



# Bradford Central PRU

## Health and Safety Policy

Policy agreed by Staff on:	27 September 2016
Ratified by full Management Committee:	27 September 2016
Review Date:	Autumn 2019
Agreed Frequency of Review:	3 yearly
Allocated Group / Person to Review:	Employer free to determine how to implement.
Signed by Chair:	
Signed by Headteacher:	

## **Purpose / Background**

Bradford Central PRU aims to provide and maintain a safe and healthy learning environment, through the management of effective monitoring and reporting procedures, staff training and supervision and adherence to health and safety guidance and regulations.

The Health and Safety Policy, which provides details of the allocation of duties for safety matters and the particular arrangements which are made to implement the policy, will be available on the BCPRU website and should be referred to by all staff. Risk Assessments will be carried out as prescribed by the policy.

This Health and Safety policy should be considered with other related policies, including;

- Safeguarding and Child Protection
- Attendance
- Positive Behaviour
- Anti-Bullying

## **Policy objectives**

To ensure that pupils and staff are safe within the centres and whilst on organised off-site activities.

## **Procedures and practices**

Key sections in this policy include:

- Fire Drill/Safety
- Buildings and Grounds
- Accidents
- Substances
- Offsite Activities
- Emergency procedures in event of severe weather

Please see separate policy on the administration of medication.

## **Fire Drill**

**Please see the detailed guidance on fire procedures.**

At the sound of the fire alarm:

- Leave the building IMMEDIATELY
- Do not collect anything on the way out
- Walk, do not run
- Assemble quickly at the designated place
- Conduct registration of class/group
- Do not return into the building until the all clear has been given.

## **Fire Safety**

- Each Centre will be subjected to statutory fire certification processes
- The fire drill procedure will be clearly displayed throughout the building
- The fire drill will be practiced on a termly basis
- Due to the constant flow of pupils on prevention placements into the PRUs, fire safety will feature in the induction of pupils

## **Accidents — Arrangements and Procedures**

### **Prevention**

The site will be managed to minimise the risk of accidents e.g. separation of car parking from pupil access to the building, the immediacy of reporting maintenance issues which affect health and safety.

### **Reporting Accidents**

All injuries are to be reported to a qualified First Aider who will administer First Aid. All accidents are to be recorded on an Accident Book Form (AB1), this is usually carried out by the person involved in the incident.

Serious accidents, i.e., those resulting in injuries which require more than basic First Aid, must be reported immediately to the Head of Centre. A decision will be made about action to be taken including consideration of contacting the pupil's/adult(s) emergency contact. Arrangements will be made to take pupil(s)/adult(s) to hospital; if necessary a taxi or an ambulance will be called. A Reportable Injury/ Dangerous Occurrence Report Form, which is available from the centre's office, must be completed as soon and as fully as possible, and submitted to the City of Bradford MDC Safety Section.

### **Pupils requiring urgent medical attention: Loco Parentis**

Teachers should be aware that they are regarded as being in "loco parentis" whilst pupils are in their care. All teachers remain under a legal duty to take care of a pupil as a reasonably prudent parent should.

When a pupil has an accident in a centre or whilst on an off-site activity, it is essential that efforts are made to speak with the relevant emergency contact, so that they can be advised on the circumstances, attend and give consent to medical treatment, if treatment is necessary.

If the emergency contact cannot be reached, any teacher called upon to give consent for medical treatment must act as a reasonable parent would do in making such a decision. Where a teacher is satisfied that the pupil is of sufficient age and understanding to make an informed decision, s/he may consent to medical treatment, but it should be borne in mind that a child who is injured or ill may not be in a fit state to make a decision at the time.

***Teachers are advised to seek and act upon professional medical advice at all times where children are deemed to be in need of urgent medical attention.***

### **Transport to hospital**

In all cases of serious injury, or suspected serious injury, the emergency services should be called.

The injured must not be moved but kept warm, until the emergency services arrive. In no circumstances should the injured be transported other than by ambulance or other specialist vehicle.

In cases of less serious injury, the emergency service should be contacted initially and only if they advise that it is appropriate should consideration be given to staff transporting the injured person(s) to hospital in their own cars. In such circumstances, two staff members will be required, one to drive and the other to supervise the injured pupil.

### **Off-site visits**

- All off-site visits must be risk-assessed and authorised by the Head of Centre.
- Risk assessments must be logged in the centre's central record

## **Substances**

Substances which are hazardous to health will be kept in adequately labelled suitable containers and stored in a secure location which is locked during the school day.

The centres will adhere to guidance provided by City of Bradford MDC on Hazardous Materials.

## **Buildings and Grounds (including entry and departure of visitors)**

All visitors to the centres will register their arrival and departure in the record of visitor's log.

All rooms, corridors and spaces will be maintained to high standards of cleanliness and will be free of obstacles which could impede the movement of pupils, staff and visitors.

All maintenance work, relating to buildings and grounds, which may pose a health and safety risk will be carried out without delay.

All cleaning materials and equipment will be kept in the designated storage areas.

Electrical equipment will be checked in line with the standards set by Bradford Council.

Washing and toilet facilities will be maintained in a clean and sanitary condition.

Water storage and installations will be checked as required for Legionnaires Disease.

Clear signposting will guide staff and visitors to designated car parking within the grounds of the centres. Staff arrival and the scheduling of meetings at the centres will be timed so as not to coincide with the arrival and departure of pupils.

## **Emergency procedures in the event of severe weather**

Emergency closure will only occur in very exceptional circumstances.

- Where there is a loss of essential services to the school.
- Where there are severe weather conditions which adversely affect access to the school.

## **Roles and Responsibilities**

Head Teacher will ensure that:

- Everyone in the centre has a duty of care towards themselves and each other. Whenever a member of staff notices a health and safety problem which they are not able to put right, they must refer it to the Head teacher or the Head of Centre as soon as possible.
- They undertake responsibility for the implementation of this health and safety policy.
- Members of staff are familiar with and adhere to health and safety procedures detailed in this policy.
- All relevant records are maintained and reports provided to appropriate bodies.

PRU Management Committee will ensure that:

- An up-to-date Health and Safety Policy is implemented, monitored and reviewed and subsequent action is taken as necessary.