
HEALTH & SAFETY POLICY



PILGRIM
PATHWAYS
SCHOOL

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Health and Safety Policy

The health, safety and welfare of all the people who work and learn within the Pilgrim PRU are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The management committee, along with the LA, takes responsibility for protecting the health and safety of all children and young people and members of staff. The Health and Safety Law is displayed outside the Pilgrim PRU office.

As each school/learning centre within the Pilgrim PRU is located in a hospital setting staff also abide by the health and safety policies of the hospital. All the PRU buildings are owned by the hospital trusts and therefore come under trust policy for maintenance and safety procedures.

1. Statement of Intent

The Pilgrim PRU aims to ensure that all its workplaces and practices are such that the risk of harm to any staff, student, visitor or member of the public is kept to the lowest possible level.

As all four school centres within the Pilgrim PRU are located within hospitals it is important that staff also adhere to the Health and Safety procedures of the hospital.

2. General Directions

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage risks that are a normal part of life.

Common sense should be used in assessing and managing risks of any activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

3. Pilgrim PRU Security

Each Centre within the Pilgrim PRU has restricted access. Visitors have to sign in in the reception area at the Darwin Centre, Phoenix and the Croft before they are allowed to access the ward or school areas. At Addenbrooke's the wards have restricted access and only secure badge holders have access to the wards.

4. Fire precautions

Procedures for fire and other emergency evacuation are displayed prominently in each centre and fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly.

5. Educational visits

The Pilgrim PRU takes its responsibility very seriously for ensuring the safety of children whilst on educational visits. The Nurse in Charge of each hospital unit will carry out a full risk assessment on each child before a visit. Staff and pupil ratios will be determined by individual risk and statutory guidance. Where possible a member of the nursing team will accompany the children and teachers on the trip. If necessary this will allow for a member of staff to return to the hospital if a child is struggling and unable to continue the trip.

6. Medicines

All medicines will be administered by nursing staff prior to a trip taking place and on a day to day basis.

7. General Guidelines

- The Teacher in Charge of each unit is directly responsible for the management of health and safety in each school setting.
- The TIC alongside the ward manager is responsible for maintaining all areas of the workplace in a condition which is safe and without risk to health.
- The TIC will make arrangements for ensuring safety and management of risks to health in connection with the use of handling, storage and transport of articles and substances.
- The TIC ensure that sufficient information, instruction and supervision are available to enable all staff, children and volunteers to avoid hazards and contribute positively to their own health and safety.
- The TIC should ensure that a system of risk assessment is interwoven into all practice.(Please see additional information on Risk assessment)
- The TIC should ensure that issues of health and safety are covered within the curriculum accessed by students. (e.g. internet safety covered in PSHE)

8. Emergency Procedures – Fire and Evacuation

- The TIC and the fire officer (RC) are responsible for formulating effective procedures for use in case of a fire, and ensuring clear procedures are in place for evacuating the premises. The procedures followed are in line with the NHS guidelines for each of the hospital units within the Pilgrim PRU.
- Fire alarms are tested by site management staff every week.
- The fire alarm is siren. Staff must ensure that they are able to identify it. On hearing the alarm, all staff and pupils must evacuate the building immediately.
- All staff must ensure that in the event of an evacuation, pupils are encouraged to leave quickly in a calm and quiet manner.
- Fire extinguishers are maintained and checked by site staff.
- Emergency evacuation will be tested every term.

9. Responsibilities of staff towards students and others

All staff are responsible for health and safety arrangements in relation of staff, volunteers and students. In particular, they must monitor their own work activities and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible; at the Darwin Centre and the Phoenix staff are vigilant over the use of scissors, pencil sharpeners and any other sharp instruments which students may potentially use to self-harm. A close eye is kept on students using scissors etc. and they are counted in after use.
- Be aware of, and implement, safe working practices and set a good example;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of a mishap;
- Ensure that all equipment and tools used are appropriate for use and meet accepted safety standards;
- Ensure that written instructions, warning notices and signs are provided as appropriate;
- Evaluate promptly and, where appropriate take action on, any criticism of health and safety arrangements;
- Investigate and record any accident or incident where personal injury could have arisen and take appropriate corrective action and report incident to the nursing team.
- Provide instruction, information and training in safe working methods within any learning area for which they are responsible.

10. Responsibilities of employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their actions at work;
- Make themselves aware of the safety rules, procedures and safe working practice applicable to their posts;
- Ensure that all tools and equipment are in good condition;
- Use protective clothing and safety equipment as required and ensure that these are kept in good condition;
- Ensure that classrooms and offices are kept tidy;
- Ensure that any accidents, whether or not an injury occurs are reported to the Teacher in Charge;
- Ensure that effective risk assessments are carried out for all necessary activities.

11. Responsibilities of students

All students are expected to:

- Exercise personal responsibility for their own safety and that of their fellow students;
- If they have knowledge that another student may be at risk they should report this to a member of staff;
- Observe standards of dress consistent with safety and hygiene;
- Observe safety rules of the unit and the instructions of staff in case of emergency;
- Use items provided for safety purposes.

12. The Health, Safety and Welfare of staff

The Pilgrim PRU takes very seriously the need to safeguard the health and welfare of all our staff. We pay particular attention to the prevention of work-related stress. If a member of staff is having a difficult time they should go to the head, who is able to offer supervision and support. A member of the multi-disciplinary team may also be called upon to provide advice on students with complex mental health issues.

The Pilgrim PRU will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter seriously and take action in line with the LA's protocol.

Staff are advised to avoid working at height (e.g. when putting up a display). They are reminded to take responsibility for their own safety and manage risks carefully. Staff are advised to avoid lifting or moving heavy objects.

Staff are advised to avoid lone working, particularly when working with vulnerable students.

Staff are advised to wipe up spills and remove objects that may cause slips or trips. Where an incident or clearing has occurred a yellow warning sign must be displayed and is available from the caretaking cupboard, which must be kept locked.

13. Accidents, first aid and work-related ill health

Staff aware that any member of the school has had an accident or fallen ill should make arrangements for them to be attended to by a first aider or appointed person at the earliest opportunity. NHS staff on each hospital site are able to administer first aid.

The head teacher in consultation with the BSM will coordinate First aid training and ensure that qualifications are up to date.

Health records are kept for all pupils at the Croft, Darwin and Phoenix on the hospital portal RIO and at Addenbrooke's on EPIC.

The Pilgrim PRU will appoint a qualified first aider. All staff members will be aware of who this is.

First aid boxes will be available in each school building or the school office.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book will be kept by the first aid representative.

14. Health and safety risks arising from work activities

A. Risk assessments

Pupils are individually risk assessed by the nurse in charge for school visits or trips off the ward.

Risk assessments which identify risks that cannot be mitigated will be reported to the head teacher. Action required to remove/control risks will be approved by the head teacher who is also responsible for ensuring the action required is implemented.

HSE advice on undertaking risk assessment can be found on the Health and Safety executive web site [HTTP://www.hse.gov.uk/](http://www.hse.gov.uk/)

Specific risks

Control of substances hazardous to health. Science Jason

Identify all substances that need COSHH assessment

Undertaking COSHH assessments

B. Display screen equipment

The school will endeavour to optimize working conditions at Display Screen Equipment [DSE].

This will involve providing workstations, and a wider working environment, which minimize the risks to health posed by habitual use of DSE. The school will undertake this by:

- a) regular assessment of the suitability of
 - i. Display screens
 - ii. Keyboards
 - iii. Work desks
 - iv. Work chairs
 - v. Lighting
 - vi. Incidence of reflection /glare
 - vii. Noise and heat
 - viii. Data projectors
- b) Providing relevant information on the potential risks associated with habitual use of DSE
- c) Responding quickly to issues raised by staff concerning DSE
- d) Providing for appropriate eye-tests etc. for habitual DSE users

Staff who are habitual users of DSE must

- i. Ensure they are aware of HSE ADVICE on safe use of DSE, that can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>
- ii. Report any health problems which could be associated with DSE use to the Senior Administrator immediately
- iii. Request provision for VDU specific eye-tests through the Senior Administrator. Tests will not usually be repeated more frequently than every 2 years.

Teaching staff who use school laptops do not fall under the definition of habitual users of DSE. The school will provide information on safe transportation and use of laptops.

C. Manual Handling

Accidents involving manual handling account for almost a third of all 3-day injuries reported to the HSE. Staff must

- i. Wherever reasonably practicable avoid handling large or bulky objects
- ii. Always assess the risk of any manual handling task
- iii. Take steps to minimise any risk presented by manual handling
- iv. Ensure they are familiar with guidelines for safe manual handling techniques
- v. Avoid any manual handling task in circumstances of increased risk e.g. ill health, pregnancy

Staff should familiarise themselves with the HSE advice on assessing and minimising the risk of manual handling. This can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>

D. Slips, trips and falls

Accidents involving slips, trips or falls are the single most common cause of injury at work. The College will endeavour as far as is reasonably practicable to minimise the risk of such accidents.

Staff and pupils must

- i. report any unsafe or dangerous floors immediately
- ii. observe standards of dress consistent with safety e.g. footwear, trousers
- iii. ensure that thoroughfares are kept free of any equipment that may obstruct it

- iv. avoid any activity which increases the likelihood of a fall e.g. climbing, over-reaching

Staff can read HSE advice on avoiding slips, trips and falls on the Health and Safety Executive website: <http://www.hse.gov.uk/>

E. Stress

Stress is the adverse reaction people suffer to excessive pressure. It can eventually lead to physical and mental ill health.

The school will endeavour to reduce the risk of stress in the workplace by

- i. providing clear channels of communication for staff to talk about that which they may find stressful in their job e.g. through the link management structure
- ii. listening carefully to what staff have to say about stress and taking any issues raised seriously, and keeping a written record of any such discussions
- iii. acting as far as is practicable to change or remove factors which could act as unreasonable stressors.

Staff must ensure that they discuss any issues of stress with their line manager as soon as it becomes a problem. The Pilgrim PRU can provide access to professional counselling services for those staff who feel they might benefit from this.

Further advice on the management of stress in the workplace can be found on the Health and Safety Executive website: <http://www.hse.gov.uk/>

Responsibilities of the Management Committee Monitoring and Review

The Management Committee

The Management Committee in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. Staff, pupils, contractors, & visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

The Resources committee has responsibility for health and safety matters. It is this committee's responsibility to keep the management committee informed of new regulations regarding health and safety, and to ensure the PRU regularly reviews its procedures with regard to health and safety matters. The resources committee also liaises with the LA and other external agencies, to ensure the PRU's procedures are in line with those of the LA.

The head teacher implements the PRU's health and safety policy on a day to day basis, and ensures staff are aware of the details of the policy as it applies to them. The head teacher also reports to the management committee annually on health and safety issues.

This policy will be reviewed at any time on request of the management committee, or at least once every three years.

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