



Health & Safety Policy

November 2020

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Linton School

Health and Safety Policy

Adopted by: Rebekah Dennett

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Designated Safeguard Lead: Rebekah
Dennett

Date: 1st January 2020

Deputy Designated Safeguard Lead: Sean
Di Sora & Paul Barton

Date: 1st January 2020

Head Teacher: Rebekah Dennett

Date: 1st January 2020

Head of Education Service: Declan Tuer

Date: 1st September 2019

The Designated Safeguarding Lead is: Rebekah Dennett

Contact email: rebekah.dennett@rocnorthwest.co.uk

Tel: 01772 957062 / 07776 528079

The Deputy Designated Safeguarding Lead is: Sean Di Sora

Contact email: sean.disora@lintonschool.co.uk

Tel: 01772 957062

The Deputy Designated Safeguarding Lead is: Paul Barton

Contact email: paul.barton@lintonschool.co.uk

Tel: 01772 957062

The LA Designated Officer for Lancashire County Council is: Tim Booth

Contact email: tim.booth@lancashire.gov.uk

Tel: 01772 536694

The LA Designated Officer for Blackpool Council is: Amanda Quirke

Contact email: amanda.quirke@blackpool.gov.uk

Tel: 01253 477541

Lancashire County Council – Multi-Agency Safeguarding Hub (MASH): 0300 123 6720

Lancashire County Council – Emergency Duty Team: 0300 123 6722 (out of office hours)

Blackpool Council – Multi-Agency Safeguarding Hub (MASH): 01253 477299

If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with social, emotional and mental health difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centred curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future. The vision drives everything we do and will be achieved through:

- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

1. Health & Safety Policy

Introduction

Linton Schools' Health and Safety Policy is written to establish the specifics of the schools procedures and practices, taking into account the overall responsibility of CareTech Children's Services for the Health and Safety of all employees and young people in its care.

The law states:

- ✓ The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- ✓ Employees also have a duty to look after their own and others' health and safety.
- ✓ Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Given the nature of the services provided by the school, CareTech expects that all staff in school will ensure that:

- Risk assessments are carried out to ensure that all new curriculum activities are as far as possible free from risk.
- All risk assessments have been duly completed before any young person undertakes any additional / off-site activity and that, as part of the risk analysis, all necessary written consents are obtained.
- They never knowingly place the safety and wellbeing of any young person at the school in any danger.
- They always put the Health and Safety of themselves, colleagues and the young people that we provide services to, as their primary consideration and that this consideration is not knowingly compromised in any way.
- All parts of the school to which young people have access are, so far as reasonably practicable, free from hazards to their safety.
- Any activities in which young people participate are, so far as reasonably practicable, free from avoidable risks.
- Avoidable risks to health or safety of young people in the school are identified and, so far as possible, eliminated.
- Staff trained in First Aid are available throughout the school day, both in school and on any off-site activity.

2. The School Commitment

In line with the expectations on the proprietors, Linton School:

- Will carry out rigorous and comprehensive risk assessments prior to admission of any young person in order to consider the potential risks they present against any risks arising from the school environment and activities routinely undertaken during the school day.
- Will, as far as possible, maintain safe and healthy working conditions for all employees and young people, providing a clean and well maintained working environment with appropriate resources and equipment to ensure safe systems of work covering all activities.
- Accepts the responsibility for providing staff within the school and young people, where appropriate, with information, instruction and training whenever necessary to ensure safe working practices.
- Will endeavour to ensure that other people affected by the school's activities i.e. visitors, contractors and members of the wider community, are provided with information and support, where necessary, to ensure their safety, when affected by the activities of the school.

Furthermore:

- Where risks to Health and Safety need to be assessed under a specific duty or Regulation, CareTech carries out regular assessments and ensures that all actions shown to be necessary as a result of these assessments are implemented.
- CareTech carries out a regular programme of testing and risk assessment / management procedures. These include procedures for:
 - fire risk assessment
 - checks on fire extinguishers
 - water purity testing
 - electrical equipment testing
 - asbestos surveys
- Where risks to the Health and Safety of staff and/or young people, which are due to conditions within the school or on site, are noted, the Headteacher will ensure that CareTech is notified as quickly as possible.
- The school will provide information regarding this Health and Safety policy and procedures, as requested by parents and/or Local Authorities, acting as corporate parents.

3. Roles and Responsibilities

1. Linton School accepts its overall responsibility for providing instruction and training in order to ensure that the responsibilities shown in this policy, and other related policies, are fully understood and complied with.
2. The Headteacher is the person to whom CareTech delegates day to day responsibility for Health and Safety procedures and practices within the school.
3. Every member of staff is required to read this policy and all teachers sign to say that they have received and understood it.
4. The responsibilities placed on staff within this policy are intended to comply with legal requirements as well as reducing the likelihood of unsafe environments or practices persisting.
5. As a consequence of this intention all staff will:
 - Comply with the school Health and Safety Policy.
 - Fully observe any safety rules and advice issued by Health and Safety professionals
 - Report any safety hazard within the school or their work area if off-site, and any malfunction of an item equipment to the Health and Safety officer as soon as possible and complete the Health and Safety log before leaving work for the day.
 - Conform to all written or verbal instructions contained in any relevant risk assessment to ensure their personal safety and the safety of others.
 - Conform to the Staff Code of Ethical Practice (see Safeguarding Policy).
 - Use all safety equipment and/or protective clothing provided for appropriate tasks.
 - Avoid any improvisations that could create an unnecessary risk to personal safety or to the safety of others.
 - Maintain all resources and equipment in good condition and report any defects to the Health and Safety Officer as and when they occur.
 - Report all accidents to the Headteacher and complete the accident log, whether injury is sustained or not, before leaving the school for the day.
 - Complete as requested any training course designed to further the needs of Health and Safety.
 - Observe all appropriate procedures concerning processes and hazardous materials and substances used.
 - Observe and comply with fire evacuation procedures, and make themselves aware of all fire extinguishers and fire exits, keeping doors marked as fire doors closed at all times.

- Ensure that young people in the school do not unnecessarily place themselves or others in danger.
- Ensure that young people do not interfere with, or misuse, safety equipment such as fire extinguishers or fire alarms.

4. The Health and Safety at Work Act, 1974

Duties of the Employer:

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Under Standard 3, Regulation 11 of The Education (Independent Schools Standards) Regulations 2014:

“The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.”

Therefore, schools must set out health and safety arrangements in a written health and safety policy.

Duties of the Employee:

- Take all reasonable steps to care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work;
- Co-operate with management to enable the employer to carry out their legal duties or any requirements as may be imposed.

Section 8 of the Act additionally requires that:

- No person shall intentionally or recklessly interfere with, or misuse, any item provided in the interests of Health, Safety and Welfare.

Regulation 12 of the Management of Health and Safety at Work Regulations 1992 further extends the duties of employees as follows:

- Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received, (whether this be written or verbal);
- Every employee must inform the employer or any other employee with specific Health and Safety responsibilities for fellow employees:
 - a. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee could represent a serious and imminent danger to their Health and Safety; and,
 - b. Of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their Health and Safety, even where no immediate danger exists.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

5. Health and Safety Rules

This section specifies both the general rules laid down by CareTech for the attention of all employees and specific rules relevant to the school.

These rules must be complied with and intentional failure to observe them will be considered to be a breach of contract of employment and will result in disciplinary action being taken.

These rules are prepared taking into account of Health and Safety legislation and any intentional breach of the legislation by an employee is a criminal offence and may result in heavy penalties.

The school recognises that it is not possible to prepare rules covering every possible eventuality as circumstances may vary depending upon the nature of work. However, all staff are expected to act in a sensible manner and adhere to verbal or written instruction given by CareTech, the school's Health and Safety Officer or the Headteacher.

Every member of staff has a responsibility for him/herself and others in the workplace. If there are any doubts of any aspect of their responsibilities they are required to ask senior staff or contact CareTech.

6. Rules Covering Health and Safety at Work, Within the School

Working Practices:

- Staff must not operate any specialist equipment unless they have been trained and authorised to do so, this includes animal care;
- Young people at the school must not operate any item of equipment unless they have received sufficient training from staff and are under adequate supervision;
- Staff must make full use of equipment guarding or any other type of associated safety device and ensure that young people also comply with this requirement; Appropriate PPE is to be worn.
- Staff must not clean any item of equipment that is in motion or has uncovered moving parts;
- Staff must not leave any item of equipment in motion while it is unattended, or when any young people are unsupervised;
- Staff must report any fault, defect or malfunction on any item of equipment; fixture or fitting which could cause danger to anyone;
- Staff must not carry out any repairs or maintenance work of any description unless authorised to do so;
- Staff must use all liquid substances and cleaning materials etc., in accordance with written instructions, returning them to their designated area
- Staff using chemicals must take all reasonable precautions to ensure their safe use by other staff or young people at the school.
- All chemicals that could in any circumstances be considered dangerous must be stored appropriately within approved COSHH storage (Control of Substances Hazardous to Health Regulations 2002), which must be locked when not in use.
- In carrying out their roles, all staff must use safe, approved manual handling practices. In particular with reference to the use of physical intervention techniques with young people, staff must be trained in TeamTeach and use only approved holds.
- Rigorous risk assessments must be carried out before any off-site activity or educational visit is undertaken, to ensure that all foreseeable risks are planned for or eliminated. Staff must identify the educational benefits of visits and how they support young people and/or the taught curriculum and present these, alongside the risk assessment, to the Headteacher at least one week before the planned visit or activity (see Educational Visits Policy).

For further information please refer to the School's Educational Visits Policy

School Transport

- The school has designated drivers for the school's minibuses. He/She is responsible for ensuring the proper maintenance of the vehicle and also for ensuring that safety regulations are observed when using the transport. Monthly checks are carried out and sent to head office.
- At times, young people may be transported in other company vehicles, with nominated drivers and accompanied by care staff/teaching assistants. On rare occasions a private vehicle may be used to transport young people, provided that a senior member of staff has given permission for this.
- All drivers of company vehicles must be registered with CareTech as a company driver. All use of personal vehicles must be covered by appropriate personal business use insurance, presented in evidence prior to the vehicle being used for company purposes.
- All young people must wear a seat belt at all times when transport is in motion and, where appropriate, regulations regarding booster seats must be applied.
- A risk assessment must always be undertaken when young people are transported and this must have particular reference to any young people whose behaviour is a cause for concern.

For further information please refer to the School's Educational Visits Policy

E-Safety

- Using the internet for online research is a valuable activity that young people need to understand as they prepare for adult life.
- However, the young people attending Linton School have histories of poor behaviour and some may have suffered sexual exploitation prior to joining the school.
- On occasion there may be a specific prohibition order concerning internet access applied to a young person by a court order. In this case staff must, where necessary for the purposes of education, access the internet on behalf of the young person and relay any necessary information to them.
- Therefore under no circumstances should young people have unsupervised access to internet sites, chat rooms etc. (This is filtered and monitored through GoGaurdian application).
- The use of private mobile phones by young people during the school day is not allowed and staff should be particularly vigilante about this type of activity during school breaks, educational visits, off-site activities and community visits etc. Unless it has been authorised by the Head Teacher.

- The use of private mobile phones by staff member is specifically forbidden in classrooms. These may be used in the staff room and outside the school buildings, provided that young people are not present. Unless it has been authorised by the Head Teacher.

For further information please refer to the School's Safeguarding Policy, Anti-Bullying Policy and Online Safety Policy.

Work Experience

Pupils at Linton School may be offered the opportunity to complete a work experience placement. This will take place during Y10 and Y11.

Comprehensive risk assessments are carried out before each placement, covering the premises, personnel, procedures and activities to be undertaken.

Young people are offered a similar level of personal supervision during work experience as they would have in school.

7. Warning Signs and other Notices

- Staff must comply with all warning signs and safety notices displayed on the premises, and are expected to read staff notice boards where any additional information is displayed;
- Staff must comply with specific safety instruction notices, which are displayed in any area of the school premises.
- Staff must ensure that young people have seen, understand and comply with all warning signs and safety notices displayed on the premises.

8. Working Conditions/Environment

- Staff must keep stairways and passageways clear and work areas in a neat and tidy condition;
- Staff are expected to clear up all spillages promptly and provide warning signs or alert others to wet or slippery floor areas.
- Staff must ensure that all classrooms are kept free from clutter and mess, floors are clear and exit points are not blocked. Staff must ensure that coats and school bags belonging to pupils are stored safely out of the way.
- Staff must ensure that a room-specific risk assessment is completed for their classroom. The Headteacher will be responsible for completing a risk assessment of all communal areas in the school, including outside spaces. Avoidable risks identified in the school must be rectified at reasonable cost.

9. Fire Precautions

- Escape routes from the school in the event of fire are displayed around the school and staff must make themselves aware of the location of firefighting equipment and all escape routes from the premises;
- All classroom's must display information on what to do in the event of a fire and a plan of escape routes;
- Staff must ensure that any obstruction to firefighting equipment or escape route are removed at the earliest possible opportunity;
- Staff must not use firefighting equipment for any other purpose from that which it is intended;
- Staff must not move or remove firefighting equipment from the classroom for storage elsewhere;
- Staff receive instruction on the actions to be taken in the event of a fire emergency, and must ensure that they know what actions they will be expected to take;
- Staff must consider the safety of young people as paramount in all instances of a fire and understand assembly and evacuation procedures and know who is responsible for registration procedures and giving instructions;
- The school will carry out unannounced fire evacuation drills at least once per term and ensure that these are recorded. Any shortcomings noted during these drills will acted on immediately by the Head teacher and staff;
- Fire alarms will be tested weekly out of school hours to ensure that they are working correctly and that they can be heard around the school premises.

10. Accidents/Incidents

- Staff must seek attention or advice for any injury received whilst in the school. All accidents must be reported to the Head teacher and recorded in the Accident/Incident log before leaving the school at the end of the day, and also uploaded onto CPOMs;
- Any possible Health and Safety risks brought to light by an accident/incident will be investigated by the Health and Safety Officer and where necessary reported to CareTech by the Head teacher.
- Subject to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013), any work related incident that leads to a death, inability of a member of staff to carry out normal duties for more than 7 days or which leads to 3 days or more work time being lost will be reported to the Health and Safety Executive (HSE), as will any accident to a member of the public whilst on the school site.

- Staff will be trained in emergency first aid. The school must always have at least one suitably trained designated first aider on site when pupils are present in the school.

11. Health

- Staff must report to the Head teacher any medical condition or any other problem that they are suffering from which may affect the safety of themselves or others;
- Staff must co-operate with the Head teacher where a medical condition may require further examination to safeguard the health of other staff, young people or visitors to the school.
- Staff must be vigilant to any medical conditions observed in pupils, non-school staff or visitors to the school, and report their concerns to the Head teacher immediately.

12. Food Hygiene – Preparation and Storage

- Staff must maintain high standards of personal hygiene at all times, especially in food preparation areas;
- Any member of staff preparing or handling food for public consumption in the school must have a basic (level 1 or level 2) Food Hygiene Certificate;
- Staff must follow all the prescribed rules for food hygiene, appropriate PPE is to be worn at all times when preparing or handling food;
- Staff must ensure that all food is stored correctly and take all precautions against it becoming contaminated. Daily temperature checks for the fridge and freezer are recorded.
- Staff must ensure that all utensils are properly cleaned after each use;
- Staff must dispose of all domestic and food wastes in the appropriate bins provided and, in particular, not leave food on work surfaces or in classrooms overnight;

13. Storage of Medicines

The Linton School First Aid Policy provides the framework for considering the safe storage of medicines and medical substances / equipment.

Controlled medications for use by the young people at the school must be stored in the locked medical cabinet/safe when not being used. Only medication trained staff are to administer any medication and record on a MARS sheet. The only exception to this is when young people are made responsible for their own medication as part of their personal development plan.

Staff who are taking medication for their own health-related conditions must ensure that all supplies are securely stored out of sight and not in areas accessible, or potentially accessible, to young people.

14. Application and Monitoring of Key Rules

Staff must report any breach or deficiency in any of these safety rules to the Head teacher or Head of Education Services as soon as possible.

The Head teacher, or other staff member designated by the Head teacher, will carry out a weekly check of the physical premises to ensure them to be 'safe' and record any identified concerns to be reported for remedial action. This check will be recorded in the school's Health & Safety Log.

As part of the Quality Framework, the Head teacher will carry out an audit of risk assessments completed by the school on a half termly basis, as part of the schools paperwork audit evidence base.

As part of the Quality Framework, all teachers regularly taking pupils on Offsite Educational Visits, including Physical Education and Outdoor Pursuits, must have a formal observation of these activities completed by the Head teacher/EVC, at least once per year.

15. Monitoring and Evaluation of this Policy

This policy will be monitored through scrutiny of risk assessments and records of incidents.

Evaluation will be through discussion with staff and feedback from young people, their parents/carers and referring Local Authorities.

The policy will be reviewed at least once a year, or whenever a particular incident points to a failure of procedures and practice.

The next annual review is due in November 2021.

16. Related Policies

This policy is one of a developing suite of policies in the school's Safeguarding Portfolio. It takes account of guidance on Health and Safety in education and should be read alongside these policies:

- Safeguarding Policy
- Offsite Educational Visits Policy
- Behaviour and Discipline (including Rewards and Sanctions)
- Physical intervention and the use of reasonable force
- Anti-bullying
- SEND
- Missing children
- Complaints procedure
- Whistle blowing
- Safer recruitment
- Acceptable Use Policy (Internet and media technologies)
- Staff grievance and disciplinary (including management of allegations)

17. Further Sources of Advice

- The Management of Health and Safety Regulations 1999
- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries
- Health and Safety Executive, information on a range of health and safety issues
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
- Outdoor Education Advisors' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- CLEAPSS, Advice on science safety
- Association for Science Education, for advice on science safety
- Association for PE, for advice on safety in PE and school sports
- Council for Learning Outside the Classroom, information on 'school trips' including accreditation