



Health and Safety Handbook





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This handbook has been prepared to provide you with information about our Health and Safety Policy, procedures and arrangements. It also includes information about your duties as an employee and will help you to understand health and safety issues which affect you at work.

WHAT THE LAW REQUIRES

As an employer we must prepare a written health and safety policy statement explaining how we intend to protect the health and safety at work of our stakeholders and anyone else who might be affected by our work activities. Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment. They also meet a requirement to identify the duties and responsibilities for stakeholders with responsibilities for managing health and safety in our workplace.

We also have a responsibility and duty to ensure that you are:

- aware of and understand our Health and Safety General Policy;
- aware of and understand the health and safety rules relating to your work;
- provided with adequate information, instruction, training and supervision;
- made aware of the significant risks associated with your work activities and how they may affect others;
- provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

We ask you to acknowledge that you have read and understood the rules set out in this handbook, that you will obey them and any other rules or changes that are drawn to your attention. We will also provide, as appropriate, additional documents, training and instruction to help you to carry out your work safely and without risk to your health.

Health and Safety General Policy Statement

PRISM Youth Project recognise that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through:

- providing leadership and adequate control of identified health and safety risks;
- consulting with our stakeholders on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

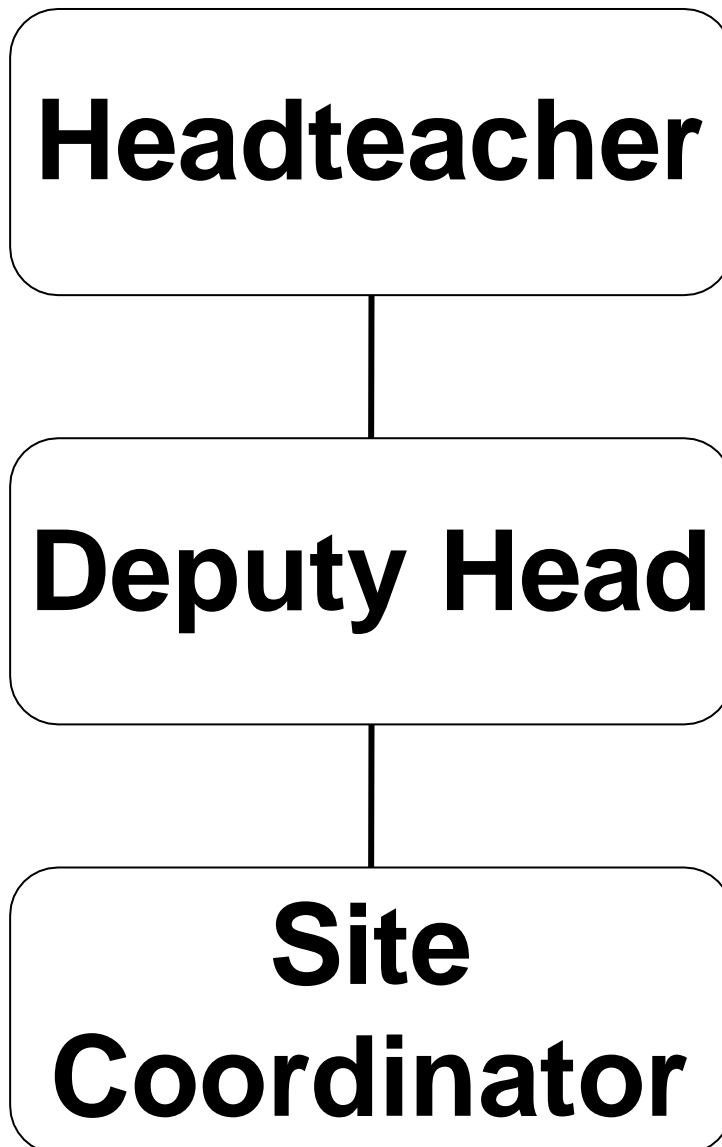
To help achieve our objectives and ensure our stakeholders recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

In support of this policy, we have prepared a responsibility chart and specific arrangements.

[A signed and dated copy of this policy is available from your manager by request.]

HEALTH AND SAFETY ORGANISATION

In support of our Health and Safety Policy the Headteacher has identified key personnel for its implementation and allocated specific responsibilities as set out here and in the following pages.



RESPONSIBILITIES

Responsibilities are allocated to key management personnel as below.

Key

HT - Headteacher

DH - Deputy Head

SC - Site Coordinator

SAFETY ARRANGEMENTS	HT	DH	SC
Managing Safety & Health at Work	.		
Accident, Incident, Ill Health Reporting and Investigation	.	.	.
Workplace H&S Consultation - One-to-one	.	.	.
Risk Assessment and Hazard Reporting	.	.	
Occupational Health and Health Surveillance	.		
Substance & Alcohol Abuse	.	.	
Purchasing	.	.	
New and Expectant Mothers	.	.	
Lone Working	.	.	.
Health & Safety Training		.	
Health & Safety of Visitors	.	.	.
Personal Protective Equipment	.	.	.
Employing Agency and Temporary Staff	.		
Safe Systems of Work	.	.	.
Action on Enforcing Authority Reports	.	.	.
Equality and Disability Discrimination Compliance	.	.	
H&S Information for Stakeholders- UK	.	.	.
Fire Safety - Arrangements and Procedures			.
First Aid	.	.	.
Welfare, Staff Amenities, Rest Rooms & the Working Environment	.	.	
Housekeeping and Cleaning		.	.
Pest Control			.
Building Services	.	.	
The Control of Hazardous & Non Hazardous Waste	.	.	.
Access, Egress, Stairs & Floors	.		
Windows, Glass & Glazing in the Workplace	.		
Workplace Signs		.	.
Working in the Open Air. Working in the Sun	.		.
Water Temperature Control			.
Premises	.		
Electrical Safety	.	.	

SAFETY ARRANGEMENTS	HT	DH	SC
The Provision, Use & Maintenance of Work Equipment	▪	▪	▪
Hand Tools			▪
Office Equipment			▪
Storage of Chemical Substances & Agents	▪	▪	▪
Control of Flammable Liquids	▪	▪	▪
Slips, Trips & Falls	▪	▪	▪
Work at Height		▪	▪
Battery Charging and Use		▪	
Occupational Road Safety		▪	
Water Hazards		▪	▪
Safety in Food Preparation Environments			▪
Zoonoses	▪	▪	▪
Infection Control	▪		
Work Related Upper Limb Disorders WRULD	▪	▪	▪
Leptospirosis	▪	▪	▪
Manual Handling	▪	▪	▪
Display Screen Equipment & DSE User Eye Tests & Spectacles	▪	▪	
Legionella Control	▪		
Radon	▪		
Use of Chemical Agents & Substances		▪	▪
Asbestos at Work-Survey No ACMs & No Off-Site Risk	▪		
Stress in the Workplace	▪		
Aggression & Violence in the Workplace	▪		
Occupational Asthma	▪		
Dermatitis	▪		
Drugs & Medication - HealthCare UK	▪	▪	▪
Drugs & Medication - Veterinary Practices	▪	▪	▪
Gym Equipment	▪	▪	▪
Work with Children	▪	▪	▪
Educational Visits	▪	▪	▪
Schools & Nurseries	▪	▪	▪
Working with Animals		▪	▪
Contractor Control & Management	▪	▪	

KEY HEALTH AND SAFETY RESPONSIBILITIES

Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and anyone else (visitors, contractors, pupils etc) who might be affected by their charity activity.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel as shown on the previous page.

In addition, we have a health and safety management system that includes:

- our Health and Safety Policy;
- safety responsibilities for key personnel;
- safety arrangements to deal with health and safety issues in our workplace;
- risk assessments;
- procedures to deal with emergencies;
- employee safety rules; and
- additional information such as documented specific safety rules and fire precautions, are also provided.

Other health and safety information provided to stakeholders includes:

- the official Health and Safety Law poster;
- a current Employer's Liability Insurance Certificate;
- health and safety booklets and information sheets;
- information about significant findings from risk assessments and action to be taken;.

EMPLOYEES' LEGAL RESPONSIBILITIES

All stakeholders have a legal duty to take reasonable care for themselves and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with accident or incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions, procedures or Safe Systems of Work given to you by managers and supervisors. If you identify a hazard or hazardous situation, you must immediately, or as soon as possible report, it to the person managing the work.

You also have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

Remember that these are statutory duties. The Enforcing Authorities can prosecute individual stakeholders who fail to comply. Prosecution can result in heavy penalties - fines and or imprisonment.

SAFETY RULES

This section outlines some of the general health and safety rules that apply while you are working for us. There may be other more specific procedures where particular working practices apply and for which training and instruction will be provided.

Accident Procedures

All work-related injuries, however minor, must be reported to management and recorded on the BrightSafe System.

Report all accidents, incidents, near misses and dangerous occurrences to management immediately using the BrightSafe system.

Report all instances of damage to any property or articles to management immediately.

Working Practices

Do not operate any equipment or use hazardous substances unless you have been trained and authorised. It is your responsibility to ensure you make your line manager or a member of senior Leadership team if you require any further training in order to be able to undertake your job role.

Use all work equipment in accordance with your training and instruction.

Report any fault, damage, defect or malfunction in any equipment to management immediately or, if this is not possible, as soon as reasonably practicable.

Do not repair any work equipment unless you have been trained and authorised.

When cleaning work equipment you must use the correct procedure as instructed.

Work equipment must not be left switched on without someone in control of it.

Use all hazardous substances in accordance with written assessments and instructions.

All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.

Always follow our Drugs and Alcohol Policy available in employee handbook.

Carry out manual handling tasks as instructed and according to your training. You must comply with all of our safe working procedures.

Working Conditions and Working Environment

Always use the correct equipment provided for your work.

Clear up spillages as soon as possible, clean as you go. If the spillage is of a hazardous substance report it to a manager.

All hazardous waste must be disposed of in a safe and approved manner.

Do not allow hazardous substances to enter drains or sewers.

Keep floors and other work areas free from obstruction and all other areas clean and tidy. Clean as you go.

Dispose of all rubbish and waste materials as instructed.

Disinfection procedures must be followed as instructed.

You must report any hazardous conditions to management.

Fire Precautions

You must report any use of firefighting equipment to management.

Do not attempt to fight fires unless you have been trained how to do so.

You must comply with all established emergency procedures.

You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.

You must not interfere with or misuse any fire equipment provided.

Fire doors should be kept closed at all times, unless fitted with an automatic release device. It is the responsibility of all staff to ensure that fire exits are unlocked and free from obstruction.

Regular fire drills are carried out to ensure everyone are aware of evacuation procedure

Fire extinguishers are situated on each floor. These will be tested on a quarterly basis together with all fire safety equipment.

Hygiene

You must maintain high standards of personal hygiene at all times when at work.

You must protect all open wounds with a suitable dressing, whilst at work.
You must not consume food or drinks in a place where it may become contaminated.
You are expected to use and treat the toilets, washing and welfare facilities with care and respect, keeping them clean and tidy so that the risk of contamination and cross-infection are minimised.

Hazard Warning Signs, Signals and Notices

You must comply with all workplace warning signs, signals and notices displayed.

Vehicles

You must promptly report to management any medical condition that could affect your ability to drive.
You must promptly report to management any endorsements or changes to your driving license.
If you drive your own vehicle on our charity, we will use the DVLA website to check that it is taxed and, where applicable, has been MoT tested.
You must also provide proof that the vehicle is appropriately insured and that you have a full current EU driving license.
You must not use a hand-held mobile phone whilst driving.

Emergency Numbers

Contact numbers for Gas, electric, water supplies will be displayed on a notice board in the staff and admin offices.

Electrical Equipment

All electrical equipment within PRISM Independent School will be tested yearly.

All staff will be trained on the use of any electrical equipment required to carry out their duties.

All staff will receive a copy of Working Safely with Display Screen Equipment, outlining 1992 regulations.

Working off site

PRISM Independent School as an employer is responsible for ensuring all risks are assessed when working away from the HO. This must be carried out in line with the Health and Safety Regulations 1999 by a 'competent person' from within the organisation who has a combination of training, knowledge and experience to make sound judgements based on risk assessment.

Visitors

Any visitors to PRISM Independent School must be signed in. A visitor's book is situated in the ground floor waiting area. Staff will be responsible for outlining fire drills to groups and individuals.

In the case of evacuation staff are responsible for ensuring visitors are aware of how to exit the building.

No pupils are to be left unattended in potentially hazardous areas, i.e. Kitchen.

PRISM Independent School will ensure the personal safety of its own employees whilst contractors are working on site together with any contractors visiting HO. All contractors will be made aware of any risks and it is recommended they undertake their own risk assessment and must comply with the employers' health and safety procedures.

Hygiene

Any food preparation must be done in compliance with health and hygiene regulations.

Posters displaying this information will be displayed in the Food area.

Management is responsible for ensuring the workplace, including staircases, floors and bathrooms are kept in a safe and clean condition by cleaning, maintenance and repair.

Dite coordinators are responsible for ensuring daily and weekly checks are completed and evidenced.

Gross Misconduct

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to stakeholders or any other person.

Interference with or misuse of any equipment for use at work, such that it may cause harm.

Personal Protective Equipment Policy

Introduction

The purpose of the Personal Protective Equipment Policy is to protect the employees from exposure to workplace hazards and the risk of injury through the use of Personal Protective Equipment (PPE). In general PPE requirements include eye and face, head, foot and leg, hand and arm, body (torso) protection, and equipment for the protection from drowning where appropriate.

Policy

There is a legal requirement to provide PPE for certain activities but PPE is not a substitute for effective control methods. At Prism the use of PPE will always be considered as part of a Risk Assessment alongside other means of protection against hazards.

It will always be provided where there is a legal requirement to do so and when a risk assessment identifies that existing measures are not adequate or feasible. PPE is always used in conjunction with other, existing hazard control measures.

The school will ensure that PPE will be provided for individual use, and maintained or replaced as required to ensure the safety and health of our employees and service users and that such use will lessen the likelihood of occupational injury and/or illness.

This Employee Personal Protective Equipment Policy includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities

The Trustees

Are responsible for monitoring the implementation of the policy and ensuring legal requirements are met.

The Headteacher

At Prism the overall responsibility for Health and Safety and as such for PPE lies with the headteacher. They are responsible for the development, implementation, and administration of PPE policies.

Designated Responsible Person

The day-to-day responsibility lies with the deputy head in charge of Health and Safety and who is the Designated Responsible Person and has primary responsibility for implementing and enforcing PPE use and policies in the school. This involves:

- Providing appropriate PPE and making it available to employees

- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.

- Ensuring that PPE training certification (E-Learning) and evaluation forms are signed and given to HR and is on held on training file.

- Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules.

- Notifying management and the Safety Person when new hazards are introduced or when processes are added or changed.

- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Site Coordinators

Their role involves:

- conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.

- Selecting and purchasing PPE.

- Reviewing, updating, and conducting PPE hazard assessments whenever a job changes or new equipment is used

- When there has been an accident

- Maintaining records on hazard assessments.

- Maintaining records on PPE assignments and training.

- Providing training, guidance, and assistance to supervisors and employees

on the proper use, care, and cleaning of approved PPE.

Periodically re-evaluating the suitability of previously selected PPE.

Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Construction Lead & other teachers and Tutors

Must ensure that they model the use of PPE and ensure that all students in their charge use PPE suitably and learn to care for it.

conducting workplace hazard assessments linked to teaching and learning activities to determine the presence of hazards which necessitate the use of PPE.

Selecting and purchasing PPE for pupils

Reviewing, updating, and conducting PPE hazard assessments whenever the law, or learning activities change or new equipment is used

When there has been an accident

Maintaining records on hazard assessments and incidents

Maintaining records on PPE assignments and training for pupils

Providing training, guidance, and assistance to colleagues and pupils on the proper use, care, and cleaning of approved PPE.

Periodically re-evaluating the suitability of previously selected PPE.

Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies alongside managers and site coordinators.

Other Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

Properly wearing PPE as required.

Attending required training sessions.

Properly caring for, cleaning, maintaining, and inspecting PPE as required.

Following policies and rules.

Informing the supervisor of the need to repair or replace PPE

Employees who repeatedly disregard and do not follow PPE policies and rules

risk the formal disciplinary procedure being instigated

HAZARD REPORTING

If you have concerns about health or safety hazards in the workplace you should raise them with your supervisor or manager so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form at the back of this handbook, put it in an envelope and place it in the mail box.

Should you need additional Hazard Log forms or would rather not use the one in this booklet you can get additional copies by asking your line manager.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

CONSULTATION

To promote your involvement in the health and safety of the organisation we provide various formal opportunities for employee consultation. Between those opportunities you should raise any general concerns about health and safety at work with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;
- workplace hazards;
- emergency procedures;
- new working practices and new work equipment; and
- workplace welfare issues.

OCCUPATIONAL HEALTH

Hazards that have the potential to harm your health, or anyone connected with our business, are identified in our risk assessments.

It is our policy that we only use substances hazardous to health where there is no alternative safe substance that could be used. Where we have to use hazardous substances we always try to use those that present the lowest level of risk to people who use them.

Where risk assessment identifies the presence of Occupational Health hazards and risks we will always implement suitable control measures. Where occupational health surveillance is recognised as being able to recognise and protect against ill-health appropriate systems will be implemented. You will be informed of any requirement for your involvement in this health monitoring.

We anticipate that you will cooperate and take part in health monitoring which will be for your benefit. The specific results of any monitoring carried out by medical qualified assessors will always be confidential.

RISK ASSESSMENTS Policy

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- the significant hazards that stakeholders may be exposed to;
- who could be harmed and how;
- the likelihood of someone being harmed by the hazard;
- existing control measures;
- what (if any) further actions are required; and
- appropriate Safe Systems of Work and necessary training.

For further information on risk assessment and to view those relevant to your work you should speak to your supervisor or manager.

Detailed Assessment of Risk

When considering a new activity, staff should firstly consult their Line Manager. They will be able to help. Also look at the currently completed risk assessments to see if there are any areas already covered. Where possible a detailed risk assessment should be undertaken using an existing format but you staff may also source risk assessments from professional providers for specialist activities (e.g. Outdoor Education).

If one is not available then Line Managers can give guidance. Follow this guidance for the area identified, completing an appropriate form and handing it to the Head Teacher for authorisation. Once authorised it will be added to the Risk Assessment File.

In completing a risk assessment, you should:

- Identify the likely hazard, any you can think of with your knowledge of the activity.
- Identify the control measures to minimize the risk.
- Use existing systems to for auctioning these measures. Date and initial your part in these actions.
- For obviously potentially hazardous activities, Produce Safe Systems of Work for specific hazardous activities, such as DT or Rock Climbing.

All completed risk assessments should be kept in the Risk Assessment File on MARS system and BRIGHTSafe online. In addition, hard copies should be printed off and signed, retained by the individual/site undertaking the activity.

Review of Risk Assessments

Risk Assessments are not a once-and-for-all activity; they are be 'living documents' that are reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- Annually

The review should be conducted by the person/people responsible for the activity, area and signed off by the Head Teacher.

Dynamic Risk assessment

Stake holders will complete dynamic risk assessments whilst partaking in any activity and if it is felt that the activity at that point is unsafe then staff are to stop the activity whilst measures are put in place to ensure safe practices, and to inform management as soon a practical to do so. Also to ensure risk assessments are updated as soon as possible .

First Aid Policy and Guidelines

This document reflects the requirement for provision of First Aid as outlined in the Prism Independent School Health and Safety Policy and applies the advice contained within the Government document 'Guidance on First Aid in Schools'. It provides guidelines for staff at our all sites, identified by the First Aid Risk Assessment.

Prism Independent School's responsibilities

The Health and Safety (First Aid) Regulations 1981 and Code of Practice 1997 set out the responsibilities of employers with regard to First Aid:

- Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel for their staff and in the context of a school for pupils and visitors.
- Employers are required to make a suitable and sufficient assessment of the risks to the health and safety of those who come under their care, to identify what measures are required to prevent or control these risks.
- The Proprietor and Head Teacher should review the risk assessment and First Aid Policy at least annually and particularly after any changes to ensure the provision is adequate.
- The Head Teacher must inform all staff of the first aid arrangements.
- Employers should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

All schools MUST:

- provide a sufficient number of suitably stocked first-aid boxes (as determined by the risk assessment)
- have an 'appointed person' whose duties are:
 - to maintain first-aid boxes;
 - to take charge of an emergency situation;
 - subject to agreement, to administer emergency first aid if trained to do so;
 - ensure that an ambulance or other professional medical help is called when appropriate
- provide adequate information for staff on first aid arrangements
- provide a suitable medical room at each site
- supplement the minimum provision with a risk assessment which determines additional provision required.

First aiders

All schools should have a sufficient number of first aiders at each site who are in receipt of up-to-date training approved by the HSE.

The number of first aiders and appropriate training should be determined by the risk assessment.

Careful consideration should be given to ensure that there is adequate first aid

provision at all times while there are people on-site, including for staff working after hours, and for off-site school visits.

First aid kits

These shall be marked with a white cross on a green background. They should be located close to hand washing facilities.

Medical room

Each site has a room that will be made available for the administration of first aid and for the care of sick or injured pupils whenever needed. Each room contains a sink. At each site, the room has a dual purpose, but its function as a medical room should take precedence whenever required.

Site	Location of medical room
Main	Small room off main corridor adjacent to pupil toilets
Farm	Small room off main corridor of main building

Infection and hygiene control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. On the Farm site, extra precautions should be taken by staff and pupils to avoid the spread of infection from animals and soil. This includes regular thorough hand washing and access to anti-bacterial gel.

Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Single use disposable gloves and aprons are available at each site for this purpose. Hand washing and decontamination must be meticulous so that cross contamination is avoided. Care must be taken to ensure safe disposal of cloths, mop-heads, disposable protective clothing etc. Items should be bagged up at the location of the incident and disposed of appropriately.

Where staff suspect they may have become infected they must seek immediate medical attention from their own GP.

Recording and reporting incidents and accidents

Schools must keep a record of all accidents, injuries, illnesses and near misses in the accident book. Records should include:

- the date and method of reporting;
- the date, time and place of the event;
- personal details of those involved;
- and a brief description of the nature of the event or disease.

Some accidents, injuries, illnesses and near misses that occur on the premises or in connection with a school activity are required by law (under RIDDOR 95) to be reported to the Health and Safety Executive (HSE). These include:

- Accidents resulting in death or major injury where a pupil or visitor is taken to hospital (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

Fatal and major injuries and dangerous occurrences must be reported to the HSE immediately by telephone and then followed up within 10 days with a written report on Form 2508. Other reportable occurrences must be reported within 10 days using Form 2508 (this can be found on the HSE website at: <https://www.hse.gov.uk/forms/incident/index.htm>).

Accident and incident records should be kept for at least 3 years.

Recording minor first aid incidents and treatment

Staff at Prism Independent School should keep a record of any first aid treatment given by first aiders and appointed persons. Details should be recorded on Brightsafe.

The senior leadership team at Prism Independent School should monitor entries to the first aid records book and respond as appropriate to any developing trends.

Contact with parents/carers

In all cases where first aid has been administered, parents should be informed at the end of the school day. In more serious cases, parents should be contacted immediately and advised of the need to take the child to a doctor. In emergency cases, an ambulance should be called and the parent informed immediately. A member of staff must take the signed consent form with them, but cannot give permission for any treatment at casualty (blood transfusions etc).

Arrangements for offsite activities & trips

First aid risk should be assessed within the overall risk assessment procedure for the visit and consideration given to the number of first aiders and the first aid equipment that could be required. Where no special risk exists, a minimum first aid kit for travelling should be sufficient.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

On offsite activities and trips, first aid should be administered by a qualified first aider only. Where doubt exists as to how to deal with an incident, the emergency services should be called.

Emergency telephone numbers for all staff and young people involved in the activity will be held by the activity leader as well as at reception at the Main Site.

Details of incidents will be recorded as soon as possible on return in the appropriate book.

Arrangements for after school & out of hours activities

The arrangements outlined above for offsite activities and trips should apply also to after school and out of hours activities.

First aid information

First aid information must be displayed in a prominent position at each site, giving brief practical details that will assist efficient action in first aid incidents. Signs should include:

- Names of qualified first aiders/appointed persons, including where they can be located
- Location of first aid kits
- Contact and location information for the emergency services.

Information available to Parents/Carers

The Head Teacher must provide parents/carers with information about Prism Independent School's Health and Safety Policy, including the arrangements for first aid, on request.

Add about kitchen hygiene, including checks, cross contamination, infections and diseases and correct storage + pests.

Health

You must report to management any medical condition, symptoms or use of medication which could affect your safety or the safety of others. Failure to do so could result in disciplinary action.

You must cooperate with our health surveillance provisions.

You must inform management, as soon as possible, if you are pregnant.

You must report to management any instances of illness that could compromise food hygiene and / or other people's wellbeing. This includes;

- Diarrhea, sickness (vomiting) and other stomach disorders
- Any discharge from the eyes, ears or nose or a sore throat
- Any septic skin condition such as sores, boils, septic cuts etc.
- Any other infection.

You must inform management of any infections or illness immediately. Decisions to keep you away from work, due to illness, will only be taken after careful consideration.

You must not attend work under the influence of either alcohol or illegal drugs.

FIRST AID BOX

Medium Sterile Dressing	6	
Large Sterile Dressing	2	
Triangular Bandage	3	
Safety Pins	12	
Eye Pad sterile dressing	3	
Sterile adhesive dressings (plasters)	60	
Saline cleansing wipes	30	
Adhesive tape	1	
Nitrile disposable gloves	9	
Finger sterile dressing	3	
Resuscitation face shield	1	
Foil blanket	2	
Eyewash		
Hydrogel burn dressing	2	
Shears	1	
Conforming bandage	2	

Administering Medication Policy

Aims

This policy aims to ensure that:

Pupils, staff and parents understand how our school will support pupils with medical conditions

Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

Making sure sufficient staff are suitably trained

Making staff aware of pupils' conditions, where appropriate

Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions

Providing supply teachers with appropriate information about the policy and relevant pupils

Developing and monitoring individual healthcare plans (IHPs)

Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

This policy also complies with our funding agreement and articles of association.

Roles and responsibilities

The governing board will:

- Hold the ultimate responsibility to make arrangements to support pupils with medical conditions.
- Will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Employees will:

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Pupils will:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable

these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent
- The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
 - Assume that every pupil with the same condition requires the same treatment
 - Ignore the views of the pupil or their parents
 - Ignore medical evidence or opinion (although this may be challenged)
 - Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
 - If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
 - Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
 - Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999).

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

Record keeping

The Head Teacher will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

Emergency lockdown and evacuation policy

Essential Personnel

- Incident Controller – Head Teacher – Katie Corfield
- Deputy Incident Controller (Club) – Lauren Jackson Hammill / Omar Latif
- Deputy Incident Controller (Farm) – Chrissie Marshall / Ellie Morris

Statement

All schools should consider the need for robust and tested school lockdown procedures. Lockdown procedures should be a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).

An intruder on the school site (with the potential to pose a risk to staff and pupils).

A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).

A major fire in the vicinity of the school

Possible leaks I.E. Gas

Procedure

Staff are alerted to the activation of the lockdown procedure plan by the following recognised signals:

An air horn repeatedly sounding or the use of alarms on internal CCTV.

A text message stating to all work phones this will also be issued over the 2-way radios – FULL LOCKDOWN or PARTIAL LOCKDOWN

Partial Lockdown (Alert to staff: 'PARTIAL LOCKDOWN')

Immediate action:

- All outside activity to cease immediately, pupils and staff return to the appointed area.
 - All staff and pupils remain in building and external doors and windows locked - free movement may be permitted within the building dependent upon circumstances.
 - All situations are different. Once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This can then be communicated to staff and pupils.
- 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Full Lockdown (Alert to staff: 'FULL LOCKDOWN')

This signifies an immediate threat to the school. This may or not be an escalation of a partial lockdown.

Immediate action:

All pupils return and proceed to the lock down point:

Club – Cellar Classroom for Key stage 4 and Common area for Key stage 3

Farm - Main Building corridor

- External doors locked, gates fastened and steel bars put into place.
- Classroom doors locked (where a member of staff with key is present)
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken - the incident control team will contact each class for an attendance report

Staff and pupils remain in lock down until it has been lifted by the incident controller in conjunction with the emergency services.

Once in lockdown (Partial or Full) mode:

staff should notify the incident controller immediately of any pupils not accounted for (and instigate an immediate search for any missing)

Staff should encourage the pupils to keep calm

As appropriate, the school should establish communication with the Emergency Services as soon as possible

If necessary, parents should be notified as soon as it is practicable to do so.

If it is necessary to evacuate the building, the fire alarm will be sounded

Staff should await further instructions.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Leaders acknowledge that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Emergency Services

The incident controller will keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds.

Emergency Services will support the decision of the incident controller regarding the timing of communication to parents.

-In the event of a prolonged lockdown or more severe scenario, the Emergency Services and Local Authority may provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

-For evacuation requirements, Prism will follow lead given by the emergency services.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, teaching staff, non-teaching staff and

volunteers. To achieve this, a lockdown drill will be undertaken at least once a year. Pupils will be made aware of the plan during induction and will take part in at least one lockdown drill per year.

As good practice, at various pre planned times of the year, leaders will:
Conduct several tabletop exercises with the senior management team to test the procedures against various scenario and rehearse lockdown arrangements with all staff and pupils.

GENERAL SAFETY RULES

Applicable to all Employees, Visitors and Contractors

- 1. Obey all rules, signs and instructions.**
- 2. Attend for health and safety training or induction as instructed.**
- 3. If you have not been trained to carry out a work activity do not attempt the work. Make your line manager or SLT aware you require training for this aspect of your role.**
- 4. Ensure that all equipment used is in a safe condition.**
- 5. Wear Personal Protective Equipment as specified.**
- 6. Do not enter any areas for which you are unauthorised.**
- 7. All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident.**
- 8. Smoking, including e-cigarettes, is not permitted in the workplace.**
- 9. Maintain good housekeeping at all times.**
- 10. Pedestrian and vehicle traffic routes must be kept clear at all times.**

HAZARD REPORTING FORM
HR

Form

Use this form to report workplace hazards unsafe working conditions or practices that you are not able to correct for yourself or are not within your area of responsibility.

If you have a suggested solution or remedy please let us know about it.

The charity would prefer that you hand this completed form to a line manager so that the issues can be explained to them but you do not have to do that. You can simply leave it in the mail box.

If you need additional copies of this form or would rather not use the one from this booklet you can get additional copies by asking your line manager.

If you wish to remain anonymous there is no need to give your name. All hazards reported, including anonymous reports, will be taken seriously.

Report date:

Hazard location:

Hazard description: ...

Suggested solution: ...

What is your name? ...
(not compulsory)

.....

For employer's use

Action identified as necessary:

Action allocated to:

Target date for completion: ...

Employers should copy basic details of this hazard report to form HL, Hazard Log, which will act as a running record and give an oversight of all hazards reported.

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PRISM Youth Project

EMPLOYEE CONFIRMATION OF RECEIPT AND CONTENT OF EMPLOYEE SAFETY HANDBOOK

Please read the notes below, then sign and date this form

Part 1

PRISM Youth Project has prepared a Health and Safety Policy. This form is to let you know that the sections of the Policy affecting you, as an employee, are contained in the Employee Safety Handbook.

Please read the Employee Safety Handbook and take time to understand it. Raise any questions about the content with your manager. Then sign and read the declaration at Part 2.

Part 2

I have read the Employee Safety Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates I am told about.

Employee signature:

..... Date:

.....

Name:

Department:

Note: By law employers have to make available to stakeholders relevant information about their health and safety policies, procedures and safe working systems. The same legislation requires stakeholders to follow safety rules, procedures and instructions set by their employer and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and this will be recorded by your manager.