The Pears Family Charitable Foundation School

HEALTH AND SAFETY POLICY

At the heart of all policies at The Pears Family School are

Date to be Approved by Governors	July 2026
Review Date	June 2027
Coordinator	School Business Manager
Head Teacher	Matthew Hillman

the following principles:

- Every young person in our school, whatever their personal circumstances can learn and achieve.
- Every young person in our school, whatever their self-perception and previous experiences, has academic and creative potential to become a valuable member of society.
- The key to learning at The Pears Family School lies within the quality of the relationships between pupils, family members, staff and the intermediate agencies with whom we work.
- The success of our school is based on high expectations, mutual trust, caring for each other and taking responsibility.
- Every young person in our school is capable of becoming an agent for change in his or her local community.
- Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation
- We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

Our vision is to provide our pupils with the confidence, academic progress, and ambition to take the next steps towards a successful and productive life and to be able to contribute positively within their local community and wider society.

HEALTH AND SAFETY POLICY

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To be read in conjunction with the following policies and procedures:

- **Code of Conduct**
- **Safeguarding and Child Protection Policy**

Contents:

- Fire Evacuation and other Emergency Arrangements
- Maintenance and Testing of Equipment (Fire Fighting, Emergency Lighting & Lift Maintenance)
- First Aid
- Reporting Procedures
- Lone Working
- Health and Safety Training
- Work Equipment
- Flammable and Hazardous Substances
- Manual Handling of Loads
- Health and Safety Inspections
- Play & PE Equipment
- Adventurous Play
- Premises and Grounds, and Contractors
- Arrival & Departure from the School Vehicle Movements & School Minibus
- Out of School Activities and Visits
- Administration of Medicine

Policy Statement

The health, safety and welfare of all the people who work or learn at The Pears Family School is of fundamental importance and our aim is to provide a safe, secure and pleasant working and learning environment.

The Governing Body takes responsibility for protecting the health, safety and welfare of all children and members of staff.

The Head Teacher will implement this Health and Safety Policy on a day-to-day basis and will ensure that all staff are aware of the details contained within.

Staff are responsible for exercising due care with respect to themselves and others and for following the Health and Safety policy as set out below.

This policy is in accordance with the **Management of Health and Safety Regulations 1999** and is mindful of:
Health and safety: Advice on legal duties and powers. For local authorities, school leaders school staff and governing bodies. February 2014

The School will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Carry out risk assessments and review them as necessary.
- Ensure that the School, and its systems of work, are safe and with the lowest achievable levels of risk to health.

- Provide staff with any instruction, information, training and supervision as is necessary to ensure their safety and health, and that of the pupils and anybody else who might be affected by their actions.
- Seek and act on specialist advice where necessary.
- Provide adequate welfare facilities for staff and pupils.
- Maintain all machinery and equipment in a safe condition.

This statement includes a description of the organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

To ensure that this policy and our arrangements are effective, the Governors and Head Teacher will:

- Review them at least annually, or if there is a significant organisational change within the School or any significant incident leading to an actual injury or near miss.
- Make any changes known to all staff.

1. ORGANISATION

1.1. Responsibilities of the Governors

The Governors are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the School;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the School's budget for the implementation of the attached arrangements;
- Receiving from the Head Teacher, or any other nominated member of staff, reports on health and safety matters, and ensuring that any appropriate and necessary action is taken promptly;
- Seeking specialist advice on health and safety which the School may not feel competent to deal with;
- Promoting high standards of health and safety within the School.

1.2. Responsibilities of the Head Teacher:

The Head Teacher is responsible for:

- Taking overall responsibility for implementation of the School 's health and safety arrangements;
- Regularly reporting to the governors on health & safety matters;
- Responsibilities of the Health & Safety Officer;
- Acting as a focal point on health and safety matters, giving advice or seeking sources of advice where necessary, and distributing information as appropriate;
- Convening the Health and Safety committee;
- Reporting to the Governors any hazards which require their attention, or budgetary approval;
- Ensuring there is no misuse of plant, equipment etc.

1.3. Responsibilities of the School Business Manager:

The School Business Manager is responsible for:

- Reporting to the Head Teacher on the effectiveness of the health & safety arrangements;
- Leading all periodic reviews of this policy and its associated arrangements.

1.4. **Responsibilities of The Governors - Finance, Premises and HR Sub-Committee**

The Finance, Premises and HR Sub-Committee is responsible for:

- Considering outcomes of regular Health and Safety checks of the School premises, and reporting their findings to the Head Teacher.

1.5. **Responsibilities of the School's Staff**

Staff are responsible for:

- Ensuring that this policy is implemented within their subject or work area;
- Ensuring that any generic but subject-specific or task related risk assessments are available;
- Communicating any subject-specific information or implications to their colleagues and to the School Business Manager**.**
- **The Health & Safety Committee comprises:**
- The Health & Safety Governor
- The School Business Manager
- The Head Teacher

1.6. **Responsibilities of All Employees**

All employees of The Pears Family School have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Co-operate with the Governors and Head Teacher on all matters relating to health and safety;
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare;
- Report any serious or immediate danger immediately to their line manager;
- Report any shortcomings in the arrangements for health and safety immediately to their line manager;
- Ensure that they only use equipment or machinery, which they are competent to use or have been trained to use.

Employees should note that their duty to act responsibly on health and safety issues is required by the Health and Safety at Work Act and is more than a locally agreed policy.

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2. ARRANGEMENTS - covering the main risks and hazards in the School are as follows:

Arrangement 1	-	Fire Evacuation and other Emergency Arrangements
Arrangement 2	-	Maintenance and Testing of Equipment (Fire Fighting, Emergency Lighting and Lift Maintenance)
Arrangement 3	-	First Aid
Arrangement 4	-	Reporting Procedures
Arrangement 5	-	Lone Working
Arrangement 6	-	Health and Safety Training
Arrangement 7	-	Work Equipment
Arrangement 8	-	Flammable and Hazardous Substances
Arrangement 9	-	Manual Handling of Loads
Arrangement 10	-	Health and Safety Inspections
Arrangement 11	-	Play & PE Equipment
Arrangement 12	-	Adventurous Activity
Arrangement 13	-	Premises and Contractors
Arrangement 14	-	Arrival and Departure from the School
Arrangement 15	-	Out of School Visits & Activities
Arrangement 16	-	Administration of Medicine

ARRANGEMENT 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

There are written emergency procedures covering a range of hazardous situations:

Fire, gas leaks, severe weather, electrical faults. These documents are located in:

The School Office and the Staff Handbook

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- In the event of a fire alert/alarm **all members of staff** will evacuate pupils/others to the designated assembly point;
- **Office/site Staff** will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority. Staff should only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment if they are certain of its correct use.
- While evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- The teacher or person responsible for a disabled student will take responsibility for their safe evacuation.
- After the event, the Head Teacher should telephone the Chair of Governors and advise him/her of the situation;
- Fire drills will be undertaken termly, arranged by the Health & Safety Officer and a record kept in the Fire Record Book;
- Regular inspections of the premises will be undertaken at least once each term by at least one member of the Health and Safety Committee;
- Details of service isolation points (i.e. gas, water, electricity) are located in **Reception**
- Emergency procedures for dealing with incidents outside normal working hours are held by **Head Teacher** and **School Business Manager**;
- These procedures will be reviewed annually.

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ARRANGEMENT 2

MAINTENANCE AND TESTING OF EQUIPMENT

The arrangements for fire prevention inspections and testing of equipment etc are as follows:

TESTING OF THE FIRE ALARM

- The fire alarm will be tested weekly by:

  The Landlord's appointed Contractors

  A record of the tests will be kept in the Fire Record Book.

- Defects on the system must be reported immediately to the Head Teacher and the Landlord:

  Name: **The Anna Freud Centre**

  Telephone: **020 7794 2313**

INSPECTION OF FIRE FIGHTING EQUIPMENT

- **The Landlord's appointed contractor** will undertake an annual maintenance service of all extinguishers.
- The School Business Manager is responsible for checking that this has been done.
- Defective equipment or extinguishers that need recharging should be reported directly to **The School Business Manager** who will arrange with **the Landlord** to have them replaced/repaired. The fire alarm system will be subject to an annual maintenance contract held by the **Landlord and its appointed Contractor**.

EMERGENCY LIGHTING SYSTEMS

- These systems will be checked annually by the **Landlord's appointed contractor**.
- Test records are kept in **The School Business Manager's Office**.

LIFT MAINTENANCE & TESTING

- The lift will be checked annually by the **Landlord's appointed contractor**.
- Test records are kept in **The School Business Manager's Office**.

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ARRANGEMENT 3

FIRST AID

Designated staff members of the school staff have been trained to "First Aid at Work" level, the names of which are included within a separate document entitled **"The Pears Family School First Aiders"** which can be viewed on the school e-drive.

The School Business Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Reception Medical Area

- An appointed **First Aider** will check that any out of school visit leaders are properly equipped with first aid boxes before they are used.
- An appointed **First Aider** is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.
- The first aid treatment record book for recording details of all first aid administered is kept in **Reception**.
- Details of contact numbers of hospital accident and emergency departments, and other medical services are displayed in **Reception**.
- Transport to hospital: If the first aider, Head Teacher or Deputy Head Teacher considers it necessary, the injured person will be sent directly to hospital, normally by ambulance. Parents and/or guardians will be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The School will keep records of all incidents and accidents.

Blood spillages: Health authority guidance on protection from blood borne viruses and basic infection control will be followed.

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ARRANGEMENT 4

REPORTING PROCEDURES

- Staff must report all accidents, incidents, dangerous occurrences, violent incidents and near misses to the Head Teacher. The accident book in Reception, must be completed.
- "Near Misses" must be reported. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible. Faulty equipment etc. must be taken out of use when necessary and must be clearly labelled to that effect.
- The Head Teacher must arrange investigating accidents and incidents, and take remedial steps to avoid similar instances recurring. Investigation should be in proportion to the incident.
- Any death or major injury to pupils must be reported immediately by the Head Teacher to the Health and Safety Executive (HSE) by telephone to **0345 300 9923.**
- A copy of the report containing the information given to the HSE will be sent to the School.
- Under current RIDDOR regulations (October 2013) staff absences of 7 days or more, resulting from an accident (not counting the day on which the accident happened) must be reported immediately by the Head Teacher to the Health and Safety Executive (HSE) by telephone to **0345 300 9923.**
- A copy of the report containing the information given to the HSE will be sent to the School.
- The Head teacher will have regard to **"Education Information Sheet No1 (Revision 3) – Incident reporting in schools (accidents, diseases and dangerous occurrences)."**

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ARRANGEMENT 5

LONE WORKING

Lone Working means working alone, after hours, at weekends or in holiday periods and working offsite alone, for home visits, etc.

In the event of lone working, staff should:

- familiarise themselves with the school's lone working procedures.
- carry out a risk assessment to determine the level of risk associated with the assignment
- in the event of a very high risk, (there is a strong likelihood of fatality/serious injury occurring) the activity must not take place at all. You must identify further controls to reduce the risk rating.
- in the event of a high risk (possibility of fatality/serious injury occurring), you must identify further controls to reduce the risk rating. Seek further advice, e.g. from the school's Health & Safety advisers
- in the event of a medium risk (possibility of significant injury or over 3-day absence occurring); if it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
- in the event of a low risk (possibility of minor injury only) occurring – no further action is required.

When working on site, all staff should:

- notify and obtain permission from the **Head Teacher** in advance of each occasion they intend lone working to occur. The **Head Teacher** will liaise with **The Landlord** regarding security arrangements and the opening and closing of the building.
- sign in and out in the logbook sited in **Reception**.
- take all appropriate steps to keep themselves safe when working alone. This will include:
    - keeping doors locked for security (but ensuring fire escapes are not locked);
    - not carrying out hazardous work (including working at height, with noxious chemicals etc);
    - ensuring help can be summoned if needed (mobile phone, access to office phone etc).
- try to notify a partner, friend or colleague of their whereabouts and the estimated time of return.
- not enter the premises where there has been an incident or suspected crime. If in doubt, police assistance must be called before attending the site.
- ensure they do not put themselves or others at risk.
- report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.
- **Our security providers are: The Landlord's designated Contractors**

- When working off site, all staff should:

- for home visits/outreach working, gather information on the family beforehand and conduct a risk assessment where necessary
- adhere to an agreed schedule; times and location of visits to be arranged in advance
- ensure they have access to a mobile phone which is charged and switched on
- report to a designated member of staff via telephone on arrival and departure
- ensure an active adult is present at all times for home visits/outreach working; staff should never be left alone with a student
- take all appropriate steps to keep themselves safe
- ensure they do not put themselves or others at risk
- utilise their own experience and training in recognising signs of aggression and avoiding/de-escalating this
- in the event of an emergency, e.g. any physical assault or verbal abuse, accident or injury, telephone the emergency services and the school's SLT immediately

A response procedure will be implemented in the event of overdue contact.

Arrangements will be regularly monitored and provision made for debrief/feedback from staff.

Consideration will be given to staff at increased risk of lone working i.e., new or expectant mothers, inexperienced staff etc. and avoid lone working activities in these instances where practicable.

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ARRANGEMENT 6

HEALTH AND SAFETY TRAINING

The Head Teacher is ultimately responsible for drawing the following health and safety matters to the attention of all staff or delegating the responsibility to named members of staff:

- Emergency evacuation, e.g. fire drills and routines, etc;
- Use of emergency firefighting equipment;
- First Aid;
- Accident, incident reporting (including violent incidents and verbal abuse);
- Issues arising from safety inspections;
- Good housekeeping including defect reporting;
- Manual handling arrangements;
- Safe use of work equipment (tools, machinery and other equipment);
- Personal safety and security including lone working policy;
- Handling of chemicals;
- Safe systems of work;
- Visits, journeys and working off site with pupils;
- Use of Display Screen Equipment (computers etc);
- Provision of training;
- Use of personal protective equipment.

The Pears Family School has nominated The School Business Manager to be responsible for co-ordinating health and safety training needs, and for including details in the training and development plan.

He/ she will also keep records of training undertaken and will arrange refresher training when necessary, and will also be responsible for assessing the effectiveness of training received.

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ARRANGEMENT 7

WORK EQUIPMENT

The following equipment has been identified as likely to involve specific health and safety risks and details are given below on inspection, use and repair.

EQUIPMENT	**RESPONSIBLE PERSON (who can assess risk)**	**AUTHORISED USERS OF THE EQUIPMENT**	**AUTHORISED PERSON FOR INSPECTION AND REPAIR**	**INSPECTION PERIOD (termly annually etc,)**
Access equipment e.g. ladders, mobile access platform	Facilities Manager	Facilities Manager	Facilities Manager	Termly
Caretaking/cleaning equipment including hand tools	Facilities Manager	Facilities Manager	Facilities Manager	Termly
PE and play equipment	PE Co-Ordinator	Teaching Staff	PE Co-Ordinator	Annually
Technology Equipment	School Business Manager	All Staff	School Business Manager	Annually
Art and Design Equipment	Teaching Staff	Teaching Staff	Teaching Staff	Annually

N.B. Copies of this list should be prominently sited so staff can refer to it.

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ARRANGEMENT 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Inventories of flammable and hazardous substances and risk assessments for their use are maintained by:

Site and Services – Facilities Manager

Reprographics - School Business Manager

These persons ensure the safe use of these chemicals or substances in the areas they are responsible for, and ensure that adequate warning notices are properly displayed especially in storage areas.

Relevant safety information is given on the posters displayed in cleaning and caretaking stores and the kitchen. All staff should ensure they are familiar with the risk assessments for each substance they use, and follow the control measures given.

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ARRANGEMENT 9

MANUAL HANDLING OF LOADS

- All manual handling activities which present a significant risk to the health and safety of staff will be identified to School Business Manager.
- Manual handling activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so a risk assessment must be made and the risk will be reduced as far as is reasonably practicable.
- Whenever possible, handling equipment (sack barrows, trolleys etc.) will be used to reduce risks arising from lifting and carrying.
- Staff should advise the School Business Manager if they require such equipment.
- Written risk assessments will be provided to relevant staff who must follow the instructions given when carrying out the task.
- The written risk assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employees or other persons.

Notes:

Activities where the load is quite small but the activity is of a highly repetitive nature are included in these arrangements – it is not only large loads that give rise to risk. People (pupils or adults) should not be lifted or moved, unless it is necessary to do so to remove them from danger. Where somebody is unable to get up themselves, medical assistance should be sought through the normal first aid arrangements.

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ARRANGEMENT 10

HEALTH AND SAFETY INSPECTIONS

Members of the Health and Safety Committee will undertake a premises inspection at least once each term.

The Health and Safety Committee members are:

- The Head Teacher;
- The School Business Manager;
- One Governor;

A written report for each inspection will be prepared, and copies kept by the Head Teacher, the Chair of governors.

Responsibility for actions detailed in the safety inspection report will be delegated to relevant staff by the Head Teacher, who will follow up at regular intervals to ensure that the actions have been completed.

Selected governors, and the Head Teacher, should ensure that they also make termly inspections. They should accompany the Health and Safety Committee whenever possible on inspections, in order to simplify the process and aid consistency.

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ARRANGEMENT 11

PLAY and PE EQUIPMENT

- All play and PE equipment (climbing apparatus etc.) will be inspected by a competent person as detailed in Arrangement 7.
- The member of staff on duty is responsible for making a visual check of all equipment before allowing it to be used by pupils. Where there is any doubt about whether the equipment can be used safely (e.g. wet or slippery conditions, damage to safety surfaces, etc), then the Head Teacher will be consulted for a decision based on their assessment of the risk presented.
- Pupils are not permitted to use any play or PE equipment without supervision. Risk assessments detailing the required levels of supervision, and any qualifications or training required for each piece of apparatus, are held by the **PE Co-ordinator**.

ARRANGEMENT 12

ADVENTUROUS ACTIVITY

Where The Pears Family School pupils are given access to non-school equipment e.g. on trips or visits the school will ensure that appropriate risk is taken into consideration. The school will consider:

- Appropriate policies
- Provide pro-forma risk assessments for the activities and locations – where possible
- Ensure the trip leader is appropriately trained
- Provide any safety equipment necessary for the activity and equipment.

Where adventurous activity equipment is used e.g. in an obstacle course, the teacher in charge will:

- Be responsible for the safe running of the activity. They will have local responsibility for safety and will identify if an emergency occurs. They can take action in response to this incident, which may include termination of the activity for that day.
- Follow operating procedures.
- Ensure supporting adults are aware of the operating policies and provide a good model of their use.
- Carry out the risk assessments (using pro-formas)
- Inform the **Head Teacher** of any changes they suggest to the policies, procedures and associated documents and the need for new (or maintenance of) equipment

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ARRANGEMENT 13

PREMISES and CONTRACTORS

- Responsibility for ensuring that the premises are safe for use ultimately rests with the Governors and the Head Teacher. However, the duty to ensure that regular inspections are carried out is delegated by them to members of staff.
- The **Teacher** in charge of an area will carry out an inspection of their individual work area (classrooms etc). Every work area must be checked at the start of each day before pupils are allowed to enter, and any hazards dealt with immediately. Where a hazard cannot be adequately removed, the **Head Teacher** should be informed, the area secured, and alternative arrangements made for accommodating the affected pupils.
- Termly inspections of the whole School will be made as detailed in Arrangement 10 by the Health and Safety Committee and the Governors and Head Teacher.
- Arrangements for the Landlord's designated Contractors to attend the school premises will be made between the Landlord and the School Business Manager or Head Teacher.
- Security arrangements between the Landlord and their contractor will be made available before contractors start work. Contractors' risk assessments will be required from The Landlord in advance of work commencing, and adequate insurance cover will be verified.
- All building and maintenance works must be adequately secured to prevent any access by pupils or other unauthorised persons. During School hours potentially hazardous areas must never be left unsupervised.
- Contractors will be required to sign in on arrival during school opening hours and will be provided with relevant health and safety details including fire evacuation procedures.

ARRANGEMENT 14

ARRIVAL & DEPARTURE FROM THE SCHOOL

- There is no vehicular access to the school and parking outside the school entrance and in the general vicinity is restricted by the Local Authority. We therefore advise that parents/carers avoid driving and use other modes of transport where possible.
- Parents and guardians are reminded at regular intervals that the safety of all the pupils (including their own) outside the school premises is their own responsibility when delivering or collecting them.
- Parents/carers and pupils or any persons boarding or alighting the school minibus should do so in accordance with the school's "Transportation – Picking Up/Dropping Off Pupils from Rodney Street" procedure.

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ARRANGEMENT 15

OUT OF SCHOOL VISITS AND ACTIVITIES

Any member of staff planning an out of School visit should involve the Head Teacher or Deputy, for out of School visits at all stages, from pre-planning to completion.

- All out of School visits and activities are run according to current best practice and advice, as set out in the DfE document “Health and Safety of Children on Educational Visits”.
- All out of School visits and activities must be authorised by the Head Teacher at the planning stage. The Head Teacher is responsible for ensuring that all necessary documentation (e.g. emergency contact details, medical notes, parental consents etc) is completed before any School party leaves.
- Wherever practicable, leaders of groups must visit the site of a planned visit well in advance.
- Risk assessments, insurance cover details, and details of health and safety arrangements will be obtained by group leaders from the management of the intended visit site.
- Group leaders will prepare full risk assessments for every off-site visit. Where a visit is a regular event (e.g. weekly swimming pool trip), a ‘generic’ assessment can be made – there is no need to do a separate one every time unless there are specific factors which vary and which will affect the assessment.
- All group leaders will ensure that they have a mobile phone, or other means of contacting the School, for use in case of an emergency.
- All coaches and minibuses used for School trips will be fitted with seat belts, and staff will ensure that all pupils are securely belted in before allowing the driver to move away.

MINIBUSES: The Facilities Manager is responsible for undertaking checks on and the operation of minibuses following School guidance.

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ARRANGEMENT 16

ADMINISTRATION OF MEDICINE

- All medication will be administered to pupils in accordance with the school's "Medicines in School" policy.

- Parents and/or guardians are asked to return a form if they do not wish for medicines to be administered to their child.
- The only medication kept and administered within the School are those prescribed specifically for a student at the request of the parent or guardian and with the consent of the Head Teacher. Records of administration are kept in **Reception**.
- All medications kept in the School are securely stored in a locked cupboard in the **Medical Area** with access strictly controlled. Where children need to have access to medication e.g. asthma sufferers etc, it will be kept in Reception and clearly labelled.

- Designated First Aid staff will be responsible for administering medication and will undergo specific training related to health conditions of pupils and administration of medicines, e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.