



WILDS LODGE  
SCHOOL

### HEALTH AND SAFETY AT WORK POLICY

**Date of issue: September 2023**

**Review Cycle: Annual**

**Next Review Date: September 2024**

Wilds Lodge School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Wilds Lodge School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not

- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Wilds Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Wilds Lodge School.

The policy documents of Wilds Lodge School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **1. Introduction**

**This document applies to all staff and students (both on and off-site), as well as to visitors to the Wilds Lodge, Rock Lodge and Cross Roads sites.**

Wilds Lodge recognises that it has a legal duty under the Health and Safety at Work Act (1974) to ensure, as far as is reasonably practicable, the health, safety and

welfare of employees, and the health and safety of visitors, including students.

The school will set up and regularly review policies and procedures that will ensure a safe environment as far as is reasonably practical, and will consult and take into account staff and others' proposals for improving health and safety standards in the school.

The effectiveness of the whole policy will rest on the willingness of all staff to meet essential standards of safety. This depends upon staff members being familiar with requirements and risk assessments. It also depends on their personal willingness to be alert and take responsibility for intervening in situations that may present risks or hazards for students and adults. No set of guidelines can cover every eventuality, which is why vigilance and initiative remain the most important factors.

## **2. Overview**

The employer is responsible for the health and safety of employees, students and visitors.

The School Leadership Team will monitor the health, safety and welfare policies and procedures in the school. Health and Safety is a standing agenda item at SLT meetings and the team regularly reviews data relating to safety and wellbeing.

The Estates/Facilities Manager, Tina Daunt, is the school's Health and Safety Officer (HSO). Sally Skipsey is the school's 'Designated Safeguarding Lead', supported by the wider safeguarding team for all safeguarding matters.

Any union representatives may discuss health and safety issues with the HSO. The HSO will always take the views of staff and union representatives into account.

All members of staff as employees have a duty to ensure, as far as reasonably practicable, the health and safety of themselves, other employees, students and visitors.

The School Council (students) also consider health and safety issues at its meetings. Estates Manager (HSO) and SLT will take the Council's views into account.

All students are supported to develop their awareness of how to look after their own health and safety, as well as that of others in the school. This is addressed as part of the PSHE curriculum and in specific sessions e.g. Science, PE and DT.

### **3. Responsibilities**

#### **3.1 The School Leadership Team will:**

o Have Health and Safety as a standing item on the SLT Agenda and consider data relating to Health and Safety including accidents, incidents, damage and compliance. Ensure that all health and safety issues are minuted, and where relevant, followed up at subsequent meetings.

o Make sufficient funds available within the budget to maintain the site's safety and support effective training.

o Ensure that the Head, Head of Education and Head of Care accompany the school's designated HSO on an inspection of the school three times a year, and make a report of the inspection to the SLT and Governing Body, including compliance with the Independent School Standards and National Minimum Standards for Boarding Schools.

o Regularly consider the implementation of the school's health and safety policies and procedures. Approve and communicate any changes which may be necessary to reflect site-specific concerns or changes in government guidance.

o Ensure that relevant training is undertaken by staff with specific health and safety and child protection/safeguarding responsibilities e.g. Fire Marshall Training.

o Ensure that *all* staff receive relevant and up to date training on health and safety.

o Promote the development of health and safety and child protection awareness in the student community. Encourage staff to provide opportunities students are taught to assess risks and to take appropriate action to avoid, or minimise risks.

o Ensure that appropriate risk assessments are made by the Estates Manager (the HSO), and all members of child-facing staff.

#### **3.2 The Health and Safety Officer (HSO)**

o Act as the key contact and coordinator for health and safety at Wilds Lodge.

o Co-operate with any appropriate Local Authority Health and Safety services.

o Advise SLT on matters relating to Health and Safety, including compliance.

O Report to SLT and Governors on Health and Safety.

o Take or organise action required to minimise risks.

o Carry out regular site inspections and ensure that the necessary action is taken to remedy any deficiencies that have been identified.

o Coordinate the whole-school training programme and provide safety information and appropriate training to staff and students.

o Ensure that *new* employees are briefed about safety arrangements as part of their induction and know where to access a copy of the school's health and safety policy, who to contact in relation to perceived risks.

o Ensure temporary employees are given sufficient information, training and supervision to enable them to work safely and without risk to their health.

o Ensure that visitors and contractors are suitably briefed about health and safety, including fire safety. Where necessary, arrange for contractors and visitors to be supervised and informed of any hazards on the school premises of which they may be unaware.

o Oversee the recording and investigation of accidents and take all reasonable steps to prevent a recurrence.

o Oversee the Fire Officer to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained, and that appropriate fire safety signs are in place.

o Oversee the Fire Officer's records of fire drills and work with them to take any remedial action to improve safety e.g. ensuring personal evacuation plans are in place where required

o Oversee and maintain the development plan to meet the requirements of the Disability Discrimination Act (DDA).

o Co-operate with Local Authority Health and Safety services as appropriate.

### **3.3 All Staff**

O Attend and engage with training on Health and Safety.

O Follow school procedures for assessing risk and acting to minimise risk as well as reporting potential hazards to the Health and Safety Officer. Be alert to potential risks and hazards.

O Read and follow site and student-specific risk assessments.

O Provide supervision and support for young people to help to keep them safe on and off-site.

O Record incidents and accidents using Schoolpod.

#### **4. Information and Recording Systems**

O All accidents and incidents must be reported on Schoolpod. This allows the school's Estates Manager and Leadership team to assess and act on identified risks as well provide debriefing and welfare checks.

O All externally reportable incidents will be recorded and reported according to the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*. The school will also report significant incidents to Ofsted in line with national guidance.

#### **5. Qualifications and Training**

All employees must have a Disclosure and Barring Service (DBS) check and must receive on-site training as part of their induction in the relevant skills and techniques used by the school to ensure health, safety, wellbeing and child protection.

The HSO is trained externally in Risk Assessment and this knowledge is refreshed at least every three years.

The HSO will ensure that all staff are regularly refreshed in areas such as risk assessment, fire safety etc. Whilst the school is committed to restraint reduction, all staff are trained in de-escalation and positive behaviour support techniques.

As well as having a School Health care professional and therapeutic boarding staff who are qualified to administer medication and first aid to young people, Wilds Lodge also invests in training a significant number of staff in First Aid to ensure wide coverage to support the safety and wellbeing of all staff and visitors as well as young people.

## 7. Risk Assessments

The school maintains a risk assessment database of generic risk assessments on the accommodation, facilities and materials. All risk assessments are reviewed at least annually and/or when an incident occurs.

All pupils are risk assessed on admission to the school ('My Safety Plan') and these are then maintained and updated regularly to reflect the young people's changing needs and presentation e.g. young people who need additional staffing when accessing the wider community. These are reviewed by relevant members of the SLT.

The HSO is trained externally in Risk Assessment and this knowledge is refreshed at least every three years. All staff will be trained to understand and follow risk assessments and will be expected to assess identified risks on an ongoing basis, and to manage them as far as is reasonably practicable.

**Staff must inform the HSO of any risks they cannot manage.**

## 8. Off-site Activities

Doc 4.4 *Outdoor and Residential Visits* within the staff handbook describes the procedures for all school trips in detail. **Staff must submit risk assessments for trips and educational visits to SLT for approval at least 1 week in advance of the planned activity.**

## 9. Pregnancy

The school recognises that it is important to risk assess staff who are pregnant or new mothers. The HSO will work with the individual to assess the risks and take appropriate control measures.

## 10. School Security

All visitors must be signed in and out, and must be made aware of their health and safety responsibilities when on-site. Nobody is allowed beyond the Reception area without supervision or the specific permission from a member of the SLT.

## 11. Occupational Health Services and Work Related Stress

It is recognised that working with students with social, emotional and behavioural difficulties can be stressful at times. Wilds Lodge prides itself on having a

supportive staff team, with colleagues helping to support each other informally. All staff should have regular supervision which also provides an opportunity to reflect on the challenges and identify sources of support and solutions. Cavendish provides free access for all staff to an Employee Assistance Programme which can support with free and confidential counselling. For details, please see the Staff Induction Handbook.

All staff have a duty to inform their line manager if they are experiencing unreasonable or prolonged periods of stress, ideally before this begins to affect their ability to attend and work. Wilds Lodge may refer also staff to Occupational Health for advice. The school will work with medical practitioners and/or local health services as appropriate.

## **12. Student Health, Medical and Child Protection Issues**

Wilds Lodge has an onsite School Healthcare Professional who oversees the health and medical needs of young people, in partnership with families and staff.

All staff have a duty to inform a member of the Safeguarding Team if they believe that any student is at risk. The Safeguarding Team will ensure that appropriate action is taken, having consulted relevant persons as necessary.

## **13. Aggression Towards Staff**

Young people at Wilds Lodge have significant needs which have led to their placement with us and need the staff to hold caring boundaries. This can result in young people feeling angry and frustrated with the individuals holding and may result in physical or verbal behaviour which challenges us as adults. Any incident of aggression towards staff must be properly recorded and reported. In addition to using the debriefs and welfare checks which take place after incidents, staff are expected to inform their line manager if they are concerned about their safety.

At no time should staff be alone on site when students are present. For example, care staff going off-duty at the end of the evening should not leave the sleep-in member of staff before the waking night supervisor has arrived.

## **14. Slips and Trips**

All staff should be on the lookout for hazards likely to cause slips and trips. Staff have a duty to guard against these, or eliminate or avoid them if they **can**, or to draw them to the attention of the HSO.



## **15. On Site Vehicle Movements**

All vehicles on site must keep to the vehicular entrance and exit and parking spaces, and must not encroach on the areas designated for pedestrian/play use.

Vehicles are restricted to 5 mph on the school site.

Whilst the maintenance team undertakes regular safety checks on the school vehicles, each driver should undertake basic checks of tyres, lights etc before driving a company vehicle.

## **16. Maintenance**

In addition to reactive work to maintain the health, safety and aesthetics of the site, the school will follow a planned maintenance schedule set out by the School Leadership Team, after appropriate consultation.

All electrical equipment, plant and machinery will be tested and maintained as appropriate.

## **17. Manual Handling**

All manual handling and lifting will be done in accordance with current regulations and staff training reinforces the core principles of safety.

## **18. Fire Safety**

The HSO will ensure that the school meets statutory requirements and is compliant with the Independent School Standards and National Minimum Standards for Residential Special Schools. This includes

- ensuring that the fire fighting equipment is checked and maintained
- maintaining a log of the regular fire drills and any learning/ improvement required
- Ensuring that fire exit signs and notices are clearly available
- Fire Marshalls are trained and demonstrate their understanding of and implementation of their role
- Staff and students know how to safely exit the buildings and where to congregate
- Working with the Fire Safety Consultant to ensure that Fire Risk

Assessments are updated annually for all areas of the school's property and that any advice is acted upon.

### **19. Display Screens**

The provisions of the Display Screen Regulations will be applied to the staff as required by law.

As far as is practicable, the Regulations will also be used as guidance for the use of display screens by students.

### **20. Alcohol, Drugs and Controlled Substances**

Please see the Substance Use and Misuse Policy. Illegal drugs or controlled substances must not be brought onto the school site at any time. Alcohol must not be brought onto the school site when students are resident. Dedicated sections within the policy describe our approach to these matters, which can result in disciplinary action.

### **21. Smoking**

The school is a totally non-smoking area; this applies to e-cigarettes and vapes as well as tobacco. Again, we have a strict Substance Use and Misuse Policy at Wilds Lodge, including a section which outlines the actions which can be taken if staff breach this policy.

### **22. Medicines**

The school conforms to all current regulations and will take into account current guidance on the issue of safe storage and administration of medicines (see the Handling and Administration of Medications Policy). The administration and recording of any medicine for young people is overseen by the school nurse and staff will be trained as required in the safe administration of medication as needed. E.g. care staff will be trained in the administration, storage and recording of medications to ensure that we comply with regulations and that any medication errors and breaches are reported and acted upon. Additional training will be provided for staff supporting students with specific medical needs e.g. asthma, allergies, epilepsy or diabetes and risk assessments outlining the accessibility of PRN medication will be carried out by the School Nurse, in partnership with families and specialist medical practitioners.

Staff with specific medical needs will discuss this with their line manager and a risk

assessment may be drawn up (if required to set out reasonable adjustments and to ensure that any medication they require during their working hours is stored safely).

### **23. First Aid**

The school healthcare professional, in consultation with the SLT, will ensure that there are sufficient staff who are suitably qualified in each team and on each site and to support off-site activities. The school also has defibrillators on both the Wilds Lodge and Crossroads Farm sites. Please see the First Aid Policy.

### **24. Emergencies**

The Head is responsible in the event of a crisis or emergency for coordinating a response and directing staff to manage the situation including:

- prioritising the welfare of the pupils both on and off-site.
- Informing the Executive Principal
- Informing parents/carers and the placing authorities
- Dealing with outside organisations and the media

In the absence of the Head, the Head of Education, Head of Care and wider SLT will coordinate the response.

### **25. Reporting and Recording**

The working of the Reporting and Recording Policy is reviewed annually.