

Health and Safety Policy

This policy includes: our Health and Safety Statement, Risk Assessment, Fire Procedures and our roles and responsibilities.

Health and Safety Policy Statement

We are committed to good health and safety management, in order to maintain the safety of pupils whilst attending the course.

We will maintain a good safety culture within the hall for the duration of the course, and for the time the pupils are on site.

We recognise our personal responsibility in promoting good health and safety and complying with safety procedures.

We recognise that there is a responsibility to ensure that the building and its teaching environment is safe. We will ensure good practice to protect the health and safety of any person whilst in the hall.

We will annually review our procedures, guidance and risk assessments; we believe that these play an essential part in enabling us to meet our objectives of providing educational excellence.

We will ensure that health and safety remain a priority.

Our Health and Safety Responsibilities

We ensure:

- a) That the health and safety policy statement is reviewed at least annually.
- b) That risk assessments are frequently reviewed, and are communicated to all staff (with staff signing to confirm that they have read them).
- c) That regular health and safety inspections of the premises are carried out.
- d) That a positive health and safety culture is established, encouraged and maintained.
- e) That accidents are recorded in the Hall Accident Book, and a is form sent home to parents in the event of an incident.
- f) That a fire risk assessment is in place and is reviewed annually, and that effective fire precautions are in place.
- g) That defective or damaged equipment must be isolated and taken out of use until repaired or replaced, and the Premises Manager is informed.
- h) That we exercise effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. and carry them out as necessary.
- i) That we set an example by personally following safe working practices.

Procedures and Arrangements

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements:

Accident Reporting and Recording

Any accidents and injuries will be reported.

Behaviour Management/Bullying

When bullying is reported, by a pupil or parent, it will always be taken seriously and investigated thoroughly (see Anti-bullying and Racism Policy)

Once the facts have been established, the following actions will be carried out:

- Every effort will be made to ensure that the receiver feels safe.
- Parents of both parties will be informed and involved throughout.
- The situation will be reviewed at the end of the course.

Food

We will inform all parents if we are notified of the specific allergies of a particular child. In the interests of safety, it is advisable not to provide your child with snacks containing nuts.

Fire Precautions and Emergency Procedures

In the event of an emergency, children will be fully briefed at the start of the course on the evacuation procedures of the hall.

Action on discovery of fire

- The alarm will be sounded using the bell located by the fire exit.
- The Fire Brigade will be called immediately.
- The building will be evacuated via the fire exit.
- Children will be led out into the Church grounds and will gather in front of the Church.
- A register of children will be taken both before exiting the building and again outside and this will be recorded.
- No one will re-enter building, unless instructed by fire service.

First Aid

- All accidents must be recorded in the accident book. An accident form will be completed and given to the child to take home their parents.
- A first aid box containing cleaning wipes, plasters, disposable gloves, accident book and notes is located in the kitchen area.
- We must be given an emergency contact number for the parent/carer responsible for each child, should an emergency arise.
- The parent/carer must be available to answer the phone and attend if necessary.

Inclusion

Inclusion is extremely important to us and we are committed to ensuring every child has the opportunity to achieve their potential. We understand that children are individuals and have different needs. This means different children may require different things to ensure they are fully included. Reasonable adjustments are made to ensure that this happens. For example, reasonable adjustments are made for children who are dyslexic allowing them time to take notes and sit by the computer rather than read from the screen and whiteboard.

Managing Medicines & Drugs

Prescribed and Non-Prescribed Medicines

- We cannot be responsible for the administration of any drugs whatsoever.
- We ask that parents/carers ensure pupils do not bring any medication to the course.
- If it would be detrimental to a child's health if a medicine were not administered during the day, it must be by arrangement that the parent/carer attend to administer the said drug.
- The child will not be permitted to self-administer.

Break and Lunchtimes

We undertake to supervise the children wherever possible during time spent outside.

- Children are not allowed to go anywhere except the area outside the hall doors, within sight of the hall.
- Children must observe respectful behaviour to residents and church visitors.

Risk Assessments

Regulations require all risks to be identified, assessed and controlled as required. Furthermore, legislation requires that risk assessments are recorded and reviewed.

We are fully committed to promoting the safety and welfare of all pupils so that effective education can take place. Their highest priority lies in ensuring that the environment is a safe place. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Pupils need to be educated in how to cope safely with risk. The law does not expect all risks to be eliminated, but we are required to do everything 'reasonably practicable' to protect them from harm.

There is a risk assessment policy in place.

Security

The Premises Manger of Riverhead Hall is in charge of the site.

Parents will be notified regarding the Course Opening Times. These will vary.

During the hours of teaching, the outside door will be locked to prevent unauthorised access. Should the need arise, the building will be evacuated from the fire door located in the hall.