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Health and Safety Policy

Introduction and Intent

This document is produced for the Park Lodge School, part of Arcadia Care Group.

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

The Park Lodge School's Management Committee has overall responsibility for health and safety in the Park Lodge 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 always adhered to 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'

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.

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 Park Lodge 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.

Zone/Hospital 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.

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.

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 or 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 Park Lodge 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.

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 Park Lodge School in conjunction with Park Lodges Hospital policy. 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 Park Lodges Ligature Audit.

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

First Aid

Park Lodge School will act in accordance with Arcadia's 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:

Darryl Holdcroft, Headteacher

Angharad Crane, 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: Main Reception

Person Responsible: Nurse in Charge, Clinical Lead and Headteacher checking this.

Fire Safety/ Evacuation

All staff members fully understand and effectively implement the Fire Evacuation Plan that is attached to this document referencing Park Lodges Fire Evacuation plan.

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.

SEE APPENDIX A

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 and recorded on the Incident reporting system.

The Headteacher will pass on the Serious Incident 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 Access Care planning.

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 over the weekend in Monday's morning meeting, where it can be raised again as necessary.

The Headteacher is responsible for the reporting of any serious incidents that take place in Park Lodge School or whilst under school staff's care to the Management Committee within 24 hours via the Daily Reporting Log. 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 Park Lodge School by a member of SLT under the following categories, in line with Arcadia Cares 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.

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 Park Lodge 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.

Risk Reduction 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 Arcadia Care.

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, the 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 Park Lodge.

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 in

reception.

- Staff ensure that the lock box is locked after use.

Alarm Call Points: Check that:

- All staff know the location of the alarm call points in school.
- All staff locate themselves near an alarm call point if they are the only member of staff in a classroom.
- All staff are aware of how to operate the alarm 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 Park Lodges COSHH and Health and Safety Policy.

Visitors to Bere 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 the 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 Park Lodge 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 Arcadia Care Children and Education Safeguarding Policy for Park Lodge 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 Park Lodge/Arcadia care Health and Safety Policy and PPE policy.
- In line with the Personal Protective Equipment at Work Regulations 1992, Park Lodge 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.

Hazardous Materials

Park Lodge School will act in accordance with the Arcadia care/ Park Lodge 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 not be ordered into the school, and alternative means of displaying experiments such as these will be facilitated using videos, visits to workshops or companies delivering workshops to the school.

All visitors to Park Lodge 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. 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.

Any supplies that are used as part of the school that require a Hazard to be accessed and stored will also be given to the Site Services Manager so that the central COSHH file can be updated.

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 given by the Hazard or MSDS.

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.

Asbestos Management

In accordance with HSE guidance, an asbestos management survey is completed at Park Lodge, 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 Arcadia Cares Asbestos Policy.

Legionella

A water risk assessment is completed regularly, arranged by Park Lodge'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.

Smoking

Park Lodge School is a non-smoking premises and smoking will not 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. Park Lodge will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
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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

Park Lodge 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

Park lodge 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 Nurses in Charge 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
- Park Lodge'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 Park Lodge'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 Park Lodge.

Park Lodge 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 Park Lodges Healthcare 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.
- Park Lodge 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 day trips, and shared with Ward Manager and Responsible Clinician.

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 Park Lodges 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 in school, in line with Park Lodge'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 Park Lodge 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 the 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

Park lodge 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 Park Lodge's Driving Policy.

Trips and Visits

Health and safety policy and procedures concerning trips and visits, including trips abroad, are contained in Park Lodges Section 17 leave protocols.

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 Park Lodges Health and Safety policy.

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 Park Lodge'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.

Appendix A

At Park Lodge a number of control measures are in place which seek to prevent and protect both our patients and staff in the event of a fire.

This procedure for evacuating the building forms one of the control measures to ensure safety.

Other control measures:

- Fire Warning System - The building is provided with a single stage fire alarm system comprising break glass call points, automatic detectors, and fire alarm sounders. The main panel is located at the reception by the main entrance.
- Induction to fire procedures for staff, patients, and visitors
- Staff Training and Induction – ensuring Fire Marshalls are always available to the site.
- Allocation of responsibilities for evacuating on each shift
- Individualised PEEPS for patients taking account of their needs – all patients will have their needs assessed and discussed and support for evacuation identified.
- Testing and monitoring of our fire equipment including:
 - Weekly fire alarm system tests
 - Monthly fire door checks
 - Six-monthly fire evacuation drills
- Fire Fighting equipment at designated points of the building
- External Fire Risk Assessment – The building is assessed by external contractors for compliance with fire regulations on an annual basis

All staff have a responsibility for Fire safety.

Should you discover Smoke/Fire in the building you should immediately raise the alarm by breaking the glass on red fire alarm call point.

If safe to do so you should attempt to fight the fire with equipment available, but only if trained and safe to do so.

- The following fire equipment is available on the site.

Location	Equipment
Reception	1 x Water 1 x Foam

	1 x Co2
Nursing Stations	1 x Water 1 x Foam 1 x Co2
Plant Room	1 x Foam 1 x Co2
Kitchens	1 x Fire Blanket

On each shift there will be the following roles:

Nurse in Charge – This role will take responsibility for ensuring all duties are allocated and co-ordinate responses in the event of an emergency evacuation.

Fire Marshall – This role will take responsibility for collating the information from the fire panel and communicating with the Nurse in Charge and responder to ensure appropriate action is taken.

Responder – The number of responders allocated on each shift may vary – the responders’ role is to ensure actions identified by the Fire Marshall are carried out for their designated area.

To undertake these roles at the start of each shift the identified staff will be allocated a radio.

The radio will remain on the staff members person but will be switched off unless an alarm is sounded. Please note on occasion the Nurse in charge may also be the Fire Marshall.

When an alarm is raised, we need to prepare to evacuate the building.

In considering the needs of our patient group who can experience significant physical, psychological, and neurological difficulties the evacuation process is organised into 2 phases.

- **Phase 1 – Prepare for Evacuation – Move to internal Refuge point.**
- **Phase 2 – Evacuate – Move to external Assembly point.**

PHASE 1 – Preparing for Evacuation

There are identified refuge areas on each floor of the building. These act as temporary places of safety to enable arrangements to be made to safely evacuate all young people and staff.

The first-floor refuge area is identified as the **Zone 3 Lounge**

The ground floor has 2 refuge areas these are identified as the Treatment room and the classroom.

On Hearing the Fire Alarm all staff should:

- Remain calm and guide the patients to the closest refuge point (ensure staff are familiar with the PEEPS for all patients)
- Do not wait to establish whether it is a false alarm.
- Do not stop to collect belongings.
- Close all doors behind you where practical and possible.
- Prepare for full evacuation

Fire Marshall Action on hearing the fire alarm.

- Turn on the radio to **channel 1**
- To attend the panel and identify area of concern.
- To communicate with the nurse in charge and responder to share location of the concern.
- To communicate with colleagues and safely direct both colleagues and patients to their safest / closest refuge point.

- To investigate concern

Duties of the Nurse in charge on hearing the alarm

- Turn on the radio to **channel 1**
- To communicate with the Fire Marshall and responder to ensure knowledge of the location of the concern.
- To support the responder in ensuring all occupants of the building are guided towards their safest , closest refuge point.
- To support investigation of the concern and determine whether to proceed evacuation.

Duties of the Responder on hearing the alarm

- Turn on the radio to **channel 1**
- To communicate with the Fire Marshall and Nurse in Charge to ensure knowledge of the location of the concern.
- To support all occupants of the building are guided towards their safest, closest refuge point.
- To notify the nurse in charge when all building occupants are in the refuge area.

Contractors and Visitors

- All contractors and visitors will receive guidance regarding evacuation procedures on arrival to the building.
- Contractors and visitors will be directed to follow phase 2 of the process only and evacuate on hearing the alarm.
- Where contractors are working within the normally occupied areas it will be the responsibility of the fire Marshall to ensure they have evacuated.
- All visitors need to report to reception and sign in and sign out on their departure.
- Contractors must be always accompanied by a member of staff. This is for both safety reasons as well as for those of security.

- It is the responsibility of staff to ensure that accompanied visitors follow the fire procedures of the building.

Where it is established during Phase 1 that there is no fire risk staff would not be required to move to Phase 2 and the Fire Marshall will attend the Assembly point to ensure any visitors or contractors who have exited the building are advised it is safe to return.

Should the investigation of concern identify a fire is occurring Phase 2 should commence.

PHASE 2 – Evacuation Procedure

The Fire Marshall will call 999

The Nurse in Charge will instruct full evacuation.

The Responder/s will lead evacuation of those gathered in the Refuge areas.

There are two fire escape routes in building. All routes are clearly marked with green exit signs and emergency lighting. In the event of a fire, exit the building via one of these exits:

- **Ground Floor - Front Door by reception**
- **Ground Floor - Rear door onto sensory garden**

The Nurse in charge and Fire

The marshall will each check a floor of the building to ensure all rooms are empty and identify any information that may be required by the fire service.

The Fire Marshall will take the signing in and out sheet to the assembly point and conduct a roll call.

On arrival of the fire service the Nurse in charge will provide all necessary information to support the fire service in ensuring all young people and staff are moved to the Assembly point in the grounds of the service.

The assembly point is clearly sign posted and is on the grassed area adjacent the main gate.

Responsibilities of the Nurse in Charge

- First point of contact for onsite Emergency Services during all incidents
- Commence the escalation process ensuring senior managers are aware of incident.

Responsibilities of the Hospital Director

- Ensuring effective on call system to carry out Fire Safety Manager role out of hours.
- Carry out fire drills at least twice a year.
- Test the fire alarm every week.
- Ensure that all staff receive adequate training and instruction in emergency procedures.
- Appoint and train Fire Marshalls
- Ensure that the inspection and testing of fire alarm systems, fire equipment and portable appliances are carried out.
- Maintain records of all staff training, fire drills, fire alarm tests and fire protection equipment maintenance.
- Ensure that fire safety management systems are in place and effective.
- Ensure that any minor works have not affected existing fire precautions.
- Procedure for caring for visitors and contractors.
- Keep records of any hazards, special risks, and storage areas.
- Monitor 'hot work' such as plumbing and roofing.
- Establish, maintain, and monitor a Housekeeping Policy.
- Ensure that the fire brigade is called for any fire related incidents.

Training

All site staff are to be Fire Marshall trained ensuring suitable awareness in the following areas:

- The outcome of the fire risk assessment.
- Staff actions in the event of fire.
- Location/operation of the fire alarm system.
- Location and use of escape routes and exit door operating systems.
- Dealing with visitors/members of the public.
- Location of assembly point.
- How to contact fire service in emergency.
- Roll call system.
- Assistance with evacuation.
- Location and uses of the fire-fighting equipment provided.