

Health & Safety Policy



Chelsea Community Hospital School

December 2022

THIS IS A HEALTH & SAFETY POLICY FOR CHELSEA COMMUNITY HOSPITAL SCHOOL WHICH HAS BEEN WRITTEN IN CONSULTATION WITH REPRESENTATIVES FROM THE WHOLE SCHOOL COMMUNITY INCLUDING STAFF, GOVERNORS, RESPECTIVE HEALTH TRUSTS, LOCAL AUTHORITY, PUPILS AND PARENTS.

SCHOOL BACKGROUND INFORMATION

- We are a Community Special School providing education for students and young people while they are in hospital.
- We also provide places for a number of pupils who cannot access mainstream school due to their medical conditions.
- Our school is based across five NHS hospital sites they are: The Chelsea and Westminster Hospital, The Royal Brompton Hospital, St. Mary’s Hospital, The Collingham Child and Family Centre, and Lavender Walk Adolescent Unit. Our Community students are based at The Bayswater Centre, a City of Westminster building.
- We teach across all key stages in both primary and secondary. All our sites are in central London, England.

TOTAL NO. OF PUPILS

Variable due to hospital admissions

KEY CONTACTS

Named member of the SMT: *JANETTE STEEL (Headteacher)*
Lead Governor: Chair of Governors

DISSEMINATION

Key information from this policy will be incorporated into the following documents where appropriate:

- School website
- Staff induction materials
- Governor induction materials
- Pupil documentation
- Newsletters
- Staff meetings
- Parent events
- On request from the school office

POLICY IMPLEMENTATION DATE

December 2022

POLICY REVIEW DATE

December 2024

NAME: _____

DATE: _____

HEALTH & SAFETY POLICY

This incorporates the statement of commitment to the health, safety and welfare of employees and of other users of the premises, its organisation and its arrangements.

STATEMENT OF INTENT

- The Governors of Chelsea Community Hospital School (CCHS) recognise and accept their responsibilities in providing a safe and healthy environment for the staff employed in the School, for the young people attending the school and for other users of it.
- All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health & Safety at Work Act 1974 and regulations made under this legislation.
- Each and every member of staff recognise that there is a personal and collective responsibility under the act and under this Health and Safety Policy statement.
- The organisation and rearrangements through which the Governors and School aim to fulfil the requirements are set out in the following pages.

ORGANISATION OF HEALTH AND SAFETY

<i>Key Manager</i>	<i>JANETTE STEEL (Head Teacher)</i>
<i>Local Contact CCFC</i>	<i>AMY BLYTH / MELISSA HIND (Site Coordinator)</i>
<i>Local Contact C&W</i>	<i>CHARLOTTE THORP (Site Coordinator)</i>
<i>Local Contact RBH</i>	<i>ANGELA MOXAM (Site Coordinator)</i>
<i>Local Contact St. Mary's</i>	<i>JAYNE LOWRY (Site Coordinator)</i>
<i>Local Contact Lavender Walk</i>	<i>JAGS KAUL (Site Coordinator)</i>
<i>Local Contact Bayswater Centre</i>	<i>JANETTE STEEL (Head Teacher)</i>

- Inspections will take place regularly at each site.
- Health & Safety issues will be on the agenda of the school staff meeting.
- Matters arising will be monitored and action taken by the Senior Management Team.

ROLES & RESPONSIBILITIES

Role of the Health and Safety Representative

- The aim of the Committee will be promotion of cooperation between management and all employees at the School and hospital sites in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the staff will consider certain specific matters:

- Any accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence.

- The arrangement of the next termly inspection of the premises and matters arising from the previous inspection.
- Implementation within the school of safety instructions/advice issues by the Health and Safety Officer.
- Progress on remedying any specific hazards which may have been identified.
- Review, at the start of each academic year, the content of the school's local health and safety statement and monitoring of its implementation.

Duties of the Key Manager

The Key Manager is ultimately responsible to the Governors of the School

- To pursue the aims of the School in respect of health, safety and welfare.
- To produce, for the School, a written Health and Safety Policy, to ensure its implementation, to ensure that all members of staff are aware of its contents, and to revise it as necessary.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To take appropriate action to remove or reduce potential hazards
- To report to the board of governors those cases where her own authority does not allow her to reduce any hazard to a satisfactory level. In these circumstances to take short term measures including ceasing the activity to maintain health and safety pending rectification.
- To take note of Health and Safety bulletins, instructions etc. issues from time to time and to ensure that where required these are distributed. To maintain a file of all such material which is readily accessible to all employees.
- To keep an up to date list of all safety representatives in the School, both teaching and support staff.
- To be readily available to safety representatives and to cooperate with them so far as is reasonable in their efforts to carry out functions.
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
- To ensure that all areas for which she is responsible are subject to a health and safety inspection at least once in every term.
- To ensure that materials and equipment purchased for use in areas within her control are safe and without risk to health when properly used.
- To ensure that the circumstances of accidents are properly examined and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- To ensure that all occupants and visits, including those who will be undertaking work on the premises, are made aware of any hazards on the site and of then and where such work activities may affect those in occupation.
- To carry out duties of a local contact where local contacts have not been appointed.

The Key Manager will:

- Attend health and safety meetings where appropriate with the Trusts health & Safety representatives
- Report any Health & Safety concerns immediately
- Monitor recommendations of inspections and implementation of written procedures (safe systems of work).
- Provide in service training
- Carry out risk assessments on request
- Review and advise on policy
- Review policy
- Arbitrate on health and safety matters

- Provide the school with up to date health and safety information.
- Attend pre-contract meetings.
- Inspect and monitor contractors on site
- Contribute to curriculum

Duties of Local Contacts

- To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.
- To receive reports of hazards from users of the area and to take steps, so far as is reasonably practicable, to remove or reduce them.
- To report to the Key Manager cases where the local contacts' normal executive authority does not allow them to deal effectively with a hazard or where there is any doubt as to the practicability of a proposed solution.
- Where necessary, to take appropriate short term measures to maintain safety pending rectification.
- To ensure that accidents are reported in accordance with instructions when so directed by the Key Manager, to establish the facts of any accident.
- To inspect the area at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements.
- To cooperate with the Key Manager in ensuring that staff are aware of the content of the local statements and any other information necessary on health and safety issues.
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary.
- To ensure that employees new to the workplace are helped to perform their duties in a safe manner; in particular, to ensure that they have all the necessary information on health and safety matters including a copy of the local arrangements and the opportunity to read and discuss this before starting work.

Role of Safety Representatives

SECTION 2(6) OF THE ACT PROVIDES:

“It shall be the duty of every employer to consult any such representatives (i.e. the safety representatives of recognised trade unions) with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures.”

The regulations on Safety Representatives provide that they shall have the following functions:

- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace.
- To investigate complaints made by any employee he/she represents relating to that employee's health, safety or welfare at work.
- To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace.
- To carry out inspections in accordance with the regulations
- To represent the employees, he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority.
- To receive information from inspectors in accordance with the act.
- To attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of safety representative appointments

- Recognised trade unions should notify the Headteacher of the details of all safety representative appointments and a record of this will be maintained by the School.

Duties of Employees

Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions.

- They also have a duty to cooperate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.
- Breaches of the Act are criminal offences.
- In the event of prosecution, the onus of providing that something was not reasonably practicable in the circumstances is placed on the defense.
- Failure to comply with Codes of Practice issues under the Act raises a presumption that a related safety requirement was not complied with.
- The school, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.
- It is important to note that the degree of care which is reasonable in any circumstance will be greater where persons of more than usual vulnerability are concerned.
- This must be borne in mind where pupils, students and employees have disabilities.
- Where people with disabilities use premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation.
- The possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.
- Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form.
- If necessary, recourse should be had to translation.

KEY AREAS

Areas of Responsibility

	COLLINGHAM GARDENS	CHELSEA & WESTMINSTER	BROMPTON HOSPITAL	ST. MARYS	BAYSWATER CENTRE	LAVENDER WALK
Accident reporting	AB/MH/JS	CT/JS	AM/JS	JL/JS	JS	RJ/JS
First aid	Ward Manager	Ward Manager	Ward Manager	Ward Manager	JS	Ward Manager
Accidents involving blood	Ward Manager	Ward Manager	Ward Manager	Ward Manager	JS	Ward Manager

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Infectious diseases	Ward Manager	Ward Manager	Ward Manager	Ward Manager	JS	Ward Manager
Administering medicines	Ward Manager	Ward Manager	Ward Manager	Ward Manager	JS	Ward Manager
Emergency Procedures	Ward Manager	Ward Manager	Ward Manager	Ward Manager	JS	Ward Manager
Evacuation Notices	Unit Manager	SECURITY	SECURITY	SECURITY	J.Smith WCC	Unit Manager
Fire Fighting Equipment	Unit Manager	SECURITY	SECURITY	SECURITY	J.Smith WCC	Unit Manager
Checking	Unit Manager	SECURITY	SECURITY	SECURITY	J.Smith WCC	Unit Manager
Maintaining/Servicing	Unit Manager	SECURITY	SECURITY	SECURITY	J.Smith WCC	Unit Manager
COSHH	JS	JS	JS	JS	JS	JS
Electrical Safety	ESTATES	ESTATES	ESTATES	ESTATES	J.Smith WCC	ESTATES
Portable Appliances	ESTATES	ESTATES	ESTATES	ESTATES	J.Smith WCC	ESTATES
Mains	TRUST	TRUST	TRUST	TRUST	J.Smith WCC	TRUST
Smoking	No Smoking	No Smoking	No Smoking	No Smoking	No Smoking	No Smoking
Display Screen Equipment	JS/FI	JS/FI	JS/FI	JS/FI	JS/FI	JS/FI
Defect/Hazard Reporting	ALL STAFF	ALL STAFF	ALL STAFF	ALL STAFF	ALL STAFF	ALL STAFF
Health & Safety Information	JS	JS	JS	JS	JS	JS
Risk Assessments	SMT	SMT	SMT	SMT	SMT	SMT
Clear Passageway	NURSE MANAGER	SECURITY	SECURITY	SECURITY	JS	NURSE MANAGER
Security	TRUST	SECURITY	SECURITY	SECURITY	JS/J.Smith WCC	TRUST

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Violence to Staff	JS/NURSE MANAGER	JS/SECURITY	JS/SECURITY	JS/SECURITY	JS	JS/NURSE MANAGER
School Journey/Outings	JS/NURSE MANAGER	JS	JS	JS	JS	JS/NURSE MANAGER
Minibus maintenance	JS	JS	JS	JS	JS	JS
Driving Permits	JS	JS	JS	JS	JS	JS
Road Safety	JS/AB	JS/CT	JS/AM	JS/JL	JS	JS/JK
Storage	JS/AB/MH	JS	JS	JS	JS	JS/JK
Water Quality	TRUST	TRUST	TRUST	TRUST	J.Smith WCC	TRUST

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident Reporting/Recording

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

- In the case of a notifiable accident, disease etc. the Health and Safety Officer should be notified by telephone, immediately or at the earliest possible moment (in the case of accidents necessitating absence from work for more than 3 days) so that he can report to the Health and Safety Executive.
- This is a legal requirement and must be done within 1 week of the accident/incident.
- Form RBKC/ED/HS/01 must also be returned. This is kept in the School Office.
- Details of reportable accidents will be recorded on the official form RBKC/ED/HS/01

The self-carbonating copies of the Report Form should be sent as follows: -

- (H&S) Copies to the Health and Safety Officer (Town Hall)
- (Insurance) and (Payroll) Copies to the Health and Safety Office
- (Retained) copy to school file.

In the event of an accident or other occurrence (e.g. an epileptic fit) a first aider should be contacted to deal with the situation.

- The first aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious.
- All non-reportable accidents treated with first aid should be entered in the accident record book kept by the first aid box, especially those involving blood.

1. PUPILS/ADULTS WITH ADDITIONAL NEEDS

People may have temporary additional needs because of an incident or permanent additional needs because of a condition or disability. In such instances the school will undertake an individual risk assessment of that person. For pupils this will be the classteacher, SENDCO and Designated Safeguarding Lead (DSL), for staff this will be the Line Manager and Headteacher. We adopt a common sense approach which focusses on the management of risk rather than prohibition and information is recorded in an individual risk assessment document and/or the pupil's Healthcare Plan.

Paediatric moving and handling – Most of the moving and handling of pupils in hospital will be undertaken by medical staff. However, there may be a need for teaching staff to occasionally be involved in this and we are responsible for the moving and handling of any of our community pupils who need this level of support.

All staff who move and handle pupils will receive training from a professionally trained Moving and Handling Adviser. The Head teacher of Chelsea Community Hospital School will be responsible for organising annual safer handling of people (children) training and additional training as necessary.

All staff who move and handle pupils will receive ongoing training and recommendations from appropriately skilled professionals e.g. Physiotherapists and Occupational Therapists but this advice will not override the recommendations in a Moving and Handling Assessment from a professionally trained Moving and Handling Adviser.

The Moving and Handling Adviser will produce a Safer Handling Risk Assessment and Proposed Personal Handling Profile which staff trained by the Adviser will follow and which will form part of the pupil's Individual Risk Assessment.

Where needs prevent persons from evacuating the building unaided in an emergency a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person and/or their parent/carer/guardian as appropriate.

We aim to ensure that adequate Health & Safety training is provided for all staff when they start work at CCHS. Ongoing training will also be provided in response to changes, such as:

- Meeting the needs of new pupils
- A change in the needs of existing pupils leading to a change in the way that risks associated with their needs should be managed
- The identification of additional risks
- The use of new or modified equipment
- New job responsibilities

We will ensure that there is regular monitoring and review of procedures to highlight when training is required.

2. FIRST AID

First Aiders:

- Medical staff should be called immediately.
- First aid courses will be arranged for staff at all sites and all mini bus drivers.

Location of First Aid Boxes:

In every classroom and minibus.

Maintenance of First Aid Boxes:

Learning assistants to check ½ termly at all sites.

Person to inform pupil's parents

Senior teacher/Head teacher.

Accidents Involving Blood

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.4.

- Accidents involving blood, e.g., cuts, nose bleeds etc. carry the danger of Hepatitis B and HIV. The procedures described in Appendix B should be followed.
- Ensure that the necessary record or report is made of the incident.

Infectious Diseases

At the hospital sites CCHS staff will work with patients who are required to remain in isolation throughout their admissions for preventative and precautionary needs. The status of an individual patient is shared daily at a morning meeting by a representative from the respective medical teams with the teaching staff on that site. This enables CCHS staff to comply fully with the health Trusts own policies on these matters. For staff not present at that meeting but involved with teaching later on in the day a handover is arranged by the site coordinator.

Any suspected infectious diseases should be reported to the first aider who will seek advice from the Community Physician (0208 846 6767).

Administering Medicines to Pupils

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.5.

- Any pupils having to take medicine in School must be directed to the First Aider who has responsibility for the appropriate arrangements. In the case of the hospitals the medical team will administer medication apart from during school outings.
- For community pupils' medication will be administered in accordance with the Administering Medication Policy and their individual Healthcare Plan.

3. EMERGENCY EVACUATION AND FIRE DRILLS

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.7

- The Site coordinator should ensure that all school staff are aware of the emergency evacuation procedures on their site.
- Any staff member or pupil who is not able to leave the building unaided will have a Personal Emergency Evacuation Plan (PEEP).
- School staff should attend an annual fire training session at the sites where they work.

4. FIRE FIGHTING EQUIPMENT

- It is the responsibility of the head teacher to check regularly that firefighting equipment has not been tampered with/damaged.
- The trust is responsible for ensuring the equipment is serviced annually and will keep records of service checks.

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.8

- No potentially harmful substances are used in the classroom by teachers or pupils.
- The responsible person in every other area of the school which uses potentially harmful substances must: identify and assess the risk, devise and document safe systems of work, implement, monitor and review these systems and provide any necessary training.

6. ELECTRICAL SAFETY

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.9

- The school is required to comply with the Electricity at Work Regulations 1989. See guidance Note GS.23 “Electrical Safety in Schools”
- The trust will be responsible for the arrangement of the required inspections and testing of mains installations in accordance with the Regulations.
- The head teacher will be responsible for the inspection and testing of all portable appliances in accordance with the Regulations.

7. SMOKING

The hospitals and the school operate a no smoking policy.

- No smoking is permitted in the hospital buildings or grounds.
- Smoking is not allowed in any part of the school.

8. DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.14

- Users, as described in the criteria, are entitled to an eye/eyesight test.
- The school will pay for this and up to £40 towards the cost of corrective appliances if the optician considers glasses are required for the purposes of display screen work.

9. TOOLS AND EQUIPMENT

- In the teaching of Design & Technology and some other curriculum areas staff and pupils may use hand tools and glue guns. These are used in line with their intended use, are CE marked as appropriate, are maintained in a safe condition and are stored safely when not in use. Pupils are informed of the safety considerations for the equipment/tool they are using, they have 1 to 1 supervision and wear protective goggles when needed. It is good practice to just have one tool in use at a time.
- Scissors and other sharps – because of the possible nature of the populations at Collingham and Lavender Walk scissors, sharp kitchen knives and other sharps are not stored in the classrooms. A set number are taken in when needed, they are kept in sight at all times and staff ensure that the same number are removed

from the classroom at the end of the lesson. On other sites when pupils with similar needs are present a similar protocol will be adopted if this is deemed to be necessary.

- Pottery – The door of the Pottery Room at Collingham is kept locked and when in use pupils are always supervised by one or two adults. There is a kiln in a room attached to the pottery room, which pupils learn about but never operate. The kiln is serviced annually.

Staff and pupils use an array of craft tools (wires, craft knives, stamps), underglazes and glazes and all processes are modelled by trained teachers. Masks are worn when preparing the underglazes. Tools, underglazes and glazes are safely packed away at the end of each session. Pupils learn about the importance of tidying up after themselves to minimise the dust in the room, which can be harmful if exposure continues over the long term. The floor is mopped regularly and all work surfaces where dust might settle are wiped down every two months. Staff try to minimise the clutter in the pottery room and ensure children respect the work of others. If pieces of work do get broken potentially sharp pieces are removed quickly and thrown away.

Generally, the equipment and craft tools are stored safely in the pottery room, but if the risk assessment of individual pupils indicates it is necessary to remove certain items from the room, then these are safely stored in the teacher's office upstairs.

10. DEFECT AND HAZARD REPORTING

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.15

- It is the responsibility of every employee and other persons using the school to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.
- If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the head teacher.
- For less urgent matters, please report these using the communications book which is available from the school office.

11. INFORMATION ON HEALTH AND SAFETY

This is available on the staffroom notice board and from the headteacher.

- Advice can be sought from the Health and Safety Officer at RBKC and on line.
- This should preferably be done through the head teacher.
- However, any member of staff has the right to seek and obtain independent advice on matters which may affect their health and safety.
- New staff will be briefed through the induction programme on health and safety matters.
- All staff must inform themselves of the contents of the School's Health and Safety Policy document and familiarise themselves with the arrangements contained therein especially with those safe systems of work which advise their daily working activities.
- Pupils and other users of the premises will be given basic instructions and information on health and safety.
- Contractors will be given a copy of the Royal Borough's "Code of Practice for Contractors on Site" and will be expected to familiarise themselves with its requirements and implement them.
- All health and safety inspection reports will be made available to every member of staff.
- They will be required to address any issues contained in the report for which they are responsible.

12. RISK ASSESSMENTS

(Excluding COSHH/Electricity at work, for which there are separate guidelines)

- Under the Management of Health and Safety Regulations 1992, any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other users (students, contractors, parents, visitors) should be assessed and a safe system of work devised, documented and implemented.
- If the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.
- If the risk is only minimal (low level) it should be noted as such, and the activity should be monitored.
- No documented system is required unless and until some relevant change occurs and alters the level of risk (medium to high).
- A risk assessment/safe systems of work form must be completed, for each potentially harmful activity, by all persons who are responsible for areas (teaching and non-teaching) where risks can be identified.
- The head teacher will be responsible for distributing the Risk Assessment/Safe systems of work form to the appropriate members of staff, on an annual basis or each time a re-assessment is required.
- For pregnant members of CCHS team a risk assessment is carried out by the senior manager of the respective site in conjunction with the member of staff as soon as they have informed the Head teacher of their pregnancy. The risk assessments used are those supplied by the individual health Trusts and highlight the individual potential for risk of each site. The help of the Health and Safety officer can be sought in risk identification and assessment.

13. PLAYGROUND SUPERVISION ROTA

- Playtimes and breaks at Collingham and Lavender Walk are supervised by NHS staff.

14. ACCESS/EGRESS ON ESCAPE ROUTES

- Clear passageways must be maintained at all times throughout the buildings, in corridors and in classrooms – to allow safe evacuation in an emergency and to avoid accidents by tripping.
- All doors on escape routes and final exit doors must be kept unlocked during occupation of the buildings.

15. GAS SAFETY

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.10

- The requirement for maintenance and servicing will be carried out by contractors.
- In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

16. SECURITY

- The nursing Management and Security are responsible for ensuring that the school is securely shut up at the end of each day and the burglar alarms set.
- The Trust also ensures the maintenance and servicing of the alarms.
- It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care.
- Doors should be locked when rooms are not in use.
- Keys, bags, purses etc. should not be left unattended
- Any lost or stolen valuables should be reported immediately
- The police should be informed of any thefts and the crime number noted.
- The Headteacher should be notified immediately if anyone is seen acting in a suspicious way.

17. ALARM SYSTEMS

- The individual hospital trusts are responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.
- At the Bayswater site WCC is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.
- Fire alarms are tested on a weekly basis to ensure that the warning systems function properly.
- If any member of staff finds that an alarm does not sound, or does not sound loudly enough, the defect should be reported immediately to the head teacher.

18. INTRUDERS

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.18

- Form RBKC/HS/ED/02 should be used to report any incident
- In the event of a member of staff encountering a person who has no legitimate reason for being in the school, he/she should politely and unthreateningly ask that person to leave the premises or come to the school office where the head teacher will be called.
- If the intruder is not cooperative, help should be sought from the Head teacher or hospital security.
- In the last resort, the police should be called.
- No effort should be made to touch or forcibly remove an intruder from the school.
- It is important that a record of these incidents is kept and information posted on to other local schools if it is thought the intruder might go there.

19. VIOLENCE TO STAFF

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.18

20. OFFSITE WORKING

Hospital school staff can be required to provide home tuition for pupils and also have the opportunity to occasionally work at home on particular projects.

- Home Tuition – Following a referral for home tuition the first step is to meet at the pupil's home. It is essential that two members of staff attend this meeting and complete the Home Tuition Risk Assessment. Before home tuition starts any actions to eliminate/reduce risk must have been put in place. When teaching at home staff should always have a mobile phone with them. If a lesson is arranged at the end of the day, it is important to inform a member of the SLT that you have left safely.
- Working at home – For hospital school staff the work carried out at home will be low-risk, office-type work. Staff are expected to work on their school laptop and there is an expectation that they will create a suitable working space and be mindful of their own health and safety.

21. ORGANISED TRIPS

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.26.

See separate "Outings procedures" document

- Staff must read the General CCHS Risk Assessment for Educational Trips and complete a CCHS Trip Risk Assessment form for each trip.

22. MINIBUS/COACHES

- Staff who drive the minibus must have completed the MiDAS training and the School Administrator must have a copy of their certificate.
- The School Administrator, helped by Eddie Cabeney (Volunteer), is responsible for ensuring that the minibus

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has Road Tax and Insurance, and that the MOT and servicing is up to date.

- Minibus drivers are responsible for ensuring that the minibus is road worthy before they go on a journey and should report any concerns to the school administrator.
- Pupils and staff travelling on the minibus **MUST** wear seatbelts when the minibus is in motion.
- Any accidents, however minor, must be reported to the School Administrator.

23. PARKING

There are no marked 'school' parking spaces.

- Parking can be found either in the hospital car park or on the street.

24. ROAD SAFETY

- Whenever children are to be taken out, they should be reminded of the need to be careful and to following instructions when crossing roads etc.
- Road safety will be addressed at the appropriate point in the curriculum.

25. STORAGE

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.19

- Many accidents are caused by poorly thought out and haphazard storage arrangements.
- There is a risk of injury from lifting, tripping, stretching and falling equipment.
- The guidance given in Appendix L should be followed.

26. CONTRACTORS ON SITE

See guidelines in RBKC Education, Libraries and Arts Health & Safety policy, Section 3.16

- This code of practice must be used and a copy of it given to the contractor prior to the work being undertaken.
- This will normally be done at the pre-contract meeting.

27. OTHER USERS

- Other users of the premises will have a copy of this Policy and are required to cooperate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the school.
- Conversely, other users will provide the school with a copy of their Policy so that the school can cooperate with them with regards to health, safety and welfare.

28. WATER QUALITY

Hospital management is responsible for the Approved Code of Practice – Prevention or Control of Legionellosis.

29. FIRE SAFETY POLICY

Hospital management is responsible for fire safety

- All staff must attend fire training once a year.
- The School Administrator will keep a record of attendance.