

Cressex Lodge Health and Safety Policy

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Policy Statement

Cressex Lodge School regards the management of health and safety as an integral part of our business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees, young people and others who may be affected by our activities.

Proper management of health and safety issues is seen as an integral part of the efficient management of our activities, and critical to developing the professional culture of the school.

The arrangements to meet the above objectives and for the implementation of this policy are detailed within each of the more detailed health and safety policies.

The objectives of this policy are fundamental to our school and senior management is responsible for ensuring that the requirements of this policy are achieved.

Management, staff and young people have responsibility for implementing the specific arrangements made under this policy throughout the school. All employees are expected to read the relevant sections of the policies, familiarise themselves with its provisions and carry out their defined responsibilities.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the school.

All employees, contractors and sub-contractors are required to cooperate with the school and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The school will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met (please refer to the Staff Training Policy).

Procedure

Organisation and Allocation of Health and Safety Responsibilities:

The Directors at SWAAY have overall and final responsibility for health and safety and are responsible for this policy being carried out in Cressex Lodge School and all of the SWAAY premises.

Accountability for Health & Safety matters is delegated through the organisation's line management chain. The responsibilities of the senior managers are as follows:

The Health & Safety Committee is responsible for ensuring that the safety policies are implemented through the four streams of the organisation (education, residential, therapy and administration).

The Head teacher, is responsible to the Directors, through the Health & Safety Committee, for ensuring that the safety policy is implemented throughout school. All employees of SWAAY and others contracted on SWAAY business have a general responsibility for their own health and safety and that of other people.

The cooperation of all employees is vital to the success of the Health & Safety Policy.

Specific health and safety duties may properly be delegated to employees.

The individual employee must always be consulted before being given any specific health and safety duties in addition to existing responsibilities. Clear instruction and guidance must always be provided to the person to whom the duty is delegated.

Director Responsibilities:

The Directors have final and overall responsibility for the implementation of the Health & Safety policy in the organisation. The specific duties of the Directors, some of which are delegated to other employees as specified in the policy, are as follows:

- To develop and publish SWAAY policies and guidelines on matters relating to health, safety and welfare within the organisation and to ensure that they are brought to the attention of all staff.
- To ensure that responsibility for health & safety is properly allocated and accepted throughout the organisation.
- To consult with staff in order to plan and maintain safe systems of work.
- To undertake regular reviews of places and systems of work and to ensure that property, plant, equipment, machinery and work practices are safe.
- To ensure that safety training needs are identified and that appropriate staff training is given.

- To plan and deploy adequate levels of staffing and financial resources to ensure the health and safety of all employees and others who may be affected by what they do.
- To ensure that adequate first aid and fire safety arrangements are in force and are known to all employees and others who may be affected.
- To ensure, where appropriate, that suitably qualified competent persons are appointed to carry out work or tender advice in relation to health and safety matters.
- To apply the organisation's disciplinary procedure in instances where behaviour jeopardises safety or for deliberate disregard of a safety regulation or requirement.
- To select the Head teacher to assume day-to-day responsibility for the conduct of all matters relating to health, safety and welfare within the school.

Title:	Operations Director	Title:	Finance Director	Title:	Strategic Director
Name:	Ged Berry	Name:	Les Glazier	Name:	Julian Dunn

Head teacher Responsibilities:

The Head teacher specific duties and responsibilities are as follows:

- The Head teacher is responsible for ensuring adequate risk assessments are in place, are reviewed as specified in the assessment or when systems of work change.
- To ensure that the staff for whom she is responsible are adequately supervised, instructed and trained in relation to health & safety matters and are made fully aware of any hazards in their workplace.
- To ensure that safety rules are observed, protective equipment used or worn when necessary and safety devices fitted, adjusted and maintained.
- To investigate promptly all accidents and incidents involving staff or premises for which they are responsible in order to discover the cause and prevent recurrence.
- To ensure that all accidents, incidents and hazards are properly reported.
- To ensure that all persons working in school are fully aware of the procedures to be adopted in the event of fire, emergency evacuation or bomb threat.
- To ensure that all employees for whom she is responsible know the whereabouts of first aid facilities and to ensure that first aid boxes are maintained.
- To take any steps which are reasonably practicable to assure the health and safety of clients and visitors to premises for which they are responsible.
- To refer appropriate matters requiring further advice, information or resolution to the Health & Safety Committee.

- To ensure that adequate records are created and maintained for all plant and equipment used on each site; to include operating instructions, maintenance and inspection schedule and reports.
- To ensure that office equipment and usage meets the standards of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) by analysing workstations, assessing risks and facilitating changes to reduce them.

Employee Responsibilities:

All employees, permanent or temporary, of SWAAY have a responsibility under the Health & Safety at Work Act, 1974:

- To take reasonable care for their own health and safety and of any persons who may be affected by their acts or omissions at work
- To cooperate with the Directors and others in meeting statutory and other health & safety requirements
- Not to interfere with or misuse anything provided in the interests of health and safety.
- To inform their line manager of any dangerous work situations or shortcomings in health and safety arrangements.

In addition, employees should ensure that:

- They make themselves aware of the safety rules, procedures and systems of work applicable to their employment. Where in doubt they should seek clarification from a line manager.
- They observe the requirements of the terms and conditions of their contract of employment with regard to Health and Safety and particularly that which states "the category of the client group and the sensitive nature of the work undertaken with that client group, determines that any staff member bringing pornographic material into the project or encouraging any resident to consume pornographic material, would be subject to disciplinary procedures and possible dismissal".
- They set a personal example.

Quality Assurance:

Sarah Baker (Quality Assurance) will be responsible for checking adequate risk assessments are in place and undertaking audits to ensure compliance with policies and procedures.

Safety Representatives:

One or more safety representatives will be nominated from the education team. The representative(s) will:

Cooperate with the Head teacher and others in the identification and elimination of hazards in their workplaces.

- Undertake any additional training or instruction required of them in connection with their health & safety responsibilities
- Consult with colleagues in relation to health and safety matters and act as an additional means of communication on matters of concern between employees and senior managers.
- Attend regular health and safety meetings.

Consultation and the Health and Safety committee:

The Health & Safety Committee is composed of the nominated health and safety representatives; Vanessa Miller (Head of Care and Safeguarding), Julian Dunn (Strategic Director) and a representative from school and each SWAAY residential home. The main aim of the committee is to maintain and improve the health, safety and welfare of employees, clients and others who may be affected by the organisation's activities. The committee will specifically address the following:

- Clearcare analysis of accident records
- New health and safety legislation and regulation as they affect SWAAY activities, staff and clients.
- Health, safety and welfare matters of common concern arising from current practice and inspections by enforcing authorities.
- The training needs of staff arising from the above.
- To prepare and circulate appropriate health & safety information to all employees.

The Health and Safety Committee will meet four times annually and are responsible for disseminating information to their relevant teams to keep them up to date on health and safety issues within the organisation. Vanessa Miller is responsible for coordinating and organising these meetings.

Arrangements for Health and Safety (Systems & Procedures):

This part of the Health and Safety Policy contains the basic arrangements within school and the organisation for ensuring the health and safety of employees and others. It is supplemented by detailed information, policy statements and practice guidance on a variety of issues, which staff are required to consult before undertaking any new activity or using new equipment.

It is the responsibility of everyone to make these arrangements work. In addition, staff should note that:

If an Improvement or Prohibition Notice is served by an enforcement officer under then Health & Safety at Work Act, the recipient of the notice should immediately notify the Head teacher who should, in turn notify a member of

the Health & Safety Committee or one of the Directors. If a Prohibition Notice is issued with immediate effect the activities specified must cease immediately.

Any member of staff who notices a failure to comply with this policy or other safety advice or guidance must immediately report the circumstances to the Head teacher.

Suggestions from members of staff for improvements in health and safety are welcomed.

Emergency Procedures:

The Head teacher is responsible for compiling, publishing and reviewing emergency procedures relevant to the workplaces of staff for whom they are responsible. These procedures must cover: fire safety; bomb alert; emergency evacuation, violent assault and other such contingencies that may be appropriate to the respective workplaces or activities.

The Head teacher is responsible for ensuring that employees are fully conversant with the emergency procedures relevant to her staff.

Employees must:

- Familiarise themselves with the procedures and know what to do in an emergency.
- Know the alarm and evacuation assembly points.
- Ensure that all staircases, landings and escape routes are free from obstruction at all times.
- Ensure that fire doors are never wedged open.

Training:

The Head teacher is responsible for instructing new employees on their first day of service in the emergency procedures pertaining to their places of work. In addition, employees will receive health and safety training appropriate to her/his post as part of the induction training (please refer to the Training Policy).

All staff will receive refresher health and safety training updated in line with the Training policy.

Visitors:

If circumstances require, visitors should be made aware of the health and safety arrangements applicable to the school premises and their attention drawn to any specific risks or hazards.

This is of particular importance if visitors, such as employees of contractors, may be on the premises for some time.

Please refer to the Visitors to SWAAY policy and Fire Precautions Policy.

First Aid:

All staff who work with young people on a one to one basis will receive basic first aid training which will be updated in line with the Training policy. The number of first aiders and level of training required will be determined by the Head teacher and detailed on the first aid risk assessment.

Staff are reminded that first aid should only be administered as far as the individual's knowledge and skills permit. Staff should always seek medical advice and support when needed. For non-emergencies staff can telephone NHS 111 for advice and guidance or call 999 in an emergency situation. There should be an easily accessible first aid box (not locked) available at school and in all SWAAY vehicles. In school there will be a first aid box located on each floor, in the staff toilets and one in the school office. All boxes should be checked on a regular basis (at least monthly) and recorded on the First Aid inventory sheet. A designated person will be in charge of each box and be responsible for ensuring its contents comply with the regulations.

Each box should include at the minimum:

- 1x First-Aid Guidance Leaflet
- 20 x individually wrapped sterile Plasters (various sizes and blue ones in the kitchen box)
- 2 x sterile eye pads
- 4 x individually wrapped triangular bandages
- 2 x large individually wrapped, sterile, unmediated wound dressings
- 6 x medium sized, individually wrapped, sterile unmediated wound dressing
- 10 x disposable gloves
- 2 x sealed sterile water (also known as eye wash).

This list is written in line with the guide from the New British Standard workplace First Aid Kits (BSI).

In-car first aid kits should also include:

- Heat blanket
- Fire extinguisher
- Warning triangle

Safety pins and scissors should not be kept in first aid boxes. These should be available in the office.

Administering first aid:

Appropriate touch may be used by staff when administering first aid (see SWAAY Positive Touch Policy for more information). It is *never* appropriate for staff to touch a young person's intimate body areas. A medical professional would provide any intimate care required.

If there is a minor injury that the young person can treat himself then the member of staff should work alongside the young person to ensure that the

minor injury is treated properly to prevent infection. If it is a more serious minor injury, then the member of staff should ensure that the injury is treated by the GP or take the young person to the nearest minor injuries or accident and emergency department of the local hospital. In the event of a more serious injury then an ambulance should be called or if there are two members of staff then the young person could be taken to hospital, providing there is insurance to cover the vehicle being used. In the event of a life threatening serious injury, dial 999 and request an ambulance and take whatever measures are necessary to save life.

Any injury requiring hospital treatment should be reported to the Head teacher or on call and the Home Manager or Deputy Manager should be notified of all injuries that require hospital treatment within 24-hours. In more serious cases and for any pupils living outside of SWAAY, the Head teacher or on call and the Parent/Guardian/Home Manager should be notified immediately. The Home Manager, Deputy Manager or other senior appointed person will notify the relevant people in line with the Notification of Serious Events policy.

Accidents:

An accident is defined as an unplanned and uncontrolled event, which has led to or could have caused injury or ill health to persons, damage to equipment/property or other loss.

All accidents must be recorded in line with legislation and accident reports for staff and young people should be completed on Clearcare. The Head teacher is responsible for overseeing this to monitor accidents and implement control measures.

Young People's Accidents:

All accidents whilst in school care should be recorded on a young person's accident report form on Clearcare which includes a body map.

The Head teacher or on call and the Home Manager/Deputy Manager should be notified of all injuries that require hospital treatment within 24-hours. In more serious cases and for any pupils living outside of SWAAY, the Head teacher or on call and the Parent/Guardian/Home Manager should be notified immediately. The Head Mistress/Home Manager/Deputy Manager or other senior appointed person will notify the relevant people in line with the Notification of Serious Events policy.

Staff Accidents:

Staff accidents should be recorded on the staff accident report form on Clearcare.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify how and why the risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill-health and accidental loss.

The Human Resources Manager is responsible for reporting all accidents, incidents, dangerous occurrences and potential or actual hazards in the workplace in accordance with the procedures laid down under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. In the absence of the Human Resources Manager, the department head will be responsible for RIDDOR.

Reportable incidents should be reported using the online RIDDOR form: <http://www.hse.gov.uk/riddor/report.htm>

Assaults on staff:

Assaults (physical, verbal, sexual or written) must be reported in writing. Staff should inform the Head teacher or Deputy Head or on call if they are not available and refer to the incident reporting procedure.

Please refer to the Emotional Behaviour Response policy for guidance on how to manage potentially violent situations and the Stress Policy for advice on support available to staff following an incident.

Investigations and Near Misses:

All accidents whether minor or serious should be investigated by the Head teacher and where required will initiate control measures to reduce a reoccurrence.

Any near misses should be discussed in the staff meetings and any actions taken to prevent future accidents should be recorded.

Food Safety and Hygiene:

Cressex Lodge School has limited kitchen and food preparation areas. This section of the policy is for guidance in the event of one-off events such as school barbecues or parties.

To reduce the chance of food poisoning be sure to:

- Wash your hands in warm soapy water after visiting the toilet, touching pets and before handling food.
- Defrost frozen meat and poultry fully before cooking. (Unless cooking instructions state otherwise).
- Do not handle cooked foods with utensils which have touched raw meats. Always keep foods needing to be cooked away from those ready to eat.
- Never leave hot food out overnight to cool down.
- Raw meat should be covered and kept at the bottom of the fridge.
- If using a barbecue, light it well in advance and wait until it is flowing red, with a powdery grey surface, before starting to cook.
- Pre-cook all poultry and once it is cooked take it straight to the barbecue to “finish off”.
- Always cook poultry, sausages, burgers and chopped or minced meats right through, until the juices run clear. Never eat these rare.
- Keep serving bowls covered to protect food from dust and insects.

- Use separate, colour coded, chopping boards for raw meat, fish, vegetables and cooked meats.

Employee Wellbeing:

SWAAY has developed an employee wellbeing policy to manage our obligations to maintain the mental health and wellbeing of all our staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.

SWAAY has in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

Workplace wellbeing services provided (as required) by SWAAY include:

- workstation assessments
- pre-employment screening (medical questionnaires)
- fitness-for-work assessments
- eye tests for users of visual display screen equipment
- post-incident support (additional supervision, including with an alternative internal supervisor)
- health and safety training.

The Head teacher must ensure that she takes steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- providing regular supervisions
- take immediate action when suspecting an employee health or wellbeing is at risk (i.e. reducing responsibilities, in consultation with the employee).

Human Resources:

The HR department will develop organisation-wide policies and procedures to protect the wellbeing of employees, assist the Head teacher and SWAAY line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

Occupational Health:

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and the HR department, liaising with GPs and working with individuals to help them to retain employment.

A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with the Head teacher or the HR department. Discussions between employees and the occupational health professionals are confidential, although the occupational health team is likely to provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the HR department.

Employees:

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with the Head teacher, senior managers, the HR department or the occupational health service is treated in confidence.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to the Head teacher or the HR department. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

Accident reporting

Accident record book

- An accident form kept in the pupil's educational record on ClearCare will be completed as soon as possible after the accident occurs by the member of staff who deals with it.
- As much detail as possible will be supplied when reporting an accident

- Records held in the first aid and accident book will be retained as per SWAAY's company guidance

Reporting to the Health and Safety Executive

The Human Resources Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The HR Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health

- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers/guardians

A staff member will inform parents/carers/guardians of any accident or injury sustained by a pupil while in school care, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting child protection agencies

The Head teacher will notify relevant child protection agencies as appropriate of any serious accident or injury to, or the death of, a pupil while in the school's care.

MEDICATION POLICY

POLICY STATEMENT

The document sets out organisational policy on the safe storage, administration, handling and disposal of medication for the young people we support in line with the principles of safe and appropriate handling of medicines published by the Royal Pharmaceutical Society.

PROCEDURE

Non-Prescribed Medication and Home Remedies:

Non-prescribed medication kept in Cressex Lodge School is limited to soluble paracetamol, Lemsip and soothers. Non-prescribed medication will be securely stored in the locked medication cabinet.

Non prescribed medication which can be administered within the SWAAY organisation is limited to the following pain relief (paracetamol, Ibuprofen – soluble and tablet form; and creams); Cold & Flu products; Anti- histamines (cream or tablets); Anti-septic creams; Oral Rehydration Salts; Indigestion Tablets; Sunscreen and Head lice treatment. These are all detailed on NHS Live Well link:

<https://www.nhs.uk/Livewell/Pharmacy/Pages/Yourmedicinecabinet.aspx>

Before giving non-prescribed medication to a young person, staff will seek permission from the young person's parent/guardian/carer (residential home) and refer to the patient information leaflet for any medication to ensure there is no contra-indication.

Non-prescribed medication held as stock may be taken by a staff member for their own use, at their own risk, if they have previously completed a signed disclaimer form (Med 11). This form is given to staff at the point of employment and is saved in the staff member's personnel file on SWAAY's HR drive. The dose and medication must then be recorded on the form for staff use (Med 10).

Non-prescribed medication needs to be recorded on the Med form 2, in the medication book as well as handed over to the young person's parent/guardian/carer (residential staff) to ensure the young person only receives the required daily dosage.

Prescribed Medication:

All prescribed medicines should be clearly labelled and only given to the person for whom they were prescribed. When a young person is prescribed medication the staff member must check that the label contains the correct instructions. If the information is incorrect then the doctor must be contacted and a new label printed. Any alteration by the doctor to the administration of medication must be recorded and followed.

Recording of Prescribed medication

Administration of prescribed medication should be recorded on Med form 1. Medication refused by the young person is recorded as 'R' and the reason for the refusal is completed. If a young person refuses his medication then the parent/guardian/carer (residential home) must be notified on the same day. Medication not given is recorded as 'NG' and the reason is recorded. A risk assessment will be written for any prescribed medication outlining whether the young person will self-administer or whether this will be administered by staff. The risk assessment will include whether the decision is in line with the young person's wishes and the reasons for the decision. If a young person will self-administer the risk assessment will include safe storage of medication; whether self-administration will be a risk to the young person or others, and how the risks will be managed; whether the young person can take the correct dose of their own medicines at the right time and in the right way (for example, do they have the mental capacity and manual dexterity for self-administration?); how often the assessment will need to be reviewed; how self-administration will be monitored; and the responsibilities of the staff.

Transporting prescribed medication

When transporting prescribed medication, only the required dosage should be transported, in a clearly labelled, secure container and recorded in the usual way. The site medical record should reflect that medication has left the premises for administration elsewhere.

Controlled Medication:

In certain circumstances, further to Residential Home Manager and Head teacher agreement, the school will look after and administer controlled medication. The administration of such will be restricted to no more than two doses in a day. Only with prior Head teacher approval will more than one day's worth of medication be stored at school. All controlled medication will be clearly labelled and securely stored, in a lockable box, within the medication cabinet.

Each young person at any SWAAY home who has been prescribed controlled medication will have their own controlled medication record.

The amount of medication must always be counted and recorded before and after administration and the amounts recorded in the controlled medication record. Two members of staff must witness and sign the administration and it must then be recorded in the young person's Controlled Medication record.

Transporting Controlled medication.

On the occasions it is necessary to transport controlled medication from school or on a trip/visit, it must be in a lockable box and the same procedure must be carried out for administration.

Administration of medicines on trips and visits.

Cressex Lodge School will make all reasonable adjustments to ensure that young people may take a full part in all aspects of the curriculum. Where a young person requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required. The controlled medication must be in a lockable box and the same procedure must be carried out for administration.

Consent:

The Placing Authority or parent (whichever is appropriate) must sign a consent form for the administration of appropriate non-prescribed and prescribed medication. This must be signed for any visiting referrals and young people going onto the school roll.

Administration:

Staff must check consent has been given by the person with parental responsibility before administering medication.

Staff must wash their hands prior to and following administering medication.

Disposable gloves must be worn at any time that there is a risk of cross contamination i.e. via bodily fluids.

The member of staff who takes the medication out of the packet should be the person who administers this medication.

Staff should follow any special instructions regarding administration such as giving before/with food.

Medicines should be administered directly from the dispensed container.

However, medication can be placed in a small pot after removing it from the dispensed container as a way of hygienically handing it to the young person if necessary. The young person should not be given any more medication to hold than required, unless this is risk assessed.

Liquid medication should be either measured into a cup and given to the young person or measured off in a syringe and given to the young person to squirt into their mouth. Under no circumstances should the bottle of medication be handed to a young person.

Medication must never be given covertly i.e. disguised in food.

When supporting a young person to take their medication the member of staff must ensure that:

- They have the correct young person
- They have the correct medication

- They have the correct dosage of medication
- It is the correct date and time to give
- The route of the medication (i.e. oral) is correct
- The medication use by date has not expired
- The medication has not already been given by anyone else – check the young person’s medication sheet to confirm the last time medication was taken

Medication Errors:

In the event of the wrong dose or wrong medication being given, this must be immediately reported to the Head teacher or On Call, who will consult as necessary and decide whether staff need to contact the GP surgery or NHS out of hours (111); or to take the Young Person to an Accident and Emergency Department.

A Medication error form will need to be completed detailing the error made and all actions and advice given by on-call and any medical practitioner. This is now completed on Medication Errors form on ClearCare. An incident form must be completed at the earliest opportunity and taken to the appropriate parties, in accordance with the SWAAY ‘Notification of a Serious Events policy’.

Receiving and Removing Medication:

Staff will record any prescribed medication coming into school on Meds form 3 and in the medication book.

Staff removing prescribed medication from school will record this on Meds form 3.

Staff will record any prescribed medication leaving school for offsite activities to include P.E./Green Status activities/trips/visits on Meds form 3.1.

Staff will record any non-prescribed medication coming into school on Meds form 4.

Staff collecting medication from home/school are responsible for checking that the medication is correct including the dose, name and frequency. Any discrepancies must be reported and taken up with the Head teacher/House Manager/parent immediately.

For long term medication, a supply should be kept at school and a separate pharmacy label should be requested when the prescription is dispensed. The amount of medication given to school will need to be entered out of the house PX inventory sheet and school will use their own medication sheets for recording this.

Storage and Expiry dates:

Medication to be administered by staff must be stored in the locked medical cabinet. Controlled medication must be stored in a locked medical cabinet in an interior lockable box. The cabinet keys should be locked in a combination or key safe.

A fridge is available in the pantry to store any medication that needs to be kept at temperatures between 2c-8c. The medication will be sorted within a locked box inside the fridge with the keys not being inaccessible to the young people. The temperature of the fridge should be checked and recorded daily by staff.

All medicines have expiry dates, usually clearly stated on the label, upon expiry they should be disposed of, see below. If the medicine has an expiry upon opening, i.e. use within one month of opening, the staff member must clearly label the medicine to include the date when this was opened and calculate the expiry date to ensure that it is not kept beyond its expiry.

Disposal of Medication:

When any prescription medication is out of date, discontinued, or a course has finished the remaining medication must be returned to the parent/guardian/carer (residential home). This should then be recorded on the monthly inventory sheets (Med 3 for prescribed medication).

When any non-prescribed medication is out of date the remaining medication must be returned to a pharmacy and not kept as stock. This should then be recorded on the monthly inventory sheets (Med 4 for non-prescribed medication).

Under no circumstances should this medication be used for someone else. Medicines waiting to be returned should be kept separately from those in use, clearly labelled that they are no longer in use and need to be returned at the first possible opportunity.

Medication dropped or contaminated should be disposed of and not given or returned to stock. Staff must ensure that they place this in an envelope which is labelled and signed. This will need to be returned to the residential home/home or pharmacy, as appropriate, at the earliest opportunity and recorded. This needs to be recorded in the medication book and on the relevant inventory sheet. No medication should be disposed of by pouring down the sink or flushing in the toilet.

Controlled drugs must be returned to the residential home/home at the earliest opportunity for them to return to the pharmacist or dispensing doctor who supplied them, a signature should be obtained for receipt in the Controlled Medication record.

Medication Inventories:

Medication inventories should be completed each week for both prescribed and non-prescribed medication and recorded on both ClearCare and in the medication book. All medication should be counted by staff and checked to make sure the amount is accurate.

If a discrepancy is found with the amount of medication the Head teacher must be notified. A discrepancy form must be completed on ClearCare. It is the responsibility of the Head teacher's nominated person to check any discrepancies and then record the outcome on the Medical Discrepancy Form. The Head teacher is responsible for ensuring these audit checks have been carried out weekly and any discrepancies found are investigated.

When completing the medical inventory staff should always make sure there is enough medication on site to avoid running out of medication.

Requesting Medication:

Some young people will have prescribed medication which is ongoing. SWAAY young people's medication should not fall below a two weeks' supply. This is to ensure that young people do not run of medication required. Cressex Lodge staff will request additional medication in advance of any expiry date to allow for the parent/guardian/carer to obtain a repeat prescription. Staff should ensure that the medicine has been properly labelled. If the medicine does not have a dispensing label, then this should be returned to the parent/guardian/carer to contact the pharmacy or dispensing doctor. Staff should ensure that they received a Patient Information Leaflet from the pharmacy.

The receipt of medication should be recorded in the young person medication file in school.

Staff Medication:

If staff need to bring their own medication to work, they are responsible for keeping it secure, being aware of the risks it might pose to others and mitigating them in the same way as you would with any other potentially dangerous object. Staff must only bring the amount of medication that they need for the time they reasonably expect to be at work. Staff are responsible for keeping their medicine locked in their car or classroom cupboard. If staff are working off-site they are to keep it secure. This will form part of the staff members risk assessment.

Other documentation relating to/supporting this policy includes:

- SWAAY Med form 1 – Medication chart for prescribed medication
- SWAAY Med form 2 – Non-prescribed medication form
- SWAAY Med form 3 – Medication inventory for PX
- SWAAY Med form 3.1 – Medication inventory for PX taken to offsite activities
- SWAAY Med form 4 – Medication inventory for NPX
- SWAAY Med form 5 – House medication summary
- SWAAY Med form 5.1 – School medication summary
- SWAAY Med form 6 – House Medical information
- SWAAY Med form 7 – House Medication usage

SWAAY Med form 8 - Medication errors (on Clearcare)
SWAAY Med form 9 - Medication discrepancy (on Clearcare)
SWAAY Med form 10 - Staff Medication

SMOKING POLICY

POLICY STATEMENT

It is the policy of Cressex Lodge School to promote a non-smoking environment.

PROCEDURE

Smoking is not permitted anywhere on the school premises.

Some young people may already smoke before they are placed at Cressex Lodge School. At Cressex Lodge School, we will support the young person if they need to use a Nicorette spray during the school day whilst maintaining a non-smoking policy whilst at school. An individual risk assessment and management plan must be written for the young person prior to them using a Nicorette spray at school.

At Cressex Lodge School we place high value on the physical health and well-being of all the children and young people in our care whilst recognising that each young person has the right to make their own choices in relation to smoking. We would, however, continue to discourage any young person from smoking cigarettes, tobacco, e-cigarettes or shisha pens even once they reach the age of eighteen. As such, we actively discourage smoking. This is achieved in the following ways:

- Education whilst at Cressex Lodge School and the SWAAY Group Work therapy programme.
- Not purchasing cigarettes, tobacco, e-cigarettes or shisha pens for the young people at Cressex Lodge School or SWAAY.
- Not permitting any staff or young people to smoke cigarettes, tobacco, e-cigarettes or shisha pens on the Cressex Lodge School site or any of the SWAAY premises.
- Role modelling (not smoking cigarettes, tobacco, e-cigarettes or shisha pens in the presence of the young people).

Any staff member smoking cigarettes, tobacco, e-cigarettes or shisha pens at Cressex Lodge School or any SWAAY premises or in the presence of SWAAY young people will be in breach of contract. This will be dealt with under SWAAY's disciplinary procedure.

INFECTION (REDUCTION OF RISK)

POLICY STATEMENT

At Cressex Lodge School we follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and young people to follow this along with good hygiene practice, outlined below, where applicable.

The following hygiene precautions are recommended as safe practice for all Cressex Lodge School staff. These are common sense precautions that will protect against blood borne viruses and other infections that may be transmitted via blood and body fluids.

They should be incorporated as standard practice at all times.

These infection control precautions should be adopted as standard practice for handling vomit, diarrhoea and accidents involving external bleeding.

This policy follows the principles of universal infection control precautions, whereby all body fluids are treated as potentially infectious regardless of source, and recommends the use of disposable gloves at all times, effective disposal of all waste products and thorough washing of hands.

PROCEDURE

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings
- Use antibacterial hand wash, when soap and water are unavailable

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nosebleed, cleaning vomit)
- Wear visor or face mask if there is a risk of splashing to the face

- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Clinical waste

Disposal of Waste:

- Always segregate domestic and clinical waste, in accordance with local policy
- Used sanitary pads and soiled dressings are stored in correct clinical waste bags in foot-operated bin
- Paper towels, together with gloves and aprons, should be put into a plastic waste sack prior to disposal, the top tied and placed in a household waste bag for collection.
- Vomit, urine and faeces should be flushed down the toilet.
- It is important that standard infection control precautions, such as hand washing and the use of gloves, are followed when handling body fluids

Needles:

- A new sterile needle should be used on every occasion.
- The safe disposal of used needles is paramount by the use of a sharps box.
- The self-sealing sharps box is returned to the young person's parent/guardian/carer who will be advised to take to the hospital for disposal and to obtain a new sharps box.
- Gloves must be worn at all times when handling a needle to avoid the possibility of cross contamination

Removal of clinical waste is via a registered waste contractor

Animals

- Wash hands before and after handling any animals
- If brought into school keep animals' living quarters clean and away from food areas
- Supervise young people when playing with animals

Young people vulnerable to infection

Some medical conditions make young people vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/guardian/carer will be informed promptly and further medical advice sought.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Risks associated from working with certain young people
- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

ALCOHOL, DRUGS AND SUBSTANCE MISUSE

POLICY STATEMENT

All reasonable measures are used to reduce or prevent young people from obtaining and misusing alcohol, drugs or substances which may harm them. Young people at Cressex Lodge School will be looked after by staff who are fit to do so, and are not impaired by misuse of alcohol, drugs or substances. Within this policy 'drugs and substances' are defined as any substance, restricted or permitted, which may have a harmful effect on a young person. This includes controlled drugs, solvents and legal highs (please see separate Smoking Policy for information relating to cigarettes, e-cigarettes and tobacco).

PROCEDURE

Alcohol, drugs and substances must not be consumed by staff whilst on duty/caring for others; this includes staff on-call. Furthermore, staff are not allowed to arrive to work under the influence of alcohol, drugs or substances. Any infringement of this will be seen as gross misconduct and will be dealt with under the SWAAY Disciplinary Procedure. Staff on prescribed medication should be aware of the effect on their ability to drive and work generally. Cressex Lodge School does not condone the young people using alcohol, drugs and substances. It is Cressex Lodge School's policy to encourage positive discussion and education on this topic. Young people at Cressex Lodge School are provided with education regarding alcohol, drugs and substance misuse in years 9,10 and 11 as part of their RSE (Relationships and Sex Education) Curriculum; this is also covered as part of their therapy programme in Group Work and in Individual therapy if required. Children/ young people can access appointments with the Consultant Child and Adolescent psychiatrist to SWAAY; and when needed they will be referred to specialist organisations for help or treatment.

If any child or young person is known or suspected to be participating in alcohol, drug and substance misuse this will be treated as a safeguarding concern and actions will be taken in accordance with the Cressex Lodge School's Safeguarding & Child Protection Policy.

As a safeguarding measure we do not allow young people to bring aerosols into school; unless specific requests are made. Requests are considered on an individual basis and a risk assessment and management plan is completed by the Head Mistress.

POLICY STATEMENT

Cressex Lodge School will take positive steps to keep all young people, staff, visitors and property from risk of fire and other hazards. Cressex Lodge School will comply with fire regulations to ensure a safe environment for all.

PROCEDURE**Premises:**

All young people are made aware of the fire procedures and escape routes upon admission. New staff will be trained in fire safety and all staff and young people will be made aware of any new fire risks

Emergency exits, evacuation procedures and the assembly point are clearly identified by safety signs and notices throughout the school site. All staff and young people will be made familiar with emergency evacuation procedures so they know what to do in an emergency.

It is standard practice at Cressex Lodge School to carry out regular fire tests of equipment and fire drills. Fire drills including evacuation of staff and young people from the building take place at least once per school term, and are recorded. When completing a fire drill the time taken to evacuate the building, when the fire drill was completed and all people involved in the fire drill needs to be recorded in the Fire Log book. There is regular testing of emergency lighting, fire alarms and firefighting equipment. Any deficiency identified from drills or tests is noted, and action taken as necessary to remedy the deficiency.

All fire safety equipment is regularly maintained under contract either by Chubb or Psuk (PAT Safety UK).

In all circumstances when the fire alarm system is activated, this will be recorded in the red Fire Book located in the school office.

All fire doors must be closed at night or if the premises are empty. Whilst completing the fire test staff must check that the electric gates open fully and all fire doors close correctly. If anything fails to do so the SWAAY Maintenance team or Chubb must be contacted to remedy the issue at the earliest opportunity.

A risk assessment of Cressex Lodge School is carried out to identify any potential sources of harm to staff, visitors or young people. The fire risk assessment is reviewed at least annually; this may be sooner in the event of any significant operations or environmental changes to the building.

Cressex Lodge School must undertake yearly Portable Appliance Test (PAT) tests on all the electrical equipment used within the school.

Cressex Lodge School must undertake a Periodic Electric Insulation test every five years.



Each member of staff must complete online Fire Safety training and the certificate for this will be kept on the S drive.

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or visitor who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Health and Safety representative immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

Precautions:

No candles are allowed on Cressex Lodge School site and must never be used in a power cut, torches to be used in case of an emergency.

Cressex Lodge School does not permit smoking in any of its building's or grounds (please see smoking policy for more information).

Barbecues are never left unsupervised and are not to be lit using petrol or other flammable liquids. They can be lit using BBQ lighter used in the recommended manner. Under no circumstances are lighting agents given to the young people.

Young people are not allowed to bring matches or lighters into school. Staff, if carrying matches or lighters, must keep them securely locked away from young people.

Fire Procedures:

On hearing the alarm all young people, visitors and staff must vacate the building as quickly as possible ensuring that all doors are closed behind them.

- All staff members in school are responsible for ensuring that people leave the building promptly.
- The senior member of staff or fire marshal will be responsible for determining which part of the building is affected by checking the alarm panel as they vacate the building (if safe to do so).

- The senior member of staff or fire marshal is responsible for ensuring that everyone is at the correct designated area and take a record to ensuring that everyone is accounted for, including visitors.
- The senior member of staff or fire marshal must determine the next of course of event, either wait for the Fire Services or, if safe enough to do so, continue to determine if there is a fire.
- Fire extinguishers are provided at key points to help people exit in an emergency. No attempt to fight the fire should be made unless you are confident that you could quickly and safely extinguish it using the equipment provided.
- If there are no obvious signs of fire, then the senior member of staff or fire marshal will recheck the fire panel to confirm the area triggered. If safe to do so the member of staff may go to the identified area to check, if no fire is found, then the emergency services can be phoned and the alarm system reset.
- The young people, staff and visitors are not authorised to reenter the building until the confirmation has been given by the senior member of staff or fire marshal, that there is no risk of fire.
- The fire log must contain a record of the alarm being activated.

PROCEDURES

Identifying & Assessing Sources of Risk

To identify the risks in the water systems at Cressex Lodge School Jon Robertson (Legionellosis Control Consultant) will arrange for a risk assessment to be undertaken biennially. Jon will provide recommendations and act as a contact for advice when necessary. Jon will receive training in the control of Legionella Bacteria.

Prevention & Control of Risk

- This risk assessment will be reviewed biennially and when significant changes have occurred to the water system and/or building footprint
- Jon Robertson (Legionellosis Control Consultant) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- Operational Staff will monitor and record water temperatures (Temperature for cold water to be less than 20 degrees in 2 minutes of running a tap; Hot water to hit 50 degrees, no less than 1 minute of running a tap) each month. These checks will be recorded on Clearcare. If any concerns are noted, Operational staff will contact Jon Robertson to arrange for the problem to be fixed as soon as possible.
- If the property has been empty for a while (e.g. after a holiday), Operational Staff will flush the whole water system for five minutes or more. They will first flush the toilet, then let the kitchen taps and the hand basin taps run for five minutes or more to let both hot and cold water pass through. Jon Robertson will be contacted to complete showerhead disinfection

Review of control measures: Monitoring and routine inspection

- **Operational Staff** are nominated to carry out certain monitoring duties which may include; inspection, monitoring, record keeping and completing remedial actions.
- The Head teacher is responsible for the overall wellbeing of the building and has responsibility to instigate and maintain Health & safety.
- The Head teacher (or the Deputy Head Teacher should they be unavailable) will ensure that checks are carried out and that all the relevant paper work is completed.

- Jon Robertson (Legionellosis Control Consultant) will arrange for a risk assessment to be undertaken biennially. Jon will provide recommendations and act as a contact for advice when necessary.
- Operational Staff will monitor and record water temperatures each month. These checks will be recorded on Clearcare. If any concerns are noted, Operational staff will contact Jon Robertson to arrange for the problem to be fixed as soon as possible.

Actions in the event of positive legionella results / outbreak

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers and others, e.g. someone who has control of work premises, to report to HSE, accidents and some diseases that arise out of or in connection with work. Cases of legionellosis are reportable under RIDDOR if (a) a doctor notifies the employer; and (b) the employee's current job involves work on or near cooling systems which are located in the workplace and use water; or work on water service systems located in the workplace which are likely to be a source of contamination. For more guidance on RIDDOR, see www.hse.gov.uk/riddor/index.htm.

Asbestos:

PROCEDURES

- The Maintenance Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

Asbestos contained materials in accessible areas have been treated and labelled.

COSHH

- The school is required to control hazardous substances, which can take many forms, including:
 - Chemicals
 - Products containing chemicals
 - Fumes

- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the school's Health & Safety representative and available to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff are responsible for using and storing hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

The school maintains the minimal use of hazardous products and all hazardous products are to be kept in locked cupboards when not in use.

All cleaning products are kept locked in the secure COSHH box within a locked cupboard.

Young people do not have access to hazardous products except when being used for a supervised activity.

Hazardous products used during a lesson are kept in a locked cupboard and are checked out prior to use and immediately returned to the locked cupboard after use.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are available on the teacher's drive.

GAS SAFETY

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas.

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or visitor who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Health and Safety representative immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Young people are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of an external gym floor or other apparatus will be reported to the staff member in charge of the P.E. group

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Maintenance Team retain ladders for working at height
- Young people are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using a step
- Contractors are expected to provide their own ladders for working at height
- Before using a step, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and young people are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-site visits / School trips

When taking young people off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of young people along with on call contact details
- There will always be at least one person who has completed first aid training on school trips and visits