



## WELFARE HEALTH AND SAFETY POLICY

Date of issue: September 2023

Review Cycle: Annual

Next Review Date: September 2024

Ripplevale School and College is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Ripplevale School and College documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)

Ripplevale School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School and College.

The policy documents of Ripplevale School and College are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **Covid 19.**

Ripplevale School and College are following all the Government Guidelines as directed to keep the Staff, Children and young people as safe as possible, some of the recommendations may become a normal practise for the foreseeable future, ie regular hand washing, sanitising handles, toilets and desks on a regular basis. All staff are updated on the guidelines as soon as they become known.

## **1 Introduction**

The Welfare, Health, Safety of all the people who work or learn at our school and college are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the Welfare, Health and Safety of all children and young people and members of staff.

The management of Ripplevale School and College recognises and accepts its responsibilities to take reasonable steps within its power to ensure the Welfare, Health, Safety and of all its employees whilst at work, and the Welfare, Health and Safety of other persons not being employees who may be affected by its activities.

The management will endeavour to ensure that every employee understands the concept of personal Safety, through a continuous Welfare, Health and Safety training programme.

All employees have a responsibility to themselves and others to practise the standards of Safety that have been established in the mutual interest of themselves and their fellow employees.

All employees must report unsafe conditions to their immediate superior/ Welfare, Health & Safety Manager at once so that corrective action can be instigated without delay.

This Policy was written with guidance from Health and Safety Executive (HSE) advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies (Feb 2014)

## **2 Healthy schools**

2.1 Ripplevale School and College fully supports the aims of the Healthy schools' initiative. We believe that a Healthy school is one in which children and young people can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children and young people, which involves:

- giving Health issues high priority in our life and social skills curriculum;
- making sure that we have effective policies on sex education and drugs education (Sex Education

Policy; Drugs and Alcohol Policy)

- planning the curriculum to ensure that the children and young people have sufficient opportunity to learn about Healthy living (ASDAN programme; PE Policy);
- providing opportunities for children and young people to take responsibility for their learning and behaviour (Student Voice, Parliament Debate, Curriculum Choices);
- promoting positive mental health (Mental Health and Emotional Wellbeing Policy);
- making sure that the environment is stimulating and conducive to learning (Information Book);
- providing opportunities for children and young people to put forward their views and be listened to (Student Voice, Emotional Wellbeing Policy and Practice);
- supporting children and young people who need additional care and attention (Youth Workers, Learning Mentors and the Emotional Wellbeing Team); ● providing opportunities for all our staff to develop their skills (Training Schedule and Ripplevale Training Centre);
- working closely with parents/carers and external agencies to provide the best possible support for our children and young people and young people (Consultation Teams for Behavioural Policy, Anti Bullying Policy, Friends of Ripplevale Rochester);
- making sure all children and young people have clear and appropriate targets (Personalised Learning Target Sheets).

## **2 The Ripplevale curriculum**

3.1 We teach the children and young people and young people about Welfare, Health and Safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and Healthy lives. Teachers take every opportunity to educate children and young people and young people in this regard as part of the normal curriculum.

3.2 We teach children and young people respect for their bodies, and how to look after themselves. We discuss these issues with the children and young people and young people in PSE, Curriculum for Life and Social Skills lessons, and we reinforce these points in design and technology, where children and young people learn about Healthy eating and hygiene. We provide our learners with Sport, Dance, and Drama with a healthy approach to fitness and movement.

3.3 Welfare, Health and Safety issues also arise when we teach care for the environment. Preparation for working life and vocational learning modules together with Employability provide learning opportunities on Welfare, Health, Safety and hygiene modules of study.

3.4 We believe that everybody in Ripplevale can and should promote everybody else's Welfare, Health and Safety. We teach children and young people to spot hazards in the classroom or around the learning community and to inform their Teacher, to enable a safe environment for all.

3.5 Ripplevale promotes the spiritual, moral, Welfare and growth of the children and young people through the Curriculum for Life programme together with special events, such as Citizenship Days, Culture and History Events, religious festivals and assemblies for the whole school and college each half term.

3.6 Each class has opportunities to discuss problems or issues of concern with their tutor and / or teaching assistant. The student is able to make a self-referral to the Emotional Wellbeing Team, Parents and Teachers also have a referral procedure within the Mental Health and Emotional Wellbeing Policy. Students attend Student Voice and Parliament Debate weekly in their groups.

3.7 Social Use of Language Programme provides an opportunity to develop receptive and

expressive language skills to enable improved communication on emotional and social issues.

#### **4 Ripplevale Meals and Pack Lunches**

4.1 Ripplevale works closely with parents to encourage a Healthy packed lunch for all learners. When Ripplevale undertakes small catering projects within the Catering and Hospitality Framework, then food is provided for vegetarians and gluten free diets. These occasions provide opportunities for small scale catering for the Ripplevale and college.

4.2 Ripplevale promotes a Healthy lifestyle through access to regular and varied opportunities for physical education.

#### **5 School uniform**

5.1 On grounds of Welfare, Health and Safety, we do not allow children and young people to wear jewellery in our school. An exception is stud earrings in pierced ears, plus a wrist watch. We ask children and young people either to remove these during PE and games, or to cover earrings with a plaster.

#### **6 Child protection**

6.1 See Child Protection Policy.

#### **7 Ripplevale security**

7.1 While it is difficult to make the Ripplevale site totally secure, we will do all we can to ensure that the school and college is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

7.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on Ripplevale premises. Visitors who are not part of our learning community will be escorted at all times.

7.3 Teachers will not allow any adult to enter their classroom if the Ripplevale visitor's badge does not identify them.

7.4 If any adult working in Ripplevale has suspicions that a person may be trespassing on Ripplevale site, they must inform the Executive Head Teacher immediately. The Executive Head Teacher will warn any intruder that they must leave the school and college site straight away. If the Executive Head Teacher has any concerns that an intruder may cause harm to anyone on the school and college site, s/he will contact the police. If the Executive Head Teacher isn't available or off site, then the Senior Designated Safeguarding Person (SDSP) will take appropriate action.

## **8 Safety of Children and young people and Young People**

8.1 It is the responsibility of each Teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a Teacher or curriculum coordinator has any concerns about pupil Safety, s/he should bring them to the attention of the Executive Head Teacher before that particular activity next takes place.

8.2 We require a Parental Authorisation Form to be completed for learners to leave the site on Learning Outside of the Classroom Educational Trips, this is supported by individual risk assessments for learners. (Learning Out of the Classroom Educational Trips Policy)

8.3 If an accident does happen, and it results in an injury to a child, the Teacher will do all they can to aid the child concerned. We keep a first aid box in the Kitchen, Science Lab, Classrooms and Ripplevale School and College have a First Aid Room. Most staff have received training in first aid.

8.4 Should any incident involving injury to a child take place, a trained member of staff will be called to assist. If necessary, the school office will telephone for emergency assistance.

8.5 We record in the Ripplevale School and College log books all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. (Administration of Medication and First Aid Policy)

8.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Ripplevale has three Team Teach Trained Personnel. (Physical Restraint Policy; Behaviour Policy)

## **9 Fire and other emergency procedures**

9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms and entrances to the buildings. Fire drills are held every term. Arrangements are made to monitor the condition of all fire prevention equipment on a monthly basis. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system on a weekly basis. External fire escape doors and stairwells are inspected and checked on a regular basis. Emergency lighting is checked monthly as per guidelines and all records kept.

9.2 Ripplevale School and College has an adequate number of trained Fire Marshals and Wardens. They have responsibility for the management of the Fire Procedures and Emergency Evacuation Drills termly (Staff Handbook).

## **10 Educational visits**

10.1 Ripplevale takes very seriously its responsibilities for ensuring the Welfare, Health and Safety of children and young people and young people whilst on trips (Learning Out of the Classroom Educational Trips and Visits; Parental Authorisation Forms; Risk Assessments).

## **11 Seat belts**

11.1 We use coaches and minibuses only when seat belts are provided. We ensure the children and young people use seat belts at all times when the bus is moving.

## **12 Medicines**

12.1 See the Administration of Medicines policy.

## **13 Internet Safety**

See our Online Safety Policy

13.1 We regularly use the Internet in Ripplevale School and College, because it has many educational benefits. In order to minimise the risk of children and young people coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines.

13.2 Parental permission is sought to use photographs or videos of children and young people or their work on the Ripplevale's website, or in newsletters and other publications. These images are used to show progress and attainment within subject portfolios. Please see GDPR policy.

## **14 Theft or other criminal acts**

14.1 The Teacher or Executive Head Teacher will investigate any incidents of theft involving children and young people. If there are serious incidents of theft from the Ripplevale site, the Executive Head Teacher will inform the police, and record the incident in the incident book.

14.2 Should any incident involve physical violence against a Teacher, we will report this to the Directors immediately, and support the Teacher in question if s/he wishes the matter to be reported to the police.

## **15 The Welfare, Health and Safety of staff**

15.1 Ripplevale takes very seriously the need to safeguard the Welfare, Health and Safety of all our staff. This includes their professional development, which is identified in the Development and Focus Diary. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety law. If a member of staff is experiencing stress at work, s/he should inform the Executive Head Teacher without delay. (Staff Handbook).

15.2 Ripplevale will not tolerate violence, threatening behaviour or abuse directed against Ripplevale staff. If such incidents do occur, Ripplevale will take the matter very seriously,

and take action in line with Ripplevale protocol and the police.

## **16 Electrical Safety**

16.1 All electrical appliances will be inspected before use and are tested on a regular basis by a certified Electrical Contractor, and conform to any regulatory requirements. Records are kept and failed / damaged items are removed and disposed of in accordance with current WEEE Regulations. This will be organised by the Welfare, Health and Safety Manager.

### **17.1 Monitoring and review**

17.1 The Ripplevale School and College Administration and Personnel Manager together with the Welfare, Health and Safety Manager, in consultation with professional advisors, carry out regular risk assessments, with the object of keeping the school and college environment safe.

17.2 The Executive Head Teacher together with the Premises Operations Manager implements Ripplevale's Welfare, Health and Safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Executive Head Teacher should report to Directors termly on Welfare, Health and Safety issues.

17.3 This policy will be reviewed at any time on request from the Directors and is scheduled to be reviewed annually.

<p><b>Health and Safety This is the statement of general policy and arrangements for:</b></p>	<p><b>Ripplevale School and College Rochester</b></p>		
<p><b>Executive Headteacher</b></p>	<p><b>has overall and final responsibility for Welfare, Health and Safety</b></p>		
<p><b>Ms Lesley Cook (HR Manager) Mr Paul Fawcett (Health &amp; Safety Manager)</b></p>	<p><b>has day-to-day responsibility for ensuring this policy is put into practice</b></p>		
<p><b>Statement of general policy</b></p>	<p><b>Responsibility of: Name/Title</b></p>	<p><b>Action/Arrangements (What are you going to do?)</b></p>	
<p>Prevent accidents and cases of work-related ill Health by managing the Health and Safety risks in the workplace</p>	<p>Ms Lesley Cook (HR Manager), Mr Paul Fawcett (Health &amp; Safety Manager)</p>	<p>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</p>	
<p>Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work</p>	<p>(Executive Head Teacher), Ms Lesley Cook (HR Manager), Mr Paul Fawcett (Health &amp; Safety Manager)</p>	<p>Staff are given necessary Health and Safety induction and provided with appropriate training to include but not limit to: Risk assessments, fire evacuation, manual handling, and safe guarding. We will ensure that suitable arrangements and risk assessments are in place to cover off site activities.</p>	
<p>Engage and consult with employees on day-to-day Health and Safety conditions</p> <p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p>	<p>Ms Lesley Cook (HR Manager), Mr Paul Fawcett (Health &amp; Safety Manager)</p> <p>(Executive Head Teacher) Ms Lesley Cook (HR Manager), Mr Paul Fawcett (Health &amp; Safety Manager),</p>	<p>Staff routinely consulted on Health and Safety matters as they arise but also formally consulted at regular meetings or sooner if required.</p> <p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from termly and updated as necessary</p>	



<p>Maintain safe and Healthy working conditions, provide and maintain plant, equipment, machinery, and ensure safe storage/use of substances</p>	<p>(Executive Head Teacher) Ms Lesley Cook (HR Manager), Mr Paul Fawcett (Health &amp; Safety Manager)</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>	
<p>Health and Safety law poster is displayed at (location) First-aid box is located Accident book is located</p>	<p>Ms Lesley Cook (HR Manager) Mr Paul Fawcett (Health &amp; Safety Manager)</p>	<p>Staff Room, Reception, Entrance corridors in both buildings First Aid Room First Aid Room</p>	
<p>COSSH recording keeping</p>	<p>Ms Lesley Cook (HR Manager) Mr Paul Fawcett (Health &amp; Safety Manager)</p>	<p>It is the responsibility of all staff to report any new substances brought on to the premises</p>	