



Health and Safety Policy

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| Created by: | Dean Frances-Hawksley | Date: 01-10-2024 |
| Last reviewed on: | [Date] | |
| Next review due by: | [Date] | |

Note: many specific areas of Health and Safety are covered in discrete separate policies

Accidents and Incident Reporting

All accidents and incidents must be reported within 24 hours on The Quay's Learner Incident and Intervention form on Sharepoint. Wherever an incident is significant enough to warrant a first aid check or incident report, parents/guardians will be informed the same day. In the case of any serious accident or injury, parents/guardians will be informed as soon as is safely possible.

Any incident requiring physical intervention will be dealt with as per the ATS Physical Restraint Policy.

Administration of Medicines

Controlled medicines are not allowed on site as yet – in the event of a learner requiring a controlled drug, steps would need to be taken to ensure The Quay meets requirements regarding storage and recording. This policy would be updated in such an event.

Exceptions to this are asthma medication and 'epipens' which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

Non-controlled drugs will be stored in the Quay main office medicines cabinet in the medical room, or else in a locked box in the fridge where refrigeration is required. Parental permission is required in all instances.

The Quay has three members of staff currently trained in the administration of controlled medicines, and all members of staff have received basic first aid training.

For more information, see Medication Policy.

Asbestos

The premises have been inspected and certified (23rd August 2024) by Smiths Management Services – there are no areas of concern based on their inspection. The report is available in The Quay main office.

Hazardous Substances

The use of hazardous substances at The Quay will be kept to a minimum

The Lead Tutor (with appropriate support from directors) will complete a COSHH assessments for all hazardous substances used on site

Off-Site Trips

All Things SEN Health and Safety Policy

All off site trips will be subject to risk assessment. See ATS Outings Policy for more information.

Electrical Items

All items of portable electrical equipment in school are inspected and checked annually. The most recent PAT tests took place in December 2024.

Fire Safety

See Fire Safety Policy for full information.

First Aid Kits

There are numerous first aid kits kept at The Quay . There are regular checks to ensure that all items within each kit are in date. The Quay has first aiders and the location / number of first aid kits

Portable first aid kits are taken on educational visits

Food Technology

Cooking equipment including ovens and hobs is all subject to regular safety checks.

The staff member leading the particular session must be satisfied that the tasks undertaken (including use of sharp knives for chopping) are appropriate for the learners involved.

Close supervision will be implemented for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

Legionella

The site has been subject to a thorough legionella inspection by Dantech 18/11/2024.

Water flushing regimes are of paramount importance in protecting buildings against the threat of Legionella bacteria. Water flushing is a method undertaken to prevent the build-up of conditions favourable to the growth of Legionella and other bacteria within hot and cold-water systems. It does this by:

- Introducing fresh cold water containing residual disinfectant
- Exposing pipework to temperatures at which Legionella bacteria is discouraged
- Dislodging biofilm through the simple act of running water

All outlets must be flushed for 5 minutes before this table is initialled as complete. All outlets must be flushed weekly. Any issues should be reported to Steven, Director. See Water Flush log for records of flushing.

Temperature checks are carried out monthly and recorded.

Manual Handling

See ATS Manual Handling Policy for full details.

Playground Equipment

Playground equipment and its use is supervised during all breaks during the day. If the equipment is used during lesson time supervision is again maintained

A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day

Pregnant Members of Staff

A comprehensive 'Pregnancy Risk Assessment' will be completed for any pregnant member of staff. The Joint Directors will take steps to ensure that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments

Slips Trips and Falls on the Level

The potential for slips trips and falls on site has been assessed and appropriate controls have been put in place. This includes working procedures for mopping floors and regular hazard spotting inspections.

Snow and Ice

In the event of snow and ice, the Joint Directors will be responsible for ensuring that the main pedestrian routes around the site are kept safe. If it becomes impossible to keep these routes clear the Joint Directors will make a decision to close the provision.

Stress at Work

As well as daily monitoring for signs of stress, the wellbeing of staff is monitored formally in regular supervisions.

Health and Safety Training Needs are assessed as part of staff supervision. Training needs may also be identified as part of a risk assessment process.

Lone Working

See the ATS Lone Working Policy.

Manual Handling

See the ATS Manual Handling Policy.