

# Health and Safety Policy

## **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, TRACKS @ KS4 and TRACKS @ Home Tuition. 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>).

In some cases the premises used by TRACKS Education are not owned by the LA, they are owned by the Health Authority or are family homes. 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.

## **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. In the case of TRACKS @KS4,

the named person and the first aider will be consulted and for TRACKS @ Home Tuition the TRACKS Education named person and the ESW will be informed and the issue shared with the pupil's family. 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, at TRACKS @ KS4 by the qualified first aider on site and for TRACKS @ Home Tuition referred to the parent or responsible adult present in the first instance.
- Parents should be informed of all first aid treatment given by any qualified member of TRACKS Education staff who administered the first aid.
- TRACKS Education staff who are qualified first aiders and involved in treating children who are ill or have been injured must wear protective gloves and clean away any spilled body fluids using bleach.
- Administrative staff should complete the accident book for employees, pupils or visitors who sustain an injury on the premises. The book can be obtained in BRI school room, AGH school room, TRACKS @ KS4 school office and the TRACKS Education school office. An injured member of staff 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 'Accident / Incident / Violence Investigation' forms obtainable from the TRACKS Education school office.
- At TRACKS @ KS4, parents are contacted if there are any doubts over the health or welfare of a pupil who has become ill or been injured. At TRACKS @ Home Tuition a parent or a responsible adult is present at all times and would take charge. At TRACKS @ BRI and TRACKS @AGH medical staff would take charge of the situation and reporting to parents.
- At TRACKS @ KS4, in the event of a serious incident an ambulance may be called and a member of staff would accompany the pupil to hospital. Parents will be contacted and asked to go immediately to the hospital. It may be more appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. At TRACKS @ Home Tuition, the parent or responsible adult would take charge in the event of an ambulance being called. For TRACKS @ BRI and TRACKS @ AGH, the medical team

would take charge.

- 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 for TRACKS @ KS4 the qualified first aider immediately or for TRACKS @ Home Tuition the parent or responsible adult 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:**

At TRACKS @ KS4 medication can only be administered by staff if a doctor has prescribed it and the medication form has been completed by parents or carers. No medicine should be accepted from a pupil. Pupils who use inhalers for asthma should keep their inhaler with them at all times; they should also have a spare (labelled) inhaler in the Office. Staff at TRACKS @ BRI, TRACKS @ AGH or TRACKS @ Home Tuition will not be expected to administer medication due to the presence of a parent or responsible adult or a medical professional.

### **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:**

Regulations governing the use of child car seats come into force on Monday 18 September 2006. Under the new laws, children under 12 years old AND under 135 cms in height need to use an appropriate child restraint such as a child seat or booster cushion where seatbelts are fitted in cars. Three exemptions allow children 3 years to 135 cms in height to travel in the rear and use an adult seat belt:

- In a licensed taxi/private hire vehicle, if the right child restraint is not available; or
  - For unexpected necessity over a short distance, if the right child restraint is not available; or
  - Where two occupied child seats in the rear prevent the fitment of a third child seat.
- Further detailed information on the regulations can be found on the Department for Transport Think! Website at [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk) .

### **Cancellation of activities:**

Where activities need to be cancelled, pupils at TRACKS @ BRI and TRACKS @ AGH are already supervised by parents, responsible adults and medical professionals. Pupils at TRACKS @ KS4, parents need to be informed as soon as is known and possible, making alternative arrangements for school transport or staff returning pupils home. For pupils at TRACKS @ Home Tuition, the TRACKS Education school office will contact parents or responsible adults as soon as is practicably possible of the cancellation of activities.

### **Child protection:**

TRACKS Education has a separate 'safeguarding policy' for TRACKS@BRI, TRACKS@ AGH, TRACKS @ KS4 and TRACKS @Home

### **Critical Incident Policy:**

TRACKS Education has is a separate Critical Incident policy.

### **Driving on TRACKS Education business:**

All TRACKS Education staff will at times drive on work business. TRACKS Education, prior to this an 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. 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. Staff who work s home tutors claim an additional 10 minutes per hour for travelling time and expenses.

### **Equipment:**

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

### **Fire:**

- All staff must attend yearly Fire Safety courses on their site and a record of their attendance sent to the TRACKS Education business manager.
- All staff should make themselves and their pupils familiar with the positions of fire alarms, exits and muster points.
- All sites must display a copy of the evacuation procedures in the case of a fire. 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 a the discretion of the management of the premises we share.

At TRACKS @ BRI- the wider hospital fire safety evacuation procedures will be followed. An evacuation plan will be in place and displayed at all times in the TRACKS @ BRI school room on ward 17. Staff will also understand the evacuation procedure for ward 16 and ward2. At TRACKS @ KS4- the wider school fire safety evacuation procedures will be followed. An evacuation plan will be in place and displayed at all times in the TRACKS @ KS4 school rooms. 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,

- For TRACKS @ KS4, take the register and signing in sheet as you exit
- Check that the working area is clear and close door.
- Remember to check toilets for pupils as you leave the building.

AT TRACKS @ home tuition, fire evacuation will be through the nearest available exit while working in the home.

### **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.

**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. 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 medical care or parent/guardian.

At TRACKS @ KS4 this is a member of the TRACKS team. At TRACKS@ BRI and TRACKS @ AGH this is the medical first aiders at the hospital. At TRACKS @ Home Tuition it is the parent or responsible adult who is responsible.

### **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, AGH or @ KS4. For TRACKS @ Home Tuition all harmful substances are the responsibility of the adult or responsible person in attendance with the pupil and should also be away from the work area.

### **Head Lice:**

If a child contracts head lice, at TRACKS @ BRI and TRACKS @ AGH, the medical staff will be alerted. At TRACKS @ KS4, all parents will receive advice. At TRACKS @ Home Tuition parents will be alerted by the Home Tutor.

### **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.

At TRACKS @ KS4, staff and pupils are all entitled to hot drinks and are requested to take care when moving around the school rooms.

At TRACKS @ Home tuition, hot drinks are requested to be kept out of the working area and away from the pupils.

### **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 Management" 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, Lead teacher @TRACKS @ KS4 or the TRACKS Education business manager for TRACKS @ Home Tuition 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 Sisters who can in turn pass to their superiors in the first instance. The Health & Safety Officer must still be informed.
- If the concern relates to the property of another school the matter must be passed to the Head teacher of that school as well as the Head teacher of TRACKS Education.
- 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.

**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 each week by the staff responsible on site and not those from TRACKS Education and any health and safety issues are dealt with immediately.**

. This school completes risk assessments in the following areas: -

- Identified areas of the school and outdoor area eg security access doors, steps, toilets etc
- New and expectant mothers
- School visits
- 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
- Cookery activities
- Lone working
- Any work experience placements we may have
- Contractors working on-site
- Violence to staff
- Ball games
- Security
- Electrical equipment and the checking of this
- Staff using step ladders to reach at height

### **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. Pupils taken off site at TRACKS @ KS4 are taken off site with the prior permission of the parent. TRACKS @ Home Tuition take children out of the setting with the prior permission of the parent or responsible adult in attendance.

Children should not be left unsupervised in a classroom or in any other TRACKS Education areas.

### **Safety of maintenance equipment:**

TRACKS Education ask 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 own electrical equipment on a regular basis.

### **School Curriculum:**

Irrespective of the teaching site, health and safety is taught in the safe completion of activities and tasks in order to equip pupils with the life skills and knowledge and understanding, enabling them to live positive, successful and healthy lives. Where appropriate we teach children respect for their bodies, and how to look after themselves. Our school also promotes the spiritual growth and welfare of the children. Concerns are handled sensitively.

### **School transport:**

TRACKS Education school transport is provided through PTS and other providers for educational visits and only applies to TRACKS @ KS4.

### **School Trips:**

TRACKS @ KS4 and TRACKS @ Home Tuition identify that all visits out of school must not take place unless a risk assessment has been taken out first. Risk assessment forms should be used for this and should be given to the head teacher on completion.

For visits that are deemed 'adventurous' the school will follow the LEA guidelines and instructions.

Please refer to the school policy entitled school visits and adventurous activities.

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

### **Seat Belts:**

TRACKS @ KS4 and TRACKS @ Home Tuition only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. All children under 8 years of age (or under EU height restrictions) must use a car seat provided by the school.

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

### **Users of Display screen equipment (DSE):**

- Assess your DSE workstation.
- 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 should be completed and sent to the council Health & Safety Officer
- 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. All visitors are expected to both sign in and sign out of the premises if staying on site to work. 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 Education operates are smoke free environments. In cases of TRACKS Education staff operating in the pupil's home, persons present are requested to refrain from smoking for the duration of the visit. Smoking includes cigarettes, any other tobacco based product and e-cigarettes.
  
- 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.**

Reviewed: 2.3.15

To be reviewed: March 2017

JG