



## The Lioncare School – Health & Safety Policy 2017-2018

Policy Type and Title	Related Documents	Related Legislation/guidance	Author	Consultation	Curriculum Links	Date Created	Date for review
Health & Safety Policy:	Building Risk Assessment (2017) Fire Safety and Evacuation Policy (2017) Lone Working Policy (2017) Manual Handling Risk Assessment (2017) Physical Contact and Safe Touch Policy (2017) Use of restrictive Physical Intervention Policy (2017) First Aid Policy (2017) Handling Medication in School Policy (2017) Online Safety Policy (2017) Safeguarding and Child Protection Policy (2017) Risk Assessment Policy (2017) Behaviour and Anti-Bullying Policy (2017) Records and Retention Policy (2017) The Lioncare School Prospectus (2017)	The Education (Independent School Standards) (England) Regulations 2010 Department for Education Health & Safety: Advice on legal duties and powers Feb 2014 Health & Safety Executive Guidance for Education. Display Screen Equipment Regulations 1992	Gaynor May Senior School Administrator  Sara Fletcher Head Teacher	Headteacher Executive Director Celeste Balmer Senior Administrator with responsibility for Health and Safety	All Areas	August 2017	Next Review August 2018  Earlier in response to updated statutory guidance

### Introduction

At The Lioncare School Health & Safety is at the heart of everything we do. We attempt to ensure that all possible precautions are taken to keep employees, children and young people, visitors and contractors safe from harm.

Health and safety law applies to work activities carried out by the school, including off-site activities such as school trips. The law applies to risks to adults, children and young people and visitors created by those work activities. The law also applies to the work of contractors in the school.

## **Policy Statement**

The Lioncare School will undertake to ensure compliance with relevant legislation with regard to the provision of Health & Safety for all employees, pupils, visitors and contractors to Lioncare School and to ensure best practice by extending the arrangement as far as is reasonably practicable to children, young people and others who may also be affected by our activities.

Responsibility for Health & Safety at The Lioncare School is held by the Head Teacher. Delegated responsibility is given to the School Administrator who is the Appointed Person in regards to this policy. However Health & Safety is the responsibility of everyone. It is the expectation that all adults take reasonable care for their own health & safety and that of others who may be affected by what they do, or fail to do while working for The Lioncare School. Adults must comply with all Risk Assessments, policy and procedure; and highlight any concerns to line managers or the administration team immediately.

All aspects of Health & Safety provision is arranged and managed with due regard to The Education (Independent School Standards) (England) Regulations 2010. The Department for Education Statutory Guidance and The Health & Safety Executive Guidance for Education.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy and all associated documentation

If adults are seen to be to be or suspected to be in breach of this policy or negligent in regards to Health & Safety it may result in disciplinary action being taken under the organisation's disciplinary procedure.

**Our Health & Safety Policy requirements will be achieved by:**

**Having a robust and comprehensive first aid policy shared with all staff.**

**A cycle of appropriate first aid training delivered in partnership with the British Red Cross.**

**Systems for monitoring that well-provisioned first aid boxes are kept in key locations .**

**Having a robust and comprehensive Fire Safety and Evacuation Policy and Procedure.**

Having at least one trained fire warden

Having termly fire evacuations ( three per year) and systems for supporting how children and young people learn about fire and associated risks

Writing Personal Evacuation Plans when necessary

Ensuring all fire prevention and fighting equipment is well maintained

Undertaking regular building fire risk assessments, utilising external expertise as necessary

Having a robust and comprehensive policy for handling medication in school, including the appropriate storage of medications

Providing clear instructions and information, and adequate training, to ensure employees are competent to do their work including the aspects of the work associated with the inherent risk of violence

Having a robust and comprehensive Moving and Handling Policy

Having a robust and comprehensive Lone Working Policy

Having a robust and comprehensive policy for the risk assessment of behaviour and for curriculum activities and trips

Having robust and comprehensive management information systems for the recording of and, as necessary , sharing of, information, reports and data related to health and safety incidents, actions and compliance

Having Health and Safety issues as standing items at team meetings, in individual supervisions and in annual performance reviews and a weekly email update of current priorities

Having proportionate and planned induction programmes appropriate to roles and responsibilities.

Displaying a Health & Safety Law poster in the Lioncare School Administration Office and having an Employee Handbook and associated Guide to safer working practice so that all adults are aware of their rights and their responsibilities.

Reporting accidents and ill health at work under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Completion of a daily visual check of the building, a recorded weekly workplace inspection and an ongoing building risk assessment

Having an action plan for the continual development of excellent policy and practice with regard to Health and Safety at The Lioncare School