to safeguard their health & safety.
- Take reasonable care of their own health & safety.
- Report all health and safety concerns to the appropriate person (as detailed in this policy statement).

### **Role of Parents / Carers**

They receive the Welcome Booklet stating the school's policy and are encouraged to share any concerns or risks in their work with the school.

### **Other Specific Policy Detail**

#### **Competency for Tasks and Training**

- Induction training will be provided for all employees to include general Health & Safety awareness.
- All staff will be trained in making Risk Assessments.
- All regular users of display screen equipment will be trained.
- All staff regularly handling food will be trained in food hygiene.
- Training records are kept by the Training Department and by individual staff.
- Training will be identified, arranged and monitored by the Training Officer.

#### **First Aid**

- The names of appointed first aiders are displayed in reception.
- First aid boxes can be found in: Reception, the Group living managers' office and the office of each house.

### **Raising Awareness of this Policy (those responsible)**

All members of staff will be given a copy of this policy and made aware of all revisions.

### **Monitoring the Effectiveness of the Policy**

The Conducting Management Group will check working conditions to ensure that safe working practices are being followed, and will review this policy biennially.

### **Appendices:**

Appendix 4.2.

#### **GUIDELINES / PROCEDURES IN CASE OF AN ACCIDENT / MAJOR INCIDENT REQUIRING ATTENTION BY A NURSE OR THE EMERGENCY SERVICES**

These guidelines and procedures apply to any major incident occurring at the Mulberry Bush School, including serious accident to/illness/death of a child or an adult. Guidelines and procedures apply to any major incident occurring at the Mulberry Bush, including serious accident to/illness/death of a child or an adult.

1. If a staff member observes or has an accident reported to him/her, attend immediately, assess the child and situation. If First Aid is required either provide it, if qualified, checking the child's breathing and for any breaks, or hand the task over to a competent First Aider. It is best not to move the child.

Encourage all onlookers to move or to be taken away.

2. The person in attendance, or another at that person's request, should inform a senior member of staff who will act as co-ordinator.
3. Using professional judgement, the Co-ordinator will arrange:
  - a) If injuries are not too serious but require some attention or investigation, take to Minor Injuries, Witney; the Bursar/Receptionist will have phoned ahead.
  - b) If injuries are serious or there is the risk that they may be, contact Emergency Services to summon an ambulance via 999 Service. Other essential emergency numbers are:
 

J.R. Hospital Accident and Emergency: 741166	01865
Witney Minor Injuries Unit: 209458	01993
Dr. Grimwade Bampton Surgery 850257	01993
OUT-OF-HOURS SERVICE 8995	0845 345
  - c) The School Address is:
 

The Mulberry Bush School  
Abingdon Road  
Standlake  
Witney  
Oxon, OX29 7RW

Tel No: 01865 300202
  - d) For the attendance of a staff member with the child on the journey and at hospital. Take along the child's medical card and the envelope in the medical records box with the phone card and money inside it.
  - e) Inform Parents and Social Services if child is in care, as soon as appropriate.
  - f) Further contacts with parents and others to keep them informed, or make arrangements for the parents to come down to be with their child.
  - g) Ensure that details of the accident are written up as soon as possible after the event occurs and update report as often as necessary.
  - h) Children and other staff are kept informed by co-ordinator about the child's condition, because of the natural concerns/possible shock and the likely anxiety they will have. Opportunity for groups to talk about the event with adults will be made with the guidance of the co-ordinator.
  - i) If it is clear that additional staff are needed for coverage, those on duty and due to go off duty may be asked to remain, while those off duty may be contacted and asked to come in as additional support. The senior member of staff co-ordinating will take these decisions, often in consultation with colleagues. In certain very serious circumstances Trustees will be contacted (Telephone numbers for all staff are held in the office, in on call bags and on the intranet)
  - j) If the Director is not on site, he is to be contacted and informed of the event as soon as possible.
4. The member of staff with the child at the hospital should phone the School regularly to relay any further information.
5. In emergencies or life threatening circumstances, permission to treat can be given by the member of staff in attendance, acting for the senior member of staff co-ordinating the situation.

6. When the accident has been treated and the situation stabilised, a risk assessment will be undertaken by the Head of Group Living/Director. Any recommendation resulting from the assessment which requires immediate attention will be dealt with promptly. Any longer term issues will be discussed by the Conducting Management Group internally and by the Board of Trustees.
7. A final report of the accident will be sent to the Referring Authority. In cases of very serious accidents, or one involving the death of a child, the Department for Education and the Department of Health will be informed as well as required by Law, as will be Ofsted, telephone number: 08456 404040.

**Note:** The same routine applies in all substantial respects to accidents/incidents involving adults on site.

**Co-Ordinator:** Nigel Main