



Health and Safety Policy

GENERAL STATEMENT

Open Box Education Centre intends to conform to all relevant legislation with regard to health and safety, hygiene and fire regulations in accordance with its obligations.

Open Box Education Centre aims to provide and maintain safe buildings and safe equipment and develop safety awareness, by appropriate training if necessary, amongst staff, students and others. Any accidents are investigated and steps are taken to prevent a re-occurrence.

HEALTH AND SAFETY

All employees, volunteers and other users of The Box are required to observe all notices, instructions and procedures relating to health and safety regulations.

All persons working at The Box will have the opportunity to discuss health and safety and how it affects their particular job.

The overall responsibility for health & safety within The Box and Open Box Education Centre is that of:

Tim Dolan,

Premises Manager

He will be responsible for ensuring that this policy is carried out within the identified premises coming under the control of Open Box Education Centre.

Although the responsibility is delegated to this person the actual responsibility is still shared between all of the governing body.

The Governing Body

They will give strategic guidance and review health and safety issues, as well as ensuring adequate resources for health and safety are available. They will provide a working environment that is safe and healthy, maintaining an interest in all health and safety matters. They will review and monitor the effectiveness of this policy.

The Principal

The Principal will be responsible for the day to day running of the school. He/she will promote a positive health and safety culture in the school and report to governors on key health and safety issues. He/she will ensure all staff comply with the policy and ensure risk assessments are reviewed annually. He/she will ensure any building or grounds issues are dealt with in a timely manner.

All School Staff:

They will read the Health and Safety Policy. They will comply with Open Box Education Centre's health and safety arrangements, take reasonable care of their own and other's health and safety and leave the building in a tidy and safe condition. They will follow safety instructions and advise students to do the same. Staff will report hazardous practices, equipment or physical equipment to the Premises Manager. They will follow the accident reporting procedure and contribute to the school's risk assessments.

Students:

In accordance with rules and procedures on discipline, students will follow safety and hygiene rules intended to protect the health and safety of themselves and others. Students will follow safety instructions of teaching and support staff, especially in an emergency.

RISK ASSESSMENT

The governors shall be responsible for ensuring that a standard list of risk assessments is carried out annually, or earlier if needed due to changes in circumstances and that action shall be taken to eliminate or reduce the risks identified (refer to Risk Assessment Policy).

Risk Assessments for individual activities are the responsibility of the member of staff or volunteer responsible for that activity.

A written record of the assessment shall be kept in the Office. The premises manager shall ensure that this record is kept up-to-date. This will be available for staff to inspect and refer to as necessary.

ACCIDENTS AND FIRST AID

Tact and calm are necessary when dealing with people who have been in an accident or who are in need of first aid. It is important that you are confident about procedures. Staff and volunteers must be aware of the location of the telephones within the building and be confident in the calling of the emergency services where necessary. Guidance for calling emergency services is contained next to the phone.

All injuries to staff, students and other users must be recorded in the Accident Book kept in the Office using the standard Accident Report Form.

First Aid boxes are available in the Kitchen, in the main office, in the kitchenette at the top of the stairs and in the medical room. Staff accompanying students to off-site activities will carry a portable first aid kit.

Staff are offered first aid training on a regular basis and a list of current first aiders is displayed in the office.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

All chemicals and substances presenting a hazard are to be kept in a secure, locked cabinet. The premises manager is responsible for ensuring that the necessary assessment forms have been completed and filed. The storage of such substances is to be kept to a minimum.

FIRE

The premises manager is responsible for ensuring that the fire alarm system is maintained appropriately. They will conduct regular fire drills and weekly alarm testing.

Clear signs will inform staff, students and other users of the actions to be taken in the event of the fire alarm sounding.

The Premises Manager is responsible for ensuring that fire extinguishers are tested regularly and maintained in good working order.

All fire exits and fire exit routes must be kept clear of obstructions.

The premises manager will complete a fire risk assessment annually. All records relating to fire safety and maintenance of fire safety equipment will be kept in the fire safety log file in the main office and will be made available for inspection by the relevant authorities.

SECURITY

During the normal school hours of Open Box Education Centre, all staff will be responsible for ensuring that all reasonable measures are taken to establish and maintain a safe environment for both staff and students. All staff are responsible for monitoring any activity and discouraging any actions or behaviour which could pose a risk. Where necessary staff will take reasonable action against any individual to ensure that a safe environment is maintained.

HYGIENE

All staff and students are required to observe all notices, instructions and procedures relating to hygiene regulations. All persons working at Open Box Education Centre will have the opportunity to discuss hygiene and how it affects their particular job.

The use of the kitchen for the preparation of high risk food requires people to have been trained in food handling. Level 2 Food Safety training will be made available to all relevant staff. A record of this training will be maintained. It is important to encourage and maintain good standards of practice of hygiene for all staff and students. Any special equipment required should be easily accessible and staff and students should know where it is. It should also be maintained to a high

standard. Open Box Education Centre is subject to Food Standards Agency inspection by the local authority. The most recent Food Hygiene Rating will be displayed in a prominent place.

MANUAL HANDLING

The moving of tables, chairs and other items of furniture should be completed using the proper lifting techniques and any relevant equipment provided. Training on manual handling will be available to all staff as required.

ROUTINE PRACTICES

Rubber gloves and disposable cloths should always be used when cleaning the kitchen and toilets. Separate gloves and cloths should be used for kitchens and toilets.

Cuts or open lesions on exposed areas of skin should be covered with water proof plasters. (Blue plasters when working in the kitchen). If someone has an allergy other covering should be used.

Spillages of any kind should be cleared up as quickly as possible and where necessary a sign should be placed to warn of any potential slip hazard.

VISUAL DISPLAY EQUIPMENT

Staff and volunteers required to use visual display equipment for prolonged periods should refer to additional specialist guidance (located in the office).

ADMINISTRATION OF MEDICINES

Medicines are kept in a locked cupboard in the office. The only exceptions to this are asthma medications and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other students. Medication is only administered to students with parental consent.

ELECTRICAL TESTING

All items of portable electrical equipment in The Box are inspected and checked annually.

EDUCATIONAL VISITS AND TRIPS

All off site trips are subject to risk assessment.

PREGNANT MEMBERS OF STAFF

A Pregnancy Risk Assessment will be carried out where necessary.

SLIPS TRIPS AND FALLS ON THE LEVEL

The potential for slips trips and falls at Open Box Education Centre has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

WORKING AT HEIGHT

Teaching and other staff who assist in putting up displays have been given appropriate in-house training and are advised to wear flat shoes when working at height, to not climb on furniture to put up displays but to instead use appropriate access equipment e.g. step ladders etc.

SNOW AND ICE

If the main pedestrian routes are impossible to clear, the principal will be informed and such information contributes to any decision to close the school. Suitable equipment will be kept for clearing and / or gritting access paths.

STRESS AT WORK

Individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with Open Box Education Centre's welfare policies.

SUPERVISION OF STUDENTS

Sensible, safe behaviour is promoted to students by all members of staff. Dangerous behaviour displayed by students is addressed appropriately in accordance with the behavior policy.

LEGIONELLA

The premises manager is responsible for ensuring that hot water supplies are maintained at an appropriate temperature and implementing any other measures as required to reduce the risk of legionella.

ASBESTOS

An asbestos register is kept and locations of asbestos are made known members of staff.

REPORTING

Any concerns should be reported immediately to the Premises Manager.

Governors will be notified of any serious incidents or concerns.

Approved by: (Principal) (date)

Authorised by:..... (Chair of Governors) (date)

To be reviewed every: 2 Years

Next review date: July 2019