



SAFETY, HEALTH AND WELLBEING POLICY & ARRANGEMENTS

APPROVED

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SAFETY, HEALTH AND WELLBEING POLICY

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HEALTH AND SAFETY AT WORK ETC ACT 1974

1974 CHAPTER 37

An Act to make further provision for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work, for controlling the keeping and use and preventing the unlawful acquisition, possession and use of dangerous substances, and for controlling certain emissions into the atmosphere; to make further provision with respect to the employment medical advisory service; to amend the law relating to building regulations, and the Building (Scotland) Act 1959; and for connected purposes.

[31st July 1974]



1. PART 1: STATEMENT OF GENERAL POLICY ON SAFETY, HEALTH AND WELLBEING (SHAW)

The Local Governing Body and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the Local Governing Body and Headteacher have specific responsibilities to manage safety, health and wellbeing at the school level. These responsibilities are laid out in the Local Governing Body Scheme of Delegation and are covered in general terms in the County Council's scheme of delegation.

The Local Governing Body and Headteacher have responsibilities to fulfil the duties covered in the scheme of delegation and:

- To support the published policies and aims of the Suffolk County Council
 - To promote continuous improvement in the safety, health and wellbeing performance, and
 - To learn from experience of others with the overall aim of updating procedures and arrangements to meet high standards of safety, health and wellbeing management and risk control.
2. The Headteacher, as Local Safety, Health and Wellbeing Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council.
 3. The Local Governing Body will ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the wellbeing of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document is made available to all staff in the school.

2. PART 2: ORGANISATION AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELLBEING (SHAW)

The following Safety, Health and Wellbeing organisational structure, and roles and responsibilities are approved by the Local Governing Body and Headteacher.

2.1 LOCAL GOVERNING BODY

The Local Governing Body approves the Safety, Health and Wellbeing Policy of the school and monitors its successful implementation. The Committee further ensures that sufficient and appropriate resources are allocated to implement the Safety, Health and Wellbeing Policy. The Local Governing Body will specifically:

- Include Safety, Health and Wellbeing targets in the School Development Plan. Targets may include:
- Provision of facility for safety, health and wellbeing purposes
- Reductions in accidents/incidents □ Training for managers/staff □ Revision of policy/procedure.



- Nominate a Manager (SHAW) as a SHAW link between the Local Governing Body and the wider school community, who will stay up to date with school SHAW initiatives and inform the Local Governing Body accordingly.
- Be informed and updated of Suffolk County Council's Safety, Health and Wellbeing Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- Ensure that SHAW is an agenda item on Local Governing Body termly meetings, and receive a termly SHAW report from the Headteacher at this time. This report should include information on:
 - Progress of the SHAW targets in the School Development Plan
 - Accident/incident analysis
 - Relevant SHAW information received from SCC or its Advisers
 - Suggestion on future SHAW initiatives.
- Facilitate any necessary review of the school's SHAW policy and procedures as may become apparent.

2.2 HEADTEACHER

As the Local Safety, Health and Wellbeing Coordinator and Premises Responsible Person the Headteacher is responsible for the day-to-day management of SHAW. These responsibilities also extend to all on and off site school related activities. The Headteacher will advise managers of any SHAW issue where their support or intervention, either via systems or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

2.2.1 The contents of this policy are brought to the attention of all relevant persons.

2.2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered
- Appropriate control measures are implemented
- Assessments are monitored and reviewed as necessary.

2.2.3 There is a management system for monitoring the effectiveness of SHAW arrangements, which form part of this policy.

2.2.4 Appropriate staffing levels for safe supervision are in place.

2.2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- The fabric of the building
- Fire appliances
- Boiler/heating systems
- Portable electrical appliances
- Water systems
- First Aid facilities and equipment □ School vehicles/minibus.

2.2.6 An adequate needs analysis of SHAW training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:

- Premises Responsible Person for Headteacher and Business Manager
- SHAW Induction Training (for all new and temporary staff)



- Emergency/Fire Training for whole school community
- Fire Marshal Training
- First Aid
- Risk Assessment

and any further specific SHAW training identified by the training needs analysis as being necessary and appropriate.

2.2.7 Adequate and easily retrievable SHAW training records are available and up to date.

2.2.8 The school secures and maintains an arrangement for obtaining competent SHAW advice as required by the management of SHAW regulations.

2.2.9 A termly SHAW report is provided to managers.

2.2.10 The school has in place SHAW monitoring arrangements.

2.2.11 A school's Educational Visits Co-Ordinator is appointed and trained accordingly.

2.2.12 Contractors (including cleaning, caretaking and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accidents and incidents.

2.2.14 Emergency/Fire arrangements including Personal Emergency Evacuation Plans are formulated and reviewed as necessary and tested at least termly.

2.2.15 The Fire Risk Assessment is updated every two years and/or whenever significant changes or building works might affect the means of escape.

2.2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for SHAW in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff who may be tasked with the SHAW administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that they responsibilities are carried out.

2.3 BUSINESS MANAGER

The Business Manager will take on the above responsibilities in the absence of the Headteacher.

2.4 LINE MANAGERS

Line managers with responsibility for curriculum areas/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- The SHAW training needs of staff are identified and the Headteacher informed accordingly.



- New, transferred and temporary staff receive appropriate SHAW induction training.
- First aid provision is adequate.

2.5 TEACHING STAFF

Teaching staff are responsible for the SHAW of all students under their control and in particular must ensure:

- Students are given relevant SHAW information and instruction.
- Effective and appropriate supervision of students that they are responsible for / supervising.
- That appropriate safety instructions are given to all students prior to commencing practical sessions.
- That they are conversant with the school's SHAW policy and any arrangements specific to their own subject area.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- That they report any defective equipment to the relevant person.
- All accidents and incidents are reported and reviewed or investigated

2.6 CARETAKER

The caretaker is responsible to the Business Manager and in particular will ensure:

The removal from service of any item of furniture or equipment which has been identified as unsafe.

That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

As part of the contract arrangements with Vertas, they and cleaning staff

- only undertake work for which they are competent
- ensure any personal protective equipment issued is suitable for the task and that training is provided in the correct use of equipment
- work in accordance with safe working practices issued by Vertas and the school.

2.7 SAFETY, HEALTH AND WELLBEING COORDINATOR

The Headteacher may appoint or nominate a Safety, Health & Wellbeing Co-Ordinator to carry out the SHAW functions and maintain an overview of the SHAW organisation and management of the school, reporting to the Headteacher accordingly. Specific functions of the SHAW Co-Ordinator may include:

- Having an overview of the school's SHAW Policy and Arrangements, bringing amendments to the Headteacher where necessary.
- Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- Carrying out with the Headteacher and others as appropriate, the school's accident/incident recording, reporting and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm testing, etc.
- Advising the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.



- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular SHAW inspections, ensuring all areas of the school and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the SHAW of staff and others are kept to a minimum.

2.8 ALL EMPLOYEES (INCLUDING TEMPORARY AND VOLUNTEERS)

All employees are required to take care of their own safety, health and wellbeing whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their SHAW responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents/incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their line manager.

2.9 STAFF SAFETY REPRESENTATIVE (IF APPLICABLE)

Health and Safety at Work legislation provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Local Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- To investigate the potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee they represent relating to that employee's safety, health or wellbeing at work.
- To make representations to the Headteacher on matters affecting the SHAW of employees.
- To carry out workplace SHAW inspections.
- To attend SHAW related meetings.

A safety representative is not obliged to carry out any or all of the above functions and has no legal responsibility other than that which applies to all employees.

3. PART 3: ARRANGEMENTS AND PROCEDURES FOR SAFETY, HEALTH AND WELLBEING

All staff should have regard to their own Safety, Health and Wellbeing and that of others including students, clients, visitors and colleagues. Staff should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas (See Appendix A)

The following procedures and arrangements have been established within The Albany to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.



3.1 ACCESSIBILITY

The Albany is a single storey building surrounded by large grounds. There is good accessibility around the site and within the building there is access to a disabled toilet.

3.2 ACCIDENT / INCIDENT REPORTING, RECORDING AND INVESTIGATION

All incidents that occur on school premises must be officially recorded on the SCC Schools Incident Report Form which is kept in the Admin Office. This applies to all students, staff and others. It is the responsibility of the adult in charge of the student at the time of the incident to complete the form. Staff are briefed on how to use the form as part of induction and refresher training.

Every incident is subject to investigation as appropriate with a view to preventing recurrence. The Headteacher reviews relevant risk assessments after any incident or near miss and checks and signs every Incident Report Form. All incidents and management follow-up action are recorded on the school's Google Drive and are reported termly to the Local Governing Body as part of the Headteachers Report. The Local Governing Body will periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents.

In the case of more serious accidents the Business Manager will also access the SCC on-line Accident/ Incident reporting system and report the incident. In extreme cases additional report forms are required to be sent to the Health & Safety Executive.

3.3 ASBESTOS

The Asbestos Survey Record (red folder) is kept in the Admin Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher or Business Manager and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan.

3.4 COMMUNICATION AND INFORMATION MANAGEMENT

The Headteacher and Business Manager regularly check Suffolk Learning website for updates to the Safety, Health and Wellbeing and LMS pages.

This policy is available to all staff electronically via the Albany Handbook on ShareDrive and a copy is kept in the Admin Office in the central Policy File.

3.5 CONTRACTORS

All contractors must report to reception on arrival at the school, be signed in and issued with a 'yellow' visitor's badge. All contractors should be made aware of the Health & Safety arrangements in the school via the information contained within the Property File located in the Admin Office and be referred to the Asbestos Survey Record also held in the Admin Office. All work should be done in a safe environment for both the contractors and the staff and students in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary, eg Working at Height etc.

3.6 CURRICULUM SAFETY [INCLUDING OUT OF SCHOOL LEARNING ACTIVITY]

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities or taking students off site. Staff should be suitably qualified to teach certain activities eg. BCSA Mountain Bike/Off Road Leaders.



3.7 DRUGS & MEDICATIONS

Medicines can only be administered if accompanied by written authorisation and instructions from a student's parent. They will be kept in the Medicine Cabinet within the secure storage area (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of student, dose and then sign in the medicine record book held in the Admin Office. **See *Managing Medicines & First Aid Policy*.**

3.8 ELECTRICAL EQUIPMENT [FIXED & PORTABLE]

Inspection of all school portable electrical equipment is carried out regularly by a competent person. (Previously annually and now with a change in advice from DofE April 2012 this will be at least every two years). A record of this can be found within the Property File located in the Admin Office. No personal electrical equipment should be brought in and used in school unless they have been tested and have a valid report from a competent person.

Fixed electrical wiring is tested by a competent person every five years. This report can be found in the Property File in the Admin Office.

Any defective appliances or wiring should not be used and should be reported to the Headteacher or Business Manager. Only one plug per socket is permitted and where a multi gang extension lead is used, only one per socket is permitted. Daisy chaining of extension leads or multi gang extension leads is not permitted.

3.9 E-SAFETY

The Albany has a designated e-safety lead – Kirstie Land, Deputy Headteacher and details of safe use of technology is detailed within the Acceptable Use of ICT Policy. Student access to the internet is protected with a filtering and monitoring system. The wireless network connection is only accessible to staff and visitors and is password protected. Staff undertake Online Safety training delivered by the esafety lead. **See *Acceptable Use of ICT Policy*.**

3.10 FIRE PRECAUTIONS & PROCEDURES (AND OTHER EMERGENCIES)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. Fire action notices are displayed in key positions around the school and all staff and students must familiarise themselves with the location of fire doors and first exits so that they know as many as possible of the means of escape from the building. All staff should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use. Emergency exit routes must remain tidy and free from obstacles. **See *Fire Safety Policy*.**

3.11 FIRST AID

First aid kits are located as follows:

- Admin Office
- Science Classroom
- Staff Room
- Thrive Room
- Kitchen
- School minibuses

First aid kits are regularly checked and restocked. **See *Managing Medicines & First Aid Policy*.**



3.12 FOOD HYGIENE

All staff who cover cookery on the student timetable undertake and complete the Food & Safety Hygiene – Level 2 for Catering eLearning. Food is stored according to Section 3 of the Safe Catering Plan (pages 11-16) <https://www.food.gov.uk/sites/default/files/multimedia/pdfs/pdf-ni/safe-catering.pdf>.

3.13 GLASS & GLAZING

All glass in doors, panels and windows should be safety glass and all replacement glass should be of safety standard. During the annual condition survey an assessment of premises will be carried out to establish compliance.

3.14 HANDLING & LIFTING

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

3.15 HAZARDOUS SUBSTANCES COSHH

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements. As part of the Cleaning and Caretaking contract with Vertas, the management and control of hazardous substances used during the cleaning of the school will be the responsibility of Vertas.

3.16 HEALTH AND SAFETY ADVICE

Health and Safety advice is available from the Suffolk Schools and Corporate Health and Safety Adviser and from Suffolk Learning <http://www.suffolklearning.co.uk/leadership-staff-development/health-safetywellbeing>.

The Health and Safety Law ‘What you Need to Know’ poster is displayed in the Admin Office.

3.17 HOUSEKEEPING, CLEANING & WASTE DISPOSAL

Tidiness, cleanliness and efficiency are essential facts in the promotion of safety, health and wellbeing. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure shelves in storerooms are stacked neatly and not overloaded
- Keep floors clean
- Do not obstruct emergency exits.

The caretaker is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are secured within the car park away from the building. In bad weather areas will be prioritised and will be gritted or cleared of snow. **See Snow and Ice Policy.**

3.18 INFECTION CONTROL

Guidance on Infection Control in Schools and Other Childcare Settings is available from Public Health



England and the poster is on display in the admin office
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf.

3.19 LONE WORKING

Staff working on their own should notify a second person who will seek to contact them if they do not 'check-in'. Lone workers should avoid hazardous activities. **See *Safeguarding and Child Protection Policy***

3.20 LONG TERM EVACUATION PLAN / CRITICAL INCIDENT MANAGEMENT

See *Business Continuity Management Plan*.

3.21 MAINTENANCE / INSPECTION OF EQUIPMENT

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. Refer to the Property File located in the Admin Office for the maintenance and inspection records.

Equipment	Frequency
Boilers	Twice yearly
Emergency lighting	Annually
Fire Alarm	Annually
Fire Extinguishers	Annually
Fixed wire testing	Five yearly
Legionella	Monthly
Portable appliance equipment	At least every two years
Security Alarm	Annually
Water Testing	Annually

Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits) form part of the school's arrangements for checking the premises.

Visual checks on certain items are carried out daily by the Caretaker, for instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned every day.

3.22 MONITORING THE POLICY

The member of the Local Governing Body with delegated responsibility for Health & Safety, together with the Headteacher and Business Manager will carry out annual workplace inspections and monitor the implementation of this policy by staff, monitor accident reports/trends and complaints.

3.23 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE to be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

3.24 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

A PEEP may be required for staff, students or visitors with mobility, sight and/or hearing impairment, and may be required in other circumstances. Those with short term injuries and/or health conditions (eg broken leg) may also require a temporary PEEP.

PERSONAL SAFETY

All school staff, who may deal with students presenting challenging or threatening behaviour, have been trained in TeamTeach strategies to safely de-escalate and remove the potential risk of harm. **See *Relational Behaviour Management Policy***.

3.25 PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT / REPORTING DEFECTS

The Albany buys into the Core Package service administered by Vertas. Defects should be reported to the Business Manager. Repairs where possible will be undertaken outside of the school day.

Any major works will be discussed with the Corporate Property Adviser at the earliest opportunity. They will have a full risk assessment as standard overseen by a competent person and the SCC Form 13 procedure will be followed.

3.26 RESTRAINT

Staff are trained in TeamTeach strategies to safely de-escalate and remove the risk of potential harm. This rarely results in physical restraint, more often we use re-direction and other de-escalation techniques, but when it does the techniques taught to all staff involve the use of minimum force. Any restraint used is held for the minimum time required to remove the risk of harm. Parents must be notified of any restraint used and the details of the incident recorded in detail via Behaviour Watch. **See *Relational Behaviour Management Policy***.

3.27 RISK ASSESSMENTS

The Business Manager will make arrangements for risk assessments relating to school and site management, and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

A risk assessments for each student is available electronically to all staff on Sharedrive.

Activity related risk assessments are generated using Evolve.

3.28 SAFEGUARDING/CHILD PROTECTION PROCEDURES



A robust Safeguarding and Child Protection Policy is in place following Suffolk Safeguarding Children Board guidelines, is reviewed annually. All staff are informed of the safeguarding arrangements as part of their induction and made aware of its contents and the appropriate procedures to follow. **See Safeguarding and Child Protection Policy.**

3.29 SCHOOL TRIPS/ OFF-SITE ACTIVITIES

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations via Suffolk Evolve, an online system that provides the school with all the tools needed to create clear processes for planning, recording, approving and evaluating education visits. **See Education Visits Policy.**

3.30 SCHOOL TRANSPORT

The school has access to two leased minibuses. **See Minibus Policy.**

3.31 SECURITY

External doors are kept shut at all times to maintain site security. It is possible that as an educational setting The Albany may be a target for threats such as malicious/hoax telephone calls or suspicious postal items. Staff vigilance to anything unusual and being prepared is vital for safeguarding everyone. Any threats made to the school should be reported to the police by the Headteacher. Guidance Note 1a/2016 issued by the National Counter Terrorism Security Officer (NaCTSO) should be referred to full details <http://email.education.gov.uk/rsps/m/5VFBTH2fYHebsbcVdUzx2slf4VHhth4eB6mMDa5MSyY>

3.32 SMOKING AND USE OF E-CIGARETTES / VAPE PENS

Smoking and the use of e-cigarettes or vape pens are not permitted anywhere on school premises or in the grounds. The school has a qualified Smoking Cessation Worker to support staff or students who wish to reduce or stop smoking.

3.33 STAFF HEALTH & SAFETY TRAINING AND DEVELOPMENT

New staff are briefed about H&S arrangements (eg evacuation procedures, working at height, use of DSE) by the Business Manager as part of their induction and by their line manager for job specific health and safety competencies (eg use of hazardous substances). Relevant training will be made available as required on SSS.

Staff will receive refresher training on health and safety matters (including First Aid) at least once every three years. Records are maintained for all health and safety training attended by staff. Where possible records are properly validated by being countersigned and dated by the staff themselves.

3.34 STAFF WELLBEING / STRESS

The school subscribes to the Schools Advisory Service which helps with specialist wellbeing information, counselling services and access to fast tracked medical treatment. Staff are encouraged to discuss any stress and workload management issues with their line manager and where exhibit signs of stress, directed to undertake the SCC Health and Safety Toolkit Stress and Wellbeing. A referral will be made to occupational health services.



3.35 SUPERVISION [INCLUDING OUT OF SCHOOL LEARNING ACTIVITY/STUDY SUPPORT]

Students are to be supervised at all times. There are rotas for break and lunchtime supervision. Offsite activities should have the agreed ratio of staff to students as per the Guidelines for Educational Visits and Outdoor Educational Activities. All staff, managers and other volunteers are required to have enhanced criminal records clearance.

3.36 USE OF DISPLAY SCREEN EQUIPMENT

Staff using Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment.

3.37 VEHICLES ON SITE

Staff and visitors cars are permitted to park on site and taxis/deliveries can enter the car park for short periods. Due to the close proximity of the neighbouring school's pedestrian entrance all drivers using the car park are advised to stop at the gates ensuring that exit is clear before exiting onto Beard Road.

The two marked spaces for the school minibuses should be kept clear at all times.

All deliveries should be reported to reception.

3.38 VIOLENCE TO STAFF

Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher using either Behaviour Watch or via Accident / Incident Report form. Should this violence come from a member of the public, including parent / carer, towards our students or staff this should immediately be reported to the Headteacher to ensure the emotional and physical safety of staff or students.

3.39 VISITORS

Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitors badge at all times. They should leave their car registration number when they sign in and be made aware of the school safeguarding procedures. Visitors should be collected or taken to their appointment and should sign out on leaving.

3.40 WORKING AT HEIGHT

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The caretaker may need to work at height in the course of his duties. Ladders should be visually checked before each use. Students should not use steps or ladders at any time. Contractors should not use school equipment.

3.41 WORK EXPERIENCE

Arrangements are in place for allowing work placements and all students over the age of 18 are required to have enhanced criminal records clearance. Students on work placement are given induction training and are fully supervised. Placements tend to be PGCE or university placements.

4. APPENDIX A HEALTH AND SAFETY ORGANISATION STRUCTURE 2022/23

Task	Name of person responsible	Job title of person responsible
Health and Safety Policy review	Darryl James	Headteacher
Communication and information management	Darryl James	Headteacher
Critical Incident Management	Darryl James	Headteacher
Health and Safety Training	Darryl James	Headteacher
Personal safety procedures (also Schoolsafe)	Darryl James	Headteacher
Planned checks (procedures)	Sharon Flint	Business Manager
Planned checks (equipment)	Andrew Lambell, Vertas	Caretaker
Planned checks (premises)	Andrew Lambell, Vertas	Caretaker
Incident reporting/investigation	Sharon Flint	Business Manager
Coordination of risk assessment work	Sharon Flint	Business Manager
Fire procedures including personal emergency evacuation plans	Sharon Flint	Business Manager
Locally organised premises maintenance, repair and improvement	Sharon Flint	Business Manager
First Aid (training and equipment)	Sharon Flint	Business Manager
Vehicle control and pedestrian safety	Sharon Flint	Business Manager
Educational visits coordinator (EVC)	Sue Elsom	Challenge Learning Lead
Stress and Wellbeing	Sharon Flint	Business Manager
School Minibus	Nicki Hayward	Information Manager
Child Protection Co-ordinator	Nancy Sinclair	DSL
Supporting pupils with medical needs	Tracey Paris	SENCO
Premises Security	Andrew Lambell, Vertas	Caretaker
Contractors on site	Andrew Lambell, Vertas	Caretaker
Science curriculum Health and Safety	Hannah Sarjeant	Science Lead
External audit of Health & Safety	Sharon Flint	Business Manager
Monitoring of Health & Safety	Cath Bank	Governor