**Health & safety policy**

All staff members have a responsibility for health and safety at Bilbrough Country Classroom and will ensure that the following arrangements are effectively implemented and maintained:

**Accident and Near Miss Reporting, Investigation and Notification**

All injury accidents to all on site, however minor, are reported, recorded in the accident book with individual accident reports removed and securely stored in compliance with the Data Protection Act. Employees are encouraged to report near misses.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, major injury or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 2012 and the HSE published Education Information Sheet No1 (Revision 3) ).

**Control of Substances Hazardous to Health (COSHH)**

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Material safety data sheets (MSDS) are held for all proprietary brands, which may be hazardous to health. Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually. The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements or best practice.

**Driving**

Work related road safety has been identified as a potential risk to all. Nominated drivers have their driving licence checked at least annually.

Employees permitted to use their own vehicles on school business are required to: have their driving licence checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer. All employees who may drive their own vehicle on school business have a duty to disclose all driving disqualifications or convictions to their line manager.

**Electrical Safety**

The fixed electrical installation and wiring at the school is inspected and tested in accordance with BS7671. All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with. Portable electrical appliances are visually examined by the operator daily or before use and examined and tested annually by a competent person.

**Emergency Procedures**

Emergency procedures have been devised in respect of fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm and intruder. Fire action notices are displayed. Fire evacuation drills are undertaken half termly and records maintained.

**Equipment**

All equipment provided is:

• Suitable for its purpose;

• Subject to regular maintenance and periodic inspection;

• Used by persons provided with information instruction and training in its safe use.

**Fire Prevention and Control**

Fire risk assessments have been undertaken for Bilbrough Country Classroom and are periodically reviewed. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented. External contractors undertake maintenance of detection and alarm systems, and fire extinguishing devices.

**First Aid**

An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for Bilbrough Country Classroom. First-aid boxes are provided and maintained with adequate supplies.

**Gas Safety**

Competent Gas Safe registered engineers undertake installation, maintenance and repair of gas appliances and fittings. Rooms within which gas appliances are installed and used are provided with adequate ventilation.

**General Working Environment**

Environment provided by Bilbrough Country Classroom has suitable and sufficient facilities, with adequate heating, lighting, ventilation, sanitation and washing facilities, workspace, work equipment, glazing, doors and gates, drinking water, suitable vessels for drinking and meals.

**Hazard Spotting**

Hazards identified during routine daily inspections or raised by employees are reported, assessed where necessary and arrangements introduced for their control. Risk assessments are reviewed and amended as required. Actions when completed are signed off.

**Infection Prevention and Control**

Bilbrough Country Classroom follows national guidance published by Public Health England (PHE) in response to infection control issues. Staff and students are encouraged to follow good hygiene practice.

**Manual Handling**

General assessments for tasks, areas and activities have been completed and include the general hazards associated with manual handling operations. Employees who may need to undertake manual handling operations as part of their job have been identified and training provided in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling operation presenting a serious risk to those carrying out the manual handling operation. Employees who have not been specifically authorised and trained to undertake manual handling operations are not permitted to undertake them

**New Employees and Visitors**

New employees including trainees and temporary employees are given health and safety induction training on their first day of work. The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; Bilbrough Country Classroom and employee responsibilities; and the significant findings of any risk assessments of hazards to which they may be exposed. Visitors are either accompanied at all times or allocated to a named employee who is responsible for their safety and well-being while they are on the premises.

Visitors including to Bilbrough Country Classroom during school hours will be accompanied, those who are in contact with children are required to provide an enhanced DBS certificate.

**Personal Protective Equipment**

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

Bilbrough Country Classroom provides a range of personal protective equipment (PPE) for use by employees and students when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk. Employees and students who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

**Record Keeping**

Records or copies of records relating to health, safety or fire management are retained.

**Risk Assessments**

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented. The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, students and visitors) having access to the premises; human behaviour, capabilities and other human factors; and, the infrastructure, equipment and materials within the workplace of premises.

The significant findings of risk assessments are communicated to those who might be affected by them and copies of the assessments retained for reference. Risk assessments are periodically reviewed, annually or more frequently in light of changes in personnel, processes, infrastructure, equipment or materials.

**Safeguarding (Refer to Safeguarding Policy)**

Bilbrough Country Classroom recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the students in its care. Bilbrough Country Classroom is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. A specific policy on Safeguarding and Child protection has been written, approved, published and is maintained under annual review.

**School Trips**

Risk assessments are undertaken where required and any identified controls implemented. Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of students’ specific medical needs together with parents’ contact details held.

**Smoking**

Bilbrough Country Classroom operates a strict smoke free policy (including e-cigarettes)

**Training**

Bilbrough Country Classroom is committed to ensuring that all employees receive adequate and proper training in issues of health and safety. Qualifications of all new starters are checked, references are taken up, on-the-job training is provided and the new employee closely supervised until they are considered competent to work unsupervised.

Periodic refresher training is provided to all employees through training days and e-learning.

**Violence or Threatening Situations**

Risks are assessed and to assist employees in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

**Walkways and Stairs**

Walkways and stairs are kept in a good state of repair free from storage or obstruction. Suitable and sufficient lighting of walkways and stairs is provided and maintained at all times.

**Waste Arrangements**

The control of waste is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials will be formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

Signed: R Davison

R Davison, Proprietor

Dated: 9th September 2021

Review Date: September 2022