



Harbour PRU, First Base PRU and Old Warren House PRU

Safety, Health, and Wellbeing Policy February 2020

Role	Signature	Print Name	Date
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GENERAL STATEMENT OF POLICY FOR SAFETY, HEALTH AND WELLBEING

For Harbour PRU, First Base PRU and Old Warren House PRU

General Statement of Intent and Commitment

The Management Committee, Executive Headteacher and Head of School acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for Safety, Health and Wellbeing and that the management committee, Executive Headteacher and Head of School have specific responsibilities to manage safety, health and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
 - To promote continuous improvement in the Safety, Health and Wellbeing performance.
 - To learn from the experiences 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 Executive Headteacher and Head of School, as Local Safety, Health and Wellbeing Coordinators, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;
 3. The Management Committee must ensure that the Executive Headteacher and Head of School are supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare 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 well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This is a statement of organisation and arrangement for The North Lowestoft PRU Partnership and its settings at **First Base, Harbour** and **Old Warren House**. It supplements the Safety, Health and Wellbeing statement from Suffolk County Council. **(Appendix 1)**

Name	Position	Signed	Date
Angela Pinner	Chair of Managers		
	Head of School		

Date Adopted	
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AIMS

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures amongst staff and pupils.
- To make arrangements for ensuring safety and avoiding risk to health in connection with use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instructions and supervision to enable everyone to avoid hazards and contribute positively to their own Safety, Health and Wellbeing at work, and to ensure that they have access to Safety, Health and Wellbeing training as and when provided.
- To formulate procedures for use in case of fire and other emergencies, including effective evacuation of the school premises.
- To establish clear procedures for managing and recording accidents and incidents.
- Ensure that the wellbeing of staff and students is a feature of planning and practice.

ORGANISATION

The Executive Headteacher and Head of School, as Local Safety, Health and Wellbeing Coordinators, have responsibility for the day to day management of Safety, Health and Wellbeing issues, implementation of guidance, codes of practice and other advice from Suffolk County Council.

All staff should have regard to their own Safety, Health and Wellbeing and that of others including pupils, clients, visitors and colleagues. They 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 as follows:

TASK	JOB TITLE OF PERSON RESPONSIBLE
Safety, Health and Wellbeing Policy review	Executive Head / Head of School / Business Manager
Resources Committee and/or Management Committee	Executive Head / Management Committee
Communication and information management	Executive Head / Head of School / Business Manager
Critical Incident Management	Executive Head / Head of School
Safety, Health and Wellbeing Induction Training	Head of School
Routine Updating and training	Head of School / Business Manager
Personal safety procedures	Executive Head / Head of School
Planned checks (procedures)	Head of School / Business Manager
Planned checks (equipment)	Business Manager (See Monitoring and Maintenance Schedule)
Planned checks (premises)	Business Manager (See Monitoring and Maintenance Schedule)
Incident reporting/investigation	Executive Head / Head of School / All staff
Coordination of risk assessment work	Executive Head / Head of School / Teaching Staff
Fire procedures including personal emergency evacuation plans	Executive Head / Head of School / All Staff
Infection Control	Executive Head / Head of School
Locally organised premises maintenance, repair and improvement	Business Manager / Property Services
First Aid (training and equipment)	Office Staff (equipment) Business Manager/ All staff (training)
Vehicle control and pedestrian safety	Head of School / All Staff
Educational visits	Head of School / EV Coordinator
Stress and wellbeing	Executive Head / Head of School
School minibus	Not applicable
Safeguarding Senior Designated Person	Executive Head / Head of School / SENCo
Supporting pupils with medical needs	Executive Head / Head of School / SENCo
Premises Security	Head of School / Business Manager / Cleaner
Contractors on site	Head of School / Business Manager / Office Staff
Outside lettings	Executive Head / Head of School / Business Manager

MANAGEMENT COMMITTEE RESPONSIBILITIES

- Safety, Health and Wellbeing matters and submissions from the Resources Committee receive due consideration at their meetings.
- Incident Reports are reviewed and ensure actions identified are put in place to reduce the risk of re-occurrence.
- Provision is made from within the financial resources available to the school for dealing with Safety, Health and Wellbeing matters.
- They seek and consider the advice of the Local Authority over priorities for expenditure on Health & Safety projects part funded by the LA.
- Suitable equipment is purchased, inspected and maintained in accordance with appropriate standards (including firefighting, craft equipment, electrical equipment and First Aid supplies).
- General day to day maintenance and cleaning is carried out.

EXECUTIVE HEADTEACHER AND HEAD OF SCHOOL RESPONSIBILITIES

- Day to day health, safety and welfare in the setting and implementation of this policy with support from the management committee.
- Attend termly meetings of the Resources Committee to review targets, action plans, incident reports and inspect the sites. Provide feedback to the full management committee.
- Assist in the implementation of the safety policy within school.
- Devise and monitor suitable safe working practice arrangements for the children, staff and parents, official visitors, members of the public and contractors visiting or working at the school. Ensure Safety, Health and Wellbeing checks are carried out on time, monitored and recorded correctly.
- Ensure the emergency and evacuation procedures are in place and drills take place at least termly with the outcomes recorded in the Fire Log Book. Alarms are tested weekly.
- Make arrangements to draw the attention of all members of our community to the policies and procedures.
- Investigate any specific Safety, Health and Wellbeing problems identified within the building and monitor action taken.
- Carry out investigations into reported accidents and hazards to determine whether a need exists for improved safeguards or training.
- Ensure that sufficient regard is given to the resources required to maintain the necessary levels of safety.
- To make recommendations to the extent to which information is provided for staff, students and parents (this includes training).
- Disseminate information on Safety, Health and Wellbeing matters including COSHH requirements.
- The Head's report to Management Committee to contain an H & S section termly.

STAFF RESPONSIBILITIES

All staff have a responsibility for the Safety, Health and Wellbeing arrangements for staff, students, parents and volunteer helpers under their supervision and care. At all times they have a responsibility to maintain their own safety ensuring the **Lone Working Policy** is regarded and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible.
- Be aware of and implement safe working practice in accordance with risk assessments when appropriate to minimise risk.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Ensure that any damaged equipment is removed from use with appropriate reports provided to the business manager
- Provide appropriate protective clothing and any safety equipment
- Minimise the occasions when working in isolation
- Implement changes to Safety, Health and Wellbeing arrangements that result from reported incidents to avoid a reoccurrence of the incident.
- Provide and take the opportunity for discussion of Safety, Health and Wellbeing arrangements.
- Be part of an investigation into any accident that might occur including completion of an accident /incident report and take corrective action.
- When students are carried in cars / minibuses safety seats should be used where appropriate to their age.
- Staff must have appropriate insurance to enable them to carry students in their cars.
- Staff must provide evidence of a current motor insurance policy and MOT if appropriate.

VISITORS

(Contractors – see Contractors Section under individual School Appendix).

All visitors:

- Are to report to Reception / the main entrance to the school.
If a visitor to the school is not wearing an identity badge/visitors badge, they should be politely challenged and directed to the main office.
- Are to be asked for ID and for this to be checked
- Are to be made aware of important information relating to school before signing in
- Are to be asked to sign in the Visitors' Book
- Are to be made aware that in the course of their visit they may come across confidential information. By signing in they are agreeing that this information will not be disclosed.

- Are to be asked to wear a Visitors Badge
- Are to given and asked to read the Safeguarding information
- Are to be asked not to use mobile phones or any other recording device in the building unless authorised.
- Are to be made aware of procedure should the fire alarm sound. Fire exits and escape routes are clearly marked for users unfamiliar with the building
- Are asked to, where possible, obtain agreement for the visit in advance of their arrival.
- Are expected to comply with requests from staff.
- May be provided with a copy of the **Whistle Blowing Policy** if required.
- That use any equipment provided by the setting will receive instruction before use and will have the security and condition of the premises and equipment checked after vacation by the user.

Visitors to the Classrooms and teaching areas

Access to teaching areas must be with the agreement of the Executive Headteacher or Head of School and the member of staff who has responsibility for teaching the group.

Arrangements for the visit may need to be changed / altered if the presence of a visitor is counter-productive to pupils involved.

Visitors to the Site who work with Students

No visitors to the site will be allowed to work with pupils without the agreement of the Executive Headteacher or Head of School.

A visitor can only work with pupils if:

- A DBS check has been completed.
- Staff may be directly involved in the session unless there are sensitive issues being addressed and it has been agreed prior to the lesson that there will be alternative arrangements to the normal lesson format.
- Before visitors work with pupils there must be a clear agreement that the information sharing processes identified in the Safeguarding Policy overrides any consideration. Therefore, if a child were to make a disclosure that may require Safeguarding action this will be reported to our Designated Professional and a report will be written before leaving the site.

Confidentiality

As stated above under “All Visitors” they are to be made aware that in the course of their visit they may come across confidential information. By signing in they are agreeing that this information will not be disclosed, except with the express consent of the person from whom it was obtained and to other workers who have a professional relationship with the person concerned. Even so, care will be taken to ensure the person’s right to privacy.

Where information is given by a pupil every effort will be made to safeguard his/her right to confidentiality, taking into account age and understanding. Where the information concerns the need to ensure the protection of the child, staff will operate within statutory procedures.

Visitors must ensure the safety of data and follow the school’s policy on computer security.

Unexpected Visitors

Any unexpected visitor will have the first point of contact with the Executive Headteacher or Head of School or another senior member of staff who will then determine if the purpose of the visit can be accommodated.

Extreme Situations

In rare, extreme, situations any visitor who comes onto the site and is either verbally or physically threatening to either staff or pupils, or attempts to influence a pupil or is in possession of any form of weapon or under the influence of alcohol or drugs will be asked to leave.

The Executive Headteacher or Head of School reserves the right to request that visitors, on either planned or unexpected visits, leave the site if they feel that their continued presence places either staff or children in any form of risk. In extreme situations the Police will be involved.

In such extreme cases when a parent might be involved in such behaviour alternative arrangements will be put in place to ensure that information is made available to them about their child without coming onto site.

ARRANGEMENTS

Safety, Health and Wellbeing Policy Review

- The Partnership's Safety, Health and Wellbeing Policy is reviewed and updated by the Resources Committee annually. It is then formally adopted and all signatures renewed.
- The Policy is also reviewed by the staff and each member of staff has access to a copy.

Resources Committee

- Health, Safety and Welfare issues are the responsibility of the Resources Committee which consists of the Link Manager for each school. This group meets termly to monitor the Safety, Health and Wellbeing and welfare issues of Harbour, First Base and Old Warren House.
- The outcomes and progress made on H&S targets from this meeting are minuted and action points brought forward for review. The Minutes of the committee are then presented to the full Management Committee.

The Arrangements for each setting are detailed in the appendices:

Appendix 1	SCC Safety Health and Wellbeing Policy Statement of Intent
Appendix 2	Health, Safety and Welfare Arrangements for First Base PRU
Appendix 2a	First Base PRU Fire Emergency Plan
Appendix 3	Health, Safety and Welfare Arrangements for Harbour PRU
Appendix 3a	Harbour PRU Fire Emergency Plan
Appendix 4	Health, Safety and Welfare Arrangements for Old Warren House PRU
Appendix 4a	Old Warren House Fire Emergency Plan

Safety, Health & Wellbeing Policy

(Safety, Health & Wellbeing Policy – SHAW01 Version 5.0 Review date: February 2022)

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to promote a positive Safety, Health and Wellbeing culture where everybody is required to play a part. We are committed to continuous improvement in Safety, Health and Wellbeing performance and recognise that for Safety, Health and Wellbeing management to be successful, all parties must be actively engaged.

To promote good health at work we will focus on measures to ensure:

- A positive work life balance
- A healthy lifestyle (including physical activity, healthy eating, musculoskeletal improvements)
- Positive mental wellbeing (including work related stress)

We aim to be exemplary in all matters relating to the safety, health and wellbeing of our colleagues and all those who may be affected by our activities. This policy will assist in the delivery of the council's safety, health and wellbeing (SHAW) vision of "Everyone home safe and well" which the council holds as being applicable to our colleagues and our contractors, service users, pupils and the public we serve. To this end we are committed to:

- compliance with the requirements of relevant legislation, codes of practice, and industry standards
- providing a robust, systematic and sustainable Safety, Health and Wellbeing management system
- providing adequate control of the Safety, Health and Wellbeing risks arising from our work activities
- consultation with our colleagues on matters affecting their Safety, Health and Wellbeing
- providing and maintaining safe plant & equipment and systems of work
- provide comprehensive information, instruction and supervision with adequate professional advice
- ensuring all colleagues receive appropriate training and are competent to carry out their tasks
- ensure that contractors and service providers are competent to manage the Safety, Health and Wellbeing aspects of their work
- the prevention of incidents, injuries and cases of work-related ill health
- the management and maintenance of a safe and healthy working environment
- reviewing and revising this policy at least every three years

Nicola Beach, Chief Executive
March 2019

Matthew Hicks, Leader
March 2019

Safety, Health and Wellbeing Arrangements for First Base PRU

COMMUNICATION AND INFORMATION MANAGEMENT

Routine checks from Suffolk Learning Website are made by Business Manager and / or Office Staff to ensure that First Base has up to date information about Safety, Health and Wellbeing law and procedures and information is then passed to all relevant personnel.

All staff have either an up to date Safety, Health and Wellbeing Policy and/or access to an electronic copy. A signature sheet is used to register that each individual has read and understood the contents whenever updates are made.

All staff have access to a copy of the Safety, Health and Wellbeing Law booklet and / or poster which is posted on the Safety, Health and Wellbeing Noticeboard in the Staff Room.

All staff are made aware of incident reporting procedures during their induction programme.

CRITICAL INCIDENT MANAGEMENT AND TEMPORARY STAFFING ABSENCES

- The county's guidelines for Business Continuity is followed and set out in our Business Continuity Plan. Staff are aware of this policy and have access to it
- Reliable arrangements are made to cover the occasional (but foreseeable) absence of key staff so that safeguarding, first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

EMERGENCY CLOSURE

If there are adverse weather conditions, heating problems, floods etc the following criteria are used:

- Can sufficient staff get to school safely to ensure that those pupils who are able to attend can be taught safely?
- Will pupils be able to get to school safely, as some travel by taxi the taxi company will be consulted to find if they feel the road conditions are suitable for travel?
- Can we provide a meal for pupils who attend?
- Will pupils be able to get home at the end of the day, again consultation with the taxi company will take place?
- Does the heating system provide a suitable learning environment?

If the answer to any of the above provides a concern consideration should be given to closing the school, however, closure should only be considered in extreme circumstances and First Base will always attempt to remain open.

The responsibility of closure is the Executive Headteacher and Head of Schools, and in such a case this will be communicated to LA officers. First Base school closures will be announced on Radio Suffolk, Radio Norfolk, Broadland Radio and Beach Radio.

Teacher2Parent text messaging service may be used to contact parents in the event of closure.

An agreed pyramid of communication is in place to provide information for staff.

SAFETY, HEALTH AND WELLBEING INDUCTION TRAINING

All staff receive Safety, Health and Wellbeing induction training which is matched to their specific work and responsibilities. This may include the following

- Overview of the school's Safety, Health and Wellbeing policy and organisational structure.
- Tour of the premises.
- Communication and relationships with other departments, schools and SCC.
- Current Safety, Health and Wellbeing priorities for the school – safety policy targets.
- General Safety, Health and Wellbeing advice, including the schools own guidance and that from the LA.
- The use of the Incident Reporting form for incidents, hazards, works related injuries and illnesses and fires.
- Where appropriate curriculum specific guidance (eg, Art, PE, etc)
- For certain staff (Head of School, Office Staff, Business Manager and caretaker, etc.) the arrangements for ensuring the duties relating to asbestos management

are fulfilled and that the SCC Site Specific Asbestos Management Plan report is available.

- Initial advice to women of child bearing age about the need for expectant and new mothers' risk assessment.
- Smoking ban on all council premises.
- Critical Incident Procedures
- The arrangements the school has for managing visitors (signing in, accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Information on hazards that are specific to the school, and established controls or precautions
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- The policy around positive behaviour management (challenging behaviours shown from pupils).
- What to do in an emergency, including fires which start in class.
- Fire evacuation and emergency procedures.
- Fire extinguishers and blankets – location and use.
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.
- Employee problems and concerns – specific duties and responsibilities for the management of staff welfare. Wellbeing support is bought from Suffolk County Council.
- Infection Control arrangements
- Grievance procedures (if they relate to Safety, Health and Wellbeing).
- Use and care of PPE (personal protective equipment).
- Physical examinations relating to play equipment
- Physical examinations relating to statutory maintenance requirements, eg electrical equipment.
- Legal responsibilities and rights.
- Arrangements for visits and trips.
- Security, including E-Safety, all staff to sign appropriate use / protocol document.
- Manual lifting and handling – general advice and risk assessment.
- Safe stacking of materials.
- General housekeeping and maintenance of access and exits.
- Location of upstairs doorbell to call help from downstairs.
- Introduction to recognised unions and the local representatives.
- Housekeeping procedures for policy documents and local rules.

ROUTINE UPDATING TRAINING

Training records for staff on Safety, Health and Wellbeing matters, including First Aid Training and Fire Safety Awareness, are held in a central file. It is monitored and updated regularly by the Office Staff and training or refresher courses are arranged accordingly to fill any gaps. Copies of all certificates awarded to staff are held in this file as evidence of training.

PERSONAL SAFETY PROCEDURES, PHYSICAL INTERVENTION AND CONTROL OF VIOLENCE

Physical Intervention

All school staff, who may deal with anyone presenting challenging or threatening behaviour have been trained in de-escalation and physical intervention techniques.

See Physical Intervention Policy.

Dealing with abuse, threats and violence towards school staff

If any visitor comes onto the site and is either verbally or physically threatening to either staff or pupils, or attempts to influence a pupil or is in possession of any form of weapon or under the influence of alcohol or drugs will be asked to leave.

The Executive Headteacher or Head of School reserves the right to request that visitors, on either planned or unexpected visits, leave the site if they feel that their continued presence places either staff or children in any form of risk. In extreme situations the Police will be involved.

In such extreme cases when a parent might be involved in such behaviour alternative arrangements will be put in place to ensure that information is made available to them about their child without coming onto site.

Visitors and people entering the building are monitored. They sign in at reception and are issued with a label once their ID has been checked. (See Visitors Section above)

Details of the key holders are provided to the Area Office, Suffolk Safe Key and Redcare.

A **Lone Worker Policy** is in place for those staff who come into work outside school hours and for staff on outreach.

Responsibilities of Pupils

All Pupils are expected, within their expertise, ability and understanding to:

- Exercise personal responsibilities for themselves and their fellow Pupils.
- Observe standards of dress consistent with safety and/or hygiene
- Observe the golden rules of First Base and in particular the instructions given by staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Supervision of Pupils

- Staff are responsible for the welfare of pupils from the time they arrive at the start of the school day. A member of staff will collect pupils from either Reception or taxis. Parents and taxis are to remain at First Base until staff have collected pupils from either Reception or taxis.
- All pupils stay on the school premises until the end of their day at school. At the end of the day staff take pupils to either taxis or Reception, where parents wait to collect their child. If for any reason parents are unable to collect their child the name of the person collecting plus a password to be given by the person collecting will be advised to the office staff.
- Staff will call parents/carers of any pupil who has not arrived as expected.
- All break times are supervised by members of staff. If a member of staff finds themselves alone with a group of pupils they will summon support.

PLANNED SAFETY CHECKS

Detailed arrangements are held in the Property Folder “Monitoring and Maintenance Schedule” and the Safety, Health and Wellbeing Check Folder.

These can be broken down into 3 separate groups as follows:

- Procedures
- Equipment
- Premises

Procedures

- All staff should have regard for their own Safety, Health and Wellbeing and that of others including pupils, visitors and colleagues and should communicate any concerns to the appropriate person so that any potential hazards can be quickly rectified. A Safety, Health and Wellbeing Concerns booklet to record these is available in the school office. When completing, please bring to the attention of the Head of School or Office Staff.
- The Resources Committee will arrange for Safety, Health and Wellbeing Issues to be regularly monitored, safety inspections carried out and the review of incident reports.
- The **Monitoring and Maintenance Schedule** together with **The Safety, Health and Wellbeing Checks file**, covers all specific Safety, Health and Wellbeing and building / equipment Maintenance checks. It details who, what, where and how often checks are carried out.

Equipment

All equipment is subject to a programmed recorded maintenance checks and is detailed in our **Monitoring and Maintenance Schedule**. It covers checks such as:

- Fire Safety - Alarm testing / fire drills / Risk Assessment / extinguishers / training / lighting / exits etc.
- Water Hygiene - Regular checks on the water system are made for temperature, hygiene and legionnaire disease and are recorded.
- All portable electrical equipment is checked annually by a service contractor and Fixed installations every 5 years
- Outside Play Area is inspected annually by an independent contractor
- Sensory Room is inspected annually by an independent contractor

Premises

- The whole school site should be inspected once a term by the Link Manager and a member of staff.
- In addition to this Property Management (Vertas) will visit the site throughout the school year to carry out detailed condition checks, asbestos checks and compliance reviews.
- Visual checks are carried out on a daily / weekly basis for fire exits, alarm systems and recorded in **The Safety, Health and Wellbeing Checks file**.

INFECTION CONTROL ARRANGEMENTS AND SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

First Base is committed to controlling the spread of disease and infection. The following advice and guidance is followed:

- Gov.UK Publications, Health Protection in Schools and other Childcare facilities
- First Base First Aid and Supporting Pupils with Medical Needs Policy

INCIDENT REPORTING / INVESTIGATION

All incidents are reported using new SCC procedure introduced on February 2018. The forms are held in the Admin Office (Filing Cabinet 1) with guidance.

Incident Report Forms are reviewed by the Head of School before submission to the Corporate Safety, Health and Wellbeing Adviser.

Any actions identified to prevent re-occurrence are implemented, shared with staff and risk assessments are updated as necessary.

Each term the forms are discussed with the link Manager.

FIRST AID – TRAINING AND EQUIPMENT

- See First Base **First Aid Policy and Supporting Pupils with Medical Needs Policy**.
- The First Aid boxes are situated in the kitchen on both the ground and first floor.
- First Aid boxes for visits/trips are prepared beforehand.
- Office staff ensure the maintenance and replenishment of the First Aid kit as part of their Safety, Health and Wellbeing monitoring.
- Posters listing all trained First Aiders and Paediatric First Aiders can be found in each room.
- Contacting Emergency Services posters are displayed next to each telephone.
- When a child requires First Aid, a recognised First Aider should be called.
- Depending on circumstances, a Suffolk County Council Incident Report form will need to be completed.
- For minor incidents where First Aid is administered, for example, putting a plaster on a graze, the action should be recorded on a First Aid form stored by the First Aid kit and then filed in the office.
- In all incidents involving bleeding, protective gloves should be used.
- Parents should be notified if any First Aid is administered.

COORDINATION OF RISK ASSESSMENT WORK

Risk assessments for new pupils are gathered from the mainstream school for each child. These are then used to create a new First Base Risk Assessment which is held in their file.

Risk assessments are completed for all educational visits and copies are held in the school office.

General risk assessments are held in the Safety, Health and Wellbeing Manual and are reviewed and updated when necessary.

FIRE PROCEDURES

- See **First Base Fire Emergency Plan** in Appendix 1a
- Everyone at First Base should be aware of potential fire hazards.
- All staff should make themselves familiar with the Fire Emergency Plan and sign to say they have read it. It details the procedures to be carried out on discovering a fire or hearing the fire alarm.
- Fire notices are displayed in all rooms at First Base. If the notices are removed or defaced, please notify the office or Head of School. These notices should not be covered with other displays or notices.

- Staff are required to make themselves familiar with the firefighting equipment and all staff will attend Fire Safety training.
- A Fire risk assessment is carried out annually, either externally or internally. The Safety, Health and Wellbeing Officer advised that following an external assessment an internal one can be completed for the following three years.
- A fire drill will be scheduled termly and will include every child that attends First Base.
- All fire extinguishers are tested annually by a suitably qualified engineer.
- The Head of School, office staff and/or caretaker will test the fire alarms weekly.
- The testing of the fire alarms, fire drill and servicing of the firefighting equipment will be logged in the Fire Precautions Log Book and /or Safety, Health and Wellbeing Log Book.
- The Caretaker will check the fire exits and fire extinguishers weekly and record these checks in the Safety, Health and Wellbeing Logbook.
- The Caretaker will check the emergency lighting monthly and record these checks in the Safety, Health and Wellbeing Logbook.

LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

- Procedures are in place to ensure Form 13 procedures are followed.
- The SCC Site Specific Asbestos Management Plan is carried out annually by our Corporate Property Adviser. This report and the asbestos procedure guidance is held in the office and staff are aware of the location of Asbestos in the building.

VEHICLE CONTROL, PEDESTRIAN SAFETY AND DRIVING FOR WORK

- Visitors and taxis must use the car park area at the back of the First Base building.
- Children are **always** accompanied to and from taxis by Behaviour Support Assistants or Teaching staff.
- Staff using their car for work must provide evidence of a current Driving Licence/MOT/Insurance for Driving for work.
- Staff are made aware of the SCC Driving for Work Guidance.

EDUCATIONAL VISITS

- See the **Educational Visits Policy**
- Our educational visits coordinator has completed the LA training
- First Base has adopted the EVOLVE service to aid it's management of risk when planning and undertaking educational visits.

MENTAL HEALTH, STRESS AT WORK AND WELL-BEING

- First Base takes positive action to manage stress and wellbeing of staff.
- Wellbeing support is bought in through Suffolk County Council. Details are on the Safety, Health and Wellbeing Noticeboard in the Staff Room.
- Stress and workload management issues are discussed and recorded during PDR's.

SCHOOL MINIBUS

- All potential minibus drivers have been assessed through the SCC scheme. Certificates are filed in the office.

CHILD PROTECTION PROCEDURES

- See **Safeguarding and Child Protection Policy**.
- Current County Council's guidance is followed.
- Training of all staff is regularly updated.

PREMISES SECURITY AND VISITOR SAFETY

- Access to First Base is via the back of the building, near the car park. The entrance is sign posted.
- The only public access has coded security swipe system/locks. Only First Base /Vertas (cleaning/lunchtime) staff have a swipe card.
- Visitors and pupils have to be let into the building by a member of First Base staff.
- All visitors are required to sign in and out using the visitors' book located at the entrance.
- Visitors are required to wear a visitors' badge whilst pupils are in the building.
- The building is security alarmed each evening and during the holidays.

- The caretaker, Executive Head, Head of School, Office Manager and substantive teacher are the key holders and the police are notified of the telephone numbers and addresses of the key holders.
- A second-high handle is placed on the entrance door to the playground from the Activity Room to prevent children from opening the door from the inside and leaving the building.
- Security alarm is linked to a monitoring centre through the Redcare system.
- The cleaner checks the perimeter of the school each morning.
- A School Security Check, as advised by Suffolk Constabulary is completed annually by the Head of School and another member of staff.

Contractors on Site

- When contractors arrive on site they must report to the Office, Business Manager or Head of School.
- Contractors must be DBS checked and comply with the directive for contractors.
- They are given the Rules for Contractors (forms held Property Folder), and are required to sign the Site Log Book, indicating that they have read and understand the guidance.
- Access to the site or area where work will be carried out must be agreed prior to access to site.
- The Head of School or Business Manager will brief the contractors on fire procedures, vehicle movement restrictions, and restricted access to the building when pupils are on site.
- The Head of School will inform all staff including the caretaker that contractors are on site.
- The Head of School will monitor the contractors' safety performance in order to prevent danger to staff, visitors and pupils.
- Property log must be completed when contractors complete work.

FIRE EMERGENCY PLAN

First Base PRU Lowestoft

Management of Safety, Health and Wellbeing at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

The Fire Emergency Plan must be known and a written copy made available to all staff and employees.

In the event of an unplanned fire evacuation the following will still apply to all staff, pupils, visitors and the kitchen staff.

A fire drill is carried out at least once a term. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year.

1. Action on discovering a fire

The following action should be taken by anyone discovering a fire:

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Office staff will then call the Fire and Rescue Service by telephoning 999 and stating the location of the fire. In the unlikely event of the telephone not working, anyone with a mobile phone should call the Fire and Rescue Service.
- **Do not** put yourself into a position of danger and ensure that your exit route is clear.

2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm:

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- Immediately proceed to the exits as detailed below and leave the building.
- One of the BSA's will lead the pupils out of school, followed by the teacher, who will check the downstairs and / or upstairs toilets and close doors.
- The Head of School/Business Manager will check the staff room and adult toilets and office staff will bring the register, staff board and visitor book for a roll call.
- All staff will know the touchpad code for the second floor doors including Supply
- Fire Escape Doors in both classrooms and the activity room will automatically release in the event of a fire alarm activation.

ROUTE DETAILS

Full- time Class (Ground Floor)

The Full - time class will be led through the main entrance, across the car park to the grassed area opposite First Base near the Ashley Welcome Sign which is the assembly point.

If this is blocked, they will be led out of the ground floor classroom, across the playground and through the side exit to meet at the assembly point.

Part-time Class (First Floor)

The Part - time class will be led down the main staircase, through the main entrance, across the car park to the assembly point.

If this is blocked, they will be led out of the fire escape door, down the staircase, across the car park to the assembly point.

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher or other staff and line up opposite First Base on the grassed area near the Ashley Welcome Sign which is the assembly point.

NB NO ATTEMPT MUST BE MADE TO COLLECT COATS, VALUABLES ETC ON THE WAY OUT.

If necessary pupils will be taken off site and led to Harbour PRU. This will only be in the event of a major disaster e.g. Explosion, gas leak etc.

Staff responsibilities:

Any staff on duty:

- Switching off any machine/work equipment where possible, on the exit route. All electrical equipment is capable of being isolated locally by turning it off at a wall or floor socket.
- Ensuring that visitors are directed out of the building

Head of School/Business Manager:

- Responsible overall and for timing the duration of the instruction

3. Evacuation of the school of those particularly at risk

The school is accessible for all the pupils attending the school at present

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary, a one to one arrangement will be implemented.

4. Procedure for roll call

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration.
- The Business Manager or Admin Assistant takes the class registers, staff board and visitor/contractor registers. In the event of registers still in the classrooms, the Class Teacher is responsible for taking the registers out for the roll call.
- Registers are then called and if a child or person is missing, the fact should be reported to the Head of School immediately.
- No person must re-enter the building until told that it is safe to do so by the Senior Fire Officer. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Management Committee.

5. Fire Risk Assessment

A fire risk assessment was completed on 15th May 2019 and showed that the risk from a fire starting to be low.

6. Liaison with the Emergency Services

A fire risk assessment is completed annually. At present this shows that the risk from a fire starting to be low. There are no significant hazards and no chemicals or other items that will present problems for persons escaping from the building.

A high visibility jacket will be made available for the designated person who liaises with the Emergency Services. This is currently the Head of School or Office Manager/ Office Staff in his absence, and is kept in the middle drawer filing cabinet '0'.

Access for emergency vehicles is via the front main gate which is kept clear and there is a signed area for non-parking at the rear of the building in the car park.

7. Escape Routes and Fire Exits

Fire escape routes are checked daily to ensure that these have not become blocked by materials or items being stored.

8. Instruction and Training

All staff completed the Schools Fire Safety V5 course in October 2018 (this is due to be renewed in Spring 2020) using the online training provided by AT &F Solutions. "Hands on" extinguisher training, took place in July 2017 and together these gave sufficient training for the safe evacuation of the building to occur in the event of a fire and included the following

- How fires are caused
- The three elements required
- Why fires spread
- Action to take on discovering a fire
- How to extinguish a fire
- The use of fire extinguishers

Refresher training will be undertaken according to the SCC guidance on training.

Pupils will be instructed at the start of their attendance at the school to enable them to:

- Identify the sound of the fire alarm
- Know the action they should take on hearing the alarm
- Know the location of the assembly point

9. Review of plan

The emergency evacuation plan will be updated as necessary to ensure that all details are in line with current appointments and that evacuation procedures are correct. As a minimum, this plan will be updated annually.

Monitoring the effectiveness of precautions in place, such as the analysis of the evacuation drills, inspections of fire related signage and the fire related maintenance and checks will be undertaken as part of the management of fire safety within school.

The following is displayed around First Base:

PROCEDURE TO FOLLOW IN THE EVENT OF A FIRE ALARM ACTIVATION

10. **IF THE ALARM IS ACTIVATED**, the assumption must be that there is a fire and the building should be evacuated **FOLLOWING THE FIRE EMERGENCY PLAN**

11. **ON THE PANEL:**

❖ Enter the Code “1 2 3”

❖ Press: **SILENCE ALARM**

(This will stop the bells ringing but there will still be a noise emitted from the panel).

12. **CHECK THE ‘BREAK GLASS’ CALL POINTS** to see if these have been activated.

THESE ARE LOCATED IN THE FOLLOWING AREAS:

1. **GROUND FLOOR CORRIDOR** – to the right of the fire panel
2. **CLASSROOM 2** - on second floor to right of fire exit door
3. **SECOND FLOOR** – next to fire escape between BSA Office and Staff Room
4. **GROUND FLOOR** – Activity Room (Zone 2)

13. **FAULTS:**

Phone Vertas Property Management on:

01502 674800

Out of hours: 07771 943574 (including weekends and bank holidays)

E-MAIL propertymanagement.riverside@vertas.co.uk

14. **UNDER NO CIRCUMSTANCES SHOULD YOU RESET THE SYSTEM AS THIS WILL CLEAR THE FAULT AND THE ENGINEER WILL NOT BE ABLE TO LOCATE AND CORRECT THE PROBLEM**

Safety, Health and Wellbeing Arrangements for Harbour PRU

COMMUNICATION AND INFORMATION MANAGEMENT

Routine checks from Suffolk Learning Website are made by Business Manager and / or Office Staff to ensure that Harbour has up to date information about Safety, Health and Wellbeing law and procedure and information is then passed to all relevant personnel.

All staff have either an up to date Safety, Health and Wellbeing Policy and/or access to an electronic copy. A signature sheet is used to register that each individual has read and understood the contents whenever updates are made.

All staff have access to a copy of the Safety, Health and Wellbeing Law poster which is posted on the Safety, Health and Wellbeing Noticeboard in the Staff Room.

All staff are made aware of incident reporting procedures during their induction programme.

CRITICAL INCIDENT MANAGEMENT AND TEMPORARY STAFF ABSENCES

- The county's guidelines for Business Continuity is followed and set out in our Business Continuity Plan. Staff are aware of this policy and have access to it
- Reliable arrangements are made to cover the occasional (but foreseeable) absence of key staff so that safeguarding, first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

EMERGENCY CLOSURE

If there are adverse weather conditions, heating problems, floods etc the following criteria are used:

- Can sufficient staff get to school safely to ensure that those Pupils who are able to attend can be taught safely?
- Will Pupils be able to get to school safely, as most travel by taxi the taxi company will be consulted to find if they feel the road conditions are suitable for travel?
- Can we provide a meal for Pupils who attend?
- Will Pupils be able to get home at the end of the day? again consultation with the taxi company will take place
- Does the heating system provide a suitable learning environment?

If the answer to any of the above provides a concern, consideration should be given to closing the school, however, closure should only be considered in extreme circumstances and Harbour PRU will always attempt to remain open.

The responsibility of closure is the Executive Headteacher and Head of School, and in such a case this will be communicated to LA officers.

The Teachers2parents text messaging service is used to contact staff and parents of closure.

SAFETY, HEALTH AND WELLBEING INDUCTION TRAINING

All staff receive Safety, Health and Wellbeing induction training which is matched to their specific work and responsibilities. This may include the following

- Overview of the school's Safety, Health and Wellbeing policy and organisational structure.
- Tour of the premises.
- Communication and relationships with other departments, schools and SCC.
- General Safety, Health and Wellbeing advice, including the schools own guidance and that from the LA.
- The use of the Incident Reporting form for incidents, hazards, works related injuries and fires.
- Where appropriate curriculum specific guidance and arrangements for working with the county subject Advisors.
- For certain staff (Head of School, Office Staff, Business Manager and caretaker, etc.) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the SCC Site Specific Asbestos Management Plan report is available.
- Smoking restrictions.
- The arrangements the school has for managing visitors (signing in, accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and tools
- Housekeeping procedures for policy documents and local rules
- Physical examinations in pursuit of statutory maintenance requirements eg electrical equipment
- Physical examinations relating to play equipment
- Trained first aid personnel and first-aid facilities
- The policy around positive behaviour management (challenging behaviours shown from pupils).
- Fire evacuation and emergency procedures.

- Fire extinguishers and blankets – location and use.
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.
- Employee problems and concerns – specific duties and responsibilities for the management of staff welfare. Wellbeing support is bought from Suffolk County Council.
- Restricted areas and equipment
- Grievance procedures (if they relate to Safety, Health and Wellbeing).
- Use and care of PPE (personal protective equipment).
- Legal responsibilities and rights.
- Arrangements for visits and trips.
- Security, including E-Safety, all staff to sign appropriate use / protocol document.
- Provided with a personal alarm
- Provided with an access fob
- Union information available on staff noticeboard

ROUTINE UPDATING TRAINING

Training records for staff on Safety, Health and Wellbeing matters, including First Aid Training and Fire Safety Awareness, are held in a central file. It is monitored and updated regularly by the Office Staff and training or refresher courses are arranged accordingly to fill any gaps. Copies of all certificates awarded to staff are held in this file as evidence of training.

PERSONAL SAFETY PROCEDURES, PHYSICAL INTERVENTION AND CONTROL OF VIOLENCE

Physical Intervention

All school staff, who may deal with anyone presenting challenging or threatening behaviour have been trained in de-escalation and physical intervention techniques.

All permanent classroom staff are trained within the first year of their employment in de-escalation and physical intervention techniques. **See Physical Intervention Policy.**

Dealing with abuse, threats and violence towards school staff

If any visitor comes onto the site and is either verbally or physically threatening to either staff or pupils, or attempts to influence a pupil or is in possession of any form of weapon or under the influence of alcohol or drugs will be asked to leave.

The Executive Headteacher or Head of School reserves the right to request that visitors, on either planned or unexpected visits, leave the site if they feel that their continued presence places either staff or children in any form of risk. In extreme situations the Police will be involved.

In such extreme cases when a parent might be involved in such behaviour, alternative arrangements will be put in place to ensure that information is made available to them about their child without coming onto site.

Visitors and people entering the building are monitored. They sign in at reception and are issued with a badge once their ID has been checked.

Details of the key holders are provided to the Area Office, Alarming UK and Redcare.

A **Lone Worker Policy** is in place for those staff who come into work outside school hours.

Responsibilities of Pupils

All Pupils are expected, within their expertise, ability and understanding to:

- Exercise personal responsibilities for themselves and their fellow Pupils.
- Observe standards of dress consistent with safety and/or hygiene
- Observe the safety rules of Harbour and in particular the instructions given by staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Supervision of Pupils

- Staff are responsible for the welfare of pupils from the time they arrive at the start of the school day. A member of staff will be on duty at the gate until all pupils have arrived or until 8.55am if still awaiting pupils' arrival.
- Staff will call parents/carers of any pupil who has not arrived as expected.
- There is a staff duty rota covering all break times and the end of the school day. If a member of staff finds themselves alone with a group of pupils they will summon support.

Manual Handling

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risk of injury. Think about the task to be performed and plan the lift. (Also, see Risk Assessment).

- Consider what you will be lifting, where you will put it and how you are going to get it there.
- Assess the weight and centre of gravity of the load.
- Assess the size of the load to make sure you can grip it safely and see where you are going.
- Assess whether you can lift the load safely without help. If not get help. Bear in mind that it may be too dangerous to attempt to lift some loads such as office safe, even with a team.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
- Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
- Check whether you need any Personal Protective Equipment and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you will be able to maintain a firm grip.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Remove any unnecessary packaging, if this will make the task safer.
- Consider a resting stage before moving a heavy load or carrying something any distance.

Position

- Stand with your feet apart and your leading leg forward.
- Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you.
- If the load is too far away, move toward it or bring it nearer before starting the lift.

Lift

Always lift using the correct posture.

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep shoulders level, without twisting or turning from the hips.

- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

Move the load

- Move the feet, keeping the load close to the body.
- Proceed carefully; making sure that you can see where you are going.

Lower the load

- Lower the load, reversing the procedures for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down

PLANNED SAFETY CHECKS

Detailed arrangements are held in the Property Folder “Monitoring and Maintenance Schedule” and the Safety, Health and Wellbeing Check Folder.

These can be broken down into 3 separate groups as follows:

- Procedures
- Equipment
- Premises

Procedures

- All staff should have regard for their own Safety, Health and Wellbeing and that of others including pupils, visitors and colleagues and should communicate any concerns to the appropriate person so that any potential hazards can be quickly rectified.
- The Resources Committee will arrange for Safety, Health and Wellbeing Issues to be regularly monitored, safety inspections carried out and the review of incident reports.
- The **Monitoring and Maintenance Schedule** together with **The Safety, Health and Wellbeing Checks file**, covers all specific Safety, Health and Wellbeing and building / equipment Maintenance checks. It details who, what, where and how often checks are carried out.

Equipment

All equipment is subject to programmed recorded maintenance checks and is detailed in our **Monitoring and Maintenance Schedule**. It covers checks such as:

- Fire Safety - Alarm testing / fire drills / Risk Assessment / extinguishers / training / lighting / exits etc.
- Water Hygiene - Regular checks on the water system are made for temperature, hygiene and legionnaire disease and are recorded.
- All portable electrical equipment is checked annually by a service contractor and Fixed installations every 5 years
- Outside Play Area is inspected annually by an independent contractor
- The Fume Cupboard and Gym Equipment are checked annually by a service contractor.

Premises

- The whole school site should be inspected once a term by the Link Manager and a member of staff.
- In addition to this, Property Maintenance (Vertas) will visit the site throughout the school year to carry out detailed condition checks, asbestos checks and compliance reviews.
- Visual checks are carried out on a daily/weekly basis for fire exits, alarm systems and recorded in the **Safety, Health and Wellbeing Checks File**.

INFECTION CONTROL ARRANGEMENTS

Harbour is committed to controlling the spread of disease and infection. The following advice and guidance is followed:

- Gov.UK Publications, Health Protection in Schools and other Childcare facilities.

INCIDENT REPORTING/INVESTIGATION

All incidents are reported using new SCC procedure introduced on February 2018. The forms can be found on the Teacher Drive/PRU/Incident Report Forms.

Incident Report Forms are reviewed by the Head of School before submission to the Corporate Safety, Health and Wellbeing Advisor.

Any actions identified to prevent re-occurrence are implemented, shared with staff and risk assessments are updated as necessary.

Each term the forms are discussed with the Link Manager.

COORDINATION OF RISK ASSESSMENT WORK

Risk Assessments for new pupils are gathered from the mainstream school for each child. These are then used to create a new Harbour Risk Assessment which is held in their file and continually updated when necessary.

Risk Assessments are completed for all educational visits and copies are held in the school office.

General Risk Assessments are held in the Safety, Health and Wellbeing Manual and are reviewed and updated when necessary.

FIRE PROCEDURES

Fire and Emergency Evacuation Procedures – See Emergency Fire Plan

- Fire Exit diagrams are displayed in each room
- All staff should make themselves familiar with the Fire Emergency Plan. It details the procedures to be carried out on discovering a fire or hearing the fire alarm.
- These procedures are reviewed and updated as appropriate
- Fire notices are displayed in all rooms at Harbour. If the notices are removed or defaced, please notify the office or Head of School. These notices should not be covered with other displays or notices.
- Staff are required to make themselves familiar with the firefighting equipment and all staff will attend Fire Safety training.
- A fire risk assessment is carried out annually by Vertas.
- A fire drill will be scheduled termly.

Action in the event of a fire

- Fire Exit diagrams are displayed in each room
- Evacuation point by main gates (near dustbins)
- All visitors will be escorted to the assembly points.
- Emergency services are on RedCare response following alarm activation
- Pupil's parents will be informed and if necessary arrangements made to return them home

Fire Safety checks

- Fire alarms are checked weekly
- Fire extinguishers are serviced annually by a suitably qualified engineer and replaced if needed
- The testing of the fire alarms, fire drill and servicing of the firefighting equipment will be logged in the Fire Precautions Log Book and /or Safety, Health and Wellbeing Log Book.
- The Caretaker will check the fire extinguishers monthly and record these checks in the Caretaker monthly check Logbook.
- The Caretaker will check the emergency lighting monthly and record these checks in the Caretaker monthly check Logbook.

FIRST AID – TRAINING AND EQUIPMENT

First Aid and Accident Reporting Procedures

- Named staff first aiders will have received regular training and updates
- There will always be named first aiders on the school site each day. A list of trained staff is on the Safety, Health and Wellbeing notice board in the staff room.
- Activities off site will always have at least one trained first aider and carry a first aid kit
- First aid kits are available in areas where there is a greater risk of injury. (science room, kitchen)
- First aid kits are also available in the First Aid Room and Staff Room.
- First Aid kits are monitored on a termly basis and maintenance and replenishment is carried out accordingly. Sanitary disposal is carried out monthly by PHS and bins are located in the necessary toilets.
- In all incidents involving bleeding, protective gloves should be worn.
- Parents should be notified if any First Aid is administered.
- All injuries to staff or Pupils must be reported to the Executive Headteacher and Head of School and an accident report completed.
- The First Aid Log is kept in the School Office along with the Incident Form and Physical Intervention Log Books.
- Incidents must be investigated by the Executive Headteacher and Head of School and remedial action taken as required.
- Depending on the circumstances, a Suffolk County Council Incident Report will be sent to the Corporate Safety, Health and Wellbeing Advisor.

SUPPORTING PUPILS WITH MEDICAL NEEDS

Administration of Medicines

The **Administration of Medicines directive from DofE** should be read in full –
Copy held in the office

- Information concerning Pupils who require medicines during the day is collected during the admissions meeting
- Parents must give signed permission for the administration of medicine
- Only medicines received in sealed packages will be administered
- Medicines will be kept in the safe
- Pupils must sign a medication slip to acknowledge they have received their medication
- Any changes to the medicine dosage can only be given with written agreement from parents.
- Non-prescription medicines will not be given to Pupils without parental permission and only if in sealed original packaging.
- Any medication unused when Pupils leave Harbour will be returned or destroyed.

When children are temporarily ill, it is the parent's/carer's responsibility to ensure that they receive proper care and schools may advise parents that when their children are unwell they should not be sent to school. The administering of medicine to children is also parent's responsibility, unless certain circumstances make this impractical. Where medication is to be administered during the school day the parent/person with responsibility will be asked to follow the procedures set out below:

Complete and sign a form, available from school office to give your permission for the Head of School or person acting on her authority to administer the medicine or drug.

Hand over to the school office staff or Head of School, or person acting on their authority the medicine or drug.

Insure the medicine or drug is clearly labelled with the contents, the child's name and the dosage.

Medication will be held safely within the school. All medication is locked in the safe at night.

LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

- Procedures are in place to ensure Form 13 procedures are followed.
- The SCC Site Specific Asbestos Management Plan is carried out annually by our Corporate Property Adviser. This report and the asbestos procedure guidance is held in the office. There is no asbestos in the building.

VEHICLE CONTROL AND PEDESTRIAN SAFETY

- Harbour staff wait at the school entrance gate in the morning and at the end of the school day to accompany pupils to and from their cars and taxis.
- There is a footpath that leads to the bike shed where scooters and bikes are stored. Locks are available in school for pupils to use.
- Staff using their car for work must provide evidence of a current Driving Licence/MOT/Insurance for Driving to work.
- Staff are made aware of the SCC driving for work guidance

EDUCATIONAL VISITS

- Our educational visits coordinator has completed LA training.
- Harbour has adopted the EVOLVE service to aid its management of risk when planning and undertaking educational visits.
- Risk Assessments are prepared for whenever pupils leave site on any Educational visit.

- Permissions for visits in general is obtained at the Admissions meeting. For some individual visits, permission forms are sent home to be completed by parents/carers.
- Each visit has a member of staff designated as visit leader.

GUIDELINES FOR CAR TRAVEL

- Personal car insurance should include cover for business use.
- Two adults per car where possible
- If only one adult in car, then pupil sits in the back seats.
- Consideration to be given to the gender and behaviour traits of the passenger.
- Seat belts to be worn.

GUIDELINES FOR MINIBUS TRAVEL

- Any member of staff driving a school mini bus has undertaken a Suffolk County Council Driver Assessment. Certificates are filed in the office.
- Pupils are to assemble sensibly before embarkation.
- Pupils should not sit more than two to a seat and must wear seat belts.
- Adults should spread themselves through the minibus.
- The schools NO SMOKING policy applies to all school outings. Adults will not smoke at any time during the outing.
- Pupils are to remain seated until the minibus stops and instructions given to disembark
- An adult should check the minibus for any items left behind after everybody has left.
- All staff/supervisors should have a written list of the children in their care and instructions, including what to do in an emergency.
- Travel first aid kit to be taken, a named member of staff to be aware of pupil's medical problems.
- Ensure school is aware of pupils, helpers and staff on trip.
- The party to be in possession of at least one mobile phone.
- Staff in charge to have a list of contact details and phone numbers for pupils parents/carers

STRESS AND WELLBEING

Staff and Pupil well-being

- Awareness of well-being is important to support the emotional, physical and social wellbeing of an individual.
- The ethos of Harbour promotes all of these aspects through the curriculum and also the broader aspects of the work that we do to raise self-esteem and confidence.

- Where needed there is involvement from outside agencies in some cases this is through the CAF process.
- Staff are provided support through the LA well-being programme. Details are on the Safety, Health and Wellbeing Noticeboard in the Staff Room.
- Stress and workload management issues are discussed and recorded during PDR's.

CHILD PROTECTION PROCEDURES

- See **Safeguarding and Child Protection Policy**.
- Current County Council's guidance is followed.
- Training of all staff is regularly updated.
- Information regarding Designated Safeguarding Lead and reporting procedures is available in all rooms.
- All staff are provided with a paper copy of the key policies and reporting forms.

PREMISES SECURITY AND VISITOR SAFETY

School Security

It needs to be recognised that total security of any building with multiple entrances, regular movement of staff and frequent visitors is difficult to achieve.

- All visitors must only gain access through the main entrance
- All visitors must sign in and out and wear a badge so they can be identified during their visit
- All staff must sign in and out when using the building.
- Members of staff should challenge any visitor who they believe or are unsure if they should be on the site or contact the Executive Headteacher and Head of School immediately.
- The main entrance door has been fitted with electronic security, the only access is via a door fob which has to be signed for or admittance via a member of staff opening the door internally.
- The building will be alarmed at the end of the day.
- The main office, archive room, filing room, Executive Headteachers office and Head of Schools office must be locked at the end of the school day
- There are 6 external CCTV cameras which only show images of the school outside areas. There is 1 CCTV camera in the sensory room. All CCTV images can only be observed in the School Office.
- All outside doors that open onto the car park have electronic security.
- All staff working in the building should be aware of the **Lone Working Policy**
- Out of school hours the building is covered by an intruder alarm.

Security of information

- All key information will be kept in accordance with the **Data Protection and Fair Access Policy**
- Safeguarding information will be kept securely separately from other information and have limited access
- All data is backed upon and files are kept in the fire proof safe
- Pupil data is kept securely in filing cabinets in the filing and archive rooms.
- Staff must not keep Pupil related data on laptops and must comply to **ICT policy** and **Acceptable Use Policy**.
- Disposal of files will be done in accordance with the data protection policy and the schedule advised by the **Centre for Data Management**

Contractors on Site

- All contractors must report to reception on arrival at the school during school hours in order to complete the visitors register, Premises Log Book and Asbestos Register.
- If outside school hours they must report to the caretaker.
- All Contractors are asked to read and sign a Code of Conduct agreement.
- All Contractors must be DBS checked and comply with the directive for contractors.
- The Contractors will be informed by The Head of School, Caretaker or Office Staff of Fire Procedures, vehicle movement restrictions and restricted access to the building when pupils are on site.
- The Head of School will monitor the contractors' safety performance in order to prevent danger to staff, visitors and pupils.
- The Executive Headteacher and/or Head of School would talk with Contractors about safety issues pertinent to the job in hand and monitor the situation daily.

FIRE EMERGENCY PLAN

Harbour PRU

The Fire Emergency Plan must be known and a written copy made available to all staff and employees.

A fire drill is carried out at least once a term including a simulated evacuation drill with the assumption that one escape route is not available. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year.

1. Action on discovering a fire

The following action should be taken by anyone discovering a fire:

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Once the break glass call point has been broken the fire alarm will sound and the fire brigade will automatically attend, should the fire alarm fail to activate automatically telephone 999.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm:

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- Immediately proceed to the fire exits and leave the building.
- Teachers and BSA's will lead the pupils and visitors out of the school.
- Register, Pupil Telephone number box, Fire Evacuation Folder, the staff signing book and visitor's book will be taken out by members of the Office Staff. Class Teachers will take a Pupil Roll Call and the Head of School will take a Staff and Visitors Book Roll Call.
- The Head of School will complete a sweep of the building

ROUTE DETAILS

The class will be led out of any fire exit either via the classroom, or main exits to meet at the assembly point at the main gates (by the dustbins).

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher or BSA and line up at the assembly point.

When staff are leaving the school building they should ensure any adults/students using the school playground are made aware of the evacuation.

NB NO ATTEMPT MUST BE MADE TO COLLECT COATS, VALUABLES ETC ON THE WAY OUT.

If necessary pupils will be taken off site and led to the Old Warren House. This will only be in the event of a major disaster e.g. Explosion, gas leak etc.

3. Evacuation of the school of those particularly at risk

The school is accessible for all the pupils attending the school at present

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary a one to one arrangement will be implemented.

4. Procedure for roll call

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration
- Register will be taken out by a member of the Office staff who will also take the staff signing in book and visitors book for a roll call. The Fire Evacuation Folder and Red Pupil Box also need to be taken out by a member of staff.
- Registers are then called and if a child or person is missing, the fact should be reported to the Head of School immediately.
- No person must re-enter the building until told that it is safe to do so by the Head of School. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Management Committee).
- A telephone will be available to use at Old Warren House if required.

5. Fire Risk Assessment

A fire risk assessment was completed on 15/03/19 and showed that the risk from a fire starting to be Medium.

6. Liaison with the Emergency Services

There are no chemicals that will present problems for persons escaping from the building, or for the Emergency Services accessing the building. There are gas bottles externally in a locked cage (the key lock is a Suffolk Council Generic Lock) outside the Science Lab on the playground side of the school.

Access for emergency vehicles is via the front main gate which is kept clear.

7. Escape Routes and Fire Exits

Fire Exits are clearly marked. Fire escape routes are visually checked daily to ensure that these have not become blocked by materials or items being stored.

8. Instruction and Training

Staff have been trained in general fire awareness training. A Fire Awareness Training course was held for all staff on Wednesday 20 June 2018 which provided sufficient training for the safe evacuation of the building in the event of a fire and included the following:

1. How fires are caused
2. The three elements required
3. Why fires spread
4. Action to take on discovering a fire

Refresher training will be undertaken according to the SCC guidance on training.

Pupils will be instructed at the start of their attendance at the school to enable them to:

1. Identify the sound of the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point

9. Review of plan

We will monitor the effectiveness our fire evacuation drills throughout the year. Inspections of fire related signage and fire related maintenance checks will form part of our Safety, Health and Wellbeing inspections with the management committee and will be checked during our annual fire risk assessment which is carried out by Vertas.

The Fire Emergency Plan will be reviewed annually unless changes need to be made to our procedures any sooner.

Safety, Health and Wellbeing Arrangements for Old Warren House

COMMUNICATION AND INFORMATION MANAGEMENT

Routine checks from Suffolk Learning Website are made by Business Manager and/or office staff to ensure that Old Warren House has up to day information about Health and Safety. Relevant staff are informed of any relevant and new information.

All staff have access to the Health and Safety Policy in the Staff Handbook. Staff sign to state that they have read and understood the Staff Handbook and all the policies within it annually.

All staff have access to a copy of the Health and Safety Law Poster which is displayed in the School Kitchen.

All staff are made aware of incident reporting procedures during their induction programme.

Arrangements for the Implementation of the Policy

A healthy or safe environment can only be maintained if everybody plays an active part.

- a. Children need to be encouraged to use materials safely, adhere to rules that govern their wellbeing and safety of other Health and Safety issues from an integral part of our ethos and education (i.e. washing hands after using the toilet). Pupils are required to sign an Appropriate Use form regarding safe use of Computers, Mobile Phones and other devices in line with On-Line Safety Policy. Posters are visible throughout the school detailing appropriate e-safety procedures.
- b. Parents are informed of Health and Safety through website, newsletters and/or letters home. They are urged to comply with any health and safety issues and encouraged to report and noticed defect and concerns. All members of staff, teaching and non-teaching need to identify potential hazards and report them.
- c. Visitors to the premises should be made aware of health and safety.
- d. When a member of staff informs the school that they are suffering from stress, then a risk assessment will be undertaken and wherever possible, the school will aim to reduce the factors causing the problem and seek advice from Occupational Health and Well Being Service if required.

CRITICAL INCIDENT MANAGEMENT AND TEMPORARY STAFFING ABSENCES

The County's guidelines for Business Continuity is followed and set out in our Business Continuity Plan. Staff are aware of this policy and have access to it.

Reliable arrangements are made to cover the occasional (but foreseeable) absence of key staff so that safeguarding, first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or "emergencies" of any kind.

EMERGENCY CLOSURE

If there are adverse weather conditions, heating problems, floods etc the following criteria are used:

- Can sufficient staff get to school safely to ensure that those pupils who are able to attend can be taught safely.
- Will pupils be able to get to school safely, as some travel by taxi the taxi company will be consulted to find if they feel the road conditions are suitable for travel.
- Can we provide a meal for pupils who attend
- Will pupils be able to get home at the end of the day, again consultation with the taxi company will take place
- Does the heating system provide a suitable learning environment.

If the answer to any of the above provides a concern consideration should be given to closing the school, however, closure should only be considered in extreme circumstances and Old Warren House will always attempt to remain open.

The responsibility of closure is the Executive Headteacher and Head of Schools, and in such a case this will be communicated to LA officers. Old Warren House school closures will be announced on Radio Suffolk, Radio Norfolk, Broadland Radio and Beach Radio.

Teacher2Parent text messaging service may be used to contact parents in the event of closure.

An agreed pyramid of communication is in place to provide information for staff.

SAFETY HEALTH AND WELLBEING INDUCTION TRAINING

All staff receives adequate induction training which is matched to their specific work and responsibilities. This includes:

- Overview of the schools health and safety policy and organisational structure
- Tour of the premises
- Communication and relationships with other departments, schools and Suffolk County Council (the LA)
- General health and safety advice, including the schools own guidance and that from the LA

- The use of the Incident Reporting form for incidents, hazards, work related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance (eg Art, PE, etc)
- Employee problems and concerns. Specific duties and responsibilities
- Grievance procedures (as they relate to H & S)
- Information on hazards specific to the school, and established controls or precautions
- Use of equipment and/or tools
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Physical examinations in pursuit of statutory maintenance requirements e.g electrical equipment
- Trained first aid personnel and first-aid facilities
- Fire evacuation and emergency procedures
- Fire extinguishers and blankets – location and use
- Access to wellbeing advice, counselling and other staff support schemes
- Security to include On-Line-Safety, all staff to sign Appropriate Use document.
- Restricted areas and equipment
- Manual lifting and handling – general advice and risk assessment
- Correct use of guards
- Staff procedures for machines, including design technology tools & equipment
- General housekeeping and maintenance of access and egress
- Smoking restrictions – no smoking on all school premises
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk).
- Panic alarms are located in the school office and the Head of Schools office.

ROUTINE UPDATING TRAINING

Training records for staff on Health and Safety matters, including First Aid and Fire Safety Awareness are held in a central file. It is monitored and updated regularly by staff responsible for CPD and refresher courses are arranged accordingly. Copies of certificates are passed onto staff as evidence of training.

PERSONAL SAFETY PROCEDURES, PHYSICAL INTERVENTION AND CONTROL OF VIOLENCE

Responsibility of Pupils

All pupils are expected, within their expertise, ability and understanding to:

- a. Exercise personal responsibilities for themselves and their fellow pupils.
- b. Observe standards of dress consistent with safety and/or hygiene.
- c. Observe the safety rules of Old Warren House and in particular the instructions given by staff in the event of an emergency.
- d. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Supervision of Pupils

- e. Staff are responsible for the welfare of pupils from the time they arrive at the start of the school day. A member of staff will be on duty in the central classroom from 8.45am. Taxi pupils to enter school immediately after getting out of their taxi.
- f. All pupils attending school for a full day stay at school for lunch as part of the sociable activities of the school. Pupils stay on the school premises until the end of their day at school. Pupils, with parent's permission, are allowed off premises for short period over the lunchtime.
- g. There is a staff duty rota covering all break times and the end of the school day. In addition, since OWH does not have a staff room all staff spend break-times and lunchtimes in the company of the pupils. If a member of staff finds themselves alone with a group of pupils they will summon support.
- h. Pupils are encouraged to walk to school, incorporating public transport where appropriate, or to cycle. In Year 11 the expectation is that all pupils travel to school independently.

Physical Restraint

- i. Refer to school policy on the use of physical restraint. All permanent classroom staff will receive Physical Intervention Training.

Lone Working

- j. Staff working alone in school during holidays and weekends should ensure that doors are locked behind them. Please notify somebody of your proposed arrival, time back from school and who to ring if arrival does not take place. Security systems all doors to be operated at all times. See Risk Assessment.

Manual Handling

- k. As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risk of injury. Think about the task to be performed and plan the lift. (Also, see Risk Assessment):
- Consider what you will be lifting, where you will put it and how you are going to get it there.
 - Assess the weight and centre of gravity of the load.
 - Assess the size of the load to make sure you can grip it safely and see where you are going.
 - Assess whether you can lift the load safely without help. If not get help. Bear in mind that it may be too dangerous to attempt to lift some loads such as office safe, even with a team.
 - If more than one person is involved, plan the lift first and agree who will lead and give instructions.
 - Plan your route and remove any obstructions. Check for any hazards such as uneven flooring.
 - Avoid lifting unsafe loads, such as damaged glass or badly packed chemicals.
 - Check whether you need any Personal Protective Equipment and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
 - Ensure that you will be able to maintain a firm grip.
 - Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
 - Remove any unnecessary packaging, if this will make the task safer.
 - Consider a resting stage before moving a heavy load or carrying something any distance

Position

- Stand with your feet apart and your leading leg forward.
- Your weight should be even over both feet.
- Position yourself (or turn the load around) so that the heaviest part is next to you.
- If the load is too far away, move toward it or bring it nearer before starting the lift.

Lift

Always lift using the correct posture.

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

Move the load

- Move the feet, keeping the load close to the body.
- Proceed carefully; making sure that you can see where you are going.

Lower the load

- Lower the load, reversing the procedures for lifting.
- Avoid crushing fingers or toes as you put the load down.
- Position and secure the load after putting it down.

Dealing with abuse, threats and violence towards school staff

If any visitor comes onto the site and is either verbally or physically threatening to either staff or pupils, or attempts to influence a pupil or is in possession of any form of weapon or under the influence of alcohol or drugs they will be asked to leave.

The Executive Headteacher or Head of School reserves the right to request that visitors, on either planned or unexpected visits, leave the site if they feel that their continued presence places either staff or children in any form of risk. In extreme situations the Police will be involved.

In such extreme cases when a parent might be involved in such behaviour, alternative arrangements will be put in place to ensure that information is made available to them about their child without coming onto site.

- Visitors and people entering the building are monitored. They sign in at reception and are issued with a badge once their ID has been checked.
- Details of the key holders are provided to the Area Office.
- A Lone Working procedure is in place for those staff who are in school outside the usual opening times.

PLANNED SAFETY CHECKS

Detailed arrangements are held in place for planned safety checks throughout the year. These are scheduled in by the Vertas Property Service.

These can be broken down into 3 separate groups as follows:

- Procedures
- Equipment
- Premises

Procedures

The Monitoring and Maintenance Schedule together with the Health and Safety Checks covers all specific health and safety and building/equipment maintenance checks. It details who, what, where and how often checks are carried out.

All staff should have regard for their own health and safety and that of others including pupils, visitors and colleagues and should communicate any concerns to the appropriate person so that any potential hazards can be quickly rectified.

The Resources Committee will arrange for Health and Safety walks on a termly basis to identify and monitor any issues.

Equipment

All equipment is subject to programmed recorded maintenance checks and is detailed in our Monitoring and Maintenance Schedule. It covers checks such as:

- Fire Safety – Alarm Testing/Fire Drills/Risk Assessments/extinguishers/training emergency lighting/fire exits, etc
- Water hygiene – regular checks on the water system are made for temperature, hygiene and legionnaire disease and are recorded.
- All portable electrical equipment is checked annually by a service contractor and fixed installations every 5 years.
- Fume Cupboard is checked by a contractor, in the Science Lab which Old Warren House share with Harbour.
- Lab Gas safety checks.

Premises

- The whole school site is inspected termly by member of the management committee.
- In addition to this, property maintenance (VERTAS) will visit the site annually to carry out a condition survey, asbestos checks and compliance reviews.

- Visual checks are carried out on a daily/weekly basis for fire exits, alarm systems and emergency lighting and extinguishers and recorded on the relevant logs.

INFECTION CONTROL ARRANGEMENTS

Old Warren House is committed to controlling the spread of disease and infection. The following advice and guidance is followed:

- Gov.uk Publications, Health Protection in Schools and other Childcare Facilities.

INCIDENT REPORTING/INVESTIGATION

All incidents are reported using the new SCC procedure introduced in February 2019. The forms can be located on the Admin Drive - Z/Health and safety/Incident Report Forms.

Incident Report Forms are reviewed by the Head of School before submission to the Corporate Health and Safety Advisor.

Any actions identified to prevent re-occurrence are implemented, shared with staff and risk assessments are updated as necessary.

Each term forms are discussed at Management meetings as required.

COORDINATION OF RISK ASSESSMENT WORK

Risk Assessments for new pupils are received from the mainstream school for each pupil. These are then used to create a new Risk Assessment by Old Warren House, which is then held in their file and continually updated when necessary.

Risk Assessment are completed for all educational visits, work experience placements, and outside provision and copies are held in the school office.

General Risk Assessments are held in the Health and Safety file in the school office and updated annually or sooner if necessary.

FIRE PROCEDURES

Fire and Emergency Evacuation Procedures – See Evacuation Plans in each room in school.

All fire procedures have been checked and all necessary alterations have been carried out by the County's Fire Alarm Engineer and a log is kept. An annual check of the fire extinguishers is also carried out and any updates required are dealt with at that time. Regular fire drills are held during school time. Notices of procedure are located in all rooms. The school wheelie bin is locked at an appropriate distance from the school building.

a. Fire drill instructions are displayed in all working areas of the school. Staff need to familiarise themselves with the evacuation procedure which is as follows:

1. Sequence – Alarm

Fire Brigade to be called by office staff

Evacuation

Assemble

Roll Call

Report to Executive Headteacher, Head of School or Senior Member of Staff.

Use mobile phones to disperse children home.

2. Alarm - Any member of staff discovering an outbreak of fire should activate the nearest fire alarm.

3. The outbreak of fire at this school will be signalled by a fire alarm glass being smashed and the alarm sounder activated.

b. Evacuation Procedure:

On hearing the alarm bell the following drill procedure will be put into operation immediately.

- Teachers in charge of classes should make their way with their classes to the nearest exit. Close doors behind them.
- Should an exit be blocked use an alternative exit.
- Other children and all other adults should file out in an orderly manner.
- Under no circumstances is any child or member of staff to re-enter the building after the evacuation.
- Whilst pupils leaving school, register to be taken out by Head of School or office staff.
- On reaching the assembly point on the car park pupils will line up and registers called immediately.

- When all present on registers have been accounted for, the Executive Headteacher and Head of School should be informed.
- Written instructions cannot cover all eventualities, please act as necessary in unforeseen circumstances.

c. Additional Notes

- If a child is missing it should be reported at once to the Executive Headteacher and Head of School and to the fire brigade on their arrival.
- Anyone not actually in class when the alarm sounds eg in the toilets, staff room, corridors etc should use the nearest available exit and make their way directly to the assembly point and join their appropriate group or class.
- No person is allowed to leave the assembly point to recover clothing, books etc.

Life is more important than property.

NB THE SAFETY OF ALL PERSONS IN THIS SCHOOL PREMISES MAY DEPEND UPON INSTANT, EFFICIENT AND SENSIBLE ACTIONS.

d. Breaktime/Lunchtime procedures

- Staff will accompany the children from the building to assembly areas by the nearest exit. The evacuation procedure will be followed.

e. Location of Fire Alarm Buttons

- Main entrance – to left of front door.
- Side entrance – to left of door.
- Emergency exit door in central classroom.
- External door to maths room – to right of door.

f. Location of Fire Control Panel

- Inside front classroom – exterior wall.

g. Location of Fire Extinguishers

- School Lobby. Science room. Craft room. Kitchen

h. Visitors

- It is the duty of the class teacher to ensure all parents, student and class visitors are aware of the evacuation procedures.

i. Fire Drill Practices

- Fire drill practices are regularly held, problems are noted and addressed.
- Prior notice of fire drills is not always given.
- Occasionally, it may be necessary to carry out an obstructive fire drill.
- Occasionally children/or staff are kept back to ensure register checks are efficient.

LOCALLY ORGANISED PREMISES MAINTENANCE, REPAIR AND IMPROVEMENT

Where necessary a Form 13 is completed and forwarded to the County Architects/Property Service for approval. An asbestos survey was carried out by the County at their direction and relevant reports are held by them.

FIRST AID – TRAINING AND EQUIPMENT

First Aid kits are held in the school office and the science room. Kits are taken on all school visits. Monitoring of the First Aid kits is done on a termly basis and maintenance and replenishment is carried out accordingly. Sanitary disposal is carried out monthly by PHS and bins are located in staff toilet and girl's toilet. Records are kept of all staff trained in First Aid and updated regularly.

Any injury is reported following the procedure outlined in the previous paragraph and should the need arise for medical attention the school will transport the pupil to the local A & E Department, James Paget Hospital, Gorleston, Norfolk or call an ambulance if deemed necessary.

First Aid and Accident Reporting Procedures

- Named staff first aiders will have received regular training and updates
- There will always be named first aiders on the school site each day
- Activities off site will always have at least one trained first aider and carry a first aid kit
- First aid kits are available in areas where there is a greater risk of injury. (cooking room, kitchen, Harbour Science room)
- First aid kits are also available in the main offices
- First Aid kits are regularly monitored.
- In all incidents involving bleeding, protective gloves should be worn and any cleaning swabs, etc disposed of in the yellow clinical waste bags.

- Parents should be notified of any first aid administered.
- All injuries to staff or students must be reported to the Executive Headteacher and Head of School and an incident report completed.
- An accident log is kept in the front office and the incident and physical intervention log is kept in the office.
- Incidents must be investigated by the Executive Headteacher and Head of School and remedial action taken as required

SUPPORT PUPILS WITH MEDICAL NEEDS

Administration of Medicines

The Administration of Medicines directive from the DfE should be read in full – Copy held in school office.

- Information concerning pupils who require medicines during the day is collected during the admissions meeting.
- Parents must give signed permission for the administration of medicine.
- Only medicines receive in sealed packages or blister packs will be administered and they must contain the information sheet.
- Medicines will be stored in the school safe.
- Staff sign a log as a record of administering medication.
- Any changes to the medicine or dosage can only be given with written agreement from parents.
- Non-prescriptive medicines will not be given to pupils without parental permission and only if in sealed original packages.
- Any medication unused when pupils leave Old Warren House will be returned or destroyed.

When children are temporarily ill, it is the parent/carers responsibility to ensure that they receive proper care and schools may advise parents that when their children are unwell they should not be sent to school. The administering of medication to children is also parent's responsibility, unless certain circumstances make this impractical.

Where medication is to be administered during the school day the parent/carer with responsibility will be asked to follow the procedure set out below:-

- Complete and sign a form, available from school office to give your permission for the Head of School or person acting on their authority to administer the medicine or drug.
- Handover to the school office staff or Head of School the medicine or drug.

- Ensure the medicine or drug is clearly labelled with the contents, the child's name and the dosage, along with the medication instructions.
- Medication will be held within the school office, locked in the safe.

The Use of inhalers by Children in School

The school follows the Suffolk Schools Asthma Policy, a copy of which is located in the school office. The school office maintains an asthma register and issues paperwork to new pupils/parents. Pupils should be allowed to carry their inhalers with them at all times. These should be blue coloured preventative inhalers.

Pupils should be encouraged to take a responsible attitude to their inhaler. Any irresponsible behaviour should be discussed fully with the pupil, the parents and School Nurse/Doctor as necessary.

The school requires a spare, in date, inhaler to be held in the school office. Such inhalers will be taken on school trips and visits and will feature on a risk assessment. It is the responsibility of the doctors prescribing these drugs to ensure that the child knows how to use the inhaler properly.

This is not the schools responsibility. If a pupil has an asthma attack a doctor may be needed if an inhaler has no effect after 5 to 10 minutes, the pupil is distressed or unable to talk, the pupil is getting exhausted.

Specific Medical Disorders

All staff to be made aware by the Head of School of any pupil with specific medical disorders.

EDUCATIONAL VISITS

Please refer to the Health & Safety Educational Visits File.

1. When arranging visits away from the school site staff must consult the current County Policy for Educational Visits. Permission for visits in general is obtained from parents/carers when completing the contract. Individual visits are notified to parents in writing.

The Management Committee have educational visits as an agenda item for their meeting once a term. A notification of educational visits must be made by completing the on-line EVOLVE documentation before the visit. All details of the visit should be completed on a paper-based proforma and given to designated trips and visits administrator for entry onto EVOLVE.

A risk assessment and risk management record should be completed for each visit unless previously completed. Staff should also update their record of school visits pro-forma.

2. Staff must ensure adult/pupil ratio requirements are met and adequate gender supervision.
3. Guidelines for Car Travel
 1. Personal car insurance should include cover for business use.
 2. Two adults per car where possible
 3. If only one adult in car, then pupil sits in the back seats
 4. Consideration to be given to the gender and behaviour traits of the passenger.
 5. Seat belts to be worn.
4. Guidelines for Coach Travel
 1. Arrange who is in overall charge of the coach
 2. Pupils are to assemble sensibly before embarkation.
 3. An adult should always be present at the bottom of the steps when children are getting on and off of the coach.
 4. Pupils should not sit more than two to a seat and must wear seat belts.
 5. Adults should spread themselves through the coach.
 6. The schools NO SMOKING policy applies to all school outings. Adults will not smoke at any time during the outing.
 7. Pupils are to remain seated until the coach stops and instructions given to disembark. The pupils at the front of the coach are to remove first.
 8. An adult should check the coach for any items left behind after everybody has left the coach.
 9. All staff/supervisors should have a written list of the children in their care and instructions, including what to do in an emergency.
 10. Travel first aid kit to be taken, a named member of staff to be aware of pupil's medical problems.
 11. Children to take and be responsible for their inhalers, plus spare inhalers with staff.
 12. Ensure school is aware of pupils, helpers and staff on trip.
 13. The party to be in possession of at least one mobile phone.
 14. Staff in charge to have a list of contact details and phone numbers for pupils parents/carers.

STRESS AND WELLBEING

Given the size of the school all staff are involved in the Well Being Scheme. Details are on the Health and Safety Board in the kitchen.

The Executive Headteacher and Head of School are available to talk to all staff at any time.

Stress and workload management are discussed and recorded during PDR's.

Staff are also aware of the access to the County's Counselling Service and to the School Nurse.

CHILD PROTECTION PROCEDURES

- See Safeguarding and Child Protection Policy, on website of in Staff Handbook.
- Current LA guidance is followed.
- Training of all staff is regularly updated.
- Information regarding Designated Safeguarding Lead and report procedure is available in all rooms.
- All staff are provided with a paper copy of the key policies and reporting forms.

PREMISES SECURITY AND VISITOR SAFETY

Visitors to the School

All visitors to the premises during the school day must first report to the school office to complete the Visitors Book, they must read and understand the Safeguarding Notice and provide proof of identity. All visitors will be given a purple visitors lanyard.

School Security

The school has concerns about security due to the associations made by our pupils. The school has undertaken various measures to improve security.

- Erection of a camera over the main entrance with a screen in the main school office.
- CCTV cameras in all public spaces and monitor in main office.
- The main entrance has been fitted with electronic security comprising of visual display screen and intercom.
- The outside door to the side of the building is fitted with electronic security.
- A side gate is kept bolted from inside.
- All staff use a 'toggle' and 'reader' system to enter the building.

- Keys to exterior doors are held by a minimum number of staff and all key holders are held on a register maintained by School Business Manager.
- Pupils are not to open the door to allow visitors to enter.
- All visitors must sign in and if not visiting by appointment will, if not known, be required to show some form of identity or asked to leave.
- The school has a written procedure advising how staff should deal with an incident. Staff are also made aware of how to deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). Panic buttons are located in Front Office and Heads Office. Police will be contacted on 999 emergency.
- Out of school hours the building is covered by an intruder alarm and CCTV cameras within the building.

Security of Information

- All key information will be kept in accordance with the Data Protection and Fair Access Policy
- Safeguarding information will be kept securely separately from other information and have limited access.
- All data is backed up and files are kept in the fire proof safe on the server site.
- Pupil data is kept securely in filing cabinets in the office.
- Staff must not keep pupil related documents on laptops and must comply to Safe Use of ICT and Acceptable Use Policy.
- Disposal of files will be done in accordance with the Retention of Information guidelines and the Information Management Handbook.

Smoking

Smoking is not allowed anywhere in the school building.

Contractors on Site

All contractors must report to reception on arrival at the school during school hours in order to complete the visitors book, Premises Log Book and Asbestos Register. If outside school hours they must report to the caretaker or other authorised staff.

All staff are updated daily on the progress of any works being carried out at the school. The Executive Headteacher and/or Head of School would talk with Contractors about safety issues pertinent to the job in hand and monitor the situation daily.

All contractors must be DBS checked, if working on the premises during the school day, and comply with the directive for contractors.

The contractors will be informed by the Head of School, Caretaker or Office Staff of Fire Procedures and restricted access to the building when pupils are on site.

Considerate parking must be used by all contractors, as we do not have a carpark and in order that we can be respectful to our neighbours.

FIRE EMERGENCY PLAN

Old Warren House

The Fire Emergency Plan must be known and a written copy made available to all staff and employees.

A fire drill is carried out at least once a term including a simulated evacuation drill. Drills are carried out at different times of the day and recorded in the fire log book. All staff must participate in at least 2 drills per year.

1. Action on discovering a fire

The following action should be taken by anyone discovering a fire

- Raise the alarm by voice – shout fire and operate the nearest break glass call point. The fire alarm is to be raised no matter how small the fire is.
- Once the break glass call point has been broken the fire alarm will sound and the fire brigade should be called using 9 for outside line followed by 999.
- Do not put yourself into a position of danger and ensure that your exit route is clear.

2. What to do if the fire alarm sounds

The following action should be taken on hearing the fire alarm

- Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
- Immediately proceed to the fire exits and leave the building.
- Teachers and Teaching Assistants will lead the pupils and visitors out of the school.
- Register, the staff/ pupil signing book and visitor's book will be taken out by members of the Office Staff. Class Teachers will take a Pupil Roll Call and the Head of School will take a Staff and Visitors Book Roll Call.
- The Head of School will complete a sweep of the building if possible and safe to do so.

ROUTE DETAILS

The class will be led out of any fire exit either via the classroom, or main exits to meet at the assembly point at the main gates (by the dustbins on the Harbour PRU site).

The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher or Teaching Assistant and line up at the assembly point.

NB NO ATTEMPT MUST BE MADE TO COLLECT COATS, VALUABLES ETC ON THE WAY OUT.

If necessary pupils will be taken off site and led to Harbour PRU. This will only be in the event of a major disaster e.g. Explosion, gas leak etc.

3. Evacuation of the school of those particularly at risk

The school is accessible for all the pupils attending the school at present

A Personal Emergency Evacuation Plan will be written for any disabled child/adult where special precautions have to be taken to ensure that their means of escape has been considered, are appropriate to their needs and are robust. If necessary, a one to one arrangement will be implemented.

4. Procedure for roll call

With pupils lined up for roll call the following procedure is in place:

- All registers are brought back to the office after morning and afternoon registration
- Register will be taken out by a member of the Office staff who will also take the staff signing in book and visitors' book for a roll call.
- Registers are then called and if a child or person is missing, the fact should be reported to the Head of School immediately.
- No person must re-enter the building until told that it is safe to do so by the Head of School. (If a child is missing in a planned evacuation, this will be investigated and addressed in the report of the evacuation to the Management Committee).
- A telephone will be available to use at Harbour PRU if required.

5. Fire Risk Assessment

A fire risk assessment was completed on 07/01/2019 and showed that the risk from a fire starting to be Medium.

6. Liaison with the Emergency Services

There are no chemicals that will present problems for persons escaping from the building, or for the Emergency Services accessing the building.

7. Escape Routes and Fire Exits

Fire Exits are clearly marked. Fire escape routes are visually checked daily to ensure that these have not become blocked by materials or items being stored.

8. Instruction and Training

Staff have been trained in general fire awareness training. A Fire Awareness Training course was held for all staff on Monday, 6th January 2020 which provided sufficient training for the safe evacuation of the building in the event of a fire and included the following:

1. How fires are caused
2. The three elements required
3. Why fires spread
4. Action to take on discovering a fire

Refresher training will be undertaken according to the SCC guidance on training. Pupils will be instructed at the start of their attendance at the school to enable them to:

1. Identify the sound of the fire alarm
2. Know the action they should take on hearing the alarm
3. Know the location of the assembly point

9. Review of plan

We will monitor the effectiveness our fire evacuation drills throughout the year. Inspections of fire related signage and fire related maintenance checks will form part of our health and safety inspections with the management committee and will be checked during our annual fire risk assessment which is carried out by Vertas.

The Fire Emergency Plan will be reviewed annually unless changes need to be made to our procedures any sooner.