

REMARKABLE

REDEFINING WHAT'S POSSIBLE

Health & Safety Policy

February 2023

Remarkable
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Reviewer:	Premises Manager
Co-Reviewer:	Head Teacher
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Committee:	<i>Finance & Business Resources</i>
Approved by:	Trustees

This policy should be read in conjunction with the following policies:	
1.	Critical Incidents
2.	Accessibility
3.	Educational Visits
4.	Emergency Use of Asthma Inhalers
5.	Fire Safety
6.	First Aid
7.	Infection Control
8.	Lone Working
9.	Managing Stress
10.	Medication, Medicals and Illnesses
11.	Safeguarding Children
12.	Safeguarding Vulnerable Adults
13.	Sickness, Absence and Lateness
14.	Wellbeing
15.	Work Experience & Trainees Policy.

References & Further Resources

List using Harvard referencing format (see notes).

Appendices

List appendices by number and title in the order they appear in the policy.

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Statement of Intent

We recognise that ensuring the Health & Safety of staff, students and visitors is essential to the success of Remarkable Autism Ltd.

We are committed to:

- Providing a safe, healthy working and learning environment.
- Providing adequate training, information, supervision and information.
- Meeting our legal responsibilities under Health & Safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Regularly monitoring of our performance, and revising our Health & Safety Management control measures as necessary, to ensure we achieve our objective of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for Health & Safety issues, so far as is reasonably practicable.
- Preventing accidents and work-related ill health.

Name: Robin Bush (Chief Executive Officer),

Signature _____

Name: Muir Miller (Chair of Trustee's),

Signature _____

Name: Vivian Beecroft (Chair of Governors),

Signature _____

Name: Carl Glennon (Head Teacher),

Signature _____

Date: February 2023

Roles and Responsibilities

To achieve compliance with the Statement of Intent; the Management Team will have additional responsibilities assigned to them as detailed in this part of the policy. An organisational chart for Health & Safety management is detailed in [appendix 1](#).

The Trustee's including Board of Trustee's

Accepts responsibility for ensuring that:-

- The Health & Safety policy statement is clear and promotes a positive attitude towards safety and health for staff and students.
- The Head Teacher is aware of their Health & Safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health & Safety performance is monitored, failures in Health & Safety policy or implementation recognised, and policy and procedure revised as necessary.

Chief Executive Officer (CEO)

To be accountable to the Board of Trustee's for the effective implementation of this policy.

- Plan as necessary to make human, financial and other resources available, to secure a high standard of Health & Safety management, taking competent advice on all matters of Health & Safety where relevant.
- Providing final authority on matters concerning Health & Safety at work.
- Delegating specific responsibility for the implementation and monitoring of the Health & Safety Policy to the Premises Manager.

Head Teacher

To be accountable to the Chief Executive Officer for the effective implementation of this policy.

Ensure the policy's objectives are fully met by making decisions on Health & Safety issues, based on a risk assessment of all risks to Health & Safety and will ensure the control of those risks appropriately.

Premises Manager responsible for Health & Safety

The Premises Manager, working in conjunction with the appointed Health & Safety Consultants, Judicium, will advise the CEO on Health & Safety Policy. Acting for and on behalf of CEO, they have the responsibility for implementing and monitoring this policy, principally through the Heads of Department.

The Premises Manager achieves this by ensuring that:

- This policy is communicated and made available to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their safety representatives.

- All staff are provided with adequate information, instruction and training on Health & Safety issues.
- Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the premises and working practices are undertaken.
- Safe Systems of Work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a "safe for use" condition.
- Records are kept of all relevant Health & Safety activities, e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated, and any remedial actions identified are implemented in a timely manner.
- The activities of contractors are adequately monitored and controlled. RAMS are acquired, read and understood before any work commences.
- A report to the Trustee's on the Health & Safety performance of the school is completed and reviewed quarterly.

Staff Holding Posts/Positions of Special Responsibility

This includes the Senior Leadership Team (SLT), Heads of Departments and all Managers, they must:

- Apply the school's Health & Safety Policy to their department/area of responsibility and be directly responsible to the CEO, for the application of the Health & Safety procedures and arrangements in their areas of responsibility.
- Develop policies and procedures which identify the key risks in their areas of responsibility, and the organisation and arrangements for managing those risks.
- Carry out regular Health & Safety risk assessments of the activities for which they are responsible, and submit reports to Head Teacher and the Health & Safety Lead.
- Ensure that all staff under their management are familiar with the Health & Safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, and refer to directly to the CEO any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their own Health & Safety, and the safety of others.
- Ensure all accidents, incidents and near misses are recorded and investigated appropriately and in a timely manner.

All Teaching and Therapy Staff

- Are responsible for exercising and adequate supervision of students and to know the procedures in respect of fire, first aid and other emergency events, and to carry out those procedures proficiently where required.
- Following the Health & Safety procedures applicable to their area of work.
- Giving clear Health & Safety instructions and warnings to students, as often as necessary and in a format appropriate to each student.
- Ensuring the use of Personal Protective Equipment (PPE) when issued is worn, and safety guards are in place where necessary.
- Make recommendations to their Line Manager on equipment. Any recommendations or improvements to machinery, plant, tools or equipment are brought before the Head Teacher for approval before implementation.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health & Safety in line with National Curriculum requirements for safety in Education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation. All electrical items must have a current PAT before use.
- Regularly check their classrooms for potential hazards, and report any such hazards observed via the School Pod.
- Any life preserving Health & Safety equipment supplied by school, must only be used for its intended purpose, and must not be misused.
- Attend all mandatory or any other relevant Health & Safety training courses.

All Staff

All employees must:

- Act in the course of their employment with a duty of care for themselves and also exercise a duty of care for the Health & Safety and welfare of other students, employees, visitors and contractors.
- Observe all instructions on Health & Safety issued by the Trustee's, CEO, Line Managers or any other person delegated to be responsible for all relevant aspects of Health & Safety.
- Follow the guidance given in Health & Safety training modules and training courses provided.
- Teachers and Therapy staff must report all accidents and near misses in accordance with the reporting procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their Health & Safety responsibilities.
- Inform their Line Manager of all potential hazards identified that breach Health & Safety Legislation, in particular those that put people in serious or imminent danger.

- Inform their Line Manager of any shortcomings they identify with regards to Health & Safety Policy.
- Exercise good standards of housekeeping and cleanliness at all times to prevent Slips, Trips & Falls.
- Co-operate with any appointed/elected Safety Representative's and the Enforcement Officers of the Health & Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment; the equipment must be fit for purpose, taking into consideration the Health & Safety implications if it is not.

Students

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

- Exercise their personal responsibility for the Health & Safety of themselves and that of others.
- Observe standards of dress (school uniform etc.) consistent with safety and/or hygiene.
- Observe all the Health & Safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with items/equipment provided for their own Health & Safety and the welfare of others.

Contractors

Remarkable Autism will ensure that contractors follow the signing in and out procedure as noted for Visitors.

- Report daily to reception and their host.
- Follow any instructions with regards to Health & Safety given by Remarkable Autism.
- Enter only those areas necessary for completion of the task.
- Ensure that a permit for work has been issued where necessary and instructions on Permit to Work are followed to the letter.
- Ensure a Permit to Work is rescinded at end of day or at the end of the allotted duration of the Permit to work.
- Identify and control risks or hazards arising from their work activities, and inform their host of any risks that may affect the site operation, or people within the premises from their activities. If the contractor refuses to eliminate or re-evaluate those risks, appropriate action will be taken to safeguard the premises and those employed within it.
- Report any injuries to their host who must record such injuries in the accident book via the School Pod.

Visitors

All visitors must report to reception and sign in and out when leaving. They will be issued with a visitor's badge which must be worn at all times.

All visitors shall be accompanied at all times and in accordance with Safeguarding Policy, with the exception of contractors who have provided the appropriate DBS Certificate. Their host will make them aware of the emergency procedures onsite and other safety information as relevant. Contractors will be

provided with the same information and any other information regarding risks or hazards in their area for example fragile roofs, asbestos etc.

Catering Manager/CH&Co Group

CH&Co are contracted by Remarkable Autism Ltd to provide all aspects of catering and hospitality. The CH&Co Catering Manager is responsible for ensuring that all CH&Co employees are:

- Familiar with the Remarkable Autism Ltd Health & Safety Policy and other associated policies and procedures.
- Adhere to all risk assessments and safe systems of works, for catering activities that have been assessed and prepared by the Catering Manager.
- Providing the appropriate DBS Clearance Certificate at the start of each new term.
- Ensuring that all kitchen staff are site inducted and, familiar with the Organisations policies and procedures and adhere to, risk assessments and safe systems of work and practices.
- Reporting to the Premises Manager of any potential hazards or defects in a timely manner.
- Are familiar with the current Food Safety Legislation, and Food Hygiene Standards are adhered to at all times, and be aware of the ramifications if their actions concerning these standards are not complied to.
- Ensure that no other persons use the catering facilities and equipment without the prior agreement off the Premises Manager.

Health & Safety Consultant

An independent Consultant from Judicium is available to advise and assist personnel on all matters of Health & Safety.

Arrangements

Introduction

The following procedures and arrangements have been established to eliminate or reduce Health & Safety risks and hazards, to an acceptable level and to comply with minimum requirements.

The below provides a summary of all key Health & Safety arrangements applicable to us. More detailed policies and procedures for a number of these areas are also available upon request.

Accident Reporting and Investigation

It is the policy of Remarkable Autism that **all** accidents are recorded and reported. Online accident reporting is completed via School Pod by First Aiders; when required an 'Accident with Injury Report' form will be completed, by the First Aider who administers First aid treatment. A separate report must be completed for each person who receives first aid.

The Accident Investigation

The main objective of accident reports and investigation is to establish the cause(s) of accidents, and prevent re-occurrence in the future. By investigating accidents and near-misses, trends can be identified. Note, the purpose of an accident investigation is to find the root cause of the accident or dangerous occurrence. The objective of the investigation is to action corrective measures to prevent a re-occurrence; it is not to assign blame.

RIDDOR

It is the responsibility of the Responsible Person to report any accidents to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR). Accidents that incapacitate a worker for more than 7 days must be reported under RIDDOR.

Employee Wellbeing

The wellbeing of our staff is of immense value to Remarkable Autism Ltd. A wealth of information regarding Health and Wellbeing is available for all staff, through the Employee Assistance Programme, which provides a variety of confidential services including counselling, financial support and advice. Staff can seek treatment and advice on all aspects of occupational health through referral from the HR Manager.

Hepatitis B vaccinations are provided to staff who need to be immunized against HB as part of their role. Annual flu vaccinations vouchers for are available for staff from our HR Department on request.

Stress Management

Remarkable Autism Ltd is fully committed to reduce, so far as is reasonably practicable, stress in the workplace. This is done in a variety of ways including (but not limited to); ensuring there is a culture and environment of good communication, support, trust and mutual respect. Providing training to allow individuals to complete their role competently and plan their work; provision of clearly defined roles, and responsibilities and individual support, mentoring and referral to external agencies where appropriate. Staff are able to access support via the Employee Assistance Programme.

Maintenance & Inspection of Work Equipment

All equipment is regularly maintained by qualified person and records are kept of all works undertaken. If curriculum leads hold responsibilities for maintenance of equipment they must ensure that records of maintenance are kept.

Employees are trained in the use of equipment and must only use equipment that they have been trained to use. If defects are found with the equipment, it must be removed from use immediately and repairs/replacement arranged accordingly.

Display Screen Equipment Regulations

The Health & Safety (Display Screen Equipment) Regulation 1992 apply to those who use DSE daily for an hour or more at a time. This includes the use of fixed workstations, hot desks, home workers and mobile works. The regulations cover all display screen equipment including tablets, smart phones and PC's. DSE users will be provided with online self-assessments to ensure the suitability of their equipment, working practices and their working environment. Any adjustments highlighted in the DSE Self-Assessment will be actioned by the Premises Manager.

Personal Protective Equipment (PPE)

Following a risk assessment where control measures dictate, Personal Protective Equipment (PPE) will be worn where required and will be provided to the user at no additional cost to the employee. It is the legal duty of the employee to wear the PPE provided.

Employees have an obligation to co-operate with their employer in the use and care of protective clothing and equipment. PPE will be stored appropriately and kept clean. Lost or damaged PPE must be reported to your immediate Line Manager for replacements.

Manual Handling

Remarkable Autism Ltd will endeavour to mechanise where possible, all manual handling tasks. Training is given via Educare Training Platform, to all staff on good manual handling techniques and best practice. Where it lifting expected

within their role, best practice manual handling techniques must be exercised at all times. The Premises team can organize the re-location of furniture/lifting of heavy items etc. when requested.

Students should not participate in these activities unless the appropriate training has been given, and the task has been risk assessed and forms a part of a planned activity e.g. work experience.

Electrical Safety

Portable electrical appliances are items of electrical equipment that are portable e.g. they can be moved or transported and are not connected to a permanent power supply/fixed socket or fused spur. All portable appliances are adequately maintained and annually inspected and certified safe for use.

The inspection and testing of portable equipment will only be undertaken by someone who has undergone training and is competent to do so.

The hard wiring system will be checked every 5 years by a competent contractor and remedial work undertaken as required. No electrical items should be brought onto the premises or used without prior authorization from the Premises Manager. Any external electrical item must be PAT before it is used on site.

Fire Procedures

Regular fire drills are carried out in all buildings on a termly basis and all staff will have completed online fire safety training. Personal Emergency Evacuation Plan will be in place for students and staff as required. A Fire Risk Assessment will be completed for each building reviewed annually or sooner if significant changes take place.

Firefighting equipment and detection systems are maintained in line with statutory requirements and alarms tested on a weekly basis. No hot works will take place without a Permit to Work (issued by the Premises Manager) and Fire Safety signage and escape luminaires will be in good condition and maintained with escape routes kept clear to assist egress out of the buildings in the event of a Fire Evacuation.

First Aid

First Aid equipment including 2 defibrillators and 2 emergency asthma inhalers are located in the Main School and LEAP Reception. First aiders can be contacted by calling reception. First aid boxes are checked monthly by a Safety Representative. Staff should read and familiarise themselves with the First Aid Policy.

Minibus Drivers

It is the responsibility of trained minibus drivers using the organisations vehicles to ensure that the minibus is in a roadworthy condition prior to use. Any defects found must be reported to the Premises Manager who is responsible for authorising repairs. Staff must hold a valid UK driving license and inform the Health & Safety co-ordinator of any driving offences that may incur penalty points/endorsement's or bans on their license.

Minibus drivers will be required to attend a mini-bus driver's course. Minibus drivers are not allowed to drive if they have consumed alcohol or taken any drugs or medication which may impair their driving ability. It is the responsibility of the driver to ensure fuel levels are adequate for the next user. Driving Licences are checked annually by Human Recourses and the appropriate records held.

Business Users

It is the responsibility of all drivers who use their personal vehicle for business use to ensure that the vehicle is adequately insured for business use purposes, taxed and MOT'd. Tyres must be checked daily for roadworthiness. Business users must also hold a current valid UK driving license and inform the Health & Safety co-ordinator of any offences that may incur penalty points or endorsements on their license.

Licences, MOT, TAX and Business insurance details are checked by Human Recourses and records held.

Drivers who wear prescription glasses or contact lenses to drive, must ensure their eyesight meets with DVLA driving standards. Further details are available on the DVLA website.

Outdoor Play and PE Equipment

Students who use the playground and PE equipment are supervised at all times. In inclement weather, a decision will be made at that time if outdoor equipment cannot be used. Equipment is checked annually by contractors and supervising staff are responsible for daily checks of all equipment prior to use and reporting any defects immediately to the Premises Manager. Appropriate signage must be placed on damaged equipment confirming it is temporarily not safe for use. Items must be returned to storage after use and staff should be familiar with all playground and PE risk assessments.

The PE Lead has the overall responsibility for ensuring all equipment is safe for use and suitable for the activities appropriate for the ages and abilities of our students. Teachers have the day to day responsibility for equipment safety checks prior to equipment being used.

Asbestos

All staff must read, familiarise themselves and ensure they have understood the Asbestos Management Policy. All contractors must sign to say they have seen the register and sign the asbestos management form, before commencing work on site. Staff should report damage to the fabric of the building to the Premises Manager. Staff or contractors must not to drill or fix anything to walls, ceilings etc. without obtaining prior approval from the Premises Manager.

Any damage to asbestos materials should be reported immediately to the Premises Manager, who must then report the potential release of asbestos fibres to the Trustee's, CEO, and the Head of Business Resources. The immediate area must be evacuated and quarantined. If there is a breach of the Asbestos Management Policy and a release of asbestos fibres is confirmed, this must be immediately reported to the HSE and EHO.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

The use of hazardous substances in school will be kept to a minimum and eco products used where and when available. The Premises Manager will complete a COSHH assessment for all hazardous substances used on site. These will be shared with staff in the COSHH Files in each area where appropriate.

Substances which fall under COSHH will be stored correctly. Only authorised persons will be able to access and use them, and only use them in a manner that is in accordance with the manufacturer's instructions. Cleaning products used by students must only be done so after a risk assessment has been carried out, and with staff supervision. Products stored in classrooms must be low toxicity and stored securely.

Legionella

Competent persons IWS are employed to manage the water systems and control the spread of legionella bacteria. The Site Team are responsible for the weekly flushing of the infrequently used water outlets and compiling records for future reference.

Integrated water Services (IWS) ensure a suitable and sufficient risk assessment is carried out as detailed in the COSHH Regulations 2002. The Approved Code of Practice L8 is also carried out to identify and assess the associated risks from the Legionella Bacterium, and exposure to Legionella Bacteria from work activities and the water systems. IWS will produce a Non Conformity Report which will highlight any areas of concern which must be actioned by the Premises manager in a timely manner.

Managing and Administration of Medication

Medication, will only be administered to students when a consent form has been received and signed for by the parent/legal guardian. Staff should report any incidents where they believe a student is carrying unauthorised medicines/drugs to the Head Teacher.

Appropriate staff are trained in the administration of medication. Administered medication must always be witnessed by a second person and recorded on the Medication Administration Record (MAR).

Asthma Inhalers are located in the reception Main School and the reception of LEAP. Use of this medication is recorded in the Medical Incident Book along with any medication incidents. Medication incidents are investigated by a member of the Safeguarding Team. Please make reference to the Medications, Medicines and Illness Policy, LEAP Medication and the Emergency Use of Asthma Inhalers Policy.

Smoking

Remarkable Autism is a smoke-free workplace and operates a strict no-smoking policy for all staff and visitors. It is illegal to smoke within the workplace and grounds or company vehicles. The use of e-cigarettes is also prohibited.

Nuts

Remarkable Autism Ltd works closely with parents/carers. We cater for dietary needs of students and any food allergies (including potential airborne allergies) that may affect students and staff. In order to assist with this, we are a 'nut free' school. No food prepared on the premises by catering staff will contain nuts and no food or drink items containing nuts should be brought onto the premises. Staff will check any items brought in with students to make sure that the product is nut free. If you think that the product may contain nuts or traces of nuts please remove it immediately and contact parents, returning it home at the end of the day (unopened) via the passenger escort.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision and applies both during term and non-term time. All staff should refer to and follow the Lone Working Policy if they are lone working. At no time should anyone who is lone working undertake any tasks that may present significant risk of injury e.g. working at height, lone workers should also avoid using lifts where possible.

Control of Infections

Infectious diseases are reportable under RIDDOR regulations and include; Hepatitis A, B and C, AIDS, COVID-19 and occupational dermatitis. At all times, Remarkable Autism Ltd will comply with government guidance and legislation in

relation to these diseases. A full list of infectious diseases can be obtained from the Health & Safety Co-ordinator.

NB. Risk assessments are in place for dealing with Body Fluid Spillages.

Remarkable Autism Ltd will, where appropriate, risk assess any new or prevalent infections or diseases that have the potential to cause widespread illness or business disruption. Control measures to help reduce and stop the spread of infections and diseases will be followed and implemented in line with government guidance and best practice.

Curriculum Safety

Including Offsite Learning Activities Educational Visits and Journeys.

Curriculum leads should ensure that risk assessments are in place for activities which pose potential risks to staff and students. These should be shared with the relevant staff and reviewed regularly. Guidance from bodies such as CLEAPPs and AfPE should be adopted as appropriate.

The Educational Visit Co-Ordinator (EVC) will be appropriately qualified and have the necessary resources to enable them to complete their duties. They are responsible, with the Head Teacher to ensure that outings are managed in accordance with the Educational Visits Policy. All staff involved in off-site outdoor activities should be familiar with the policy and the risk assessment for that particular outdoor activity. Please also refer to Work Experience & Trainees Policy.

New And Expectant Mothers

New or expectant mothers should notify their line manager and Human Resources as soon as reasonably practicable, so that a risk assessment can be arranged and appropriate control measures put in place to ensure the wellbeing of the expectant mother. Some areas that will be considered under the risk assessment include; stress, transition periods, manual handling, working with students with behaviours of concern, lunch duties and infectious diseases. This list is not exhaustive.

Harrasment, Violence And Agression

Violence, threatening behaviour or abuse to staff will not be tolerated. Policies, procedures and risk assessments will consider the hazard of workplace harassment, violence and assault from students and others to staff. Controls are implemented to reduce so far as is reasonably practicable

Government guidance from the Department for Education, the Health & Safety Executive and Unions are taken into account when risk assessments are completed.

Controls measures are put in place to reduce as low as reasonably practicable, the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

Individual student risk assessments are completed every 6 months (or sooner if required), these will detail known behaviours of concern and control measures to reduce or eliminate these. Regular reviews to monitor the effectiveness of the control measures are completed as above by teachers.

The design of the school premises will take into consideration the risks of violence, aggression and harassment.

Staff are provided with information, instruction and training (PBS) to deal with difficult situations that they may encounter during their normal work activities.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

Working at Height

The Premises Manager is responsible for the purchase of all ladders on the premises. The Caretaker in Charge is responsible for 6 monthly ladder checks. The Premises Manager is also responsible for completing risk assessments for all working at height tasks on the premises. Working off ladders must be avoided if the Three Points of Contact rule cannot be adhered to at all times. All ladders must conform to BS/EN 131 standard.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place. When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Maintenance Operative to help you erect it properly and have an assistant to foot the ladder and pass you the materials that you need.

Your knees should be no higher than the top platform of the ladder. Never overreach off the ladder; the three points of contact rule must be applied at all times whilst using any type of ladder.

Risk Assessments

It is the responsibility of every employee of Remarkable Autism to ensure that potential hazards are identified. Risk assessments are completed for all significant risks arising from the school undertakings. The CEO and SLT are responsible for ensuring the responsibility for completing risk assessments, is delegated to the person responsible for that area.

Heads of Department will undertake risk assessments for their specialist areas. The Premises Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead educational visits.

Security

The Premises Manager is responsible for the security of the site. Digi padlocks are in place to prevent student access to unauthorised areas, the codes for lock must not be shared with the students.

The Premises Manager must be made aware if a student becomes aware of the digi lock codes.

Staff must Challenge any person onsite not wearing a visitor badge and escort them back to reception. The person who has arranged their visit to school must be contacted without delay.

If an intruder is on the premises, staff should seek assistance.

Consideration should be taken when meeting with parents known to be verbally, abusive or threatening in their behaviour. Where possible these meetings should be held virtually or by telephone, if this is not possible they should be taken in an area where assistance can quickly and easily be provided. Any such meetings must be approved by the Head Teacher.

All incidents of verbal or threatening behaviour by parents, visitors or students must be reported to the Head Teacher.

Site Maintenance

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds. The Caretaker In Charge will ensure that cleaning standards are maintained. The Premises Manager will undertake

routine inspections and arrange for the repair of equipment that is required, The Premises Manager must report any hazards that cannot be immediately dealt with to the relevant managers.

All staff are responsible for reporting any dangerous or unsafe conditions/occurrences to the Premises Manager immediately via School Pod and when urgent, this should be communicated in the first instance by telephone before reporting on School Pod.

Training and Development

The CEO is responsible for ensuring that health and safety training needs are identified. The Head Teacher will also work with the Premises Manager and the Head of Business Resources to ensure that the appropriate training is completed by all staff.

All new staff receive an Health & Safety Induction and specific training and information as a part of the induction process.

All staff will receive Health & Safety and fire awareness training on an annual basis.

Staff with specific Health & Safety responsibilities and duties will be provided with the necessary levels of information, instructions and training to enable them to carry out these duties.

Health & Safety will be a regular item for staff meetings, including an allotted Inset Day each year.

Swimming

External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared, and issued to relevant teachers within the facilities Normal Operating Procedures.

Deep and shallow ends will be clearly marked and ideally divided by a rope where possible. Lifesaving devices and at least one lifeguard should be in attendance for all sessions, if there are no Life Guards present, students must not enter the pool. All staff and student must be made aware of the facility emergency evacuation procedures and should be refreshed to new students and any changes in staff.

Risk assessments must be completed prior to sessions

Supervision of Students

Sensible behaviours will be promoted to students at all times and dangerous or risky behaviour will be dealt with in line with policy. Appropriate supervision of

students in all areas will be in place at all times. This will be based upon the individual student needs and individual student risk assessments.

Inclusion

Remarkable Autism Ltd complies with the policy for Accessibility and DDA regs, all staff should familiarise themselves with these policies and regulations. The Head of Education is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs, and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from any activity on the grounds of Health & Safety unless this is unavoidable; this may be due to the risk level identified by a risk assessment process. Where this activity is considered to be essential, authorisation must be sought from the Head Teacher.

Conclusions

This Health & Safety policy reflects upon Remarkable Autism Ltd's willingness and obligations to accept its responsibilities, in all matters relating to Health & Safety. The clear lines of responsibility are acknowledged and the organisation outlines the procedures that are in place concerning all aspects of this policy.

This policy is supported by associated policies listed above to explain how specific issues are managed, re-evaluated and maintained.

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health & Safety Executive (HSE) or Judicium Education. The following are some examples. The Health & Safety lead in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Sensible Health & Safety management in schools
<https://www.hse.gov.uk/services/Education/sensible-leadership/index.htm>
- Department for Education - Health & Safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health & Safety Advice

<https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

Management Structure Chart 2023-24

