



<b>Policy Name</b>	<b>Health and Safety</b>
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**Live, laugh, learn!**

### **Mission**

Learning is for everyone (LIFE) is our pledge and through working together to teach children and young people in a safe, orderly, and supportively challenging environment, inspiring them to learn, excel and grow to be proud of their achievements

### **Vision**

Old Farm School aims to provide a transparent and consistent approach to supporting pupils identified as having additional educational needs in the city.

### **Values**

- A safe and orderly school environment for all
- A focus on all children and young people
- The offer of a curriculum to engage, stimulate, support and challenge
- Empowering Leadership all levels and permeate the need for Teamwork throughout Old Farm School and all partners we work with
- All Our partners Satisfaction and Support

### **Guiding Principles**

1. The safety, education, and welfare of our children, young people and our staff, are our priorities, and this must be reflected in our actions and our facilities.
2. A safe, supportive environment nurtures teaching and learning and understand the holistic approach of positive outcomes
3. Excellent teachers, quality advice and support are the foundation to positive outcomes. All educators are accountable for the quality of work provided to children and young people and they must be committed to the continuous improvement of that work.
4. All educators and staff must be continuous learners. They must be disciplined people, with disciplined thought and disciplined action.

5. The purpose of the Old Farm School is to ensure that each child or young person develops the capacity to think, reason and accept each other. All children and young people must develop those understandings, skills, and habits of the mind which make it possible to participate fully in the life of a diverse society and culture.
6. The focus of all Old Farm School activities must be on providing children and young people with quality experiences which engages them in meaningful learning.
7. Every child and young person must be understood, encouraged and supported to surpass their current level of learning for life. Differentiation is to include all children and young people therefore every attempt has to be made to match the diverse style of learning and varying levels.
8. All resources (time, people, space, information, budget, and technology) must be used effectively, efficiently, and continuously evaluated to improve the quality of education provided for our children and young people
9. A home/school/community partnership with open communication is essential in providing each child and young person the support needed to be successful.
10. Each parent or carer is a welcomed partner with the Old Farm School in providing a quality education to his/her child. Partnership input into every aspect of what we do as a school is absolutely essential to everyone's success.

## **Policy Statement**

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Proprietor and Head Teacher discharge their duties under the Health and Safety at Work etc Act 1974.

The staff team of the School and the Proprietor are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

## Roles and Responsibilities

The **Proprietor** has ultimate control of the school. He will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. They will:

- Promote a positive, open health and safety culture in school
- Report to proprietor on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

**Staff team** within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner

- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**All School Staff will:**

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

**Arrangements**

**Accidents and Incident Reporting**

- The accident reporting needs to be completed by staff involved on same day. This needs to be reported to RIDDOR, if applicable.
- All accidents should be logged in the accident book which is located in the school office. This should be done on the same day and parents/carers notified. All pupils have a medical care plan and this is completed as part of the induction should any 3<sup>rd</sup> party assistance is required, this should be made available to them.

**Administration of Medicines**

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept

- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school

### **Asbestos**

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

### **Educational Visits**

- All off site trips will be subject to risk assessment and approved by the Educational Visits Co-ordinator.

### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually

### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by Steve Graham/Michael Coldwell
- Evacuation times and any issues which arise are reported to the proprietor
- Fire extinguishers are checked annually by H E Wooley
- A separate fire safety policy and risk assessment has been produced

### **First Aid Provision**

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits

If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

### **Food Hygiene**

Old Farm School must be licensed by the District Environmental Agency to serve food.

Food storage and the task of preparation / handling pose risks to both staff and young people. It is therefore important to establish and maintain systems where good practice is promoted and risks are minimised. Everyone should endeavour to maintain high standards of food safety.

This involves duties such as cleaning and organising the areas where food is prepared. Pay particular attention to larders, fridges, cookers, worktops, and sinks, including all equipment used such as pans, cutlery, and crockery and cleaning materials.

Head teachers and staff those carrying out the above activities and are responsible for ensuring a safe environment and the promotion of good food preparation and practice.

Staff should have a thorough understanding of food hygiene and attend food hygiene training. A Basic Food Hygiene Certificate is desirable

Young people should be encouraged to participate in safe food preparation and encouraged to understand the need for good hygiene and thorough preparation of food.

## **RISKS – FOOD POISONING**

Food poisoning is the primary risk from eating food that has not been stored, prepared, cooked or served in accordance with food hygiene principles. Food poisoning bacteria are found everywhere, but especially on and in raw food, people, insects, rodents, pets, refuse and waste.

Some foods are particularly high risk. These are ready-to-eat foods, which support the multiplication of food poisoning bacteria and will be eaten without cooking or other treatment, which would destroy any bacteria.

Poor hygiene practices often result in food poisoning involving high-risk food. They include cooked meat and poultry, gravy, cream, dairy produce, desserts, cooked egg products, mayonnaise, seafood's and cooked rice.

All instances of food poisoning must be reported to the Head teacher, Environmental Health Agency and Ofsted.

Also the pupil's parents/carers must be informed.

## **GENERAL ADVICE ON FOOD PREPARATION AND STORAGE**

Ready-to-eat foods must always be kept separate from raw foods; this applies to storage and preparation. This is to prevent cross contamination from raw food to ready-to-eat food. There should be a minimum of 2 chopping boards; one to be used exclusively for raw food.

When using frozen food, the instructions on the packaging must be followed. Whilst some food can be cooked from frozen, others must be defrosted. Any defrosting must be thorough and according to the guidelines provided.

During preparation keep food at room temperature for the shortest time possible. The danger zone when food poisoning bacteria are able to multiply is 5°C to 63°C.

Food should never be left at room temperature for longer than 1½ hours. Pay special attention to buffets.

Staff involved in food preparation should ensure that food is thoroughly cooked. Special attention needs to be given to meat products that have been cooked on a BBQ, as this is a well-known danger area.

Dishwashers are recommended as the most effective means of ensuring clean germ-free crockery, cutlery and utensils, as most operate at temperatures above 63°C. In order to maintain their effectiveness, they should be put on a weekly empty cycle with salt, and the filter be emptied daily.

Wash hands thoroughly before handling any food. Any cuts or open wounds to the hands must be covered using a blue plaster.

Opened jars of food which are not to be consumed immediately must be labelled with the date of opening and kept in the fridge i.e. sauces, jams, spreads, etc.

Special attention must be paid to the use of cloths in food preparation areas to prevent cross contamination from raw foods to ready-to-eat foods. It is advisable for cleaning materials & cloths to be colour coded e.g. green for kitchens, red for Bathrooms, etc.

Waste and unfit foods must not be allowed to accumulate anywhere in the home.

A cleaning schedule should be adopted. This should identify what needs cleaning every day, or more than once a day or less frequently.

Where cleaning agents are used, the schedule should identify how they are used and at what strength.

It is the responsibility of the Head Cook to develop a schedule of cleaning and food safety routines. This must include: -

- Cleaning of food preparation areas
- Cleaning of equipment and utensils
- Cleaning of floors
- Cleaning of internal and external dustbin areas
- Checking expiry dates of goods before use
- Checking of refrigerator temperature (between 1°C and 4°C) - Once per day and record
- Checking of freezer temperature (between -18°C and -23°C) Once per day and record
- Cleaning of fridge, freezer and cooker
- Laundering of cloths and towels used in food preparation areas
- Maintenance of dishwasher i.e. weekly empty cycle.
- Use of any cleaning agents used

The school may be subject to an Audit / inspection by an Environmental Health Officer and food / preparation hygiene will come under scrutiny. Premises may be inspected on either an announced or unannounced basis; the main aim of the inspection is to help and advice. Environmental Health Officers provide a good source of information and help, and should be consulted on any matters where there is uncertainty about food hygiene.

### **Food Technology**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

### **Legionella**

- Rentokil Initial provides advice and has assisted with the preparation of the school's Legionella risk assessments.

### **Manual Handling**

- Pupils and staff must only lift equipment and furniture within their own individual capability
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

### **Site Equipment (when applicable)**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

### **Site Supervision**

- Appropriate levels of supervision will be maintained on site

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- They are all available on request for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

### **Slips Trips and fall on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school

### **Stress at Work**

- Proactive – staff meet on a regular basis (1:1 basis) to support emotional needs of staff
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's welfare policies and, if necessary, by accessing the Employee Health and Wellbeing Service.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school and applied to pupil individual risk assessments
- Pupils will only be allowed into or stay in classrooms under adult supervision

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

### **Violence at work**

- A risk assessment has been carried out for violence at work

### **Working at Height**

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.
  - Wear flat shoes whilst putting up displays
  - Not climb on furniture to put up displays