

The Anchor SENDfriendly Centre (TAS)

Health and Safety Policy

TAS Centre considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. The Centre has appropriate insurance cover, including employer's liability insurance and public liability insurance.

Each member of staff follows the Centre's **Health and Safety policy** and is responsible for:

- Maintaining a safe environment
- Taking reasonable care for the health and safety of themselves and others attending the Centre
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future
- Undertaking relevant health and safety training when required to do so by the manager.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

Responsibilities of the registered person

The registered person for the setting holds ultimate responsibility and liability for the safe operation of the Centre. The registered person will ensure that:

- They nominate a Health and Safety Officer. The designated health and safety officer is **Fred AbboahOffei**
- A copy of the current Health and Safety At work poster is displayed
- All staff receive information on health and safety matters, and receive training where necessary
- The **Health and Safety** policy and procedures are reviewed regularly
- Staff understand and follow health and safety procedures
- Resources are provided to meet the Centre's health and safety responsibilities
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken, and policy reviewed if necessary.

Responsibilities of the manager

The Centre's manager is responsible for ensuring that at each session:

- Premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature
- The premises are used by and solely available to the Centre during opening hours
- All the Centre's equipment is safely and securely stored
- Children and young adults are only allowed in the kitchen if properly supervised (eg for a cooking

activity)

- A working telephone is always available on the premises
- Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH data sheets.
- External pathways are cleared in severe weather
- Daily environment checks are carried out in accordance with our **Risk Assessment** policy.

Security

Children and young adults are not allowed to leave the Centre premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).

During Centre sessions **all external doors are kept locked, with the exception of fire doors which are alarmed**. Staff monitor the entrances and exits to the premises throughout the session.

All visitors to the Centre must sign the **Visitor Log** and give the reason for their visit. Visitors will never be left alone with the children and young adults.

Security procedures will be regularly reviewed by the SEND Director and manager, in consultation with staff and parents.

Toys and equipment

All furniture, toys and equipment are kept clean, well maintained and in good repair. We select toys, equipment and resources with care, and we carry out risk assessments before the children and young adults are allowed to use them. Broken toys and equipment are disposed of promptly.

We ensure that any flammable equipment is stored safely.

Outdoor Play

- Equipment/Playground Outdoor play equipment is checked annually along with PE equipment.
- The Premises & Facilities Manager is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually.
- Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.
- All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Headteacher.

Food and personal hygiene

Staff at **TAS** maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Toilets are cleaned daily, and soap and hand drying facilities are always available.
- Staff are trained in food hygiene and follow appropriate guidelines.
- Waste is disposed of safely and all bins are kept covered.
- Staff ensure that children and young adults wash their hands before handling food or drink and after using the toilet.

Cuts and abrasions (whether on children and young adults or staff) are kept covered.

Fire Prevention and Emergency Evacuation

- As the person delegated with day-to-day running of the school the Headteacher is deemed as the “Responsible Person” under current fire safety legislation.
- **The main duties of the Responsible Person in relation to fire safety are:**
- To ensure an annual fire risk assessment is completed by a competent person.
- Identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary.
- Arrangements for any necessary contacts with external emergency services.
- provision of adequate emergency escape facilities.
- Ensure that those who visit the site that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan. These are individualized plans for adults who would have difficulties following the fire evacuation procedures due to mobility issue or visual or auditory issues.

Fire Marshals:

Fire Marshalls will undertake fire marshal training. Their role may include:

- Sweeping of dedicated areas
- Assisting those on the premises to leave the building
- Closing doors and windows (if safe to do so)
- Ensuring fire exits are kept clear, firefighting equipment is visible, signage is adequate and good housekeeping is maintained.
- Reporting to the Fire Controller
- Liaising with the Fire Brigade

First Aid Staff

To carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- Responding promptly to all requests for assistance
- looking after the casualty until recovery has taken place or further medical assistance has arrived. • reporting details of any treatment provided.
- undertaking regular refresher training
- looking after first aid equipment and ensuring that containers are re-stocked when necessary.

Dealing with body fluids (Good housekeeping)

Good Housekeeping Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Accidents can be prevented by following the guidelines listed below.

- keep corridors and passageways unobstructed
- ensure shelves in storerooms are stacked neatly and not overloaded.

- keep floors clean. Spillages of blood, vomit, urine and faeces will be cleaned up immediately in accordance with our **Intimate Care** policy.

- do not obstruct emergency exits

Slips/Trips/Falls

- The school recognises the main cause of accidents is slips, trips and falls.
- It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- A responsible person, Premises & Facilities Manager and Premises Team, ensures regular inspection of communal areas throughout the school day.
- All hazards, obstructions, spillages, defects or maintenance requirements are reported to Senior Leadership Team or Premises & Facilities Manager or via a recognised reporting process.
- All staff are expected to be vigilant and aware of possible hazards. Food spills are cleared immediately by the kitchen staff (contractor) or by school staff in the Dining Room / school premises.
- The cleaners are briefed by the contractor not to leave hazards, such as wet floors, without warning signs.
- The school has a system for monitoring and reporting accidents.

Staffing and Staffing Levels

Staff Information and induction

- Staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities. All staff will have an induction training in September inset or sooner if required.
- Changes or new procedures will be given to all employees as relevant, and their signature obtained for the information log
- Key health & safety information will also be included in the staff handbook.
- New employees will be given a site tour and information at induction.

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children and young adults present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

Pregnant Members of Staff

- The school looks into appropriate rest facilities for expectant and nursing mothers.
- Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to (SHE) guidance.
- The checklist contained in SHE is used, and reasonable adjustments are made.

Infectious Diseases

- The school follows the guidance produced by Public Health England, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings (displayed in School Office) and the Public Health England booklet 'The Spotty Book'.
- SHE unit advice is sought as appropriate re: RIDDOR See the Covid-19 Risk assessment.
- The school follows the government, Public Health England and the Local Authority guidance on all matters relating to the Covid-19 pandemic.

Accident/incident Reporting

- Any accident or injuries that are dangerous and near-miss is to be reported to senior management by the person or persons involved in the accident and entered in the Accident Report Book (either the Pupil's Accident Book or the Staff Accident Book).
- Accident books are held in the School Office.
- The Head teacher is to ensure that the proprietor is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation where possible, detailed statements from witnesses should be taken.
- In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay, most easily by reporting online.

Risk Assessment Risk assessments

- (RA's) will be completed by those trained in the risk assessment process.
- Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises.
- RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.
- Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety.
- They are also to familiarise themselves with procedures and ensure that personnel under their management are fully conversant with those procedures

Health & Safety Reviewing & Monitoring

- The Headteacher or the nominated Health & Safety Officer will annually monitor the risk assessment process checking that several assessments have been completed.
- A health & safety inspection of the school premises will be completed.
- Visual inspections will be undertaken by the premises team on a daily basis. More formal inspections will be undertaken at least termly.
- The Head will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken.
- This should then be reported at a Governing Body meeting.
- The Head will annually monitor the H&S 'policy' – (this document) to ensure that it is still relevant and workable.
- All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings as deemed most suitable. and making recommendations for improvement. The audit will be completed in conjunction with a site inspection.

Environmental Compliance T

TAS seeks to fulfil its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- seeking alternatives where possible
- recycling as much as is practicable

- disposing of as little as necessary

Related policies

See also our related policies: **Illness and Accidents, Emergency Evacuation, Healthy Eating, Safeguarding, Administering Medication, Risk Assessment, Manual Handling, Fire Safety, and Intimate Care, Visitor.**

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| This policy was reviewed by: School Nurse | Date: September 2025 |
| To be reviewed: September 2025 | Signed: Mariam Ssebaduka (School Nurse) |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54-3.64]*