



The Treehouse School

This Policy was updated October 2022

This Policy will be reviewed annually

Trustees with responsibility – Behaviour, Attitudes and Personal Development Team

Approval Level (T)

Part One – Statement of Intent

The Treehouse School recognises that ensuring the health and safety of staff, volunteers, children and visitors is both a legal requirement and an important element of its work.

The school is committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work-related ill health;
- assessing and balancing the benefits and any associated risks to anyone who could be affected by curriculum and non-curriculum activities and putting in place measures to control these risks;
- ensuring safe working methods and providing safe work equipment;
- providing effective information, instruction and supervision;
- monitoring and reviewing the safety arrangements and prevention measures to ensure they are effective;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Over time, health and safety procedures will be developed, adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. Trustees, staff, volunteers and children will play their part in its implementation.

Part Two – Responsibilities

We believe that all Staff, Volunteers and Visitors should take responsibility for their own health and safety and that over time children learn how to do this as well taking increasing levels of responsibility for themselves.

Due to the size and status of the school, resources are limited; members of the school's team are assigned responsibilities as detailed below.

The Trustees

The Trustees are responsible for ensuring that:

- the Health and Safety Policy is clearly written;
- the school is a safe place for children and adults to work with clear procedures and systems;
- a full health and safety audit (Internal and External) takes place annually;
- Health and Safety Policy, practice, procedures and systems are revised as necessary.

The designated Trustees' team, 'Behaviour, Attitudes and Personal Development Team' liaises closely with the School Director and participates in scheduled inspections.

The Director

The Director is responsible for ensuring that:

- the Health and Safety Policy is implemented effectively;
- systems are in place, as necessary, to secure a good standard of health and safety management;
- advice on matters of health and safety is taken where relevant;
- all decisions related to health and safety issues are based on a rational assessment of any risks to the safety of the school community.

The Director works alongside the Deputy Director to ensure that the day-to-day management of health and safety arrangements are met.

The Director and Deputy Director ensure that:

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- the Health and Safety Policy is clearly communicated to all relevant persons;
- appropriate information on significant risks is given to visitors and contractors;
- all staff are provided with adequate information, instruction and training on health and safety issues;
- risk assessments of the premises and working practices are undertaken and shared, as appropriate, with staff, volunteers and the children;
- emergency procedures are in place;
- records, along with any remedial actions, are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.;
- arrangements are in place to check the premises and monitor the implementation of the policy;
- accidents are recorded and investigated, and any remedial actions required are undertaken. The HSE must be informed of any incidents falling under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- the activities of contractors are adequately monitored and controlled;
- a report to the Trustees on the implementation of the health and safety policy and performance of the school is completed annually;
- the sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises, and required health and safety standards, meets the highest standards without the Trust incurring excessive cost;
- equipment is inspected, examined and tested to ensure it remains in a safe condition.

Teaching Staff

The teaching staff are responsible for:

- supervising the children and implementing procedures in respect of fire, lockdown, first aid and other emergencies or critical incidents;
- following the school's health and safety procedures and arrangements;
- giving clear health and safety instructions and warnings to children as appropriate;
- integrating all relevant aspects of health and safety into the teaching process;
- regularly checking the school and garden for potential hazards and either addressing them or reporting them to the Director;
- reporting all accidents, defects and dangerous occurrences to the Director.

Volunteers

Volunteers are required to:

- follow and act in accordance with any specific health and safety directives given;
- report any potential hazards and accidents/ 'near misses' to the Director or Deputy Director;
- inform the Director or Deputy Director of any potential hazards to health and safety, in particular those which are a serious or imminent danger;
- inform the Director or Deputy Director of any shortcomings they identify in the school's health and safety arrangements;
- exercise good standards of housekeeping and cleanliness.

Contractors and Others

- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Director or Deputy Director of any risks that may affect the school staff, children and visitors.
- All contractors must be aware of the schools Health and Safety Policy and emergency procedures and comply with these at all times.

Children

Children, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene;

- observe all the health and safety rules of the school and the instructions of staff given in an emergency.

Part Three - Arrangements

The following procedures and arrangements have been established within The Treehouse School to eliminate or reduce health and safety risks to an acceptable level. It is worth noting that these arrangements are constantly developing.

Accident and Incident Reporting:

- All staff ensure that all accidents and any hazards are reported to the Director or Deputy Director and that the relevant paperwork is completed. Precautions to prevent further accidents occurring are taken. Staff discuss any accidents and hazards at the weekly staff meeting.
- Details of more serious accidents are copied and filed in the child's safeguarding records.
- All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps taken to prevent a more serious reoccurrence.
- The designated Trustees Team: 'Behaviour, Attitudes and Personal Development' liaises closely with the School Director and participates in scheduled inspections which includes checking Accident and Incident records.

Contractors

- The Director, in consultation with the Trustees as appropriate, is responsible for the selection and management of contractors in accordance with the school policy.

Educational Visits and Journeys

The member of staff responsible for organising an educational visit will ensure that a comprehensive risk assessment is completed prior to the visit taking place. Risk assessments are filed and available for Trustees/external agencies to scrutinise as necessary.

Electrical Safety

The Director ensures that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. The hard wiring system is inspected every five years by a competent person undertaken without delay. All staff must report any problems to the Director in the first instance.

Fire Precautions and Emergency Lockdown Procedures

All staff must be familiar with the school's emergency plan and evacuation procedures.

The Director is responsible for ensuring that:

- a fire risk assessment is completed and reviewed annually.
- the school emergency plan and evacuation procedures are regularly reviewed;
- all staff/volunteers are inducted on fire safety procedures (see Appendix A)
- an emergency fire drill is undertaken every term;
- all staff/volunteers are inducted on the lockdown procedure (see Appendix B)
- emergency lockdown drills are undertaken every term;
- routine maintenance and inspections of the firefighting equipment by an external qualified company takes place;
- exit/escape routes are known and maintained.

First Aid

- Details of all qualified First Aiders, including the 'responsible person' are displayed in the school entrance.

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- First Aid supplies are kept in the First Aid boxes located in the conservatory, kitchen and hall. Additional supplies are kept in the boys/disabled toilet. The 'responsible person' ensures that stocks of supplies are kept up to date.
- All staff must be familiar with the school arrangements for First Aid. This information is found in the First Aid Policy.

Gas Safety

- The landlord's gas safety certificate is carried out annually.
- A carbon monoxide detector is located in the kitchen above the cooker and tested annually.

Hazardous Substances

All cleaning and maintenance products that may be hazardous are kept in a high cupboard in the kitchen. Data sheets for the Control of Substances Hazardous to Health (COSHH) items are kept in the 'Health and Safety Checks' folder.

Inclusion

- The Director is responsible for ensuring that there are adequate facilities and support to ensure the health, safety and welfare of all pupils including those with special educational needs and disabilities (SEND).
- All teaching staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs (see Medical Needs Policy).

Lone Working

- Lone workers are defined as anyone who works by themselves without close or direct supervision.
- Staff or volunteers may work alone after normal school hours or during holiday times. It is the responsibility of staff/volunteers working after hours to notify a responsible person of their location and intended time of departure and when they leave.
- Lone workers should not undertake any activities which present a significant risk of injury. They are advised to have access to a mobile telephone in order to summon help if required.

Managing Medicines & Drugs

- Consent forms are completed by parents/carers for all children who need to take medication on the school site.
- Individual care plans are completed for children with ongoing medical issues (see Medical Needs Policy).
- Staff must notify the Director if they believe a pupil is carrying any unauthorised medicines/drugs.
- Medicines should only be administered at the School when it would be detrimental to a child's health or school attendance not to do so.
- The school will administer non-prescription medicines to a child e.g. Calpol if a Parent/Carer wishes a child to have the non-prescription medicine administered during the School day. They will need to come to the School and complete a consent form.
- The School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely. Children should know where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers should be always readily available to children.

- During School trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal.

Manual Handling and Lifting

- Any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves; they should ask for assistance.
- Children are taught how to move or lift furniture or equipment.
- Adults assess their own risks when working at height and make the necessary adjustments to ensure their safety.

PE Equipment

- Staff are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the children.
- All PE equipment must be visually checked before lessons and returned to the designated store area after use. Any faulty equipment must be taken out of use and repaired or replaced as necessary.

Personal Protective Equipment (PPE)

- Where the need for PPE has been identified in risk assessments, it is the school's responsibility to ensure adequate provision of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or child who might be at risk of injury or harm to health. Staff or volunteers must report any lost or damaged PPE to the School Director or Deputy Director so that it can be repaired or replaced.

Risk Assessments

- The Director and Deputy Director ensure that potential hazards are identified, and risk assessments are completed for all significant risks in the School.
- Teachers undertake risk assessments for specific activities e.g. PE and educational visits. They are responsible for ensuring that curriculum safety, including out of school learning activities, are risk assessed where there is a potential risk to staff and children. The risk assessments must be made known to all teachers and volunteers involved in the activity, and to the children. These should be reviewed regularly.
- For more information, please see the Risk Assessment Policy.

Security/Violence

- The Director and Deputy Director, in consultation with the Trustee with responsibility for health and safety, are responsible for the security of the school site. Regular checks of the boundary walls /fences, entrance points and external lighting are carried out.
- Staff must question any visitor on the school premises who is not wearing a visitor badge. If an intruder becomes aggressive staff will seek assistance following emergency procedures as appropriate.
- Meetings with parents known to be verbally abusive or threatening in their behaviour should be held only in an area of the school where assistance is available. The Director, a Trustee or other member of staff should be present at these meetings.
- Any incidents of verbal abuse or threatening behaviour by parents or visitors must be reported immediately to the Director.

Site Maintenance

- The Director and Deputy Director are responsible for ensuring the basic maintenance of the school premises and grounds.
- The Trustee with responsibility for Health and Safety and the School Director carry out inspections of the premises to ensure that required maintenance standards are achieved.

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- All staff are responsible for reporting any damage or unsafe conditions to the School Director immediately. Any damage or other hazards should be noted in the maintenance book.
- The school, its furniture, furnishings, fittings and surfaces of floors, walls and ceilings must be kept sufficiently clean. No waste materials should be allowed to accumulate. Staff should ensure that rubbish is placed in the appropriate bin.

Staff Training & Development

- The Director, in consultation with the Trustee with responsibility for Health and Safety, is responsible for assessing the health and safety training needs of all staff and for arranging any identified training. All new staff and volunteers will receive information as part of the school's induction process.
- Health and Safety will be a regular agenda item for staff and Trustee meetings.

Stress

The Trustees and Director are responsible for taking steps to reduce the risk of stress in the School by taking measures to ensure colleagues are supported through:

- an environment in which there is good communication, support, trust and mutual respect;
- training as appropriate to enable them to carry out their jobs competently;
- clearly defined roles and responsibilities;
- consideration of domestic or personal difficulties.

Water

- It is the School Director's responsibility to ensure that water temperatures are checked monthly. More information can be found in **Annex C**.

Visitors and Contractors

- All visitors must sign in and out of the School. A badge will be issued which must be worn and clearly visible at all times in School.
- Visitors to the School will be made aware of the emergency procedures and other safety information as is relevant.
- Contractors undertaking maintenance work on the School will be informed of the emergency procedures and any risks in their work area.

Annex A

Fire Evacuation Procedure

In the event of a fire the following steps will take place:

- An alarm will sound.
- The School Director, Deputy Director or member of staff will call 999.
- All members of staff will calmly guide all children and visitors to their nearest exit.
- Fire Exits are located at **The Main Entrance; Conservatory Door** and through to the **Kitchen Back Door**.
- Children, Staff and Visitors will make their way to the Fire Assembly point which is located at the bottom of the garden in the **Outdoor Classroom**. In the event of the main fire assembly point being inaccessible, children, staff and visitors will make their way to the front of the school.
- The School Director/ members of Staff will ensure all doors are closed and will collect the register and visitors' book if safe to do so.
- A register will be taken and visitors will be checked for full attendance at the meeting point.
- Everyone will remain outside the building until it is deemed safe to re-enter by either the Fire Service, School Director or Deputy Director.

Annex B

Lock Down Procedures

- Emergency lockdown procedures are in place in the event of the need for the school community to be secure inside the building.
- A record of the lockdown drills can be found in the school's 'Health and Safety' file.

Staff are trained to:

- Alert the children/adults that the lockdown procedure is in progress by shouting '1-2-3 where are you? 1-2-3 come to me';
- Lock the three external doors (front door, back door, conservatory door);
- Take a mobile or landline phone into the Meeting Room;
- Ensure that all children and adults are accounted for.

Children are trained to:

- Make their way to the 'Meeting Room' quickly, safely and sensibly.

Volunteers

- Regular volunteers and visitors are made aware of the procedure via the induction process or their visitor's lanyard.

Annex C

Water Testing

Water should be stored at:

Hot – More than 60 degrees

Cold- Below 20 degrees

- When testing water temperatures water must be run for a minimum of 2 minutes before taking final temperatures.

After the weekend or holidays, cold water taps should be run for a few minutes to get the water flowing.

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