



The Llewellyn School Policies and Procedures

Health and Safety Policy

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| Policy Reviewed by: | Suzy Hollett (HR Manager) |
| Date: | 23/01/2024 |
| Policy Verified by: | Sara Llewellyn (School Leader-CEO) |
| Date: | 23/01/2024 |
| Date for Next Review: | 01/01/2025 |

The Llewellyn School consider Health and Safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. The school has appropriate insurance cover, including employer's liability insurance and public liability insurance including the Forest School and the animals. This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties' employers have towards employees and duties relating to lettings, which require employers to make an assessment of the risks to the health and safety of their employees.

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

The Gas Safety (Installation and Use) Regulations 2018, which require work on gas fittings to be carried out by someone on the Gas Safe Register.

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

Each member of staff follows the school's Health and Safety policy and is responsible for:

- Maintaining a safe environment.
- Taking reasonable care for the Health and Safety of themselves and others attending the school.

- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when required to.
- Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

The school's designated health and safety officer is the school leader.

Responsibilities of the registered person

The Registered Person for the setting has a level 3 in Health and Safety holds ultimate responsibility and liability for the safe operation of the school. The registered person will ensure that:

- The policy is reviewed annually or before should an issue arise those needs addressing.
- All staff receives information on health and safety matters and receives training where necessary.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the school's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, Child Protection Agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.
- They ensure that emergency evacuation procedures are in place and tested.
- The first aid provision is available and kept up to date.

Responsibilities of The School Leader:

The School's School Leader is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The premises are used by and solely available to The Llewellyn School during opening hours 8.00 - 4.00 pm.
- All the school's equipment is safely and securely stored.
- A working telephone is always available on the premises.
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather.
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.
- Daily temperatures are taken of the fridge by Claire Carter this is kept at the side of the Fridge.

Responsibilities of staff:

- Staff must take reasonable care of their own Health and Safety and that of others who may be affected by what they do or fail to do.
- All staff must cooperate and adhere to policies set out by the school and any updates must be read.
- Staff will not interfere with anything provided to safeguard their Health and Safety or that of others.
- All staff have a duty of care to report any Health and Safety concerns to the school Leader.
- The staff must adhere to The Smoking policy, which is in the policy folder.

Training:

- Induction training will be set up prior to your start date to complete the mandatory training courses this is through online-training, Senior Leadership Team will monitor your progress and email in the event of you not completing any of the courses. Further training needs will be identified, and the relevant courses will be booked.
- Staff have a responsibility to highlight to the school Leader and training they need to enhance their knowledge relevant to their position.
- Certificates and training records will be kept in the front of the certificate folder for all members of staff.

School Activities:

- The school Leader will ensure that all risk assessments are undertaken. Each pupil has a risk assessment for every activity they participate in.
- The school risk assessment for activities is a working document and each pupil has their own. It is amended and added to frequently it is the Health and Safety Officers responsibility to ensure all new activities are added to the risk assessment.
- Any actions that need to be taken will be assessed and if necessary, removed by The Health and Safety Officer

Monitoring:

- The Health and Safety Officer will be responsible for investigating accidents and work-related causes of sickness and absence.
- The Health and Safety Officer will check working conditions and ensure that safe working practices are being followed.

Visitors:

- All visitors are to ring the bell at the main gate, the visitor will be asked to show identification and who they are here to see. The gate will be unlocked the visitor will sign and will wear the visitor badge and be escorted to the person they are meeting.
- Children are not allowed to leave the school premises during the session unless prior permission has been given by the parents and they are accompanied by the parents

or caregiver (for example, to attend other extra-curricular activities or to attend a hospital or GP appointment).

- During school sessions the main gate to the school is kept locked. The gate cannot be opened unless you are a staff member with a key, in the event of a fire all staff carry their keys on a lanyard around their necks along with their name badge.
- All visitors to the school must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the pupils.
- Security procedures will be regularly reviewed by The Health and Safety Officer, in consultation with staff and parents.

Fire and Emergency Procedures:

A fire risk assessment has been carried out by an independent specialist Westgate Security and copies are all kept in the fire file along with the fire log inspection book, this is available to be viewed at any time. All Llewellyn staff have had the fire training. These are kept updated.

Toys and equipment:

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment, and resources with care, and we carry out risk assessments before the pupils are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely in the COSHH cupboard located in the storeroom, which is kept locked. Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals, and products containing chemicals, Fumes, Dusts, Vapours, Mists and Gases and asphyxiating gases.

Food and personal hygiene:

- Staff at The Llewellyn School maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.
- A generally clean environment is always maintained.
- Toilets are cleaned daily, and soap and hand drying facilities are always available.
- Staff handling food must have Level 2 Food hygiene.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensures that pupils wash their hands before handling food or drink and after using the toilet. A wipe will be used if a child is unable to wash their hands at a sink.
- Cuts and abrasions (whether on pupils or staff) are kept covered.
- Dealing with body fluids
- Spillages of blood, vomit, urine, and faeces will be cleaned up immediately in accordance with our Intimate Changing and First Aid policy.

Staffing levels:

Staff ratios and levels of supervision are always appropriate to the number, ages, and abilities of the pupil's present, and to the risks associated with the activities being undertaken. At the Llewellyn School, we have an abundance of toys appropriate for the pupils. These are reviewed as each pupil starts at the school. The toys are rotated as necessary so as the choice is not beyond the pupil's capabilities.

Toys

- All our toys meet the appropriate safety standards and regulations.
- All our toys are appropriate for the pupil's developmental age.
- All our toys are clean and well maintained.
- Toys are clearly labelled and stored in a safe and tidy way.
- Where possible toys are made accessible to the pupils so that they can make free choices and work or play independently.
- We choose resources, such as books and toys, which promote positive images of all races, cultures, social backgrounds, and abilities.
- We discourage any toys or types of play that promote gender stereotypes.
- We offer toys that provide sensory experiences.
- We supply toys that offer emotional comfort and support to less-confident pupils.

Any toys have been put into the mouth are cleaned by their 1:1 support staff. Anti-bacterial wipes are kept in the COSHH cleaning cupboard.