Elysium Children and Education

Bere Clinic School

Health and Safety Policy

Policy Number: **4.0**

Date of Issue: **November 2025**

Author: **Sarah Taylor**

Headteacher

Version Number: **4.0**

Date of Review: **November 2026**

Ratified by: **Sheetal Shah & Nick Rose**

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.

1.Aims - Introduction and Intent

This document is produced for the Bere 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 Bere Clinic School's Management Committee has overall responsibility for health and safety in the Bere 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.

2.Legislation:

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

3. Roles and responsibilities

3.1 The Local Authority and Governing Board

Elysium's Management Committee team has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The Governing Board / Management Committee

The Management Committee has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to Sarah Taylor – Headteacher at Bere Clinic School.

The management committee has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Management Committee team, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the Health and Safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, Lisa Thompson - Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead

The nominated health and safety lead is Lisa Thompson – Deputy Headteacher.

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, but will also be added to monthly Health and Safety audit which is reported in meetings to Elysium Regional Health and Safety Manger.
- 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:

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.

- 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.
- Keeps appropriate records, logs and certification for the site which are shared with Bere Clinic school.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Securely wearing any mandatory health and safety equipment e.g., radios or keys given to them
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Feedback information during handover points in order that if required risk assessments can be updated for young people in their student files or on Individual Education Plans (IEP's). Also, this information is taken into account to adjust school activities as a result of change of presentation.
- Ensuring that all curriculum activities are properly risk-assessed with regard to maintaining the health and safety of all involved.
- Model safe and hygienic practice for pupils.
- 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 and IRIS recorded.
- Familiarising themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Making suggestions as to how The Bere Clinic School can reduce the risk of injuries, illnesses, and accidents.
- Exercising good standards of housekeeping and cleanliness.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5 Pupils and Parents /Carers:

Parents /Carers are responsible for following the school and hospital's health and safety advice, on site

Young People are expected to:

- report to an adult any matters which may require their attention in accordance with agreed procedures.
- 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.

3.6 Construction/Maintenance of the Premises

Contractors will agree health and safety practices with the headteacher or hospital director before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

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 and will receive a leaflet with guidelines and expectations for working on the ward from the site manager. All maintenance projects must be formally agreed by the hospital director and from approved list of contractors.

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 Bere 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.

4. Site Security

(Sarah Taylor and Lisa Thompson) are responsible for the security of the school site in school hours and hospital team outside of school hours. They are responsible for visual inspections of the site, and for reporting any issues with security or fire alarm systems.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

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, fire alarm call points will be tested by the site manager.
- 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

New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are the courtyard and main car park (for staff only unless courtyard is unavailable).
- The Headteacher/Deputy Headteacher or class teachers will take a register of pupils, which will then be checked against the attendance register of that time of day.
- The Fire Marshall in charge on that day will take a register of all staff and young people.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
- All young people have PEEPS which are kept in nursing office and shared with school staff to be aware of individual needs and plans for evacuation. The school/nursing team will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Schools are 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 [Sarah Taylor – Headteacher or Lisa Thompson -Deputy Headteacher] and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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 and will always be counted in and out in line with our risk assessments.

Products or chemicals that would normally be used, for example, in a science will be carefully considered, appropriately risk assessed, recorded in the COSHH file and stored within a locked 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.

Our staff use and store 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.

All hazardous substances are recorded in a COSHH book to keep an updated log of items which are stored securely in a locked cupboard at the back of the school storeroom and utilises a different key that is only accessible to school staff and kept securely in a key safe in the school office.

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

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 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 they have adequate ventilation

6.2 Legionella

- A water risk assessment is completed annually, and certification is now available on a portal which can be accessed by the hospital director and site manager. Lisa Thompson - Deputy Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's health and safety folder.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers.

6.3 Asbestos

- Due to age of the building and premises there is no asbestos on site.

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical Equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer 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 Lisa Thompson -Deputy Headteacher and Joseph Patten (site manager) 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
- Electrical appliances tested annually (PAT registered electrician)
- Electrical hard-wired system tested five yearly (PAT registered electrician)
- Emergency Lighting tested six monthly

- All isolator 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.

7.2 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).

7.3 Specialist Equipment

Parents/carers and nursing team are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. 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
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

9. 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 site maintenance manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, 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.

10. 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.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or 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.

11. Off-site Visits
When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed for all off-site visits and activities
- All off-site visits are appropriately staffed with staff to student ratios according to individuals level of risk
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the clinic's telephone number to report an incident and access parents/carers' contact details if required
- There will always be at least one first aider on school trips and visits
- Pupils will require individual risk assessments carried out by nursing team on the day of the visit to ensure that they are medically and mentally fit to attend.

12. Violence at Work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

All staff are aware of the challenges that may cause our young people to escalate, and all have received appropriate annual training in breakaway techniques.

14. Smoking

Smoking is not permitted anywhere on the school or hospital premises.

15. Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 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.

15.2 Coughing and Sneezing

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

15.3 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 (e.g., nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face or completing science experiments
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the Environment

- Clean the environment frequently and thoroughly. Housekeeping will also clean the school room at the end of the day.

15.5 Cleaning of Blood and Body Fluid Spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately by nursing team 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
- Make spillage kits available for blood spills.

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be given to nursing or housekeeping to clean, never rinse by hand.

15.7 Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet.

15.9 Infectious Disease Management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned. Keeping rooms well ventilated
- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

15.10 Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children and recognise that our students are patients in a hospital setting whose immune system is compromised. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the nursing team and parent/carers will be informed promptly with further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and Expectant Mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an 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
- Some pregnant women will be at greater risk of severe illness from COVID-19.

17. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads, alongside well-being team within the company and regular supervision.

18. Risk Assessment:

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
- Monthly risk assessment audits will be carried out for all areas of the school
- Risk assessments will consider the needs of staff, young people and visitor
- Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures
- Individual risk assessments are carried out for young people on admission by both nursing and school, shared with staff and updated if level of risk changes.

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
- An individual's level of risk has changed and appropriate measures need to be amended accordingly.

The Bere Clinic School will record any significant findings of any risk assessments, including:

- 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 trips, activities or external visitor workshops and shared with Ward Manager and Responsible Clinician.

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

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 Bere 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.

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.

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 and Deputy 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 cupboard or school office 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 lose 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 school cupboard.
- 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 Bere 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 Bere 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

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 school back store cupboard or locked in a drawer in the school office
- Sharps are counted in and out using the School Equipment System and checked with Headteacher or Deputy Headteacher in terms of appropriate risk assessment
- At no point sharps are left unattended in the classroom
- When sharps are not in use, they are locked away or kept on a staff's person
- Sharps are checked and counted at the end of each day
- An audit of the sharps equipment is completed each term.

19. Accident/Incident Reporting, and Significant Accidents:

19.1 Accident reporting:

An online Iris report will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. This will then be printed and kept in the school's health and safety folder. As much detail as possible will be supplied when reporting an accident Information about injuries will also be kept in the student's educational record Records held in the health and safety folder will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

The Hospital Director 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 hospital director will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within ten days of the incident.

19.2 Reporting to the Health and Safety Executive

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 seven 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

All accidents and incidents, including near-misses or dangerous occurrences, will be reported before the end of the school working day to the Headteacher Accident form (Appendix 2) which will then be written in the accident book.

The Headteacher is responsible for the reporting of any serious incidents that take place in The Bere Clinic School or whilst under school staff's care to the Management Committee within 24 hours via the School reporting log called the daily thread, on the Accident form Appendix 2 and on the hospital IRIS system. This should summarise 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 Bere 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 five working days of the incident occurring.

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.

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

How to make a RIDDOR report, HSE

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs

- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than seven consecutive days (not including the day of the incident). In this case, the Headteacher and Hospital Director will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

> Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

> 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

> Death of a person that arose from, or was in connection with, a work activity

> An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

19.3 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19.4 First Aid

First Aid

The Bere 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. All staff are required to undertake basic life support training as part of regular CPD and onboarding.

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

Location: School store cupboard

Responsible Person: Sarah Taylor Headteacher/Lisa Thompson - Deputy Headteacher / Joanna Pettitt – School Administrator

19.5 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 nursing 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 nursing team 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.

20. 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 Bere Clinic School, as per Elysium Children and Education's First Aid Policy for The Bere 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 Bere 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.

21. Monitoring

This policy will be reviewed by the Headteacher, Deputy Headteacher and the Management Committee every year and any necessary amendments may be made immediately.

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

Headteacher – Sarah Taylor Staylor@Elysiumeducation.co.uk

Deputy Headteacher- Lisa Thompson Lthompson@Elysiumeducation.co.uk

Head of Education – Nick Rose Head of Education, Nrose@elysiumeducation.co.uk

Site Services Manager (The Bere Clinic School) joseph.patten@elysiumhealthcarecouk.onmicrosoft.com

Regional Health and Safety Advisor – Anita Scott, 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.

22. Visitors to The Bere Clinic School

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 Bere Clinic School.

Visitors will always wear a visitor's badge 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 Bere Clinic School.

23. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment

Elysium Group Central Policies:

- Asbestos Policy
- Legionella and Safe Water Temperatures Policy
- Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Fire Precautions and Fire Safety Policy
- Management of Health & Safety Policy
- Risk Assessment & Safe Systems of Work
- Lone Working Policy
- New and Expectant Mothers Policy
- Staff Health and Wellbeing Policy
- Physical Healthcare and Wellbeing Policy
- Provision and Use of Work Equipment
- Policy Personal Protective Equipment at Work Policy

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person	
Date and time of incident	
Incident details	
Describe in detail what happened, how it happened and what injuries the person incurred	
Action taken	
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards	
Follow-up action required	
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again	
Name of person attending the incident	
Signature	**Date**