



**National
Autistic
Society**



**Vanguard
School**

HEALTH AND SAFETY POLICY

Version	Date	Distribution
2.0	13 th May 2019	NASAT Vanguard Project Group
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1 Introduction

This policy is written in pursuance of the Health and Safety at Work Act (1974).

The Vanguard School's Governing Body has the highest aspirations to ensure that the health, safety and well-being of every student and member of staff is protected and promoted. Our aspirations are that every child will look forward to learning and that through a safe and stimulating learning environment, both in and out of the classroom, every child will develop personally and make academic progress to the best of their potential.

Trustees and Governors are committed to the promotion of a safe and healthy environment for students, staff and other users of the school site. Local Governors are committed to the provision of adequate and appropriate safety training for staff.

2 Aims

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It will be established and maintained based upon sound management, vigilant supervision and the cooperation of all personnel (children and adults).

It is the aim of the school, as far as practically possible, to:

- Establish and maintain a safe and healthy environment
- Establish and maintain safe working procedures among staff and students
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport and movement of articles, substances and individuals

- Ensure the provision of sufficient information, instruction and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Maintain all areas under the control of the Governors and the Executive Principal in a condition that is safe and without risk to health
- Provide and maintain means of access to, and exit from, the school and its grounds that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the premises;
- Lay down procedures to be followed in case of accident occurrence
- Teach safety as part of students' day-to-day learning where appropriate
- Provide and maintain adequate welfare facilities

3 Roles and Responsibilities

All members of the school's working community (teaching and non-teaching staff, parents, students, placements, volunteers, visitors, governors and trustees) must work towards their school's aims in terms of health and safety by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others

- Reporting any previously unidentified hazards without delay.

4 Local Governing Body

The Governing Body ratifies this policy and through the Executive Principal will effectively implement, monitor and review its effectiveness.

In particular the Executive Principal as a member of the LGB will work towards the policy's aims by:

- Recognising that local Governors' corporate responsibility for ensuring that all Health and Safety regulations and guidelines produced by the Department for Education (DfE) are fully implemented
- Ensuring that safe working practices and procedures are applied
- Making termly inspections to ensure that a safe and healthy environment is maintained
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities.
- Monitoring and reviewing this policy as a member of the Governing Body and ensuring that necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety policy along with any national or local codes of practice and related legislation.
- Facilitating safety training for staff

- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well-maintained and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained
- Regular reminders to school staff teams that if a child's life or other person's life is in immediate danger from events linked to suspected terrorism, radicalisation and extremism then dialling 999 is appropriate; staff will also be kept aware of the confidential Anti-Terrorist Hotline number which is 0800 789 321

The SLT will assist with the daily operational management of Health and Safety and will support the school's aims in this context by:

- Monitoring general advice on safety matters given by the DfE and the LHSE and other relevant bodies and advise on their application to this school
- Coordinating arrangements for the design and implementation of safe working practices within the school
- Investigating any specific health and safety problem identified within the school, taking or recommending (as appropriate) remedial action
- Ensuring that any potentially unsafe method of working ceases on health and safety grounds on a temporary basis, subject to further consideration by the local Governors
- Assisting in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified

- Ensuring that staff with control of resources (both financial and other) give due regard to health and safety matters
- Coordinating arrangements for sharing information and for the dissemination of safety guidance and to make recommendations on the extent to which staff are trained on an individual basis
- Assist the Executive Principal as reasonably required

5 All Staff

Every member of staff is responsible for having a clear understanding of the health and safety arrangements of the school in relation to other staff, students and volunteer helpers under their supervision. In particular, staff will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including students
- Be aware of and implement safe working practices and set a good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate

- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and where appropriate, take action regarding health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Wear their identity badges at all times during the school day
- Wear safety clothing in keeping with activities undertaken and ensure students do also
- Provide for adequate instruction, information and training in safe working methods and recommend suitable training

6 Students

All students at the school are expected, in an age-related manner, to:

- Exercise personal responsibility for the safety of themselves and their fellow students;
- 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 their school and in particular the instructions of the teaching staff in the event of an emergency;
- Not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

The local Governors and Executive Principal will make students (and where appropriate, parents) aware of these responsibilities through direct instruction, letters and notices.

7 Other School Users

The following users must be made aware of relevant sections of the school's Health and Safety Policy:

- Contractors
- Voluntary workers
- Placements
- Parents and carers
- Other users of the site (hirers).

8 First Aid Arrangements

The school has a First Aid policy which all staff must be familiar with.

9 Reporting and Recording Accidents

In order to comply with statutory regulations, all accidents and injuries must be recorded in the school's accident record book, kept in the school office. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a serious accident. As a general rule, injured children should not be moved, unless the injury is judged to be minor or leaving the child would place it in greater danger.

An adult should stay with the injured child and send a sensible child to find a qualified First Aider to deal with the accident.

When a child has bumped or injured their head, the child must be seen by a first aider and a decision taken as to whether they need to be taken to the nearest Accident and Emergency department by ambulance. Each incident must like all others be recorded in the Accident Log. All children sustaining a head injury must have their parents/carers contacted where possible as soon as possible and a high level of supervision and monitoring to be in place until they go home. See the school's First Aid policy for additional information.

10 Fire Safety Arrangements

There will be a termly fire drill, which will be recorded in the Fire Log Book held in the office at the school. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures will be displayed in every room, with children made aware of the procedures. All staff must ensure that they are familiar with them.

The Site Manager is responsible for testing the Fire Alarm system on a weekly basis and recording the result in the Fire Log Book.

Fire fighting equipment is serviced annually, and the date noted on the log for each piece of kit.

At large gatherings all emergency exits must be well-signed, with clear access to these. A telephone must be available nearby for emergency calls.

11 Annual Safety Audit

A safety audit of the school will be carried out each year by the Site Manager, nominated governor and school senior leader.

The results of this audit will be reported to the local Governing Body.

12 Control of Substances Hazardous to Health (COSHH) regulations

All substances affected by these regulations will be clearly labelled and locked securely in a suitable store.

The school will keep minimum amounts of each substance. The responsibility for carrying out an annual COSHH assessment will rest with the Site Manager.

Staff using COSHH materials will be made aware of their safe use and the dangers of each substance.

13 Electrical Safety

All electrical appliances will be tested annually using the PAT (Portable Appliance Testing) protocol by a qualified electrician, with any deficiencies immediately remedied, or the faulty item removed.

Any faults developing at other times must be reported immediately, with the faulty device removed or disabled until repaired.

Only approved contractors will be employed to carry out electrical work or repairs.

Electrical equipment must be disposed of in keeping with regulations applicable to electrical disposals (WEEE).

14 Visitors

All visitors to the school must report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge which will be differently coloured from staff badges. Visitors lacking any one of photo ID and DBS certification will be accompanied at all times on-site by an appropriate member of staff.

Staff should politely challenge anyone in any part of any school they do not recognise who is not

wearing either a visitor's or the local authority's staff badge.

15 Dealing with Bodily Fluids

This takes place within the school's Bodily Fluids Policy.

16 Monitoring and Review

This policy will be reviewed annually by Governors.