



## **New Perspectives School Health & Safety Policy**

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## New Perspectives School Health and Safety Policy

### **1. HEALTH AND SAFETY POLICY STATEMENT OF INTENT**

New Perspectives School considers the health, safety and welfare of its employees, pupils, visitors and others who may be affected by its activities or actions to be of primary importance and a priority. In addition, we will ensure compliance with current legislation, approved codes of practice and safe working procedures.

We aim, so far as is reasonably practicable, is to ensure that all activities undertaken are managed in such a manner so as to adequately control all foreseeable risks to health, safety and the welfare of its employees, volunteers, children, parents/carers, visitors, contractors and sub-contractors.”

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation, New Perspectives School will pay particular attention to the provision of:

- A healthy working environment.
- A safe place in which to work with safe means of access and egress.
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures.
- Safe equipment and systems of work.
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety at Work etc. Act 1974.
- A comprehensive Health & Safety Policy subject to annual review by the Governing Board
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, children, volunteers and visitors.
- Appropriate procurement policies to ensure that New Perspectives School engages only competent contractors and sub-contractors, along with the sourcing of compliant machinery and materials as required.
- A suitable and sufficient safety management system.

To assist in the implementation of the Health & Safety Policy, adequate, competent health and safety professionals will be employed to advise on health and safety matters. Not only will appropriate external sources of information be consulted, but New Perspectives School/Care Perspectives will also seek advice from its employees, acknowledging their input and participation to be of paramount importance.

This policy can only be successful with the active co-operation of all employees. New Perspectives School/Care Perspectives therefore reminds all employees that it is their responsibility to cooperate with the employer by performing their assigned duties safely by following training and established safe working procedures, using any supplied safety equipment appropriately, by reporting or correcting unsafe acts or conditions and never undertaking a task that you are not qualified to do.

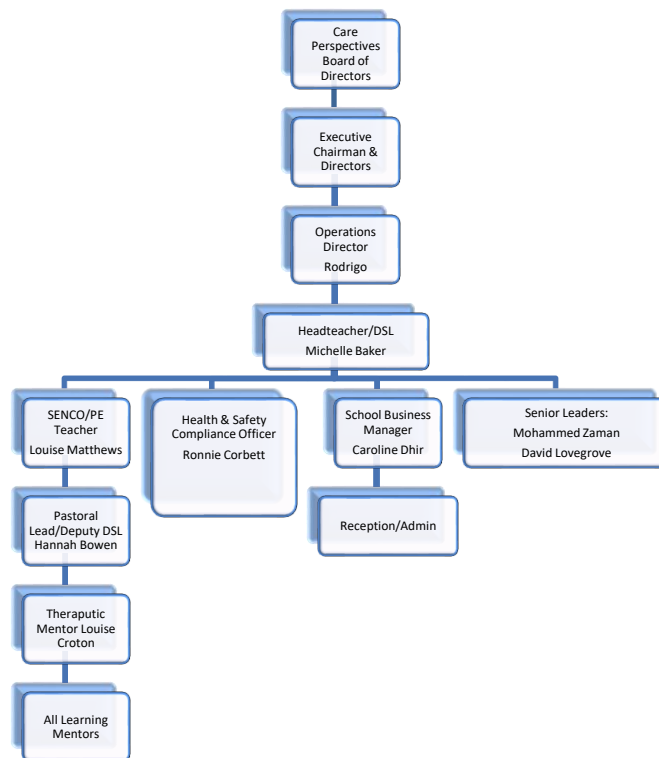
## PART 2: SAFETY ORGANISATION

### 2.1 The objectives of New Perspectives School's health and safety policy are:

Develop a positive Health and Safety culture among the staff and pupils of school through the following principles:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, its subordinate regulations, other statutory instruments and approved codes of practice.
- Paying due regard to current DFE guidance: [Health and Safety: Advice on Legal Duties and Powers](#)
- Ensure all the schools' facilities meet or exceed the current Independent Schools Standards applicable to the setting.
- Ensure that a suitable and sufficient assessment of risks has been carried out and where required proportionate and adequate control measures are put into place to reduce those risks as far as is reasonably practicable.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 of this policy.
- Protect personnel, whether they be employees, children, and members of the general public, visiting schools, contractors and their employees from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees and contractors in order that they may work in safety so far as it is reasonable and practicable to do so.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by employees.
- Ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation with staff and stakeholders on all matters is encouraged.

## The Management Structure within New Perspectives School with regards to health and safety



### Responsibilities of individuals within the Company

- New Perspectives School Board of Directors**

Direct responsibility for the management of all aspects of health and safety at work within Care Perspectives rests with the Board of Directors. They are to ensure that the company meets its legal obligations with regards to Health, Safety and Welfare in all of its operations and work activities. The Board monitors health and safety through the receipt of regular reports from the New Perspectives School Head Teacher.

They will ensure that competent advice is sought on H&S matters and, where required, ensure a robust policy is in place to satisfactorily manage H&S within the school. In addition, they will act on recommendations from competent persons ensuring H&S matters are adequately resourced in terms of time and finance. In addition, they will provide challenge to the school and the Head Teacher via the termly Governance process if audit reports and or other data indicate that the safety management system is not operating appropriately.

Has oversight over educational, and care activities across the group. Has delegated responsibility to ensure the company Health and Safety Policies are applied correctly to the setting and maintains a working knowledge of planned offsite visits with the responsibility of authorising any residential visits that are deemed to be level 3. Will work in conjunction with the Head Teacher to ensure company policy is applied to all activities in the school. They will lead the termly Governance process ensuring that all matters of concern are actioned in a timely manner.

**The Governing Body**

The Governing Body oversees the management and operations of New Perspectives school and has direct responsibility for the development of policy and management of all settings. The Governing Body will audit the school on a termly basis against various legislative criteria with Health and Safety forming part of the process.

**Head Teacher**

Has delegated responsibility for health and safety at New Perspectives School. Has responsibility for ensuring as far as reasonably practicable the implementation of the school's Health and Safety and associated policies. Whilst having overall responsibility for Health and Safety they will delegate various duties to named staff as detailed in appendix 1. In addition, they will have oversight over any Offsite Visits organised by school staff and will have final sign-off authority for all level 1, 1A and 2 visits in line with the settings Offsite Visits Policy.

**SENCO**

The SENCO will take day to day responsibility for health and safety, ensuring policy and procedure is followed in all curriculum areas. They will deputise for the Head Teacher during periods of absence.

**Pastoral Lead**

Has responsibility for welfare, health and safety matters concerning children outside curriculum areas. They will ensure Key Workers follow the relevant policies and procedures relating to health and safety and will ensure a dialogue is maintained with carers and parents of the children in our care. In particular, ensuring information relating to the health, safety and welfare of our pupils is kept up to date.

**Caretaker & Cleaner**

Has day to day responsibility for health & safety and property issues and ensures that the school is meeting its obligations in relation to fire, asbestos, legionella and current safety legislation. They will undertake weekly checks to ensure safety standards and the condition of the premises meet the required standards taking appropriate action to rectify failings, as such they are to bring to the attention of their manager any significant safety issues or serious failings, if for any reason these issues cannot be resolved in setting they must notify the Proprietors and Governing Body as matter of urgency. The Caretaker & Cleaner is responsible for ensuring all service functions within the school are carried out in line with the school H&S policy. In addition, they will ensure all contractors engaged by the school meet the company H&S and safeguarding controls. They will liaise with the Head Teacher to ensure where possible operational activities are worked around the school day.

**All Staff**

Have a duty to themselves and to others affected by their work with regards to health and safety. In addition, they are required to cooperate with the employer by following policy, training adhering to task risk assessments and safe systems of work to enable them to discharge their legal duties under health and safety legislation. They are to report any concern or failings to their Line Manager for investigation, in addition alerting the site and facilities manager to day-to-day issues.

**Children**

All children at New Perspectives School have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other children, staff and members of the public. This includes observing and cooperating with all reasonable guidance and support associated with promoting and maintaining standards of health and safety both on and off-site; and not to willfully misuse, neglect or interfere with things provided for their safety such as fire extinguishers and alarm systems.

**Visitors**

All visitors to New Perspectives School's premises have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, children, staff, contractors, and members of the public. They are required to cooperate with supervisors, line managers, safety representatives and the HSM, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

**Union Safety Representatives**

New Perspectives School recognises the rights of union safety representatives to carry out safety walks and make recommendations based on their findings to the designated member of staff with responsibility for H&S. Union representatives may also assist with accident investigations where their members are involved.

**Contractors**

It is the responsibility of all contractors and their employees to read and comply with the Contractor Control policy. Contractors will be vetted in accordance with New Perspectives School's Safeguarding and Child Protection Policy' to ensure that they meet safeguarding and safety criteria in all instances.

**Health and Safety Consultation (Schools)**

The Proprietors of Care Perspectives recognise that Health and Safety Committees are the appropriate mechanism for consultation with staff as set out in: The Safety Representatives and Committees Regulations 1977 & the H&S Information for Employees Regulations 1989. In order to meet this requirement, the school will hold a termly H&S committee meeting.



## **2.2 Health and Safety Committee**

The committee will comprise of the following school staff:

### **New Perspectives School Staff Members**

- Head Teacher
- Senior Leaders
- SENCO
- Pastoral Lead
- Caretaker & Cleaner
- Educational Visits Co-Ordinator
- Senior first aider
- Person responsible for recording and reporting accidents
- Fire Marshal

### **Departmental Representatives**

The following departments have been recognised as presenting a higher risk in their day-to-day activities and should send a representative or written report to committee meetings:

- Science
- PE
- Design, Technology & Art
- Catering

### **Staff Representatives**

The following Trade Unions and Professional Associations are able to send representatives, with prior arrangement to group meetings:

- NUT
- ATL
- NASUWT
- Unison
- GMB

### **Student Representation**

Represented via feedback from Student Voice meetings and Community Group meetings.

### **Frequency of Meeting**

The committee will meet at least termly

### **Appointment of Chair**

The head or their nominated representative will take the role as chair of the meeting

### **2.3 Terms of reference of the safety committee**

1. To assist the Board in discharging its responsibilities as defined by current Legislation.
2. To develop more detailed health and safety policies and guidance based on the Boards corporate policy.
3. To provide a mechanism for staff and Union safety representatives to raise health and safety concerns as required in the Safety Representatives and Committees Regulations & The H&S (Consultation with Employees) Regulations.
4. To make recommendations to the Head Teacher, Governing Board and Proprietors in relation to policy and procedure.

### **Tasks**

To meet the terms of reference, the Committee will undertake the following tasks:

1. To ensure New Perspectives School's Health and Safety Management System continues to be suitable and is operating satisfactorily at all levels.
2. Review at least annually New Perspectives School's Health and Safety Policy, identify good practice and advice from school staff and other organisations.
3. Receive a report from specific school staff on health and safety matters within the school and to act where necessary in response to the report.
4. Receive a report from the school's nominated person on reported accidents and first aid

incidents and action taken as a result of investigation into each incident, to consider emerging trends or patterns and to act where necessary in response to the report.

5. To receive a report on Offsite Visits from nominated staff on proposed and completed educational visits allowing issues to be highlighted and acted upon.
6. To facilitate at each meeting a provision for staff and Union representatives to raise matters of concern and to act where necessary.
7. To provide at each meeting provision for the pupils to raise matters of concern and to act where necessary.
8. To receive from time-to-time reports from inspections and audits to ensure that health & safety requirements are being complied with and to discuss any concerns raised.
9. To receive reports from the Site Supervisor/Fire Marshal on evacuation procedures and to act where necessary in response to the report.
10. To receive a report from the Head Teacher on significant educational matters.
11. To receive a report from the Head of Pastoral on significant care/safeguarding matters.

## **PART 3: SAFETY ARRANGEMENTS**

### **Introduction**

The safety arrangements set out below are for the information, guidance and compliance of all staff at New Perspectives School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and business activity. Under the Health and Safety at Work etc. Act 1974 (HSWA), the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and common law, employers and employees have a duty of care to the children in their keeping in their care.

In carrying out their normal functions, it is the duty of all staff to: so far as is reasonably practicable, prevent injury to individuals. This will be achieved by adoption of arrangements and procedures developed out of risk assessment for the proportionate control of risk.

More specific arrangements are set out below and will be amended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate with the Proprietors and Governing Board in fulfilling the objectives of Care Perspectives and a personal responsibility to take reasonable care to ensure that their actions do not cause harm or injury to themselves and to others

Employees are required to observe policies, special rules, risk assessments and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For general guidance on health and safety in education use this link:  
HSE Education page <http://www.hse.gov.uk/services/education/index.htm>

## **Specific Arrangements for Health and Safety**

### **3.1 RISK ASSESSMENT**

Responsible Person: see Appendix 1

This section of the Health and Safety Policy supports the school's separate policy on risk assessment and the subsequent control of such risks. The Head Teacher has overall responsibility for ensuring suitable and sufficient risk assessments are drawn up and reviewed. In addition, they will ensure that identified risks are proportionately and effectively managed. The Head Teacher will appoint a competent person/s to oversee risk management in the setting to ensure that the required risk assessments are in place and are adequately reviewed.

The competent person will ensure that all risk assessments required for the site, buildings and work tasks undertaken by staff and children at New Perspectives School are conducted in accordance with requirements. Risk assessments will be created using the company risk assessment templates and the significant findings of such assessments will be communicated to the staff affected. In addition, the school will keep an indexed master file of current signed risk assessments as a reference point for staff. Behavioural risk assessments and support for specific Children will remain in their own files to ensure confidentiality is maintained.

The school has adopted a common form of assessment for buildings and tasks along with a specific process for the assessment of offsite activities in order to have continuity in process. These forms and advice on their use can be obtained from the Head Teacher who will periodically review all risk assessments held for New Perspectives School.

Risk assessment is an on-going procedure requiring due diligence on the part of staff undertaking them, requiring regular review and, where necessary, revision. Unless a different period of review is specified, risk assessments should be reviewed annually. Risk assessments should also be reviewed whenever new substances, equipment, staff or children are introduced into the setting or when procedures and premises are altered. Revisions may also be necessary where monitoring procedures indicate that control measures are not working properly.

The Head Teacher along with their staff are responsible for ensuring that consideration is given to the identification of all reasonably foreseeable risks that might occur from carrying out their activities. Having identified all reasonably foreseeable risks they must ensure that the effects of such risks are either eliminated or managed appropriately and proportionately to the risk posed.

The school also recognises its responsibilities to new and expectant mothers along with children engaged in work activities or work experience. In all cases the appropriate risk assessments will be carried out alongside such persons with suitable control measures being put in place.

New Perspectives School has identified the following areas where higher risks may be present:

Curriculum and care:

- Physical Education
- Design and Technology
- Art
- Science
- Behaviour management & placement assessments
- Offsite Visits
- Work Experience

Estates:

- Catering
- Cleaning
- Maintenance activities

In each of these areas responsible staff are authorised to seek specialist advice in conjunction with the Governing Body.

### **3.2 DISPLAY SCREEN EQUIPMENT (DSE)**

Responsible Person: see Appendix 1

All PC's, laptops and communication devices are classed as DSE. Any workstation provided on site must meet the requirements laid out in the DSE regulations.

HSE guidance on DSE issues can be found at the following: [Display Screen Equipment \(DSE\)http://www.hse.gov.uk/msd/dse/index.htm](http://www.hse.gov.uk/msd/dse/index.htm)

#### **a. Definition of habitual users**

The following factors are those that should be considered to help establish whether a person is defined as a user by the Regulations:

- Can the job not be done without DSE?
- Does the worker have no discretion over whether to use DSE?
- Does the task require significant training or special skills?
- Is DSE used for periods of an hour or more at a time, and more or less on a daily basis?
- Does the task depend upon the fast transfer of information between the worker and screen?
- Are attention and concentration demands high?

If most or all of these questions are answered in the affirmative, the person is a 'user' or 'operator' of DSE for the purposes of the law.

### **Workstation Assessment**

The HSM will arrange for workstation assessments to be carried out using the company DSE assessment sheet. At New Perspectives School the Head Teacher will ensure suitable arrangements for DSE assessment and provision are in place.

The company is committed to acting on the findings of such assessments and to being proactive in meeting the requirements of the DSE regulations.

### **Sight Screening**

Where assessment indicates sight screening for specific VDU use is required the company will meet the costs of such eye tests

Where corrective spectacles are prescribed by the optician **specifically for VDU work** the employee will be reimbursed for the cost of the basic lens and frame prescription. The Head Teacher should be consulted before any commitment to purchase eyewear is made.

### **Working Arrangements/Good Practice**

The HSM has produced guidance for all staff employed by the company on the safe use and set up of DSE and projectors. This will be issued to all staff required to use DSE and will be used when setting up new workstations.

Whilst no employee is required to work from home staff should recognise that any such work is subject to the DSE regulations, and they should follow the guidance issued by the company in respect of DSE.

### **DATA SECURITY**

All staff have a duty to prevent sensitive and confidential data from becoming public. Staff are required to follow New Perspectives School's policies, procedures and guidance on confidentiality, data protection and e- safety.

### **3.3 VISITORS AND CONTRACTORS**

The Proprietors of New Perspectives School acknowledge their duty of care to all visitors and users of company premises and will make every reasonable effort to ensure that visitors are aware of the relevant procedures laid out in this policy. In addition, they recognise their duty of care to manage all safeguarding and child protection issues in the best interests of the children in our care.

#### **Visitors/Contractors**

All visitors to the school will be required to produce suitable ID and to sign in and out at main reception. Here they will be issued with the appropriate pass and documentation including information concerning their health and safety whilst on site. A member of staff will be assigned to supervise each and every visitor or contractor on site in accordance with the New Perspectives School's Visitors Policy and Safeguarding and Child Protection Policy. The level of supervision required for a particular visitor will be risk assessed based on evidence of suitable safeguarding checks, annual number of site visits required and their anticipated proximity and access to children.

In addition, all visitors to the school will be given written or verbal guidance on the safeguarding arrangements in place including the names of designated persons and the actions to be taken if disclosure occurs.

Full details of New Perspectives School's procedures for site security can be found in Appendix 4 of this policy.

### **3.4 ARRANGEMENTS FOR THE SUPERVISION OF PUPILS AT NEW PERSPECTIVES SCHOOL**

New Perspectives School has established clear routines in relation to the supervision of pupils; and senior staff are responsible for ensuring these expectations are clearly communicated and adopted by all professional staff with supervisory responsibilities.

The arrangements for the supervision of pupils at New Perspectives School are as follows:

- Morning: On arrival at school staff will escort pupils from their transport to the canteen for breakfast under the supervision of staff.
- Break time: Pupils will take their break in the canteen or in the playground under the supervision of staff.
- Lunch time: Pupils will take lunch in the canteen and then leisure activities under the supervision of staff in the playground.
- End of school day: Pupils requiring transport to and from school will be released into the care of transport escorts when transport arrives at the school.

At no time are pupils allowed unsupervised time outside the school buildings during the school day.

### **3.5 LABORATORIES AND PRACTICAL AREAS**

Responsible Person: see Appendix 1

The Proprietors and Governing Board acknowledge the guidance issued by competent authorities on the layout and provision of laboratories and workshops. This includes guidance issued by DATA (Design and Technology Association) and CLEAPSS (Consortium of Local Education Authorities for



the Provision of Science Services). The school offers science to KS2 – 5 and as such will ensure membership of CLEAPSS and will follow the guidance issued in relation to science and D&T provision including holding chemical safety data sheets for chemicals stored on site. The school holds no radioactive sources and as such has no appointed Radiological Protection Supervisor. The Proprietors also acknowledge the necessity for **prior** training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance of certain equipment.

In line with the best practice from CLEAPSS there will be a specific D&T and Science H&S policy in place.

### 3.6 WORK EQUIPMENT


Responsible Person: Caretaker & Cleaner

The Proprietors and Governing Board acknowledge their obligations under the Provision and Use of Work Equipment Regulations (PUWER98) and the Electricity at Work Regulations.

These apply to the purchase, sale and use of all equipment at New Perspectives School. Company procurement policies must take these regulations into account.

Information on PUWER can be found following this link to the HSE: [Short guide to PUWER](http://www.hse.gov.uk/pubns/indg291.pdf)<http://www.hse.gov.uk/pubns/indg291.pdf>

In accordance with the Electricity at Work Regulations 1989 all portable electrical equipment (equipment powered via 3 pin plug) in use on New Perspectives School property will be subject to a suitable scheme of inspection. For equipment owned by New Perspectives School and its staff, an inspection and testing process will be carried out as follows: Class I and Class II (Double insulated) and will be subject to visual and portable appliance testing (PAT) before coming into use and at set periods thereafter, the results will be held on a central register of testing in the school office. All inspected and tested equipment should be marked to indicate it is in test. The period of test is determined by equipment type and use. The following table can be used as a guideline to determine test intervals:

Equipment type	Period of test
Double insulated (Class II) items showing this symbol:  Phone chargers etc.	PAT and visual inspection 6-12 months
PC's, televisions, photocopiers, fridges and freezers	3 yearly
Portable equipment in daily use such as fan heaters, fans, irons, food mixers	annually
Vacuum cleaners, maintenance power tools	3 – 6 months ( visual) annual PAT

Electrical equipment belonging to children should be visually inspected whenever it is brought onto site. Details of the inspection will be recorded in the central register every half term. Staff will follow the procedures and practice in the company guidance on electrical equipment inspection when checking children's property.

Staff must declare all new and personal electrical equipment brought onto site. Failure to follow this policy will result in the equipment being put out of use.

Information on portable appliance testing can be found on the HSE website: <http://www.hse.gov.uk/pubns/indg236.pdf>

The school has identified the following items of equipment that have legal requirements to be serviced at specific intervals. Where in the control of the school these systems will be serviced as per the requirement so the regulations and records will be kept to evidence this.

- Local Exhaust Ventilation (LEV): D&T, chemistry fume cupboards
- Pressure vessels: Science

- Gas cylinders: science, D&T and Estates
- Machines: D&T, Food Tech, Textiles, catering
- Heating Plant: across site
- Hot water generating and thermal control plant
- Electrical equipment: across site
- Access equipment (ladders and tower scaffolds)
- Fire and emergency systems.

### 3.7 HAZARDOUS SUBSTANCES










Responsible Person: see Appendix 1

When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are in place to prevent injury to health.

Adequate precautions should follow the COSHH (Control of Substances Hazardous to Health) hierarchy of control:

- Substitute
- Isolate process
- Use engineering controls
- Limit exposure
- Use PPE
- Supervision and training

No new materials or chemical substances are to be brought into use unless an assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out; identified measures are in place and clearance given for use by the Site & Facilities Manager. The Caretaker & Cleaner will provide guidance and assistance on the production of COSHH riskassessments using the company's COSHH assessment template. The end user department must hold a safety datasheet (not more than 2 years old) for each substance in use.

<b>Where a product carries any of these symbols indicating an elevated risk, the assessment process must include specific information on how and where they will be securely stored. This includes in classrooms during lesson when it will be used, How access will be managed and the processes for its use.</b>	What do the COSHH symbols mean?		
	 Dangerous to the environment	 Toxic	 Gas under pressure
	 Corrosive	 Explosive	 Flammable
	 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

For chemicals and preparations used in science the relevant CLEAPSS assessment will cover this requirement provided that it covers the intended use.

The Material Safety Data Sheets (MSDS) along with the relevant COSHH assessment will be held in a clearly marked file in the administration office of each facility and the MSDS along with safe working practice information will be held at the point of use:

- Science: prep room
- Maintenance: School administration office or maintenance store
- Cleaning copies: in all cleaning cupboards
- D&T: D&T storeroom
- Art: Art store cupboard

Information on chemical safety data can be found using the following link:

[International Chemical Safety Card Alphabetic index by chemical - synonyms in italics](http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm)  
<http://www.ilo.org/public/english/protection/safework/cis/products/icsc/dtasht/index.htm>

### **3.8 ASBESTOS**

Responsible Person: Caretaker & Cleaner

The Proprietors and Governing Board acknowledge their duties under the Control of Asbestos Regulations 2012. The Governing Board has responsibility for ensuring that the building at New Perspectives School has been assessed for the presence of asbestos. In accordance with the regulations. Surveys undertaken show that no asbestos is present in the current school building. A copy of this survey will be held with the building survey files. If any suspect materials are identified the site officer will cease all works in the area and immediately inform the Company EPM. The EPM will arrange for sampling to be undertaken and dependent on its findings a suitable management plan to be put in place.

### **3.9 WASTE DISPOSAL**

Responsible Person: Caretaker & Cleaner

As a producer of waste we have a duty of care to ensure that our waste is legally and safely dealt with. All waste transfers must have a waste transfer note and companies removing waste should be able to provide an auditable path for the waste up to its final disposal. Staff should bear in mind that only 'General Waste' should be placed in bins for the collection by cleaning staff. This waste includes:

- Wood
- Paper
- Cardboard
- Plastics
- Plasterboard
- Textiles
- Empty Containers

All other types of waste require special treatment and separate documentation, staff must book collection and disposal arrangements with the responsible person in advance. On no account must special waste be disposed of without consultation with the Governing Body.

The responsible person is responsible for making arrangements for the storage and transfer of General and Special Waste. The responsibility includes:

- Storing waste safely and securely.
- Checking the company taking the waste away is legally authorised to do so.
- Ensuring a written description of the waste is handed over.
- Ensuring that waste transfer tickets are correctly completed and received for all disposals.
- Maintaining a record of waste transfers.

The Proprietors and Governing Board wish to promote the recycling of waste where appropriate and staff are asked to make use of facilities which may be provided from time to time.

### **3.10 CATERING**

Responsible Person: see Appendix 1

The safety of food and its preparation in the main kitchen is the responsibility of the person outlined in Appendix 1 of this policy. The Proprietors and Governing Body are aware of their responsibilities under the Food Hygiene Regulations and the Government's Healthy Eating Policies. New Perspectives School is registered with the local EHO under the Food Hygiene Regulations 2006 and as such is subject to periodic food hygiene inspections.

All staff engaged in the preparation of meals for children and staff at New Perspectives School are expected to hold a current Level 2 Kitchen Hygiene Certificate and undertake appropriate refresher/requalification training in accordance with recognised timescales. In addition, staff are to wear clothing in line with good practice in food preparation.

Staff teaching food technology must also hold as a minimum the Level 2 Hygiene Certificate and will have direct responsibility for all food safety matters within the room/s allocated for the teaching of food technology/cookery.

Guidance and food preparation records can be found on the FSA website via the following link.

[Food Standards Agency safer food for better business](http://www.food.gov.uk/business-industry/caterers/sfbb/#.UlvJNetwblV)

<http://www.food.gov.uk/business-industry/caterers/sfbb/#.UlvJNetwblV>

### **3.11 OFFSITE ACTIVITIES**

Responsible Person: see Appendix 1

It is the belief of the Proprietors and the Governing Board that all staff should be encouraged to organise and take the children in our care on off-site visits, and requires employees to follow the guidance on offsite visits as set out by the Outdoor Education Advisers Panel and the HSE along with the New Perspectives School Offsite Visits Policy

Off-site visits should be discussed with the Head Teacher as part of the planning process to ensure they are covered as part of the current insurance provision. The insurance market was impacted by the Covid Pandemic so general policies have more exclusions and restrictions and a greater range of activities are viewed as specialisms requiring delivery under professional memberships and qualification auspices.

For more information on off-site visits use the following links:

[National Guidance | Guidance for the Management of Outdoor Learning, Off-site visits and Learning](http://oeapng.info/)

[Outside theClassroom](http://oeapng.info/) <http://oeapng.info/>

[HSE School Trips](http://www.hse.gov.uk/services/education/school-trips.htm) <http://www.hse.gov.uk/services/education/school-trips.htm>

The Head Teacher is responsible for co-ordinating health and safety matters in relation to offsite visits conducted by New Perspectives School. The Head Teacher will appoint a staff member who will complete Local Authority Educational Visits training and will act as Educational Visits Coordinator for New Perspectives School. All staff must follow New Perspectives School's Offsite Visits policy and use the visit assessment process detailed therein. The Head teacher has delegated responsibility for authorising Level 1 and 2 visits. Final authorisation responsibility of Level 3 visits rests with the Head Teacher. All Level 2 and 3 visits must be notified to the Head Teacher for inclusion in the H&S report to the New Perspectives Governing Board.

Staff using their own vehicle on official New Perspectives School business must ensure that their insurance policy covers their vehicle for Business use and that their vehicle is roadworthy, fit for its purpose and continues to have a current MOT Certificate (where appropriate).

### **3.12 FIRST AID, ACCIDENTS AND ILLNESS**

This section of the H&S policy forms the school's written

First aid policy Responsible Person: see Appendix 1

The Governing Body acknowledges its duties under the First Aid at Work Regulations to its employees and its common law duties of care to visitors and children in its care. The responsible person for each site has been charged with maintaining adequate first aid cover during the operating hours of the site by:

- Ensuring a suitable number of full and emergency first aid trained staff are available at all times the setting is operational (this should include the provision of first aid on Offsite Visits): This will be a mix of:
  - FAW First Aider at Work (3 day course) with a minimum of one of them being the PE teacher
  - FAW Emergency First Aider at Work (1 day Course). Assessing with the view that the



majority of school staff are working with this level of first aid qualification.

- Where circumstances indicate that children under the age of 8 will attend the setting ensure additional Paediatric elements of first aid are taught and assessed.
- Ensuring relevant staff receive appropriate training in the treatment and procedures associated with potential injuries connected with specific hazards identified in teaching subjects such as science and D&T.

- Liaising with the training manager to ensure that first aid training is kept up (refreshed every 3 years) to date with an external first aid training provider and the training matrix is similarly updated.
- Ensuring staff visitors and children are aware of how to summon first aid assistance and who is able to provide that assistance. A notice detailing trained staff will be posted in each classroom, office and staffroom on site and the latest list of trained staff forms part of Appendix 2 of this H&S policy.
- Ensuring a sufficient number of suitably stocked first aid kits are available across the site (HSE 10-20 person) including company vehicles. Details of specific locations are found in Appendix 2 of the H&S Policy
- Adhering to the NMS for schools ensuring first aid kits are present in all science labs, D&T practical areas, art practical areas, food technology rooms (blue plasters) and Kitchens (Blue plasters). Such first aid kits should be suitable to meet the possible hazards found in these locations:
  - Eye wash in science, D&T, art
  - Instant ice for PE and travel kits
  - All kits to contain resuscitation masks as part of biohazard management.
- Monthly checks and restock of site first aid kits (including sign off monthly check).
- Ensuring that PE staff have access to first aid kits when leading sporting activities in setting or at away fixtures.
- Ensuring a suitable equipped room is available at all times for the treatment of children, staff and visitors and that the room remains in a clean and serviceable condition at all times the school is open.

### **Management of suspected fractures**

In all cases where a fracture is suspected the casualty must be sent to A&E without delay.

When treating a child or member of staff for a suspected fracture, a dose of paracetamol can be administered to assist with the pain management (providing consent to administer has been obtained from the legal guardian of the child). This can only be carried out by staff that have undergone administration of medicines training or on the advice of medical professionals contacted in relation to the incident. All doses must be recorded and details sent with the casualty to hospital.

### **Taking staff and children to hospital**

When a child or member of staff is injured beyond the ability of the first aider to treat the injury, or they exhibit signs of serious illness, they should be sent to hospital. Depending on the severity of the situation this may be by ambulance or school vehicle.

### **An ambulance must always be called for:**

- suspected fractures to the leg, neck and back;
- head injuries resulting in loss of consciousness;
- strangulation/ligature events;
- medical shock;
- cardiac problems; or
- severe breathing difficulties.

### **Hospital attendance is also required for:**

- suspected overdoses
- severe cuts
- arm and rib injuries

- ongoing medical issues related to the above.

In all cases, the final decision on the need for further medical assistance will be made by the school qualified first aider. Whenever a child is taken to hospital a suitable member of staff must accompany them and be in a position to give consent or contact the legal guardian for consent in relation to medical treatment.

### **Offsite visits**

First aiders on offsite visits will have the same duty of care as if they were in setting. Whilst on the visit they will carry their first aid kit and attend to the needs of injured and ill students as required or back up the venue's first aid staff if they are present. They will ensure that the visit leader has information regarding treatment by themselves or a third party for inclusion in the trip return or RIDDOR report.

### **Medical conditions**

Where a school has staff or children requiring specific medical intervention for illnesses such as anaphylaxis, diabetes, epilepsy and asthma, all first aid staff should be trained on how to deal with these conditions and to administer medications required. All staff caring for or teaching these particular children should know about their conditions and the actions to be taken in the event of an emergency. In all such cases prior consent to administer such medicines must have been obtained in writing from the parent or legal guardian as per the New Perspectives School administration of medicines policy which is a subset of this policy.

### **Head injury**

Where a child or member of staff suffers a suspected head injury the following procedures will be followed. Where there is obvious injury or ill effects the casualty will be sent directly to hospital for examination and treatment. In cases where a blow to the head has been sustained but no apparent injury or symptoms are displayed, the casualty will be issued with a head injury card advising staff/parents / legal guardians to keep the person under observation and to seek medical help if any of the symptoms detailed on the card are exhibited.

### **Illness**

The first aid room will be provided with a couch or day bed for use by children and staff to rest if taken ill during the school day. Where a child is diagnosed with an infectious illness, they should be isolated in the first instance and as soon as possible be sent home to recover with parents or guardians. Staff involved in the care of these persons should follow the infection control procedures below.

### **Infection control**

Spillages of blood and body fluids should be dealt with as soon as possible. The Site and Facilities Manager will ensure that spill kits are available for use when dealing with body fluids. These will contain disposable gloves, disposable aprons and suitable disinfectant/absorbent media. In line with infection control practices surfaces which may have been contaminated with blood or body fluids should be wiped down with a suitable disinfectant spray.

### **Disposal of Waste**

Disposable items, including gloves, which have been soiled with blood or body fluids should be sealed in a clinical waste bag and disposed of in a sanitary bin or specific medical waste yellow bin.

Non-disposable items which have been soiled with blood or body fluids (for example clothing or towels) should be sluiced and washed in a washing machine at 60°C (degrees centigrade). If it is property belonging to a child, the items should be placed in a plastic bag and then tied up for transport home with the child.

### **Investigation and Reporting**

The responsibility to investigate accidents and report required incidents to the HSE has been delegated to the responsible person in each setting. In the event of any accident investigation, the appropriate union representative will be invited to attend along with the Chair of the Governing Board. Accidents

and near misses must be reported in all cases and recorded on the appropriate documentation; any communication with parents or carers should be recorded on this form. For further guidance on reporting and recording accidents please refer to the accident reporting guidelines document issued by New Perspectives School. All significant incidents requiring treatment on site, injuries requiring hospital treatment or those arising from restrictive physical interventions (RPI) will be reported to parents/carers and those with parental responsibility asap in writing. Further details of all such communications should be recorded alongside the details of the incident. New Perspectives School is obliged to keep a monthly record of accidents and near misses which is to be sent to the HSM along with any RIDDOR reports. These documents will form the basis of reports to the board and discussion at the school's health and safety committee.

**Any correspondence from parents, guardians, authorities, employers or solicitors intimating that a claim against the company and or its insurers is likely, should be referred unanswered to the Proprietors of Care Perspectives who will then liaise with the company’s legal advisor regarding further action. As per the New Perspectives School Communication with government and other statutory body’s policy.**

The names of trained first aid staff and the locations of first aid kits on site, along with details of the administration of medications policy can be found in Appendix 2.

**3.13 FIRE AND OTHER EMERGENCIES**

The Governing Board request the Head Teacher of New Perspectives School to ensure that where practicable all users of the school are aware of the procedures for fire and other emergencies.

New Perspectives School is committed to following best practice in respect of fire safety and ensure company policy for fire risk management follows current legislation. Further guidance to legislation in respect of schools is available via the following link:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

New Perspectives School have engaged a specialist fire consultant to carry out a fire risk assessment for the school. The assessment for the school has been passed to the Head Teacher and the Facilities & Site Manager who has responsibility for ensuring remedial works outlined in the assessment are carried out and safe systems of operation are maintained. The fire risk assessments will be updated on an annual basis by the Facilities & Site Manager. Where the company commissions new buildings the design is informed in respect of fire safety by the use of specialist building control officers and our fire consultant.

Fire action notices are displayed in all classrooms, offices and public areas at New Perspectives School with evacuation plans where required. Action to be taken in a fire forms part of staff and a child’s induction, this process will be recorded in the site fire log.

Best practice indicates that a minimum of 3 fire drills should be carried out on an annual basis. With the first one announced to all building users and following drills unannounced.

A further drill/fire process familiarisation should be carried out and recorded within a week of any new child starting to attend the school.

The New Perspectives School fire logbook will be kept in reception. This will contain the fire risk assessment and actions log, fire drill record, location of fire equipment, location of fire alarm points, equipment inspection and service records, details of training and details of alarm activations.

The school will appoint a fire marshal and deputy who will liaise with the senior management team and Governing Body in respect of emergency procedures. The following staff members will have responsibility for emergency procedures at New Perspectives School:

<b>RESPONSIBILITY</b>	<b>MEMBER OF STAFF</b>
Arranging fire drills	Fire Marshal/Site Supervisor
Provision of Fire Drill Notices	Site Supervisor
Checking of Fire Escape Routes	Fire Marshal / Site Supervisor
Liaison with Fire Officer over premises matters	Fire Marshal/Head Teacher/Site Supervisor

Visual checking of Fire Extinguishers, Fire Alarms and other Fire Fighting Equipment	Fire Marshal/ Site Supervisor
Maintenance of fire equipment	Flash Fire/Site Supervisor
Issue and control of permit to work	Site Supervisor

The fire and evacuation plan for New Perspectives School is detailed in Appendix 3 of this policy.

New Perspectives School believes that all staff have a responsibility for fire safety and as such fire safety awareness training will be given to all New Perspectives School staff. Where risk assessment indicates the use of fire marshals is required suitable enhanced training will be arranged for the relevant staff.

All hot works at New Perspectives School will be subject to permit to work issued and administered by the responsible person for the school.

The Proprietors and Governing Board also acknowledge their requirement to put in place plans for serious and imminent danger as required by the Management of health and Safety at Work Regulations (MHSWR 99). To meet this requirement the Proprietors and Governing Board will coordinate the creation and update of the New Perspectives School's Critical Incident Policy. (The document contains the operational plans for security issues including bomb threat, water and gas leaks, electrical outages and death on site). This plan will be treated as a live document and will be updated on an ongoing basis, it will be reviewed termly at audit and by the school's Health and Safety Committee.

### **3.14 SMOKING**

In line with legislation, smoking is prohibited in all buildings and vehicles owned by New Perspectives School with the required warning signs displayed. School staff are encouraged to seek assistance in stopping smoking and are strictly forbidden to smoke or vape on any part of the school site. New Perspectives School recognises smoking is a serious health issue and that nicotine addiction is a significant issue for many of our children. The setting will offer all children access to approved smoking cessation programs and will support them in managing their addiction. Details of the school's policy is outlined in New Perspectives School, Drugs, Alcohol and Tobacco Policy.

### **3.15 TRAINING**

Following appointment, all new and temporary staff will receive induction training appropriate to their roles and responsibilities. As part of this process, staff should be given a health and safety induction which will include details of this policy and specific arrangements for health and safety within their setting/working environment. Staff are required to read this policy and take particular note of any sections that apply to them. Overall responsibility for the induction of all employees' rests with the relevant line manager. However, responsibility for organising/delivering appropriate training sessions in accordance with national minimum standards rests with Care Perspectives Training Manager.

Further staff training will be given as identified from task risk assessments, job descriptions and to aid professional development requests. All training given to staff is to be recorded on the central training matrix.

As a minimum safety requirement any permanent, temporary or agency frontline member of education staff with direct responsibility for the management of any child in the school must have appropriate in date Positive Handling. All members of staff must have read, understood and signed for the current Behavioural RA's & PHP's for the children in their care.

In addition, all staff irrespective of role must have undertaken basic Positive Handling de-escalation training before being allowed to work on their own at the school.

### **3.16 HEALTH SURVEILLANCE**

For certain posts health surveillance may be required and, in some cases, can be requested by the individual. For example, cleaning staff at risk of allergic contact dermatitis, D&T/maintenance staff at



risk of occupational asthma and music teachers at risk of hearing loss. Any staff subject to health surveillance will be informed and the reasons for it will be explained. The company will ensure that Health Surveillance is carried out as required by competent persons and any actions required are implemented. Results will be shared with the individuals concerned but otherwise treated as confidential and will be kept on record (as required by current legislation) for 40 years.

### **3.17 HEALTH AND WELLBEING**

New Perspectives School considers the health and wellbeing of its employees and children in our care to be of utmost importance. In addition to providing suitable first aid cover, New Perspectives School provides access to trained mental health professionals in relation to the management and care of the children at the school along with liaison with CAMHS and LA health teams. New Perspectives School and Care Perspectives aims to be proactive in promoting the health of its employees. Employees will have regular opportunities to meet with line managers as part of the school's supervision programme. Employees in need of extra support can access counselling via the Employee Assistance Programme.

### **3.18 WORK AT HEIGHT**

Responsible Person: Site Supervisor

It is company policy that the use of class 3 domestic ladders is not allowed at New Perspectives School. All ladders on site must conform to EN131 class and have a unique identifier code. The responsible person for the site will ensure that regular inspections of ladders are carried out and take action as required. Records of all ladders onsite and their inspections will be held in the site ladder register.

As per the Work at Height regulations 2005 all work at height will be risk assessed and staff in roles identified as requiring work at height will be trained in the use of the required access equipment where other safe systems of work cannot be used. In most cases this will be in-house training on the safe use of ladders. Job descriptions will identify such posts and the specific training required. Staff without training should not attempt such tasks.

All staff are reminded that work at height must only be carried out using approved means. On no account should staff improvise or use tables or chairs as a means of working at height.

HSE guidance on the use of ladders and work at height can

be found at: <https://www.hse.gov.uk/toolbox/height.htm>

Access to roof areas is subject to permit to work and clearance for this must be sought from the responsible person for the site under a permit to work. Training must have been undertaken in the use of the installed fall protection equipment where it exists.

In line with best practice for education and care settings any windows above ground floor level will be restricted to a max opening of 100 mm by the use of tamper resistant fittings.

### **3.19 CONTRACTORS**

From time-to-time contractors will be employed to carry out work for the school. Contractors will be vetted using the Care Perspectives compliance process. Contractors will need to evidence:

- adequate safeguarding checks, as per New Perspectives School's Child Protection Policy;
  - adherence to current health and safety legislation;
  - competence to carry out the work;
  - memberships of prequalification schemes/professional bodies; and
  - adequate insurance cover.
- New contractors will also be required to supply references.

All contractors are to sign in and out at reception, provide evidence of their identity on arrival and wear

visitors' badges at all times. In addition, they will be restricted to agreed working hours and areas. Contractors, working at New Perspectives School, will always be allocated a supervising member of staff who will be responsible for monitoring their whereabouts and general conduct whilst on site. For large projects a pre-project plan will be produced under the requirements of CDM 2015. All contractors will be required to acknowledge New Perspectives School and Care Perspectives conditions of work document on a tri-annual basis; along with supplying their health and safety statement and relevant risk assessments. Evidence of suitable insurance must be provided on an annual basis.

### **3.20 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The need for PPE will be identified from risk assessment and the hierarchy of control. Where identified it will be provided free of charge to employees. Training on its use, storage and maintenance will be given. Employees identified as requiring PPE must use it for the tasks identified.

PPE will be replaced free of charge when damaged or when it passes its marked expiry date. Records will be kept for any equipment requiring periodic inspection.

### **3.21 MANUAL HANDLING (MH)**

Manual handling training will be given to staff identified as being at risk as identified in their job descriptions. Where possible MH will be avoided by the use of mechanical aids and the breaking down of loads. Where required a manual handling assessment will be carried out to identify remedial actions required.

Further guidance can be obtained from the HSM and by following HSE guidance at: [Musculoskeletal Disorders – health and safety in the workplace](#)

### **3.22 HOUSKEEPING AND PREMISES**

Responsible Persons: outlined in Appendix 1

The Proprietors and Governing Board acknowledge their duty to maintain the school buildings to the standards set out in the Independent School Standards and Welfare Regulations.

Cleanliness, waste disposal, safe stacking and storage, marking and keeping clear gangways, exits etc., checking equipment such as ladders, special access to particular places are all the responsibility of the Facilities & Site Manager, who will complete a weekly check of the site in respect of safety critical issues and record the inspection on the schools record of weekly inspection form.

The storage and safe stacking of materials in departmental areas is the responsibility of all members of the department.

The company aims to provide an adequate provision of toilets for staff and pupils and seeks to maintain them in good condition.

Defects in heating, lighting, ventilation etc. should be reported to the Facilities & Site Manager. Building defects and matters of concern should be recorded in the maintenance book in the administration office and in cases where a clear and present danger exists issues should be reported immediately and directly to the head of department or line manager.

The Proprietors and Governing Board recognise their obligation to maintain temperatures during the heating season to the standards as outlined in the NMS for Independent Schools. These temperatures will be maintained where practicably possible. Current guidance is that when the temperature outside is -1 °C then the minimum temperature for a general classroom is 19 °C.

The site will be assessed by the Facilities & Site Manager in relation to environmental safety, traffic management and segregation of persons from traffic risks. Measures will be put in place to ensure the risks from traffic movements to persons will be reduced as far as reasonably practicable.

### **3.23 PERSONAL FOOTWEAR AND CLOTHING**

As in any public building or space, we may encounter hazards such as slips and trips or impact injuries from opening doors as we move around our site. Whilst the school would not want to be prescriptive about the choice of footwear for these general circumstances, colleagues should be mindful of these general everyday hazards when considering footwear choices. As in all such matters colleagues are reminded that as employees they have a common law and legal duty to take reasonable care of themselves and others as regards health and safety. Where it is stated that PPE is to be used, its use is mandatory.

Certain work locations and duties will present hazards beyond the everyday ones. Risk assessment may lead to employees having to consider their type of footwear and clothing selection to ensure that it is sensible in that it gives adequate protection against the risks identified in that working environment. Clothing should be suitable for work in that it allows the employees free movement to engage in specific tasks and does not pose significant risk to the wearer or those they engage with.

In some specific work locations, there are more identifiable and specific risks from manual handling of heavy goods or hazardous materials that present a direct risk. In these circumstances, the risk assessment should highlight whether protective footwear should be supplied to be worn at all times or for specific duties.

### 3.24 PROCUREMENT

Budget holders must take into account the requirements of all relevant regulations and approved guidance/British Standards when purchasing and sourcing equipment and materials. The same duties apply when receiving gifts of materials and machinery.

The key regulations are:

- The provision and Use of Work Equipment Regulations PUWER 1998 and its subordinate regulations and ACOP's
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work 2005
- Management of Health and Safety at Work regulations 1999
- Work at Height Regulations 2005
- Environmental Protection Act 1990 (amended 1995)
- BS4163:2007 Design and Technology in Schools
- Regulatory Reform (Fire Safety) Order 2005

Particular attention should be paid to the fire resistance of any soft furniture and coverings.

PDF copies of the above regulations are available free of charge on the HSE website following the link below: [HSE publications http://books.hse.gov.uk/hse/public/home.jsf](http://books.hse.gov.uk/hse/public/home.jsf)

### 3.25 LEGIONELLA

Responsible Person: Caretaker

The Proprietors and Governing Board recognise their duties under COSHH to prevent the growth of legionella in its water systems and its requirement to follow the guidance set out in 'Legionnaires' disease. The control of legionella bacteria in water systems: Approved Code of Practice and Guidance' (L8).

To this end, the School has commissioned a legionella risk assessment for New Perspectives School and has implemented a control and monitoring regime based on the use of temperature to prevent growth of Legionella Bacteria. All actions and controls in relation to Legionella are recorded in the site Legionella File. The Caretaker is the overall responsible person. Responsibility for this site has been allocated to a named person and deputy, details of which are listed in the site Legionella File and the Appendix 1 of this policy. These persons are responsible for ensuring monitoring of outlets and water storage facilities is carried out on a monthly basis and faults found are acted upon.

Risk assessments will be carried out by an external contractor whilst the annual outlet audit will be carried out by the Caretaker. The policy for control of Legionella at New Perspectives School can be found in the policy folder.

In line with the NMS for independent schools all outlets will be labelled to indicate any scald risks and the drinkability of the water supply. Where required thermal mixing valves will be installed and children will be shown how to mix water of a suitable temperature as part of their PHSE.

### **3.26 PHYSICAL INTERVENTIONS**

The company acknowledges that due to the nature of the children placed in our care there may be times where restrictive physical intervention is required to prevent the child causing harm to them self or other persons. All school staff who may be required to undertake RPI will receive full training (PRICE) in line with current best practice. No member of staff will undertake RPI unless they have current training except where a child is in clear and present danger.

Risk assessments and experience indicate there are heightened risks to children and staff involved in RPI incidents. These risks can be ameliorated by staff following guidance on de-escalation techniques, colleague support and the use of the correct dress code as outlined in the Positive Handling training. Staff who are likely to carry out RPI are expected to follow this guidance and the instructions of line managers and Positive Handling Tutors on the correct dresscode required for RPI. Failure to follow this instruction may lead to disciplinary action due to the risk posed to the child being restrained. For staff likely to be involved in an RPI they must consider if the clothing, footwear, watches and jewellery they wear would pose a risk during an RPI. PRICE have reminded all settings that fingernails should be kept short and as a basic guide this means not being visible if looking at the hand palm up

The school also recognises that there are risks to staff during RPI from biting. As a result, the school reminds all staff of their duty to ensure that vaccinations for tetanus are up to date. For staff concerned about the risk of contracting Hepatitis B, the company will arrange for vaccinations to be given at no cost to the employee. Arrangements for this can be organised by a designated member of the administration team (Business Manager). All school first aiders will follow best practice in treating bites and concerned staff are advised to seek immediate medical advice if bitten.

Best practice guidance on bites can be found at the following link;  
<http://www.pelc.nhs.uk/uploads/1/0/9/5/109575575/humananimal-bites.pdf>

### **3.27 RADON**

Where online searches indicate that a school may be located in a Radon risk area, a formal investigation will be carried out. Subject to the findings of the investigations appropriate protection and training measures will be put in place. The Caretaker will carry out initial checks and arrange further actions as required.

### **3.29 Coronavirus Covid-19**

New Perspectives School understands the prevalence and impact of Coronavirus virus has necessitated its consideration and the development of responses in Health and Safety planning and risk assessment. To meet the requirements of the Covid Secure Guidance an organisational Covid management group who have developed a policy that clarifies the organisations position and the expected actions and responses in school.

## Appendix 1

### Persons responsible for Health and Safety at New Perspectives School

<b>Executive Chairman:</b> Graham Baker
<b>Directors:</b> Aniz Dassu & Anupam Gupta
<b>Operations Director:</b> Rodrigo Ferreria
<b>Head Teacher:</b> Michelle Baker
<b>Site Compliance Officer:</b> Ronnie Corbett

<b>Risk assessment:</b> Michelle Baker/Ronnie Corbett
<b>Fire Marshall:</b> Michelle Baker, Senior Leaders
<b>EPM:</b>
<b>Display Screen Equipment:</b> Line Managers

#### Hazardous substances:

Maintenance: Ronnie Corbett
Art/ D&T: David Lovegrove
Science: Nighat Ruskhana
Household: Minster Cleaning
Catering: Hannah Bowen
Accident reporting: Michelle Baker
Accident reporting deputy: Caroline Dhir
Legionella duty holder: Ronnie Corbett
Legionella deputy: Caroline Dhir
Transport co-ordinator / vehicle checks: All drivers



## **Appendix 2**

### **Names of First Aiders and Location of First Aid Kits**

#### **Names of first aiders:**

Louise Croton
Robert Cornwell

#### **Locations of boxes & associated first aid materials (compliant to BS8599-1)**

1. First Aid Room
2. Reception
3. Science. Also, an eye wash station containing x 2 500ml bottles & eye pad.
4. Physical Education (kept in reception from where PE teacher takes it for off-site PE)
5. Kitchen (Burns kit, First Aid Kit, Fire Blanket)
6. 1 x portable School Day Trip Kit (held in Reception)

NB Spare first aid resources are kept in the lockable cupboard in the administration office.

## **Appendix 3**

## NEW PERSPECTIVES SCHOOL FIRE NOTICE

**The fire signal is: a repeated siren**

**Fire assembly point is: on the corner of Court Road and Edward Road, outside the reception entrance**

Action to be taken in the event of a fire

1. If you discover a fire:

- (a) Operate the nearest fire alarm call point which will alert Reception.
- (b) Inform the nearest member of staff, leave the building immediately by the nearest usable exit and proceed to the fire assembly point.

2. When you hear the fire alarm: siren

A member of staff will lead you to the fire assembly point.

Visitors

Leave the building by the nearest exit and follow signs to the assembly area. Report to the receptionist to be signed off on the register.

3. At all times:

- Walk
- Be quiet
- Do not stop for personal belongings
- Follow the directions of school staff
- Do not attempt to fight the fire
- Once you are out of the building keep out until you are told to return by senior staff
- Stay with your group.

To summon the fire brigade, dial 999

The location of the school is: New Perspectives School, Edward Road, Birmingham, B12 9LB

## **Security arrangements at New Perspectives School**

### **Identity checks**

All visitors are required to sign in at Reception and show photographic identification. All visitors must wear an identity pass clearly visible throughout their visit.

### **School buildings**

All outside doors are fitted with one key suite. In addition the main front door has a further key suite and a keypad entry system. The Head Teacher's office and all areas which require restricted access are also fitted with an individual key.

Confidential information about children and staff is kept in lockable filing cabinets within the school offices, which are locked each night.

There is a security alarm system protecting the school premises, which is checked regularly.

The buildings are fitted with photosensitive lights by most main doorways and the approach to the school buildings. Amenity lights are provided around the site but are of deliberately low intensity at night to deter unauthorized movement.

### **Boundaries**

There is a boundary and fencing around the school premises, along with gated access areas which are kept closed after 9:30am. Children are clearly aware of where they are and are not allowed to go and physical barriers, are in place where necessary.

There are signs at the front of the school warning the general public that the site is a private school and that no access is permitted without authorisation.