



## **Potters Bar Clinic School Health and Safety Policy**

### **Potters Bar Clinic School**

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Author: **Janice Williams Headteacher**

Ratified by: **Chair of the Management Committee & Head of Education**

Elysium Children and Education is committed to promoting equality in all its activities. We aim to provide an environment free from discrimination and unfair treatment.

## **Introduction and Intent**

This document is produced for the Potters Bar Clinic School, part of Elysium Children and Education, a division of Elysium Healthcare.

This policy has been developed with reference to all the policies relating to health and safety within Elysium Healthcare and will be implemented in collaboration with other services, including Fire, First Aid, Risk Assessment and Safeguarding.

The Potters Bar Clinic School's Management Committee has overall responsibility for health and safety in the Potters Bar Clinic School and will ensure they understand their responsibilities as laid down by relevant legislation and the DfE standards for Independent Schools.

Due to the nature of the hospital setting, we work in, and the vulnerable young people we work with, the Headteacher will work in line with the Hospital Site Services Manager to ensure that specialist health and safety standards are adhered to at all times by all members of staff.

## **Legal Framework**

This policy has due regard to all relevant legislation including, but not limited to, the following Health and Safety at Work etc. Act 1974

- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Construction (Design and Management) Regulations 2015 (CDM)
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Education (Independent School Standards) Regulations 2014
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- Fire and Emergency Policy
- Child Protection and Safeguarding Policy

and all relevant named policies relating to the Emerald Place Clinic, in which The Potters Bar Clinic School's premises resides.

### **Roles and Responsibilities**

**The Headteacher**, in consultation with the Site Services Manager has overall responsibility for ensuring that:

- This policy is understood by all staff and is reviewed annually by the Management Committee or is revised as required.
- Risk Assessments of the school are undertaken as appropriate, and at a minimum, annually.
- Classroom Risk Assessments are updated and shared with staff and are easily accessible for reference.
- The hospital and school site differences in health and safety are shared with all staff and staff are held to account for their implementation of health and safety.
- All reasonably practicable steps are taken to ensure this policy is implemented by staff.
- Accidents and incidents are investigated to understand causes, and risk assessments are amended as required.
- A fire risk assessment is undertaken annually.
- A fire drill is organised each term and is properly recorded.
- The fire evacuation plan is kept up to date.
- First Aid boxes are provided at the school and are stocked correctly.
- Staff receive Health and Safety training, and staff are aware of the Health and Safety procedures required at the school.

**The Deputy Headteacher, is responsible for:**

- The day-to-day implementation of safe working practices and conditions for all staff, young people, and visitors.
- Following systems and practices to ensure risks are dealt with sensibly, responsibly, and proportionately.

and in consultation with the Headteacher, ensuring that:

- Health and Safety Risk Assessments are carried out as part of the day-to-day responsibility of the staff, and that risks that are identified are properly reported to their line manager.
- Staff report any defects to the property, furniture and/or equipment and that appropriate action is taken.

- Any risks/defects that are reported are properly and quickly addressed by the Site Services Manager and the Headteacher.
- The Headteacher and The Management Committee are made properly aware of any health and safety issues and risks that cannot be dealt with at the site.
- Staff receive supervision and training so that they can perform their duties in a healthy and safe manner.
- Queries or concerns regarding health and safety are dealt with in accordance with this policy.

The **Site Services Manager** is responsible for ensuring that:

- The building is a safe place for all users, including staff, young people, and visitors.
- There is a safe means of entry and exit for all site users.
- Equipment, grounds, and systems of work are safe.
- There are safe arrangements in place for the handling, storage and transportation of any articles and substances.
- Working conditions comply with statutory requirements, codes of practice and guidance.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction is provided.

**Staff** are responsible for:

- Taking reasonable care of their own and others health and safety.
- Securely wearing any mandatory health and safety equipment e.g. radios or keys given to them
- Co-operating with all staff in health and safety issues.
- Updating risk assessments for young people on Individual Education Plans (IEP's).
- Carrying out activities in accordance with training, instructions, and procedures.
- Ensuring that all curriculum activities are properly risk assessed with regard to maintaining the health and safety of all involved.
- Informing their line manager of any health and safety issues as they arise and of any serious risks that need to be addressed.
- Ensuring that all accidents are properly reported.
- Adhering to the local procedures for health and safety within the ward and school setting.
- Ensuring all areas are left neat and tidy at the end of each lesson.
- Any equipment that is counted as missing during the school day is immediately reported to the Headteacher or Deputy Headteacher.
- Reporting any equipment that is noted as missing so that relevant searches can be carried out by the ward staff.
- Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Making suggestions as to how Potters Bar Clinic School can reduce the risk of injuries, illnesses, and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Adhering to their common law duty to act as a 'prudent parent' would when in charge of young people.

**Ward Based Working** consists of checking that:

- All staff complete, as necessary, "ward logs" to track the use of and return of equipment at the end of each ward-based session, which stored in the Sharps Folder.
- Staff are aware they are not to get involved with any restraints that take place on the ward, and to support young people in an appropriate manner when a physical intervention is taking place.
- Staff remove themselves from any situation that starts to escalate into a serious incident when on the ward, so trained staff can intervene as necessary.
- For any physical intervention that does take place because of a school session, the appropriate serious incident form is completed and given to the Headteacher, with 'Part B' (Use of Physical Intervention) filled in accordingly.

### **Construction/Maintenance of the Premises**

The Site Services Manager is responsible for the updating and maintenance of health and safety at the site and includes the school area in mandatory checks to ensure regulations are adhered to.

When undertaking construction or maintenance work, the Site Services Manager will ensure the contractors will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Site Services Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Site Services Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Site Services Manager will provide any Permit to Work's as necessary, and ensure RAMS (Risk Assessment Method Statement) and training records are given in and checked.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

The Site Services Manager will follow all necessary and required procedures as stated in the Health and Safety Policy for The Potters Bar Clinic School.

Sufficient time and resources are allocated, including the appropriate relocation of where school lessons will be held should the whole school be out of bounds, and effective mechanisms are in place to ensure good communication, cooperation, and coordination between all members of the project team.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

**Young People** are expected to:

- report to an adult any matters which may require their attention in accordance with agreed procedures.
- wear personal protective equipment provided in classes as necessary.
- follow safe working practices and instructions, including fire evacuation procedures.
- familiarise themselves with emergency procedures.
- take care to protect the health and safety of themselves and others affected by their acts or omissions.
- not to misuse or interfere with things provided for their own safety and the safety of others.

### **Training**

The Headteacher will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Site Services Manager is the suitably trained in the handling of hazardous chemicals and materials in the hospital. Due to the nature of the service and hospital, the quantity of the hazardous chemicals and materials is limited to essential use only.

The Headteacher will ensure that there are an appropriate number of first aid trained staff members working within The Potters Bar Clinic School, as per Elysium Children and Education's First Aid Policy for The Potters Bar Clinic School.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to assess risks specific to their role, including ligature points within the school in accordance with The Potters Bar Clinic School's Ligature Audit.

Training for the use of ligature cutters will be delivered annually to staff, and also given to any new staff as part of their induction.

### **First Aid**

The Potters Bar Clinic School will act in accordance with Elysium Children and Education First Aid Policy at all times.

All first aid will be undertaken in the first instance by either the nurse in charge (NIC) or the doctor on site, or by one of the trained First Aiders in the School:

*Janice Williams, Headteacher*

*Jessica Hamilton, Deputy Headteacher*

The First aid box is located as follows, and the named staff member below is responsible for their secure storage and use:

*Location: School Office / School store cupboard*

*Responsible Person: Janice Williams Headteacher*

### **Fire Safety/ Evacuation**

All staff members fully understand and effectively implement the Fire Evacuation Plan for the school, in accordance with the School Fire and Emergency Policy.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

The evacuation of visitors will be the responsibility of the person they are visiting or working for within the school.

The Fire Evacuation Drill is held every term at different times to make sure everyone trained in a different time of the day and a different staffing level.

The Fire Alarm System is checked on weekly basis.

Every week, 2 x random call points will be tested for 20 seconds. (One in the Hospital & one in the school)

The Fire Alarm system tested in every 12 months by external Contractors.

Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the Site Services Manager's office.

### **Accident/Incident Reporting, and Significant Accidents**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported before the end of the school working day to the Headteacher using the Serious Incident Recording Form (Appendix 4).

The Headteacher will pass on the Serious Incident Recording Form of any serious incidents to the appropriate members of staff (Nurse in Charge, Responsible Clinician and Ward Manager) within the hospital as soon as the incident has been recorded. It is then the hospital team's duty to record that on the hospital centralised system e.g. IRIS or on Care notes.

The Headteacher and Deputy Headteacher, will then ensure that the incident is reported in the Handover Meeting the following morning, or, if the incident takes place on a Friday, that a member of Senior Management Team, Ward Manager or Nurse in Charge working that weekend is aware to raise it in handover on the Saturday. All incidents are discussed from over the weekend in Monday's morning meeting and can be raised again as necessary.

The Headteacher is responsible for the reporting of any serious incidents that take place in The Potters Bar Clinic School or whilst under school staff's care to the Management Committee within 24 hours via the Daily Reporting Log. A Serious Incident Overview (Appendix 2) summarising the description of incident; notification of incident; immediate actions taken; subsequent actions taken; actions to prevent the incident happening again (including the updating of risk assessments as appropriate in line with The Potters Bar Clinic School Risk Assessment Policy); and dissemination of information, must be filled in by a member of SLT and sent to the Management Committee within 5 working days of the incident occurring.

The dissemination of information to school staff must then be given to school staff within 10 working days of the incident happening, so that appropriate reflection and supervision can take place as a group. Subsequent individual supervision may then take place as appropriate with staff specifically on serious incidents.

Serious incidents are classed in The Potters Bar Clinic School by a member of SLT under the following categories, in line with Elysium Healthcare's Severity Matrix:

- Aggression and Violence
- Environmental
- Health
- Security

The Severity Matrix is recognised as a way of categorising serious incidents, and measuring the level of impact. It is also recognised as a tool to distinguish between a behaviour incident and a serious incident.

Any incident that meets the criteria for 'no harm' on the Severity Matrix will be classed as a Serious Incident within the school, due to the high standards of behaviour and the setting being an educational one. More information can be found in The Potters Bar Clinic School Positive Behaviour Policy.

The Management Committee and Headteacher recognise the severe challenges that are presented by these young people on a day-by-day basis and seeks to prevent any such incidents occurring within school.

The Management Committee and Headteacher also recognise that the level of impact an incident is measured at between the hospital context and school context will be different, and as such incidents will be classed and taken on a case-by-case basis, in line with this policy.

The Hospital Director will be responsible for informing the Headteacher and the Management Committee if the accident is fatal or a "major injury", as outlined by the HSE.

### **Significant Accidents and Reporting of Significant Accidents**

Significant accidents that occur within The Potters Bar Clinic School or whilst under the care of school staff are to be carried out in line with the School's Serious Incident Procedure.

The Headteacher, the Hospital Director and the Site Manager will be responsible for the correct reporting and liaison of information about any significant accidents with the member of school staff who had the responsibility of a young person at the time of the accident. If the significant accident occurs with a member of school staff, it will be the responsibility of the Headteacher, Hospital Director and the Site Manager to complete the RIDDOR report.

### **Reporting hazards**

Staff, young people, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the Headteacher or Deputy Headteacher as soon as possible for any hazards that are noted, who will then inform the Site Services Manager as appropriate.

### **Our Active Monitoring System**

The Site Services Manager will work with the Headteacher to prevent or address any issues in the school area. This will also include areas for which staff are responsible as follows:

**General:** Check that:

- Staff tidy classrooms at the end of each day, ensuring that surfaces are clear, and floors are free from obstructions.

- Furniture is not damaged and likely to cause injury.
- Furniture is positioned safely.
- Any specialist equipment is in good working order and a dynamic risk assessment is carried out with the young person concerned at the time of the activity.
- All personal items are kept locked away in staff lockers during lesson time.
- Staff adhere to the no mobile phone policy of Elysium Healthcare.

**Doors and Windows:** Check that:

- Doors are unobstructed.
- Door fobs are working properly where used and that doors can be opened and secured properly.
- Windows have restricted opening as required.
- Windows are closed and locked at the end of the school day.
- When rooms are not in use or a staff member is not present in a room, rooms remain locked.

**Lighting:** Check that:

- All lighting is working and that bulbs are replaced as required.
- Light switches are not loose or cracked.

**Electrical Equipment:** Check that:

- All electrical equipment is PAT tested.
- No unauthorised electrical equipment is in use.
- All electrical equipment is maintained in a safe condition – visual inspection.
- Electrical equipment is only being used for the purpose for which it is intended.
- All laptops are to be returned and accounted for at the end of each day.

**Plugs, sockets and leads:** Check that:

- Plugs are in good condition with no cracks or pieces missing.
- Sockets are in good condition with no cracks or pieces missing.
- Sockets screws and mountings are secure.
- Sockets are situated in safe positions, convenient for the equipment to be used.
- Indicator lights on sockets function properly where fitted.
- Electrical leads are not damaged or frayed and are without knots and kinks.
- There are no trailing electric leads, and all electric cables are contained in tubing as far as possible.

**First Aid:** Check that:

- The first aid box is easily accessible in designated areas.
- The first aid box is replenished when used.
- The items within the first aid box are in date.
- More detail can be found in the First Aid Policy for The Potters Bar Clinic School.

**Fire and Emergency:** Check that:

- Evacuation procedures are displayed in the school.
- Evacuation drills are carried out once every term.
- A designated fire marshal (and deputy) informs staff of fire procedures in induction.
- Materials are not used or stored in a manner likely to cause a fire hazard.
- More detail can be found in the Fire and Emergency Policy for The Potters Bar Clinic School.

**Keys:** Check that:

- Staff do not leave site with school or hospital keys.
- Staff return keys to the lock box at the end of each working day.
- Staff ensure that the lock box is locked after use.

**Alarms:** Check that:

- Staff carry an alarm when they are escorting a young person around the building.
- Staff carry an alarm when they are lone working.
- Staff carry an alarm when the risk assessment deems this appropriate.
- All staff know how to operate the alarm.

**Nurse Call Points:** Check that:

- All staff know the location of the nurse call points in school.
- All staff locate themselves near a nurse call point if they are the only member of staff in a classroom.
- All staff are aware of how to operate the nurse call point.

**Classroom Cupboards/ Filing Cabinets:** Check that:

- Classroom cupboards and filing cabinets are locked when not in use.
- Staff keep their equipment tidy and ordered, with no personal items stored inside classroom cupboards and filing cabinets.

- Staff ensure that young people do not have access to classroom cupboards and filing cabinets.
- Staff are held to account for the equipment in their classrooms and in cupboards and filing cabinets, including the safe disposal of any broken equipment.
- Classroom cupboards and filing cabinets contain the correct numbers of equipment at the end of each working day.

**Sharps:** Check that:

- All sharps are located within the sharps cupboard.
- Sharps are signed in and out using the School Equipment Log which is stored in the sharps folder in the sharps cupboard.
- At no point sharps are left unattended in the classroom.
- When sharps are not in use, they are locked away in the sharps cupboard or kept on a staff's person.
- Sharps are checked and counted at the end of each day.
- An audit of the sharps cupboard is completed at the end of each half term.

**Hazardous Substances:** Check that:

- Substances that are hazardous to health or have the potential to cause harm are kept locked away when not in use
- A COSHH file for all substances that are specific to the school (materials such as paints, air dough etc) is updated and SLT are aware of the hazards of the substances that are used by young people
- When the school is cleaned, cleaners follow local procedures carried out throughout the hospital in accordance with Elysium Healthcare's Health and Safety Policy for The Potters Bar Clinic School

**Site checks**

The following checks are to be carried out as outlined below by the Site Services Manager (or other required professionals as appropriate), and the recording of checks held centrally with the Site Services Manager.

<i>Fire bell system</i>	<i>tested weekly</i>
<i>Fire appliances</i>	<i>serviced annually (outside contractor)</i>
<i>Emergency lighting</i>	<i>tested six monthly</i>
<i>Electricity hard wired system</i>	<i>tested 5 yearly (PAT registered electrician)</i>
<i>Electrical appliances</i>	<i>tested annually (PAT registered electrician)</i>

### **Bomb Threat**

All staff members fully understand and effectively implement Elysium Healthcare's External Threats Policy for the Potters Bar Clinic School. In the event of an emergency, the procedures outlined in the Critical Incident Policy will be followed. All staff members have read and have access to the procedures in the Elysium Healthcare External Threats Policy.

### **Evacuation in the Event of a Bomb Threat**

The Potters Bar Clinic School will follow the procedure outlined in the young persons' Personal Emergency Evacuation Plan in the event of a crisis.

In the event of a fire, the Fire Evacuation Plan will be implemented, as outlined in the Fire and Emergency Policy.

If an evacuation is deemed necessary, the following procedure will take place:

All senior staff will be informed of the situation either in person or via two-way radios. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Staff and young people will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Once the police have arrived, staff will await further instruction from the emergency services.

### **Visitors to The Potters Bar Clinic School**

All contractors are the responsibility of the Site Services Manager. Any contractors that are needed to do repairs, maintenance or checks on the school will be organised by the Site Services Manager.

All visitors to school will sign in to reception.

Once signed in, visitors will be collected from reception by the member of staff they are visiting and escorted to The Potters Bar Clinic School.

Visitors are to wear a visitor's badge at all times while on school grounds.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log at reception.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance, ask for ID and escort them to reception if they are unable to produce ID.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999-phone call.

Any staff that do not have an enhanced DBS must be escorted by a member of school staff at all times, as per the Elysium Children and Education Safeguarding Policy for The Potters Bar Clinic School.

### **Personal Protective Equipment (PPE)**

PPE means all equipment worn, or held, by staff or young people which is designed to protect them from specified hazards.

The guidance outlined below is in accordance with Elysium Healthcare's Health and Safety Policy and PPE policy.

In line with the Personal Protective Equipment at Work Regulations 1992, The Potters Bar Clinic School will provide employees and young people who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

All staff and young people will be provided with protective eyewear if needed in school for any workshops carried out or for any other circumstances. Visitors will also be supplied with PPE when appropriate.

The use of chemicals that are considered hazardous for eyes will be limited to a minimum due to the high-risk nature of our young people.

Staff and young people will use the PPE provided, and care for it according to the instructions and training given.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE includes protective clothing, safety footwear and face masks for any workshops where a young person is deemed safe enough to access in line with the Responsible Clinicians guidance, ICT equipment, photocopiers and other office equipment. The use of lifting equipment and respiratory protective equipment is not needed to be utilised for school staff and so the responsibility of this equipment lies with the Site Services Manager.

Anything not specifically designed for protective purposes does not constitute as PPE.

The use of PPE will be assessed by the Headteacher acting on guidance from the Site Services Manager, and the Site Services Manager will be consulted before any equipment is ordered into the school or is in use by the school prior to it being utilised/ordered.

Thorough risk assessments are carried out by the Site Services Manager to determine the suitable PPE to be used for each hazard and these are reviewed as appropriate.

Staff and young people can expect that any equipment they use is suitable for its intended use and is properly maintained.

Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

Staff are not to buy their own PPE for school activities.

### **Maintaining equipment**

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the electrical equipment for health and safety issues annually.

It is the responsibility of the Site Services Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

School staff will follow manufacturer's instructions.

### **Hazardous Materials**

The Potters Bar Clinic School will act in accordance with the Elysium Healthcare COSHH Policy at all times.

No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Headteacher will not order any hazardous materials without prior permission of the Site Services Manager.

Due to the nature of our young people, it is noted that *any* substance or material can be seen as a hazard to health in this setting, therefore a minimal number of products with a low risk will be ordered into the school (e.g. glue, paint, air dough etc).

Products or chemicals that would normally be used, for example, in a science laboratory (Hydrochloric acid, sodium hydroxide etc.) will be carefully considered, appropriately risk assessed, recorded in the COSHH file and stored within a locked COSHH cupboard. Where possible alternative means of displaying experiments such as these will be facilitated through the use of videos, visits to workshops or companies delivering workshops to the school.

All visitors to The Potters Bar Clinic School delivering workshops to young people, whereby hazardous chemicals may be used, will have a full and thorough risk assessment completed prior to commencement of the session, in accordance with Elysium Children and Education's Risk Assessment Policy for The Potters Bar Clinic School. Any visitors that are carrying out workshops with substances hazardous to health will follow all the procedures in this policy through the supervision of school staff with them.

Liability Insurance and relevant training records (including enhanced DBS checks) will be provided to the Headteacher and Deputy Headteacher before working with young people. The liability insurance will then be shown to the Site Services Manager to be signed off as acceptable.

Any supplies that are ordered as part of the school for art, science etc... will be ordered from a reputable company whereby the Hazard or MSDS can be accessed and stored in the COSHH file in school.

The Site Services Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice from the product information sheet.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or young people should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

A termly audit of hazardous materials will be undertaken by the Deputy Headteacher with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

### **Asbestos Management**

In accordance with HSE guidance, an asbestos management survey is done at the Emerald Place Clinic, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in Elysium Healthcare's Asbestos Policy.

### **Legionella**

A water risk assessment is completed regularly, arranged by Elysium's Health and Safety lead. The Site Services Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the hospital's logbook.

### **Medicine and Drugs**

All medicine and drugs will be administered, regulated and staff trained on the safe storage and use of medicines by trained nursing staff on the wards only.

No school staff member will deliver medicines under any circumstances.

Should a young person require medication, every effort will be made for the young person to return to the ward to take their medication with the member of staff administering it.

There may be, at times, circumstances when medication needs to be administered to young people when they are in school. Only a trained member of staff is to administer the medication, and any disposal of medication containers will be done in the ward.

The Elysium Healthcare Administering Medication Policy will be adhered to at all times by staff when administering medication in school.

### **Smoking**

The Potters Bar Clinic School is a non-smoking premises, and no smoking will be permitted on the grounds.

### **Housekeeping and Cleanliness**

Cleaners will be monitored by the Site Services Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Services Manager.

Special consideration will be given to the disposal of laboratory materials and clinical waste.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and young people to work in. The Potters Bar Clinic School will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

The Potters Bar Clinic School is not liable for the temperature of the wards, or any area apart from the school. The Headteacher will work with the Site Services Manager to ensure these temperatures are adhered to.

### **Infection Control**

The Potters Bar Clinic School actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

Due to the nature of our setting, immunisations of young people are the responsibility of the ward staff to arrange with GP's external to the hospital.

The Headteacher, in line with the Site Services Manager, employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all young people, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.
- Ensuring there is sufficient liquid soap, warm water, and paper towels available for everyone to wash their hands throughout the school.
- Ensuring cleaners carry out thorough and frequent cleaning that follows national guidance.
- Providing PPE where necessary.
- Immediately informing the nursing team and the housekeeping team of any spillages of bodily fluids in school so that the areas is correctly and hygienically cleaned, and disposal of any equipment and substances can be carried out properly.

All washing of laundry or soiled clothing will be carried out by an appropriate ward staff member, in accordance with Elysium Healthcare's Health and Safety Policy.

All clinical waste is dealt with by an appropriate and trained member of staff, using the correct PPE, and disposed of on the ward in suitable clinical waste bags. It is not the school's responsibility to dispose of any clinical waste. This is in line with Elysium Healthcare's COSHH Policy and Medication Policy.

No disposable sharps will be used in school. All disposable sharps used on the ward are the responsibility of ward staff, in line with Elysium Healthcare's Medication Policy.

All staff are subject to a full occupational health check before starting employment at The Potters Bar Clinic School.

The Potters Bar Clinic School will ensure that arrangements are in place to minimise any young person health risks, e.g. flu, by ensuring hygiene standards are maintained and young people and staff are not permitted in school if they are unwell.

Further information concerning our policies and procedures addressing infection control can be found in Elysium Healthcare's Infection Control Policy.

### **Risk Assessment**

The Headteacher and Site Services Manager have overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Annual risk assessments will be conducted for all other areas of the school.

Risk assessments will consider the needs of staff, young people and visitors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been any change in related matters, especially with classroom equipment that can be deemed hazardous to young people.

The Potters Bar Clinic School will record any significant findings of any risk assessments, including the

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by staff leading day trips, and shared with Ward Manager and Responsible Clinician.

This is in line with Elysium Children and Education's Risk Assessment Policy for The Potters Bar Clinic School, as per The Education (Independent School Standards) Regulations 2014.

### **Slips and Trips**

All slips and trips are dealt with and recorded in line with Elysium Healthcare's Health and Safety Policy.

### **Security and Theft**

All security is in line with Elysium Healthcare's Security Policy.

All staff are to undertake Security Training as part of their induction, and is reviewed annually, and as appropriate in CPD.

CCTV will be used outside the school room in the corridor, in line with Elysium Healthcare's CCTV Policy.

CCTV systems may be used as evidence when investigating reports of incidents.

Staff and young people are responsible for their personal belongings and the Potters Bar Clinic School accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

### **Severe Weather**

The Headteacher, in liaison with the Head of Education, will make a decision on school closure on the grounds of health and safety. This will be due to staff shortage and staff not safely being able to enter site.

If there are not enough school staff members on site to run timetable in school, group school sessions will be carried out on the wards for the day, in the form of supervised study, for example.

### **Safe Use of Minibuses**

The Potters Bar Clinic School has access to the hospital minibus, and the Site Services Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

All other information on the use of minibuses can be found in Elysium Healthcare's Driving Policy.

### **Trips and Visits**

Health and safety policy and procedures concerning trips and visits, including trips abroad, are contained in Elysium Healthcare Trips and Visits Policy.

### **Manual Handling**

No manual handling of patients is to be carried out by any member of school staff.

Any other manual handling being carried out by school staff within the school is in line with Elysium Healthcare's Manual Handling Policy.

Staff will be trained as appropriate on manual handling annually.

### **Lone Working**

Policy and procedures concerning employees' lone working are addressed in Elysium Healthcare's Lone Working Policy.

If a young person has an HCA in school, the HCA must remain with them according to their Observation Levels.

If a young person has an HCA with them but is not on 1:1 or 2:1 observation, and thereby there may be a situation where a staff member is working with a young person by themselves, the classroom door must be open at all times.



### **Workplace Health and Safety: Stress Management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

### **Monitoring and Review**

The effectiveness of this policy will be monitored continually by the Headteacher and the Management Committee. Any necessary amendments may be made immediately.

If any member of staff is concerned about Health and Safety, they may speak to:

Headteacher – Janice Williams [jwilliams@Elysiumeducation.co.uk](mailto:jwilliams@Elysiumeducation.co.uk)

Deputy Headteacher- Jessica Hamilton [jhamilton@elysiumeducation.co.uk](mailto:jhamilton@elysiumeducation.co.uk)

Head of Education –Nick Rose Head of Education, [nrose@elysiumeducation.co.uk](mailto:nrose@elysiumeducation.co.uk)

Site Services Manager (The Potters Bar Clinic School)

Regional Health and Safety Advisor – Anita Scott, [Anita.Scott@elysiumhealthcare.co.uk](mailto:Anita.Scott@elysiumhealthcare.co.uk)

All policies are to be uploaded onto the School Shared Drive, so that staff can read and access the policies at any time. This also allows the Headteacher to hold staff to account on any health and safety issues.

### **Quality Assurance and Impact**

The Management Committee (MC) will support the Potters Bar Clinic School in the implementation of this policy and will include health and safety issues as a standing agenda item in each MC meeting. In addition, a member of the MC will carry out a safety tour of the school on an annual basis, including a regular check of logs (fire logs, evacuation procedures, PAT testing etc).

### Appendix 1 – School Equipment Log (including Sharps)

To be completed by all staff when teaching or engaging with young people in school or on the ward.

Potters Bar Clinic School (EPCS) Staff Inventory Checkout/in Equipment												
Staff Name:			Monday		Tuesday		Wednesday		Thursday		Friday	
Week beginning:		Date										
Equipment	Equipment ID	Equip-ment Number of Total	# Out	# In	# Out	# In	# Out	# In	# Out	# In	# Out	# In
<b>Staff Laptop</b> 												
<b>Pupils' Laptop (if needed for a lesson)</b>  <i>Please supervise the activities/usage and ensure that students are only accessing the appropriate websites</i> <i>Ensure Laptop are returned on the correct shelves &amp; charging!</i>	STUD-LT865	1										
	STUD-LT244	2										
	STUD-LT672	3										
	STUD-LT470	4										
	STUD-LT303	5										
	STUD-LT980	6										
	STUD-LT907	7										
	STUD-LT214	8										
	STUD-LT456	9										
	STUD-LT574	10										
	STUD-LT688	11										
	STUD-LT615	12										
	STUD-LT110	13										
	STUD-LT805	14										
	STUD-LT583	15										
	STUD-LT501	16										
	STUD-LT471	17										
<b>Keyboard wire</b>		3										
<b>Radios</b>		9										
<b>Cotton wool</b>												
<b>Biro Pens</b>	Black											
	Green											
	Coloured pens											
<b>Pencils</b>												
<b>Highlighters</b>	Purple											
	Green											
	Orange											
	Pink											
	Blue											
<b>Whiteboard Pens</b>	Red											
	Blue											
	Black											
	Green											

**Appendix 2 – Serious Incident Form**

<b>Serious Incident Form</b>			
<b>PART A (to be completed for all incidents including unacceptable behaviour by young people)</b>			
<b>Name of School:</b>			
<b>Young Person's Name:</b>			
<b>Staff Name and Job Role:</b>			
<b>Incident Date/Time/Place:</b>			
<b>Vandalism</b>		<b>Physical Control</b>	
<b>Bullying</b>		<b>Absconding</b>	
<b>Assault</b>		<b>Substance Abuse</b>	
<b>Diversion</b>		<b>Non-Compliance</b>	
<b>Safety</b>		<b>Serious Disruption</b>	
<b>Time Out</b>		<b>Other (please state)</b>	
<b>Type of Serious Incident and Level of Impact according to Severity Matrix:</b>			
<b>Antecedents:</b> (events leading up to the incident)			
<b>Summary of Incident:</b> (describe what happened and include: times, location, staff and young people involved)			
<b>Immediate Action Taken:</b> (how did staff intervene, how did the young person respond)			
<b>Outcome:</b> (how was the situation resolved, what happened next)			
<b>Names of those involved:</b> (staff and young people)			
<b>Names of witnesses:</b> (staff and young people)			
<b>Signature of Report Compiler:</b>		<b>Date:</b>	

<b>Serious Incident Form</b>		
<b>PART B (to be completed if the use of "restraining" physical controls has occurred)</b>		
<b>What de-escalation techniques were used prior to physical controls: (tick appropriate box below)</b>		
<b>Defusing</b>	<input type="checkbox"/>	<b>Time out</b>
<b>Deflection</b>	<input type="checkbox"/>	<b>Changes of task</b>
<b>Distraction</b>	<input type="checkbox"/>	<b>Choices</b>
<b>Humour</b>	<input type="checkbox"/>	<b>Limits</b>
<b>Proximity control</b>	<input type="checkbox"/>	<b>Consequences</b>
<b>Planned ignoring</b>	<input type="checkbox"/>	<b>Another member of staff</b>
<b>Other (please state)</b>		
<b>Justification for use of physical controls: (tick the appropriate box below)</b>		
<b>To prevent/interrupt:</b>		
<b>A criminal offence</b>	<input type="checkbox"/>	
<b>Injury to young person/staff/others</b>	<input type="checkbox"/>	
<b>Serious damage to property</b>	<input type="checkbox"/>	
<b>Disruptive behaviour</b>	<input type="checkbox"/>	
<b>Young person absconding</b>	<input type="checkbox"/>	
<b>Other (please state)</b>		
<b>Nature of physical controls used: (include estimate of duration of physical controls) (please tick)</b>		
<b>Standing</b>	<input type="checkbox"/>	
<b>Sitting</b>	<input type="checkbox"/>	
<b>Kneeling</b>	<input type="checkbox"/>	
<b>Prone</b>	<input type="checkbox"/>	
<b>Duration</b>	<input type="checkbox"/>	
<b>Response and view of the young person: (this field must be completed)</b>		
<b>Details of any resulting injury: (injury to whom and action taken as a result, e.g. first aid, medical treatment)</b>		
<b>Names of those involved in Physical Intervention: (staff and young people)</b>		
<b>Names of witnesses: (staff and young people)</b>		
<b>Any other relevant information:</b>		
<b>Name of senior person notified:</b>		
<b>Name of staff member email forwarded information to:</b>		
<b>Time/Date:</b>		
<b>Headteacher comments:</b>		
<b>Signature of Headteacher:</b>		
<b>Date:</b>		

<b>Serious Incident Form</b>
<b>PART C (to be completed within 5 days of the Incident Occurring by a member of SLT and sent to Management Committee)</b>
<b>Date:</b>
<b>Description of incident: (include location, those involved, witnesses)</b>
<b>Notification of incident: (e.g. meeting, email, verbal, cause for concern form)</b>
<b>Immediate actions taken:</b>
•
<b>Subsequent actions taken:</b>
•
<b>Summary of incident and actions: (was the response appropriate, timely, dealt with efficiently, could the event have been prevented)</b>
•
<b>Actions to prevent incident occurring again / lessons learnt</b>
•
<b>Dissemination of information / record keeping: (who have you informed and how, where are associated records stored)</b>
•
<b>Name of SLT Member:</b>
<b>Signature of SLT member:</b>
<b>Date:</b>