



Health and Safety Policy

Ensuring Safe Learning and Development Opportunities within our Centre



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Health and Safety Policy

1.0 INTRODUCTION

Statement of the employer's general health and safety policy:

The Kingswood Trust forms part of Wolverhampton School's provision for Outdoor and Environmental Education, with significant funding coming from the Wolverhampton Schools Improvement Partnership. The Centre also has a strong relationship with other non statutory settings and local schools outside of the City of Wolverhampton. The Centre adopts and agrees to comply with the Health and Safety policies of Wolverhampton City Council and the Children and Young Peoples Service.

This policy sets out the process of organisation for implementing and monitoring Health and Safety at the Centre.

Commitment and Aims:

At Kingswood we are totally committed to providing a safe, healthy and secure environment for everyone:

- Centre Staff
- Visiting Staff and adult support
- Parents
- Children from schools and settings
- Other Visitors, including the wider community

We are vigilant with risk assessments and as developments take place, we adjust/adapt procedures to ensure the safety of everyone is a priority.

We acknowledge the co-operation necessary from everyone in order to achieve the objectives of the health and safety policy. Staff, visitors and children are kept fully informed of the health and safety policy and ongoing updates. Communication is essential to ensure that all are kept safe whilst enjoying visits to the Centre.

The Health and Safety policy, risk assessments and procedures have been produced by the Kingswood staff in consultation with the LA Health and Safety Officer. Visitors are informed by Kingswood staff of relevant health and safety procedures in order to achieve the objectives of the policy.

Communicating the Policy

Visiting staff are given information relating to health, safety and welfare through a number of different routes which includes:

- Booking and information packs which are either sent into schools as hard copies or in electronic form
- Through our website
- On notices displayed around the site
- At training and open days
- Verbally on arrival, throughout activities and at the twilight meeting on a residential visit.

We recognise that to meet this commitment the participation and support of all visitors will be required. We have responsibilities to all that use the premises.

Procedures for signing in and out and for fire precautions are in operation.

Listening to our visitors

We have a series of mechanisms for evaluation, both formal and informal - we take comments around health and safety very seriously and continue to evaluate and improve our policies and procedures based on feedback from our service users.

Training in Health and Safety Matters

- Designated staffs have Paediatric First Aid qualifications and one member of staff holds a current First Aid at Work qualification.
- All staff have or are working towards Basic Hygiene certificates.
- All domestic staff have had training in Manual Handling, Use of fire extinguishers, Fire Safety and Health and Safety and hold food hygiene certificates.
- Relevant information is cascaded to all staff at Staff meetings and tips and guidelines shared if applicable.
- Emergency Procedures are regularly reviewed and updated. Updates on Health and Safety issues are reviewed as required and formal reviews take place annually.
- Training for Health and Safety will be addressed as appropriate and reviewed through the Staff Performance Review Process and Performance Management.

Organisation for implementing the Policy:

The Trust Board is responsible for Health and Safety. The head teacher will ensure there is an effective Health and Safety policy at Kingswood. The key responsibility within the Centre for Health and Safety rests with the Head Teacher and is familiar with the basic requirements of the Health and Safety at Work Act 1974 and any other legislation and codes of practice relevant to the work of the Centre.

All Kingswood staff are responsible for carrying out any procedures implemented at the Centre and for ensuring the Head Teacher has all relevant information required to make decisions on Health and Safety issues.

The co-operation of all adults is an essential element of the success of the Health and Safety policy at the Centre. All individual employees have a duty to take responsibility and reasonable care for the health and safety of themselves and of others that may be affected by their actions.

Anyone without a specified Health and Safety responsibility must :-

- Report problems/incidents immediately to the Head Teacher using a report form.
- Co-operate with Health and Safety procedures.
- Work in a safe and responsible manner to ensure they do not endanger either themselves or anyone else who might be affected by their activities.
- Maintain tidy and safe work areas.
- Use safety/protective clothing where necessary and to report immediately any loss or damage.

Risk Assessments/Procedures:

Extensive risk assessments and procedures are in place at Kingswood for activities on the grounds, within the buildings, off site visits as well as whole Centre issues such as Fire and Emergencies. They are reviewed as the need arises with a formal review annually in the Autumn term.

The Centre staff collaboratively carry out risk assessments and identify appropriate action to reduce, prevent and control risk. In most cases this has required adopting a more systematic approach to routine safety procedures already carried out as part of the Centre's normal procedures and recording the action in writing.

Our risk assessments:-

- Identify hazards to which staff, pupils and visitors may be exposed.
- Determine the level of risk that may result from hazards identified. (Most activities at Kingswood are low risk due to the controls in place)
- Assess whether existing safety management procedures (including staff training) are adequate to eliminate the hazards where possible or where not possible to reduce the risk to an acceptable level.
- Plan preventative and/or protective measures
- Assess and review the adequacy and effectiveness of such measures.

Monitoring and arrangements for Health and Safety

The Head Teacher will monitor the implementation of the safety policy to assess whether it is being pursued effectively and safety standards are satisfactory. The Head Teacher takes part in Centre activities throughout the year to monitor safety standards and to check on the effective implementation of the safety policy. The Head Teacher carries out reviews and safety audits around the Centre and its grounds.

Fire Alarms and Drills

The fire extinguishers and fire alarm system are checked regularly through our contract/SLA through the Council. The Site Manager/or other delegated responsible staff member carries out regular fire alarm checks, security lighting checks and drills with records in the Fire Safety folder in the Office. Drills are planned as appropriate,

Equipment Checks

- All electrical equipment is checked every two years and dated. (PAT Testing)
- Daily inspections of equipment used by the children, both inside and out and any issues reported to the Head Teacher.
- Daily minibus checks are recorded in the minibus logbooks.
- First aid boxes are kept well stocked and audited termly. A portable first aid bag/box is used on off site walks and during woodlander sessions.
- The showers are flushed out twice a week by domestic staff and a record of this is kept.

Health and Safety Forms/Records

- An incidents form is used to record issues relating to Health and Safety and other incidents. Forms are kept in the risk assessment folder in the staff room.
- Outcomes from Daily Grounds Safety Sweeps are recorded on the Grounds Check Forms and discussed with the Head Teacher as appropriate.
- Accident Folder, Accident and Aggressive Behaviour forms are located in the Meeting room

- The Head Teacher/Teacher carry out accident investigations and collation of accident information when necessary.

The Kingswood Health and Safety policy has been written in collaboration with all Kingswood staff and the School Health and Safety Officer. It will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. A copy of this policy will be issued to all Kingswood staff and copies will be in the Risk Assessment folders in the Staff Room and the Head Teacher's office.

2.0 HEALTH AND SAFETY EMERGENCY PROCEDURES

Procedures for reporting accidents (15b)

General points:

A review of risk assessments will take place as soon as possible after any incident/accident.

Off-site:

- If the accident is minor, the first aider will fill in the Accident Book on return to the Centre, signed by two adults, one being a visiting member of staff.
- If there is cause for concern by the injury, an Accident Form is filled in on return to the Centre and a copy given to the visiting school and a copy sent to the Education Health & Safety Officer.
- For all head injuries the child is given a head-bump sticker with their name & date/time of the head bump to alert the parent.

On-Site:

- The accident book is completed for minor knocks and bumps, signed by two adults, one being a visiting member of staff.
- The Forest Leader carries own accident record book and any incidents are relayed back to individual school staff and head of centre as appropriate.
- An accident form is completed for more serious injuries and a copy given to the visiting school and a copy sent to the Education Health & Safety Officer.
- For all head injuries the child is given a head-bump sticker with their name & date/time of the head bump to alert the parent.

Emergency Procedures Off Site (16b)

If a child or adult is taken ill or has an accident, the plan of action will be directed by the member of staff in charge of the group

Priority:

1. One or two people to give First Aid and reassurance to the casualty.
2. One person dials 999 on mobile phone with clear instructions as to location, and then contacts a member of staff at Kingswood NI Centre and then the second group, if applicable.
3. If the mobile phone is not working then a runner should be sent to the nearest house, then make contact with second group, if applicable, and then run back to the Kingswood NI Centre to inform the person in charge.

4. One person to keep the rest of the group calm and re-assure them, away from the casualty.

Secondary:

1. Notify Centre of incident, who will then notify school and any other parties, send extra help and man the phone.
2. Leave at least 2 adults with the casualty to continue First Aid and to wait for help. Leave them the 'phone.
3. When appropriate, take children safely back to Centre by the shortest and quickest route without causing panic.
4. No information to be given to media – refer to the Assistant Director for Schools, Skills and Learning.

Security Procedures (17b)

- All schools receive a copy of the safety and security guidelines at Kingswood before their visit as part of their visit pack. Residential staff have a briefing session, on safety and security issues for an overnight stay before tea.

Doors and Alarms

- All external doors at Kingswood are security doors requiring either a key for entry or digital code.
- All doors, except the staff room door, now have audible alarms to alert staff that a child may have gone outside.
- The audible alarms were extended (July 2008) to incorporate an alarm bell in the meeting room area. There is a pull cord alarm in the accessible bathroom.
- The lead teacher/staff member is given a bum bag with a key to the main gate padlock and code for digital door entry. They are asked to lock the main gate after all visitors have left the premises at a time suitable to them.

Secure Zones

- Two dormitories (Robins and Skylarks) can be locked and have been designated as secure zones. If it is felt necessary to keep the children safe in this way the keys are located on hooks adjacent to each door. Staff have the mobile phone to call for assistance.
- Staff are asked to keep doors closed and not to hook open during visits.
- All visitors are requested to sign in upon arrival and sign out on leaving as this register is used to ensure all adults are safe in case of a fire.
- Children are encouraged to travel about the building in pairs, never alone, and should be aware of how to get help if necessary.

Securing and carrying Medication

- On arrival, visiting staff will sensitively identify those children with Special needs – medical, social, or learning difficulties – so that Centre staff are aware of their specific needs.
- All medication is collected and stored in a secure central place so there is no danger to children. NB this is adult and child medication. Asthma inhalers are kept in the vicinity of the child. A locker is made available. Children do not have access to the kitchens and so the fridge may also be used to store medication such as insulin.

- Kingswood staff carry first aid equipment when out.
- There are well stocked supplies of First Aid equipment throughout the Centre clearly marked with green/white crosses.
- A member of the visiting overnight staff should take responsibility for First Aid for the overnight visit.

Procedures/Plan for Fire Safety at Kingswood (18b)

General:

- All schools receive a copy of the safety and security guidelines at Kingswood before their visit as part of their visit pack.
- The fire procedure is pointed out in the Meeting room during the welcome meeting at the Centre.
- No smoking is allowed anywhere in the Centre buildings – The Centre implements the City Council’s No Smoking Policy.
- All visiting staff/visitors are requested to acquaint themselves with the fire drill and the positions of the fire exits, alarm buttons and extinguishers as soon as possible after arrival.
- The fire drill is visible in all main rooms together with a plan of the Centre, fire exits and alarm points and the Assembly point.
- At regular intervals a fire drill is held.

Residential Stays

- Residential staff has a briefing session after their twilight break on safety and security issues for an overnight stay.
- All staff and children’s names are listed against the dormitory in which they are sleeping.
- The Environmental Assistants, Teacher and Head teacher carry a copy of children on site in their pockets. The lists of children on site are displayed in all communal rooms eg dining room, discovery room, classroom and bedrooms.
- The fire alarm system is part of the Red Care system and is thus connected to the fire station for immediate response.

Evacuation of children

Where children are inside the building –

- The Environmental Assistant/Teacher will point out Fire Exits during initial introduction to groups and explain procedures should an emergency occur/fire bell sound
- Ask children to stop listen and stay calm
- Check toilet/washroom areas
- leave calmly with them by the nearest/safest exit
- pick up a group list/bedroom list if you are close to one
- Exit around the building via side gates and wait on grass area by Kingswood Oak Tree
- Head or other staff member to complete roll call

Where children are outside the building:

- The Environmental Assistant/Teacher will point out Fire Exits during initial introduction to groups and explain procedures should an emergency occur/fire bell sound
- The Environmental assistant will indicate the signal to stop in case of fire – eg bell or whistle
- Take the group on the shortest/safest route away from the building
- Do not re enter the building
- Exit around the building via side gates and wait on grass area by Kingswood Oak Tree
- Head to complete roll call
- Where Forest School groups are on site, the Forest Leader will be telephoned or located by an available staff member during evacuation and met at the Kingswood Oak tree – Fire Point.

Visitors to the site:

- All visitors to the site should report to reception and sign in on arrival and out on departure.
- This includes contractors and council officers. Exceptions to this relate to agreed alternative arrangements on larger building projects. *
- A copy of the action and Emergency procedures are available and visitors are requested to read these.
- The head teacher, administrator or other staff present near to the signing in folder will be responsible for taking this out to the fire point for roll call if possible.

Scheduled work /Refurbishment/Building projects *

- In the case of such activity on the site...
- A copy of Fire Action and school building procedures/exit points will be given to the works site manager.
- A meeting re alternative arrangements for signing in and fire safety will be held pre work commencement where roles and responsibilities will be agreed.
- The site manager for the project will be responsible for ensuring all work persons sign in and out with him.
- In the event of fire bell sounding, Kingswood Site manager or in his absence a delegated staff member will check that the works team have heard the alarm where working outside the main building.
- The Works site manager will move to the fire assembly point – Field area to the right of Kingswood Oak Tree and complete roll call. He will report to the Head Teacher or in her absence delegated person.

The Assembly Point is on the grass by the Kingswood Oak near the Car Park.

Fire Drill:

1. Raise the alarm.
2. Evacuate all children and adults immediately to the grass by the Kingswood Oak near the car park in front of the Hall.
3. Signing in folders collected if possible (responsibility of Head and Admin.
4. Roll Call.
5. Call fire service – 999 – at the earliest opportunity using the mobile phone.

Important points:

- a) Check all toilets and washrooms are evacuated.
- b) Do not delay leaving the building to collect belongings.
- c) When evacuating the building, try to close all doors behind you.
- d) Collect a list of visitor's names from the room which you are evacuating.

3.0 FOREST SCHOOL PROGRAMMES – Health, Safety and Welfare

The health safety and welfare of all children, staff and accompanying adults is a priority at our Kingswood Forest School. The guidance is appropriate to the Woodlanders Programme (Usually 1 session a week for 6 weeks (12 children). And Forest School days. The children learn about keeping themselves and others safe during forest school activities and the Kingswood Charter. This relates to personal safety, behaviour and hazards which they may come across in the Forest environment. The following, outlines our policy and how visitors to our school can support this fully.

Safe Supervision of Children

- The Head teacher, Teacher and Forest Leader hold a level 3 Forest Leader qualification and are fully trained. (OCN Level 3 Forest Leader Practitioner Award)
- The minimum supervision required for Insurance purposes is 1:4 for nursery and Special School pupils and 1:8 for 5-7 Year olds. This number does not include the Kingswood staff.
- Schools are advised to choose voluntary support carefully and that the lead teacher or assistant takes responsibility for all accompanying adults.
- All activities and practices have undergone an up to date risk assessment and appropriate measures have been put into place to minimize risk without removing challenge. This includes collection, travel and activities on site.

Travel and Transport

- Where children are collected by minibus, staff drivers have passed a competent Minibus driving test. See Risk Assessments and detailed procedures 7a and 7b
- The minibus seats 12 children and 4 Adults , plus the driver
- The minibus has regular road safety checks and services and is fitted with front facing seats and belts.

No Smoking Policy

Smoking is not permitted in any of the Forest areas or School buildings.

Consent Forms

Kingswood staff carry copies of the children's consent forms. Only on presentation of the completed consent form, will a child be permitted to take part in the programme. This holds valuable information about the child, including contact numbers in case of emergency, medical and personal details.

Emergency Procedures

- 999 calls can be made from the Main Reception and Head teachers office lobby and first aid room.
- A mobile phone is carried at all times by the Forest Leader.

The Forest School Area- Grounds Safety

- A daily safety sweep of all forest school areas is carried out by the Forest Leader Teacher, Head teacher or Environmental Assistant. This is recorded on a monitoring form, dated and signed. Any concerns are written, reported to the head teacher and appropriate action taken.
- This includes:
 - Trip or Slip Hazards eg rabbit burrows, fallen tree etc.
 - Dead Wood in Trees
 - Glass or other material in site
 - Adverse weather and its impact
 - Change in Boundary Security
 - Damage to surrounding fences
 - Car park issues
 - Dead Animals
 - Grounds Maintenance – overgrown
- The forest school areas are enclosed by high fencing, where adjacent to the road and other properties. Some natural boundaries are also defined. A roped area marks the edge of the forest school area and no go area without being accompanied by an adult.
- Each session, children are shown and or walked around boundaries. A red rope gate is the entrance to the Forest school.
- Regular routines support children working independently within the defined Forest School Area.

Monitoring of Resources and equipment

- All tools are stored securely in a tool box which contains an inventory and all tools are counted in and out. All staff demonstrating tools are clear about safe and appropriate use.
- The condition of tools is maintained, including cleaning, sharpening and oiling as appropriate and replacement where required.
- The condition of all equipment is checked prior to every session, any broken or damaged equipment is removed from the resource selection.

First Aid and Medicines

- All Staff working with Forest School groups hold a current First Aid Qualification - Paediatric
- A portable first aid box is stored within the Forest Leaders bag and this is maintained and topped up as required.
- First Aid kits are also sited at marked points in the School Reception area and Main School buildings.
- All accidents are recorded in the Forest Schools accident log and dealt with as appropriate.
- Children do not wear jewellery during forest school sessions. Studs are the only acceptable form of earrings.

Provision for Toileting and Hand washing

- A designated natural toilet area is determined and made private by a natural screen. The area is dug out and covered over as necessary and relocated as necessary.
- The Forest Leader carries a key to the school building, where indoor toilets and hand washing can be accessed at anytime.

- During the session, bottled water, antibacterial soap, a towel and bucket are to hand in the base camp area. An alternative to this during cold weather is an antibacterial cleanser, which requires no water.

Child Protection

- The designated teacher for child protection is Rachel Wells – Head teacher and in her absence David Tagg. Any disclosure or concern, should be reported to the designated teacher immediately.
- Visiting school /setting staff are responsible for any adults other than qualified LA staff. It is important to remember that no adult should have significant unsupervised access to children unless the necessary checks have been made.

Fires

- As with all high risk activities, a detailed risk assessment has been completed and the Forest Leader determines appropriate times to have a fire, based on the ability of the children and environmental circumstances.
- The is well briefed and trained in ensuring that this is a positive experience from which the children will learn a great deal about safety.

Health and Safety Resource Checklist

Suggested Clothing List for Warm Weather

Long trousers
 Long sleeved cotton top
 Socks
 Trainers or shoes – not open toed or sandals
 Sun hat
 Sun cream

Suggested Clothing List for Cold Weather

Long Trousers
 Layers of clothing (tops and bottoms)
 2 pairs of socks
 Boots or wellies
 Waterproof coat
 Waterproof trousers
 Woolly hat, gloves and scarf

SAFETY EQUIPMENT LIST -Emergency Rucksack containing:

First Aid Kit
 Mobile Phone and contact numbers
 Consent/Medical Forms
 Tissues/Antiseptic wipes
 Antibacterial gel
 Register
 Water bottle
 Supply of drinks and snacks

4.0 All Risk Assessments and Procedures

- Individual activity and grounds risk assessments are held at the Centre and are updated annually or sooner as appropriate.
- Risk assessments are monitored by the Local Authority.