

TRACKS-Education Policy for
Education in Hospital 1 (Airedale) and Education in Hospital 2 (BRI)
School Health and Safety Policy

Manager	Hannah Whittaker
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Prepared by	Jane Grace AHT
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Signed by Sally Birkbeck MC Chair	-----

Health and Safety Policy for BRI and AGH

Rationale:

The Health & Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to ensure, as far as is reasonably practicable, the health and safety of all employees while at work.

TRACKS Education will strive to ensure the provision of a working environment that is safe for both pupils and staff so that learning opportunities are enhanced in a way that is conducive and safe for all, but reflects the needs and constraints faced. For the purposes of this policy “pupils” refers to all the children and young people accessing TRACKS Education at TRACKS @BRI, TRACKS@AGH. As school provision within The City of Bradford MDC, TRACKS Education adopts and adheres to the policy and guidance as set out in the Health, Safety and Risk Assessment Documentation (<http://www.bradford.gov.uk/hands/index.asp>).

The premises used by TRACKS Education @BRI and @AGH are not owned by the LA, they are owned by the Health Authority. Therefore information needs to be shared regarding issues of Health and Safety and staff must be mindful to their guidelines.

TRACKS Education aims to:

- Ensure a safe and healthy environment for pupils and staff of TRACKS Education through liaison with Bradford MDC health and safety team.
- Provide stimulating educational opportunities for pupils with regard to Health and Safety guidelines.
- Establish and maintain safe and effective working procedures for all TRACKS Education premises.
- Ensure that workload and stress factors are taken into account.
- Make arrangements for ensuring health and safety in connection with the use, handling, storage and transport of articles and substances where appropriate.
- Ensure all employees have access to health and safety training as appropriate or as and when provided.
- Maintain all areas under the control of the Management Committee and Head teacher in a condition that is safe and without risk to health. The policy will therefore have to take into consideration the effects of the physical environments in which the delivery of education is sited.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.

- Set procedures to be followed in case of accident.
- Teach safety as part of pupils' curriculum where appropriate.

Guidelines for Governance and the Management Committee:

- The Management Committee will nominate a Management Committee member with responsibility for Health and Safety. The nominee will ensure that the policy is reviewed and that major Health and Safety issues are handled correctly.
- The TRACKS Education will nominate a member of staff to act as Health and Safety Officer.
- All members of staff will be made aware of the guidelines regarding Health and Safety and asked to familiarise themselves with those areas that directly concern their working environment and practices. All members of staff will be made aware that they are responsible for the reporting of Health and Safety concerns.

The Management Committee will:

- Monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Formulate emergency evacuation procedures for each site
- Make arrangements for the implementation of the LA accident reporting procedure
- ensure that regular safety inspections are undertaken

N.B. The Management Committee will deal with all aspects of maintenance which are under their control and report any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them; identify any member of staff having direct responsibility for particular safety matters. Such delegated responsibility must be defined as appropriate.

The Head teacher:

The Head Teacher is responsible for all Health & safety matters in school. The delivery of this responsibility can be delegated to the Deputy Head teacher and Senior Managers.

Staff

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and report them to the Health & Safety Officer
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Evaluate health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Provide for adequate instruction, information and training in safe working methods
- Where private vehicles are used to transport children to and from school, visits and functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used and they have the relevant insurance
- All staff must keep the TRACKS Education office informed at all times during the working day of their whereabouts
- If a trip or visit is organized then a risk assessment must be undertaken by the staff undertaking the visit and have this verified and signed by SLT before the trip or visit can be held
- NO trips or visits can be undertaken without a risk assessment or on an impromptu basis
- all TRACKS Education staff will require Enhanced CRB Clearance, this will be updated on a three yearly basis

- All new members of staff undertake a rigorous induction process and are made aware of all Health and Safety procedures that will affect their working practices which include daily routines and the Immunisation policy for the hospital settings

Pupils

If the concern relates to risk to the health of a child, TRACKS Education staff must consult the medical staff of that child and take direction, namely the safeguarding nurses in the hospital setting and the TRACKS Education named person and the pupil's family where appropriate. Pupils will:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of TRACKS Education and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Parents:

Are expected to support the school in any health and safety matters.

Health and Safety Guidelines:

Accidents and Incident Reporting:

- Any pupil complaining of illness or who has been injured should be, at TRACKS @BRI or TRACKS @AGH seen by a medical professional on the ward and referred to the parent or responsible adult present and to the medical professionals.
- TRACKS Education staff @BRI and at AGH do not undertake first aid treatments but refer to the medical professionals on the wards. Medical professionals would take charge of the pupils and reporting to parents. For staff and visitors at TRACKS @ BRI and TRACKS @ AGH, the medical team would take charge.
- TRACKS staff should complete an AB 1 form for employees, pupils or visitors who sustain an injury on the premises as a direct result of TRACKS Education or within the TRACKS Education school rooms. An injured member of staff, pupil or visitor should not continue to work if there is any possibility that further medical treatment is needed and should seek medical advice without delay.
- More serious accidents or incidents of violence are recorded on RIF 1 forms. These are completed where staff have an absence following an incident and where pupils need further medical interventions. These forms are obtainable from the TRACKS Education school office.
- If staff are concerned about the well-being of an injured or unwell pupil they should contact, for TRACKS @ BRI or TRACKS @ AGH the parent if present and medical team immediately. If an injury has been sustained, the pupil should not be moved by TRACKS Education staff.
- In the event of fatal or serious injury, and where TRACKS Education staff are in charge of the situation, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.

- Trade Union Safety Representatives must also be informed of injuries and dangerous occurrences
- Parents/guardians or next of kin must be contacted as soon as possible.

Administration of Medicines:

TRACKS @ BRI and TRACKS @ AGH will not be expected to administer medication due to the presence of medical professionals or a parent or responsible adult.

Asbestos:

TRACKS Education operates out of sites managed by third parties. All sites are requested to produce their asbestos policies as they are updated as outlined in the 'Premises and Management Policy'.

Car Seat regulations for the transporting of pupils:

TRACKS Education @BRI and @AGH do not transport pupils.

Cancellation of activities:

Where activities need to be cancelled, pupils at TRACKS @ BRI and TRACKS @ AGH are already supervised by parents, responsible adults and/or medical professionals.

Child protection:

TRACKS Education has a separate 'safeguarding policy' from TRACKS@BRI, TRACKS@AGH.

Driving on TRACKS Education business:

All TRACKS Education staff will at times drive on work business. TRACKS Education, prior to this on an annual basis require each member of staff to produce their insurance documents and provide proof of 'Business Use' cover on their car insurance and that the car is insured at their home address. Staff are also required to confirm that they hold a current and valid driving licence. It is the responsibility of each individual member of staff to maintain their own vehicles and be responsible for their own driving while out on such business. Staff are eligible to claim mileage beyond the first and last journey of the day.

Equipment:

Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

Fire:

- All staff must be fully conversant and engage with the fire safety plan and evacuation procedure for the building which they are working.
- All staff should make themselves and their pupils familiar with the positions of fire alarms, exits and muster points.
- Both sites must identify where they display their evacuation procedure in the case of a fire or the need for building evacuation. Practice evacuations will be supported by all TRACKS Education staff at the site at the time. These evacuations will be logged with the TRACKS Education business manager. All fire practice drills are at the discretion of the management of the premises we share.

At TRACKS @ BRI- the wider hospital fire safety evacuation procedures will be followed and supported for wards 17, 16 and 2.

At TRACKS @ AGH- the wider hospital fire safety evacuation procedures will be followed and supported for ward 17.

Upon exit of a building following a fire evacuation, all staff must register those in their care at the time and ensure their safety as far as is practicably possible until

either there is a return into the building or parents or other responsible adults take charge.

On hearing the alarm,

- Check that the working area is clear and close door upon your exit.

IF YOU DISCOVER A FIRE.

- Operate the Fire Alarm.
- Evacuate the building in an orderly fashion with those you are responsible for at the time
- Notify the Head Teacher and managers at the site you are operating from as soon as is practicably possible.

On hearing the alarm,

- Escort those in your care at the time out of the building.

YOU MUST USE YOUR PROFESSIONAL JUDGEMENT IF YOU DECIDE TO TACKLE A SMALL FIRE. DO NOT USE EXTINGUISHERS UNLESS YOU ARE CONFIDENT TO DO SO.

First Aid:

There are named persons who are qualified to administer first aid to casualties. These persons are employed by the hospitals. The responsibilities of appointed persons are:-

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that the first aid boxes/cupboards are fully stocked with designated items only.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to an additional medical care team or parent/guardian.

At TRACKS@ BRI and TRACKS @ AGH these are the medical first aiders at the hospital in the first instance.

Graffiti and removal of litter:

TRACKS Education staff are not responsible for this at any site.

Hazardous substances:

All harmful substances should be locked away in a cupboard designed for this purpose. These substances are not the responsibility of the staff at TRACKS Education @ BRI or @AGH.

Head Lice:

If a child contracts head lice, at TRACKS @ BRI and TRACKS @ AGH, the medical staff will be alerted.

Hot Drinks:

At TRACKS @ BRI and TRACKS @ AGH, hot drinks are not permitted to be drunk or transported around the ward. Hot drinks are only allowed in the staff only areas or in the canteen. Exception can be made to hot drinks in the classroom if the door is closed and no pupils are present. Hot drinks can be transported through the ward and to the schoolroom through the use of a sealed flask and/or sealed thermal cups.

Infection Control:

TRACKS Education has a separate 'Infection Control Policy' and an 'Immunisation Policy'.

Internet access:

TRACKS Education has a separate policy relating to the safe use of the Internet.

Manual Handling:

Staff are expected to use their professional judgement when lifting anything and seek assistance unless they are confident that the item to be lifted is well within their capacity to lift.

Staff who are expected to lift or move children or to routinely lift and carry objects must attend manual handling training and follow the advice they are given at such training.

Occupational health and work related stress:

There is no simple way of predicting what will cause harmful levels of stress. People respond to different types of pressure in different ways. We are committed to reducing the impact of workplace stress. Please see the separate "Stress" policy.

On Site Vehicle Movements

On site vehicular access is not the responsibility of TRACKS Education staff at any site.

Premises and Property:

- All staff members are to report any issues or identify any potential hazards regarding Health and Safety to their Ward Manager and TRACKS Education business manager for TRACKS@BRI and @AGH who in turn will report these to the Health & Safety Officer
- If the concern is in relation to procedures or property governed by the Health Service the concern must be passed to the Ward Manager who can in turn pass to their superiors in the first instance. The Health & Safety Officer must still be informed.
- All electrical goods must be checked by the relevant body at each site, it is the responsibility of SLT to ensure they contact this body in order for this procedure to be carried out.

Risk Assessment and maintenance of the premises and equipment:

Risk assessments are carried out on a regular basis. The purpose of the risk assessment is to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

Union health and safety representatives and LEA health and safety representatives are invited into school to carry out checks on a regular basis. Any concerns about health and safety should be reported immediately to the head teacher or a senior member of the staff.

Inspections of the building and premises take place regularly by the staff responsible on site and not those from TRACKS Education and any health and safety issues are dealt with immediately.

TRACKS @BRI and @AGH completes risk assessments annually in the following areas: -

- The school room
- Craft/design and technology equipment
- Manual handling assessments for staff who have to move heavy/ awkward loads.
- Fire risk assessments
- Display Screen equipment assessments
- Control of substances hazardous to health assessments
- Lone working
- Contractors working on-site
- Violence to staff
- Security
- Electrical equipment and the checking of this
- Staff using step ladders to reach at height
- Stress

Safety of children:

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head teacher before the activity takes place.

We do not take any child off the school site at TRACKS @ BRI or TRACKS @AGH.
Children should not be left unsupervised in a classroom or in any other TRACKS Education areas.

Safety of maintenance equipment:

TRACKS Education request that the sites operated out of confirm the completion of the testing/ maintenance of:

Electrical equipment not the property of TRACKS Education

Heating equipment and systems

Fire extinguishers

Mains electricity systems

TRACKS Education will test their own electrical equipment on a regular basis.

School Curriculum:

Health and safety is taught in the context of the curriculum through discussion, the completion of activities and tasks. The curriculum is designed to promote pupils academic, spiritual, cultural and physical wellbeing and to equip pupils with the life skills and knowledge and understanding to enable them to live positive, successful and healthy lives. We teach pupils respect for their bodies, and how to look after them-selves. Our school also promotes the spiritual growth and welfare of the children. Concerns are handled sensitively. .

School transport:

TRACKS Education @BRI and @AGH do not transport pupils.

School Trips:

TRACKS Education @BRI and @AGH do not undertake school trips.

Seat Belts:

TRACKS Education @BRI and @AGH do not transport pupils.

Users of Display screen equipment (DSE):

- Assess your DSE workstation annually to ensure safe working practices.
- Take breaks from using the DSE by carrying out other tasks. If this is not possible and following discussions with your line manager, take planned work breaks for a minimum of 5 minutes every hour or a minimum of 10 minutes every two hours.
- Promptly report any health concerns, which you feel, may be linked to the use of DSE to your line manager.

Violence to Staff:

The Management Committee are concerned about the possibility of staff being subjected to violence of any kind whilst working for TRACKS Education.

If any member of staff is subjected to any aggression while undertaking work for TRACKS Education they must inform the Head teacher immediately. In such cases:

- Staff are asked to keep written records of such episodes.
- An accident report form (AB 1 / RIF 1) should be completed and sent to the council Health & Safety Officer as appropriate
- Appropriate steps will be taken by the Head teacher to deal with such a situation.

If necessary, the Management Committee and LEA will be informed and involved.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Visitors :

Regular visitors and other users of the premises of TRACKS Education (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school and wear a Visitors badge. Visitors are expected to sign into and out of the premises and through liaison with estates, identify the need for them to be accompanied while on site. Visitors working with both the staff and pupils of TRACKS Education are required to wear their photo ID badge where one has been provided.

We will only choose contractors that are on the approved list held by the authority or have been used by the school in the past and have a good health and safety record. When Contractors arrive on site to commence work the following Safe Systems of Work will be followed:

- All staff will be informed of the works being carried out and any areas that are likely to be affected and the duration and timing of the works will be discussed.
- Any changes to the job will be discussed with the Head teacher or representative, and any changes affecting timing, or Health and Safety be looked at and action taken where necessary.
- All contractors working on site or sub contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
- All Contractors must sign in and out.
- Contractors' performance will be monitored during the works and appropriate action taken when necessary including stopping activities until satisfactory health and safety practices are in place.

Working in smoke free premises:

- All premises from which TRACKS@AGH and TRACKS@BRI operates are smoke free environments.

Monitoring and review:

- **The head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.**
- **The head teacher reports to the Management Committee annually on health and safety issues.**
- **This policy will be reviewed at any time at the request of the Management Committee, or at least once every two years.**

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Sue Sutcliffe & Jane Grace