

Chadsgrove Educational Trust Specialist College



Health and Safety Policy March 2022

Policy No: 15

Frequency of Review: Annually

Next Review Date: March 2023

Author: Deb Rattley in consultation with all Directors

Ratified by Directors on: 2nd March 2022

Throughout this Policy we will refer to 'Chadsgrove Educational Trust Specialist College' as the College

Acknowledging Responsibility

Agreed/Ratified by	Printed Name	Signature	Date
Director	Franki Williams		
Health & Safety Officer	Iain Chatwin		
Principal	Deb Rattley		
Author of this Policy	Deb Rattley		

Named Persons

Local Authority:	Sandra Sandon, Health & Safety Team Leader 01905 856802
The Director:	Franki Williams
Principal:	Deb Rattley
Vice Principal:	Rebecca Gayden
H&S Responsibility:	Iain Chatwin
Appointed First Aiders:	A list of First Aiders are displayed in College
Catering/Kitchen Manager:	Samantha Wain
Minibus Responsibility:	Deb Rattley
Fire Officer:	Lorraine Binns

Chadsgrove Educational Trust (the College) is located on the same site as Chadsgrove School and rents its building from Chadsgrove School. As such, responsibility for the building rests with Chadsgrove School though the College community has an important part to play in continuing to ensure the building as well as its students and staff remain safe at all times.

1. Introduction

- 1.1. The Directors of the College, alongside Chadsgrove School, recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:
- Provide safe systems of work, plant and equipment
 - Provide for the safe use, handling, storage and transport of articles and substances
 - Provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely
 - Provide a safe place of work with safe means of access and egress for all persons using the premises
 - Provide a safe and healthy working environment with adequate welfare arrangements
 - Provide for the health and safety of persons not employed by the College, but who may be affected by its activities
 - Encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the College in the carrying out of their statutory duty
 - Require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others

Clauses (d) and (f) allow for the duty of care towards students and other non-employees and also includes Chadsgrove School's duty of care towards people hiring its premises.

- 1.2. The Directors recognise the need to consult staff on matters of health and safety and the right of staff to appoint safety representatives, through their recognised trade unions or professional associations. The Directors will accommodate the establishment of a College Safety Committee on which the staff safety representatives, amongst others, may serve, should it be requested by staff or their representatives.
- 1.3. The Directors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the College and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.
- 1.4. The Directors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under the:
 - Management of Health and Safety at Work Regulations 1999 as amended 2006
 - The Health and Safety at Work etc. Act 1974 (Civil Liability) (Exceptions) Regulations 2013
 - Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended
 - Manual Handling Operations Regulations 1992 as amended
 - Provision and Use of Work Equipment Regulations 1998
 - Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002
 - Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013

2. Responsibilities

- 2.1. The Local Authority (Worcestershire County Council), through Chadsgrove School
 - Has overall responsibility as employer for all aspects of health and safety of employees, students and other persons at Chadsgrove Educational Trust (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974)
 - Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority
 - Has responsibility for appointing a competent person as a planning supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the College or Chadsgrove School has initiated the building work, in which case this will be the responsibility of the Directors
- 2.2. **The Directors** are responsible for:
 - Ensuring that the College's Health and Safety Policy is implemented, monitored, regularly reviewed and revised as necessary
 - Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility
 - Monitoring the need for building maintenance in the College and implementing repairs as necessary, in liaison with Chadsgrove School
 - Advising the Chadsgrove School Business Manager of structural defects that could adversely affect the health and safety of staff, students and other persons
 - The safe condition, storage and maintenance of equipment and plant at the College, and ensuring that such equipment can be used safely in the normal running of the College
 - Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
 - Ensuring that safety rules concerning the use of any premises or equipment (for example, fire extinguishers) are displayed at appropriate locations in the College and are enforced
 - The adoption of safe working practices by staff and students, and by contractors on site
 - Acting to deal with potential hazards to health and safety
- 2.3. **The Principal** is responsible for:
 - The implementation of the College's Health & Safety Policy
 - Advising the Directors of the need to review the College's Health & Safety Policy

- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations amended in 200 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Health and Safety (Display Screen Equipment) Regulations 1992/ 2002
- Ensuring that staff receive appropriate health and safety training
- Carrying out the six monthly safety audit required by the LA, in liaison with Chadsgrove School
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the College are dealt with, in liaison with Chadsgrove School
- Notifying the Health and Safety Officer at Chadsgrove School of any serious accidents to students or any accidents to staff or other persons and any "near miss" situations
- Notifying the Health and Safety at Chadsgrove School of any hazards or problems affecting the health, safety or welfare of staff, students or others that cannot be resolved by appropriate local action
- Establishing, in liaison with Chadsgrove School, emergency procedures, including evacuation in case of fire or bomb threats
- Ensuring that adequate provision is made for the administration of first aid
- Ensuring that all new material on health and safety matters, supplied by Chadsgrove School or the Health and Safety Executive, is brought to the attention of any relevant persons promptly
- Facilitating the meeting of a College Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings if required
- Consulting, in liaison with Chadsgrove School, with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

2.4. **The Site Manager** (based at Chadsgrove School) is responsible for:

- Ensuring that they are familiar with and comply with the College's Health & Safety Policy
- Bringing to the attention of the Principal, College Safety Officer and Health and Safety Officer at Chadsgrove School any problems or defects affecting the health and safety of any person on the College's premises
- Bringing the College's Health & Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- Ensuring that any staff under their direct control (i.e. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out)
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines and the use of chemicals (including correct use of protective clothing)
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- Informing the Principal, College Safety Officer and Chadsgrove School's Health and Safety Officer of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- Informing contractors of any hazards that could affect their health and safety while working in the College (particularly in the light of risk assessments carried out)
- The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers, swimming pool chemicals etc.)

- 2.5. **The College Safety Officer** is responsible for:
- The day to day responsibility for health and safety on site
 - Management of fire safety and fire bell testing
 - Ensuring that any first aiders receive adequate training and instruction in first aid and the use of any equipment or materials that they are expected to use
- 2.6. **Safety Representatives (Appointed by Staff/Trade Unions/Professional Associations)** have the right to
- Carry out termly inspections of the premises and submit a written report to the Principal
 - Receive any reports of inspections or accident investigations made by the Health and Safety Executive
 - Represent their membership to the Principal (as representative of the employer) on matters affecting the health, safety or welfare of staff
 - Represent the staff / union membership on the College safety committees
 - Receive such training as may be necessary for them to perform their duties
- 2.7. **The Catering/Kitchen Manager** (based at Chadsgrove School) is responsible for:
- Ensuring that she is familiar with and complies with the College's Health & Safety Policy
 - Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others
 - Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
 - Bringing to the attention of the Principal/Vice Principal (or the College Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility
- 2.8. The Health and Safety at Work Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) in Section 1.1 above.
- 2.9. **Medical & Therapy Staff** working in the College have their own guidelines for Health & Safety. However, regular consultation with the College Safety Officer is essential and there is an expectation that they adhere to the procedures outlined in this document whilst on site.
- 3. Access & Egress, Housekeeping, Cleaning & Waste Disposal**
- 3.1. The Site Manager for Chadsgrove School has the responsibility to ensure that outside areas of the College likely to be dangerous for students and staff due to frost, ice or snow are salted and/or cleared as necessary. It is unlikely that the College will be open following very heavy overnight snow simply because of the difficulties of transporting physically disabled students from a very wide catchment area. Minibus firms, Passenger Assistants and Parents Carers/Advocates are advised not to attempt the journey to the College in severe snow conditions. The Principal follows Worcestershire County Council procedures for closure as the College is on the school site.
- 3.2. The Site Manager regularly clears leaves to avoid slippage.
- 3.3. All designated fire exits are identified with suitable signs and must never be locked or obstructed whilst the College is in session.
- 3.4. The site staff and cleaning staff ensure that all bins and rubbish is disposed of daily outside of the premises. Outside bins are kept away from the building and are locked or in a secure place.
- 3.5. Signs are clearly displayed identifying wet floors.
- 3.6. Obsolete computers are collected by a recycling company, currently PRM Green Technologies.

4. Accident Reporting

- 4.1. All serious accidents that occur on the College site are notified to the College Safety Officer. Serious accidents are reported to the Principal and immediate action taken to ensure the location of the accident is still safe to use. The Principal will conduct an investigation of any serious accident, liaising with Chadsgrove School, as appropriate. If members of the public are involved, names and addresses will be taken, including any witnesses.
- 4.2. Minor accidents are written in the accident book located in the College office.

5. Blood-Borne Diseases

- 5.1. Precautions against infection by blood borne diseases are taken whenever it becomes necessary to deal with any body fluids, including blood, urine and vomit.
- 5.2. Disposable gloves and disposable aprons are worn by all staff having to deal with spillages of body fluids, no matter how small, including class tutors, lunchtime supervisors and caretakers as well as first aiders. Face masks and visors are also available as necessary.

6. Building Repairs and Contractors

- 6.1. It is the responsibility of Chadsgrove School to appoint contractors and to check their relevant qualifications or competency. Contractors are usually selected from the PR Associates Approved Jobbing Contractors booklet and will be chosen according to the job and their expertise/price. Contractors and students are segregated whenever possible – ideally work is arranged when students are not present in the College, although this is not always possible.
- 6.2. Contractors are expected to report to the Chadsgrove School office on arrival on site and, if necessary consult, with the Principal or College Safety Officer regarding working arrangements. College staff will arrange supervision of contractors if they are going to be working near students, for example going into bathrooms to take water temperatures.
- 6.3. All contractors will be asked to read a leaflet outlining health and safety and fire procedures on arrival.
- 6.4. The Asbestos Register (located in the Chadsgrove School office) will be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register. Only specific contractors are allowed to work with asbestos.

7. Cleaning

- 7.1. The Handbook of Safety Information offers clear guidelines on Health & Safety issues which the College and site staff will adopt and follow at all times.
- 7.2. Warning signs (and verbal reminders) are in place when floors are wet and slippery.

8. Defect Reporting Procedures

- 8.1. Staff are expected to report any problems or defects concerning Health & Safety matters to the Principal, College Safety Officer or the Health and Safety Officer at Chadsgrove School either verbally or in writing. The important point is that problems or defects must be addressed and reported.
- 8.2. Health & Safety Audits are carried out annually, in liaison with Chadsgrove School. The Principal reports to the Directors on health and safety matters as they arise.

9. Consultation (Trade Union Safety Representatives)

- 9.1. The Handbook of Safety Information deals with this aspect of health and safety, which the College will adhere to. For the College, the current agreed number of Safety Representatives is 1.
- 9.2. Safety Representatives have the legal right to carry out the following functions amongst others:
- Carry out safety inspections in their workplace (for which they should each be allowed half a day per term or one and a half days per year, with pay, during working time)
 - Inform their employer (or the Principal) of any unsafe or unhealthy working practices or conditions
 - Represent employees at the establishment where they have complaints about safety matters
 - Investigate any accidents, near misses or hazards
 - Request to see risk assessments carried out at the establishment
 - Request and attend meetings of safety committees
 - Receive reports from enforcing officers (normally HSE inspectors) following their inspections or investigations in an establishment

10. Computers and Display Screen Equipment (DSE) in accordance with the Display Screen Regulations.

- 10.1. All staff who are classed as DSE Users including tutors with laptops are trained in their safe use. This training is undertaken by all relevant staff every 3 years.
- 10.2. DSE self-assessments for all staff members are available as part of the training package and completed by staff as required.

11. Educational Visits and Journeys

- 11.1. Rebecca Gayden is the College Educational Visits Co-ordinator (EVC) and we operate the EVOLVE offsite visit software system used by Visit Leaders. The EVC Resources CD 2018 can be found on the Chadsgrove School staff share drive (T:) under Visits and Trips. All Visit Leaders complete a Risk Assessment which is signed by Rebecca Gayden. Prior to any trip taking place signed authority from Parents Carers/Advocates is obtained. The majority of College tutors and Learning Support Assistants receive Evacuation and Wheelchair Clamping training which is reviewed every 3 years and all drivers receive this training.
- 11.2. All staff receive Visit Leader Training through B&S Educational Systems & Training. Rebecca Gayden has received Visit Co-ordinator Training which is refreshed every 3 years.

12. Electrical Equipment

- 12.1. The ICT Technician, based at Chadsgrove School, has been trained and carries out the portable appliance testing of equipment, keeping appropriate records. All equipment is checked including those that have been donated. Any defective items are removed from site.
- 12.2. If the premises are let out and hirers use any electrical equipment Chadsgrove School will ensure that they have been PAT tested within a twelve-month period.
- 12.3. Hardwiring checks are carried out every 5 years by the company, C.F. Roberts.

13. Fire Arrangements

- 13.1. The College Safety Officer has responsibility for the arrangements for fire practices, alarms, appliances and fire prevention in conjunction with the Principal and Chadsgrove School. Copies of the Fire Orders (see Appendix B) are distributed to all members of staff and are clearly displayed throughout the College. The orders are also brought to the attention of all visitors to the College, unless they are to remain with a member of College staff at all times
- 13.2. Fire Orders will be revised from time to time following discussions with visiting inspectors and all staff will complete an online training module annually.

13.3. To aid roll-call in the event of a fire, staff leaving the College site with students are expected to 'sign-out' and 'sign-in' on return. There is a single point of entry. All visitors must sign the Visitors Sheet in the entrance to College. Visitors that are not contracted to work at the College on a regular basis (and have completed all vetting checks) are also expected to sign in at the office within Chadsgrove School.

13.4. Copies of Fire Orders are included in the Appendix. The 'Fire Book' details records of fire practices, equipment inspections, alarm bell tests etc. and is maintained by the College Safety Officer. The book is kept in her office.

14. First Aid

14.1. The First Aiders take responsibility for any emergency situation and the decisions that need to be made at these times. A list of First Aiders is displayed in the College.

15. Flammable Substances

15.1. Chadsgrove Educational Trust will follow the guidelines in the Handbook of Safety Information with regard to flammable substances. No flammable substances will be stored within reach or access of students.

16. Hazardous Substances

16.1. The Handbook of Safety Information deals with the Control of Substances Hazardous to Health (COSHH). The COSHH regulations will be strictly followed at the College. The Worcestershire LA safety sheets relating to these substances are stored in the site manager's office as is the list of COSHH substances and their application within the College site.

17. Information/Publications

17.1. The Policy on Health & Safety and other relevant policies relating to these issues are available as a hard copy from the College office. Copies of all or parts of these documents have been distributed to relevant staff. Health & Safety is part of the induction process.

17.2. The records of the Audit of Health & Safety are kept in the Chadsgrove School office and/or the College office. Minutes of Directors' meetings, which often refer to Health & Safety matters, are stored in Rebecca Gayden's office.

17.3. Visitors in the College including contractors are issued with a visitor's leaflet and this gives details of the basic health & safety procedures to follow.

18. Infectious Diseases, Infection Control Policy

18.1. Staff notify the College Safety Officer of any observations of possible infectious diseases in students or if they have any concerns themselves about exposure to the same. The Medical Interventions Manager based at Chadsgrove School has access to current guidance which includes a helpline telephone number to the Health Protection Agency's department of Infection Control.

19. Machinery & Plant – Technology, PE, Hoists, Tail-Lifts

19.1. The College follows the appropriate guidelines with regard to the arrangements for guarding, inspection, adjustment and repair of any machinery used, in liaison with Chadsgrove School. Arjo Maxi-lifts which are the responsibility of the College to maintain are serviced 6 monthly on a manufacturers' service contract which covers malfunction call outs.

19.2. The tail hoists on vehicles used by the College which are owned by Chadsgrove School or the Local Authority are serviced at 6 monthly intervals by an appointed agent.

20. Medicines and Medical Interventions

20.1. Chadsgrove Educational Trust has a dedicated Medicines Manager, Jen Lacey. All students who require medication have a care plan in place and staff are trained, either by the nurses based at Chadsgrove School or specialist adult nursing teams.

21. Manual Handling

21.1. There are three manual handling trainers accredited by Centaur Training based in the College (Rebecca Gayden, Ciara Porter and Nicki Lupton). This accreditation is assessed every 6 months.

22. Monitoring of Safety Performance

22.1. The Principal will periodically review the incidence of recorded accidents to staff and students. Any identifiable trends will be considered as necessary. Each individual recorded accident will be considered for its implications on the College as a whole. This also applies to consideration of "near misses".

23. Personal and Protective Clothing

23.1. There are many references to the use of protective clothing in the Handbook of Safety Information. These give guidelines for the correct use of gloves, goggles, overalls etc. The College expects these guidelines to be observed and those staff responsible for the work area concerned should ensure compliance.

23.2. Where necessary protective clothing will be purchased from the College budget allocation. Staff are expected to wear appropriate clothing and footwear for the safe performance of their duties. Generally, gloves, aprons, face masks and visors are available for College staff to carry out their duties

24. Public Entertainment Licences

24.1. A Public Entertainments Licence is not necessary if it is the College, in liaison with Chadsgrove School, organises an event to which staff, students and invited guests attend. Fire Exits are pointed out to the audience prior to an event.

24.2. For outside users the user would have to apply for a permanent or temporary Public Entertainments Licence from Bromsgrove District Council.

25. Record Keeping

25.1. A book exists for staff, Parents Carers/Advocates or voluntary helpers to register in writing any concerns or problems they may have in relation to Health & Safety. This book is situated in Rebecca Gayden's office and should be returned to Lorraine Binns, in her capacity as College Safety Officer, upon completion of an entry who will bring any urgent matters to the immediate attention of the Principal and Health and Safety Officer at Chadsgrove School.

25.2. The outcome and resolution of a matter will be recorded and reported as necessary.

26. Reporting

26.1. The Vice Principal will include Health & Safety matters as part of her written Report to the Directors at their regular meetings.

27. Risk Assessments

27.1. This is dealt with in detail in Appendix A. A Risk Assessment is a way of measuring the likelihood of an accident happening and working towards reducing risk. Any member of staff may discuss with the Principal or Educational Visits Co-ordinator the details of a Risk Assessment. The Risk Assessments will be recorded, retained and disseminated as necessary and reviewed at suitable intervals. The Educational Visits Co-ordinator, Rebecca Gayden, oversees this process for every trip off the College premises and keeps records. Rebecca also manages all on-site Risk Assessments including new and expectant mothers and keeps a record of these.

28. Smoking

28.1. Smoking is not allowed anywhere on the College or Chadsgrove School site. Signage is displayed on all main external doors used by staff, students and visitors.

28.2. Minibus drivers and Passenger Assistants are not allowed to smoke on the vehicles whilst conveying students.

29. Stress

- 29.1. Staff are invited to consult at an early stage with the Principal and/or other staff if they feel under undue pressure arising from their work in the College or from other circumstances. If necessary, the Principal will make a referral to the Occupational Health Service.
- 29.2. The College will seek to be sympathetic to these situations. From time to time training sessions on stress and related matters will be offered.

30. Swimming/Hydrotherapy Pool

- 30.1. A Hydrotherapy Pool Safety Audit was completed in November 2013 by the Local Authority. The Audit produced some recommendations but observed that management and 'house-keeping' was good.
- 30.2. All staff operating the pool hoists do so having received manual handling training.
- 30.3. The pool room has an emergency, low voltage bell-push and an alarm and a light flashes in the Chadsgrove School office when pressed.
- 30.4. The Site Manager (Mark Perry), Rachel Burton and Lorraine Binns, the College Safety Officer hold National Pool Plant Operators Certificate. Chemicals are ordered on the instruction of the Site Manager and these are stored in a brick built unit away from the College. Water tests are carried out on a weekly basis by Pathology Management Services.

31. Training

- 31.1. Manual Handling training is offered to all staff. The Directors are anxious to facilitate training in other areas where this is felt to be necessary for Health & Safety within the College. Any requests should be directed to the Principal in the first instance.
- 31.2. Medicines training is carried out by the school nurses or specialist adult nursing team.
- 31.3. For new members of staff suitable training in relevant areas will be made available as soon as this is practicable.
- 31.4. A record of all training linked to safeguarding is kept on the Single Central Record held in the main school office and in Rebecca Gayden's office. The records held in Rebecca Gayden's office also contain details of other training that is not specifically linked to safeguarding.

32. Vehicles

- 32.1. Training will be provided for as many Tutors and Support Staff as possible in the procedures for restraining wheelchairs in the minibuses. Assessments for minibus driving will be mandatory for all staff wishing to drive students in vehicles used by College and informal (or formal) training will be available for those requesting this. Currently these assessments are provided by the Worcestershire County Council Road Safety Team. Training is also provided in minibus evacuation procedures.
- 32.2. Minibus Passenger Assistants receive training through their employer.
- 32.3. The Principal is responsible for ensuring that vehicles owned by Chadsgrove School and used by the College, are serviced and checked regularly. The Site Manager has a leading role in carrying out cleaning and basic checks. Tyre pressures are taken daily. The tail hoists on all vehicles are checked every six months.
- 32.4. Minibuses and taxis bring students to College, along with Parents Carers/Advocates cars. Drop off and pick up times can be busy and potentially dangerous. Drivers and Passenger Assistants are encouraged to be patient and courteous at all times. Reversing vehicles is not permitted except in an emergency because of the grave risk to students in wheelchairs who may be hidden from view behind a high minibus and less able to move quickly from the dangerous situation.

- 32.5. A letter outlining procedures is distributed annually to all drivers and Passenger Assistants and during the year to new drivers. (See Appendix C). Reminders and specific instructions are given out periodically.
- 32.6. Staff are on duty from 9.30am and again at 4.00pm until the students have left the building to ensure students are properly supervised at these busy times.

33. Waste Disposal

- 33.1. All classroom waste bins are emptied daily when the classrooms and other rooms are cleaned. PHS hygiene bins are removed weekly in line with the Chadsgrove School's annual contract basis of 40 School weeks and sanitary bins are changed every four weeks. Bromsgrove District Council empties the bulk containers weekly. These services are paid for as part of the hire agreement with Chadsgrove School.
- 33.2. Clinical, medical and human waste is disposed of as appropriate in yellow bags and placed in the designated yellow bins. Staff handling such waste should:
- Wash hands with soap and water immediately after handling waste
 - Avoid touching face, mouth, eyes, nose, or open sores and cuts while handling waste
 - After handling waste, wash hands with soap and water before eating or drinking
 - After handling waste, wash hands with soap and water before and after using the toilet
 - Do not eat or chew gum while handling waste
 - Keep open sores, cuts, and wounds covered with clean, dry plasters or bandages
 - Gently flush eyes with safe water if waste contacts eyes
 - Use waterproof gloves to prevent contact with waste

34. Water Hygiene

- 34.1. The Site Manager checks the water on a weekly basis as per the Worcestershire County Council Legionnaires and Water Hygiene Policy. Records are kept in the Site Manager's office.

35. Lone Working & Personal Safety

- 35.1. Chadsgrove Educational Trust supports the Worcestershire County Council Guidance for Lone Working. All staff are encouraged to leave the building by 5.30/6.00pm latest when the Site Manager locks up. Staff entering the College during the holidays should notify the Site Manager on arrival and leaving.

Risk Assessment



Chadsgrove Educational Trust Specialist College Risk Assessment

AREA/ACTIVITY/EQUIPMENT: _____

Date of Assessment: _____ Date for Review: _____

Hazard	Persons Affected	Risk	Risk Level	Control Actions	Risk Level When Control Actions Followed

Training/Additional Needs Identified: _____

Assessment carried out by:		Date:	
Assessment approved by:		Date:	



FIRE ORDERS

If you see or suspect fire:-

1. Break the glass on the nearest fire alarm.
2. Evacuate the students through the nearest exit to the outside of the College.
3. Make sure there is no-one left in the room where you are, then close doors behind you as you leave.
4. Move quickly and calmly to the assembly point situated at the front of school.

Things to remember: -

- The position of the nearest fire alarm.
- The location of the nearest fire exit.
- Keep fire exits clear at all times!
- How to operate the fire extinguishers and fire blankets. (NB last resort after students have been evacuated).
- Don't panic, stay calm, and act decisively.
- People before buildings.
- Treat the continuous ringing of the fire bell as the real thing.

Once outside:

- Check student names against registers.
- Gather outside the car park.

TO ALL DRIVERS & PASSENGER ASSISTANTS

Dear Colleagues

Welcome back to the Autumn Term!

Here is the list of the guidelines for minibuses coming to Chadsgrove Educational Trust Specialist College. Please see me personally if you need anything clarified. Please ensure that you read these guidelines!

1. Park in a sensible place
2. Make sure students are safe when unloading
3. **No** vehicles should reverse once the students have started to offload their vehicle at 9.30am and at the end of the day at 4.00p.m. and drivers should be aware that students will now be leaving via the Chestnut Centre. **In an emergency** vehicles may reverse – but **only** if the Passenger Assistant is on hand to guide the driver. Reversing in high side vehicles is particularly dangerous because students in wheelchairs, young students etc. are not visible behind these vehicles. **ALWAYS** PARK IN THE GENERAL DIRECTION OF THE ROUNDABOUT i.e. clockwise around it. Parking at the side of College is for families use only. Please do not park here.

Our rules are stringent to maximise safety for the students. I know that the students will be your priority as they are ours. Should there be an emergency in College e.g. a fire, the buses would have to leave the front car park safely and easily and the only way we can guarantee this is if all the buses follow these guidelines.

There are some reminders about the student's safety. Failure to comply with these rules will result in referral to the County Council.

- a. Don't lift students up and down the front steps – use the lift. If a student can use the steps with just a little help make sure someone stands nearest the ground to assist him/her on or off the minibus.
- b. Ensure that all the students are restrained properly in seat belts, or harnesses or their wheelchairs are correctly fixed with an additional independent passenger restraint appropriately fitted.
- c. Only the driver or Passenger Assistant should operate the lift or push wheelchairs in or out of the College.
- d. Students must **NEVER** be left unattended whilst buses are being loaded/unloaded. Please do not leave students outside the bus in bad weather whilst others are being unloaded. Tail lifts and doors can be put away/closed after the students are in College at the end of the unloading as oppose to being done whilst the students are waiting to be taken into College.
- e. Please keep your lists of emergency phone numbers and routes updated and let the office have any changes.
- f. Smoking is not allowed anywhere on the school or College premises at any time (this includes the roundabout area!) as our students are particularly susceptible to asthma and breathing problems.
- g. Students with epilepsy: It is your responsibility to be aware of students who may be at risk. Rebecca Gayden will be happy to chat with you if you have any concerns. Also, the Parents Carers/Advocates of the student will be able to help with information about epilepsy which is, thankfully, a rare event, on the minibuses.
- h. The giving of gifts, sweets, chocolate or biscuits etc. is not permitted. This is best avoided because of allergies, diets, and the risk of a student choking.
- i. Please do not hug or kiss the students.

- j. Students should be ready for the minibuses in the morning. Exceptionally you may need to wait for 2 or 3 minutes. If a particular student is frequently not ready please could the Passenger Assistant have a quiet word with the Parents Carers/Advocates, and if the situation is still not resolve then let me know.
- k. Thank you for your help with passing on Newsletters etc. to Parents Carers/Advocates. This is much appreciated. If a student is away on a particular day just put their name on the item and give it to the Parents Carers/Advocates when they return. If it is a long absence, hand it to the office and we will deal with it.

Thank you all for your help in these matters as drivers and PAs, you are highly valued as part of our College team.

Yours sincerely

Deb Rattley
Principal