



Royal Free Hospital Children's School

Health and Safety Policy

January 2021

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KEY CONTACTS

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Designated Child Protection Lead	
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Introduction

It is recognised that every person who comes to the RFHCS, as a pupil, staff member or visitor, has the right to expect a safe and healthy environment in which to carry out their work/activities. Since we are a school for pupils with a medical diagnosis, related to physical or mental health, it is particularly important that the environment is safe and free from hazards. The school works with a large multi-disciplinary team; teachers, support staff, volunteers, home tutors, Educational Psychologists, Speech and Language Therapists, visiting professionals and educationalists, Education Welfare Service, ward and specialist nurses, doctors, medical and mental health therapists, and Social Care. Every member of staff, and others who work in the school, must take responsibility for ensuring the health and safety of pupils within their care. This will involve protecting them from dangers within the environment as well as those arising from their own behaviours and those of other pupils.

This policy acknowledges the requirements of the Health and Safety at Work etc. Act (1974), the Workplace (Health, Safety and Welfare) Regulations (1992), Management of Health and Safety at Work Regulations (1999) other relevant Regulations and Codes of Practice.

Aims

The Royal Free Hospital Children's School aims, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy school environment, including home tutors who regularly work alone and 1:1 with pupils
- Establish and maintain safe working procedures among staff and pupils
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety
- Teach safety as part of the curriculum, as and where appropriate
- Provide and maintain adequate staff welfare facilities
- Ensure staff have regular health and safety and fire training as appropriate
- Have in place, in liaison with the RFH and The Hive, effective fire, emergency evacuation, accident and incident procedures.

Duties

The Governing Body will:

- Ensure that there is an effective and enforceable policy for the provision of Health and Safety and assist the Headteacher in its implementation, maintenance and regular review
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made in consultation with the Headteacher, and brought to the attention of all staff
- Consider health and safety matters when assessing the budget
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities and identify and evaluate appropriate risk control measures
- Provide a safe and healthy place for staff, home tutors and pupils to work; with equipment and systems of work which are safe and the provision of adequate welfare facilities
- Provide safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice and guidance
- Provide sufficient information, instruction, training and supervision as is necessary to protect the health and safety of both staff and home tutors, whilst at work and other persons who may be affected by the school's activities.

The Headteacher will:

- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met at all times
- Report Health and Safety issues to the Finance and Personnel committee who will monitor the effectiveness of this policy, on at least an annual basis. The Headteacher will be responsible for disseminating information to staff and for planning any necessary changes
- Be aware of the basic requirements of the Health and Safety at Work, etc Act (1974) and any other health and safety legislation and codes of practice relevant to the work of the school
- Ensure at all times the health, safety and welfare of staff, pupils and others using the school premises and facilities
- Ensure safe working conditions, practices and procedures throughout the school and in off site locations where possible
- Arrange systems of risk assessment to allow the prompt identification of potential hazards
- Carry out periodic reviews and safety audits on the findings of any risk assessment
- Identify training needs and ensure adequate and appropriate training
- Encourage staff, pupils and others to promote health and safety and to suggest ways and means of reducing risks
- Ensure that any defects in the premises, equipment or facilities which may affect the health and safety of staff, pupils and others are made safe without delay
- Collate accident and incident information and, when necessary, carry out accident and incident investigations and report to the LA and HSE (RIDDOR) as appropriate
- Monitor first aid and welfare provision.

Members of Staff will:

- Have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts
- Be aware of the basic requirements of the Management of Health and Safety at Work regulations (1999)
- Be expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk
- Be familiar with the health and safety policy and ensure that its arrangements are being applied effectively by all staff and pupils
- Take an active interest in promoting health and safety and suggest ways of reducing risk

- See that equipment is in good working order
- Use the correct equipment and tools for the job, with any protective or safety devices provided
- Be aware of situations where there may be inherent dangers, the location of risk assessment information and their contents
- Report defects and shortfalls promptly to the Headteacher
- Record accidents in the accident book
- Be aware of the RFH's and The Hive's emergency evacuation procedures.

Responsibilities

The Governors and Headteacher are responsible for:

Implementing this policy within the school and ensuring:

- All staff are regularly informed and reminded of the RFH's and The Hive's emergency evacuation procedures
- All staff, visitors, and parents are aware of the school's safety policies and procedures, and of any relevant safety guidelines and information issued by the Local Authority
- Arrangements are in place for implementing the Local Authority's accident reporting procedure and all staff are aware of the procedure
- That regular safety inspections are undertaken
- Any item of furniture, fitting or equipment identified as being defective and unsafe is withdrawn, repaired or replaced and interim arrangements, as are reasonable, made to limit the risk entailed.

The Governing Body will deal with all aspects of Health and Safety which are under their control and report to the Royal Free Hospital any situation identified as being unsafe or hazardous. In liaison with the RFH, they will monitor, within the limits of their expertise, the activities of contractors and other organisations present on site, as far as is reasonably practicable.

The effectiveness of the policy, and the safe working practices described within it, will be monitored and revised or amended, as necessary, on a regular basis.

The Headteacher is responsible for:

- Health and Safety within the school. Health and Safety is discussed under Premises at the Personnel and Finance Committee meetings, which take place each term. The Committee Chair reports back to the full Governing Body each term. A Risk Assessment of the site is carried out by the Headteacher and nominated First Aider prior to the meeting. Minutes from these meetings are sent to the Camden Health and Safety Adviser, as relevant, and a report is sent to the RFH Works Department when necessary.
Accident/Incident Reports are submitted to the Headteacher who takes action, as required, and decides which reports go to the Borough Health and Safety Adviser. These will generally be any accidents/incidents that involve loss of blood and/or head injury. Records of all accidents/incidents are kept at the school and a copy is also sent to the person responsible for Health and Safety within the Paediatric Department of the hospital.
- Providing warning notices and signs, as appropriate, and protective clothing and safety equipment as necessary, and ensuring that these are used, as required
- Minimising the occasions when a member of staff is required to work in isolation, particularly in a hazardous situation
- Taking prompt action when there is criticism of health and safety arrangements
- Providing the opportunity for discussion of health and safety arrangements.

The Headteacher and nominated First Aider are responsible for:

- Monitoring general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school
- Co-ordinating the implementation of safe working practices within the school
- Investigating any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Investigating any specific health and safety problems identified within the school and taking or recommending (as appropriate) remedial action, including the stopping of an activity, on a temporary basis subject to further consideration by the Governors
- Co-ordinating the dissemination of information and the instruction of employees, pupils and visitors on safety matters, and make recommendations about staff training

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This role is not under the remit of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Staff responsibilities towards pupils and others in their care:

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.

Where private vehicles are used to transport children, staff must have the appropriate insurance cover, parental permission and child restraints/seats appropriate to the age of the child concerned. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with the Local Authority and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; when in doubt they must seek immediate clarification from the Headteacher
- Ensure that tools and equipment are in good condition and report any defects, or possible deficiencies in health and safety arrangements, to the Headteacher
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that the office, classroom and rooms shared with the RFH and The Hive are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher

Newly appointed staff could be particularly vulnerable to risk and relevant health and safety matters are drawn to their attention on their induction to the school (See Staff Operational handbook and Induction Powerpoint).

Whilst it is a management responsibility to instruct all staff in safe working procedures, staff should ensure they have been advised of specific hazards and, whenever possible, ensure they are accompanied by a person familiar with the environment.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

All pupils are expected, according to their age and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things that are provided in the interest of their personal safety

The Governors and Headteacher will ensure pupils (and where appropriate their parents) are aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Procedures

Planning for emergencies, emergency evacuation and fire safety

In liaison with the RFH and The Hive, the Headteacher will ensure that a Planning for Emergencies Action Plan is in place for the evacuation of the school from the hospital building as well as the evacuation from the premises at The Hive, so that everything possible is done to save lives, prevent injury, and minimise loss. The evacuation procedure forms part of the regular risk assessment survey.

The RFH and The Hive regularly monitors the condition of all fire prevention equipment. This includes regular visual inspection of the fire alarm system, fire extinguishers and related equipment. Portable electrical appliances are also checked regularly.

The school's procedures for fire and emergency evacuation are displayed in the office, classroom and corridor at the RFH and at the main door of the premises at The Hive. Fire Prevention Equipment is located in designated areas. Staff priority must be the safe evacuation of pupils and themselves; they should not attempt to fight the fire unless there is no other way to evacuate safely.

All staff complete the in-house Fire Safety training delivered by the RFH fire safety officer and follow guidelines as set out by management at The Hive.

Child protection

A named senior member of staff (Jemma Michelson) is the person responsible for Child Protection in the school, with the Headteacher in their absence. The RFHCS pays due regard to the Child Protection Policy and practices of Camden LA and the RFH, and receives guidance and advice on their implementation. The RFHCS will work to the following policy documents in order to support the protection of pupils who are at risk of significant harm:

- The Children Act 2004 - The term 'well-being' is set out as relating to: pupils' physical and mental health and emotional well-being; protection from harm and neglect.
- Royal Free Hospital Child Protection Policy Procedures and Guidance (2004)
- What to do if you're worried a child is being abused (DoH - March 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

- Guidance for safer working practice for adults working with children & young people in education settings (Safer Recruitment Consortium - June 2019).
<https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-2019>
- The guidance for safer working practices was updated in April 2020 to account for online learning during the Coronavirus outbreak in the UK – see link for Addendum.
<https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-2.pdf>
- Camden LA Child Protection Guidance (Camden live website)
<https://www.camden.gov.uk/safeguarding-children>
- Working Together to Safeguard Children (HM Government - July 2018)
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)
- London Child Protection Procedures – 5th Edition (Updated September 2018)
<http://www.londoncp.co.uk/>
- Relevant guidance provided by the Camden Safeguarding Children Board
<https://cscb-new.co.uk/>
- Safeguarding Children and Safer Recruitment in Education (Updated April 2012)
<https://www.gov.uk/government/publications/safeguarding-children-and-safer-recruitment-in-education/safeguarding-children-and-safer-recruitment-in-education>
- Keeping children safe in Education (DfE September 2020)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

All staff have enhanced DBS checks and have attended Safeguarding and Child protection training through the Local Authority and/or the RFH. Staff are alert to the signs of children at risk and aware of the child protection procedures of the school. All observations, files and notes are kept securely and all incidents or suspicions reported immediately to Camden Social Care (Duty Social Worker). For a full account of The RFHCS policy see separate document “Child Protection Policy”

First Aid

The number of certified first-aiders will not, at any time, be less than the number required by law. First Aid boxes are kept in the office and the classroom. The contents are checked regularly and stock is reordered by the nominated First Aider. A record is kept of all first aid treatment given, including medicines administered.

Ensuring adequate and appropriate first aid provision is an integral part of arrangements for all out-of-school activities, such as sports, outdoor pursuits and field trips, and is the responsibility of staff supervising the activity.

Medicines

On entry to the school, parent(s)/carer(s) are asked to give their written permission for their child to be given non-prescription medicines. Pupils are given Paracetamol and Ibuprofen (non-asthmatics). Administration is logged with time, dose, and reason. Prescription drugs are managed on an individual basis.

Accidents and Incidents

Accident/Incident reporting procedures are provided by Santia, through the Local Authority. These are now processed either online or through a dedicated telephone line. They cover arrangements to be followed in the event of an accident, incident, hazard, assault, “near miss”, dangerous occurrences or occupational ill-health. Paper record is kept in a file in the Office, above the safe.

The Headteacher is responsible for administering the accident reporting procedure and the notification of serious accidents causing death or major injury and dangerous occurrences to the LA and the HSE (RIDDOR).

N.B. Any employee rendering first aid to the best of their ability is indemnified by the LA.

Health and Hygiene

All staff have an important duty, to each other and to the pupils under their care; to apply the highest standards of hygiene at all times to prevent the spread of infection. These standards will be maintained regardless of what is, or is not, known about individual members of staff and pupils.

It is essential that staff follow regular, and thorough, procedures for ensuring safe hygiene practice. All staff should be aware of, and carry out, the correct hand washing procedure, instructions for which are displayed in each toilet area. No bars of soap should be used; dispensers with liquid anti-bacterial soap are above each washbasin. Hand gel must be used on entry and exit to the wards, after visiting each patient, and where barrier procedures are in place.

Anti-bacterial cleaner and disposable paper towels should be used for wiping surfaces in the classroom. The Classroom computers are cleaned at the end of each day. Laptops and iPads used on the wards are deep cleaned on a regular basis, and additionally if the patient using a laptop or iPad was in isolation. All laptops used in the Day School at The Hive are cleaned each morning after removal from the laptop safe.

All staff must respect both adults' and pupils' right to confidentiality and privacy about a medical condition. Disclosure of information about a pupils' infection/condition is confined to those who need to know, in order to ensure their proper care.

Staff should always check with the medical staff the status of a ward pupil before bringing them around to the classroom particularly if they are/have been infectious or have recently been in isolation. Should the school consider a day pupil to be unwell with an infectious/contagious condition, parents are contacted and the pupil is sent home. Similarly, staff must be aware of how their health, e.g. having a cold, could put children at risk and take reasonable preventative action. Staff must inform the Headteacher if they contract a notifiable illness, such as chickenpox.

Where relevant, time must be allowed when planning activities for hand washing, e.g. farm visits (for which there is separate health and safety information).

Isolation and Barrier Procedures

When working on the wards, all staff comply with the RFH Infection Control Policy:

- No sleeves below the elbows
- Long hair tied back
- No watches, bracelets or rings other than a wedding band
- Sensible footwear; bearing in mind the risk of spillages and heavy items being dropped
- Hand washing between each pupil seen

For certain situations and medical conditions, children need to be isolated and relevant procedures must be followed to ensure the health and safety of staff and of the child. Staff are informed during daily Ward handover and through the Ward Huddle, of any children who are in isolation and notices are located on the doors to these rooms. Pregnant members of staff should seek advice from the Headteacher prior to teaching any children in isolation.

Red/Yellow (infectious/bacterial). Staff must ensure they have had the appropriate vaccinations before entry. Staff must wash their hands thoroughly and use antibiotic gel on entrance and exit. Gloves and apron must be worn; these are disposed of in the yellow bin on exit. Items taken into the room will need to be disposed of in the yellow bin, or disinfected on exit. Laptops or iPads should also be cleaned on exit.

Green (infectious/airborne/respiratory). Staff must wash their hands thoroughly and use antibiotic gel on entrance and exit. Gloves and apron must be worn (and mask, if advised by medical staff); these are disposed of in the yellow bin on exit. Items taken into the room will need to be disposed

of in the yellow bin, or disinfected on exit. Laptops and iPads should also be cleaned on exit. Blue (neutropenic/child at risk of infection). Staff should be aware of their own levels of health before entering blue isolation rooms, and should not enter if they are in any way unwell (including having a cold). Staff must wash their hands thoroughly and use antibiotic gel on entrance and exit. Gloves and apron must be worn; these are disposed of in the yellow bin on exit. All items taken into the room need to be new or cleaned thoroughly; paper needs to be taken from the centre of a new ream. Laptops and iPads, books, games and equipment should be sprayed and disinfected before they are taken into the room.

Safety in the hospital classroom

Pupils who attend the classroom with a drip stand or drainage bag should be seated so as to ensure the lines and electrical flex are away from where another child, or adult, may trip over them. If any equipment “bleeps”, a nurse should be fetched from the ward.

Should an in-patient pupil require medication or treatment, such as bloods being taken, a nurse must take them back to the ward.

Any bodily spillages should be cleaned up by a nurse.

Wheelchair users should be positioned to ensure pupils are able to work at a table which is at the right height and they do not have to stretch to reach the work surface.

In the event of danger in the corridor the classroom must be closed to contain the pupils and an adult must be available to open the classroom door when needed.

General Equipment

- Care should be taken to ensure drinks are kept away from electrical equipment, especially laptops and iPads.
- Leads from electrical equipment must not trail across the classroom.
- Scissors, pins and needles, and any other potentially sharp objects should not be given to and/or left with, in-patient pupils without informing and obtaining the permission of nursing staff. This is particularly important when the child is a CAMHS admission and a potential self-harmer.
- On the wards, staff should be aware of the potential dangers from badly positioned or stored items of equipment around a child’s bed, such as televisions, laptops or iPads, so that they do not become hazardous and cause an accident.
- Staff should never unplug anything from the walls on the wards without seeking advice from a nurse.
- Staff belongings in the office must be placed out of the way so as not to be a safety hazard.

Pupil Safety

On entry to the school, parent(s)/carer(s) of day pupils are asked to give their written consent for their child to:

- Participate in educational visits and the Life and Leisure Skills course
- Participate in Sex Education lessons
- Be photographed/videoed for school displays and presentations
- Use the Internet and have work included on the school’s website (Photographs identifying pupils are not used)

All personal details relating to pupils are stored digitally and can only be accessed by a few staff members, i.e. Headteacher, Deputy Head and School Manager.

Activities in certain subjects, such as Science contain an element of risk. The CLEAPPS (ASE) procedures are followed in all Science teaching and learning. In addition, all staff undertaking Science lessons should be aware of the Royal Free Hospital’s Health and Safety protocols, which preclude many experimental activities.

The school's laptops all have filters in place and the appropriate safeguarding restrictions, but staff should remind parent(s)/carer(s) of in-patients and those attending the Day School that their child may be unsupervised when using a laptop or iPad.

During the daily Ward handover meeting and ward huddle, staff should check whether there are any in-patients with e.g. head injury or epilepsy, which would make using a laptop or iPad undesirable; similarly, if there are any patients with Eating Disorders or suicidal ideation who may try to access sites that could be detrimental to their psychological wellbeing and recovery. All staff to be made aware of any of these students attending the Day School so that they can monitor use of internet.

Staff should be aware of the contents of Care Plans, particularly for those in-patients who are self harmers, have an eating disorder, or a child protection plan. Most of these in-patients will have a 1:1 RM nurse, who will escort the child to and from the classroom, and will be aware of whether they are allowed to go to the toilet unescorted.

Food should never be offered to an in-patient pupil without permission from the ward sister. This is particularly important for pupils who have meal plans or are e.g. diabetic or Nil by Mouth.

Off-site visits

Parental permission is obtained for all off-site visits and a risk assessment undertaken by the member of staff responsible for the visit.

Risk assessment

As appropriate, staff attend Camden LA Risk Assessment training. The school has risk assessments for:

- Working in the classroom and office, and class-based activities
- Off-site visits and activities. These are written to address generic issues and risks specific to the activity, such as swimming
- Staff welfare, including the use of computers, laptops or iPads, pregnancy, and manual handling

On a daily basis, staff make risk assessments, in liaison with ward staff, regarding in-patient pupils attending the classroom and whether, bearing in mind the young person's physical and mental health, it is appropriate for them to do so. In-patients with Eating Disorders must, if their condition is acute, be accompanied at all times by a member of staff from the ward.

Security

- All staff members have, and must wear, a RFH security badge and a Camden CSF badge
- All visitors should report to the school office at RFH and the reception desk at The Hive, sign the visitor's book, and wear a visitors' badge
- Any stranger on the premises should be challenged by a member of staff
- Entry and exit to the school, and children's wards, are via a security door. Anyone pressing the school intercom should be asked who they are and, if they request access to a ward should be directed to the appropriate ward intercom. Entry and exit to the Day School at The Hive is via a security door and video intercom. Anyone using the school intercom should be asked who they are and directed accordingly.
- RFH Works Department staff and external contractors must wear identification for access to the school classroom or ward and to the premises at The Hive.

Training and staff well-being

New staff and visitors

The Headteacher is responsible for ensuring visitors, new staff and pupils are given, and taken through, the Staff Operational Handbook and the staff induction Powerpoint and are made aware of the relevant medical implications that affect each child they will work with.

On-going training, as a whole staff and individually, includes general health and safety and recognising and sharing good practice concerning current and relevant issues, e.g. HIV and Hepatitis B. All staff complete in-house Fire Safety training delivered by the designated fire safety officer on an annual basis.

Occupational Health

The importance of staff maintaining a healthy work-life balance and avoiding excessive work-related stress is recognised and addressed through ensuring:

- Timescales are reasonable – paperwork spread over the academic year and all staff have timescales in writing
- There is administration support for teachers
- Flexible working arrangements are made available to e.g. staff with young families
- There is a culture of nurturing/support – staff and pupils, within the school community
- Verbal and/or physical abuse is not tolerated
- Risk Assessments are up-to-date and known to all staff
- Clear health guidelines relating to common illnesses are known to all staff and parents
- Fortnightly whole staff CAMHS sessions and support for stress management is available
- Workplace counselling is available, and offered, if needed
- In the event of the death of a pupil, bereavement counselling is available to all staff

All staff are expected to seek advice, and take reasonable action as necessary, to maintain their own well-being and so ensure pupils are learning within a healthy environment.

Following a short term absence, the member of staff's line manager will welcome them back to work and meet with them for a general discussion about their health and the reason for their absence.

If a member of staff has had a long term absence, a referral to Occupational Health will be made to ensure they, and the school, receive advice regarding their return to work; such as rehabilitation plans and adaptations that may be needed.

Monitoring and Review

The Headteacher is responsible for ensuring:

- Health and safety duties, practice and procedures, as described in the Borough's General Statement of Safety Policy and safety directives issued by Camden and Islington Health Authority, are carried out
- All staff have an understanding of, and have received training in, aspects of health and safety procedures and practice which relates to their own work as well as to the school in general
- Pupils are made aware of health and safety practice and procedures and, where that is not possible, to make sure that their parent(s)/carer(s) are aware of their responsibilities in this respect
- There is a system in place which guarantees regular review of health and safety practice, procedures and policy within the school
- Fire regulations are observed, in accordance with RFH guidelines and instructions
- All accidents/incidents and 'near misses' are recorded and reported, according to Borough procedures
- All portable electrical appliances used in the school are tested for safety every 2 years
- Full staff union representation is utilised in implementing and evaluating health and safety policy and practice within the school

- The Health and Safety representative has time to carry out their duties
- There is a trained First Aider in post and that first aid boxes are provided and maintained in the classroom and in the Office
- Records relating to medical issues are kept updated and that all relevant information is available for medicals and reviews
- Provision of educational input to Medical Referrals and Medical reviews are completed when requested
- To ensure that safety instructions with regards to transport are observed in relation to the use of taxis for home-to-school transport
- Governors – termly update on accidents/incidents, site risk assessment

Classroom staff are responsible for monitoring:

- Any shortfall in hygiene supplies or breakdown of equipment. These should be reported to the Headteacher
- Agreed standards of hygiene and the implementation of good practice routines
- In liaison with the nursing team whether, as the need arises, a pupil's "wound" needs covering or not
- All new/agency staff are aware of hygiene routines

The Admin Staff are responsible for monitoring:

- RFH Domestic staff supply sufficient stocks of liquid soap, sheet towels, surface cleaner spray
- All areas of the RFH School and the Day School at The Hive are kept well stocked with the above items
- Temperature checks and handwashing upon entry to the premises
- Regular cleaning throughout the day, eg. break and lunchtimes to comply with government guidelines to prevent the spread of Covid19
- Liaise with managers at The Hive to ensure regular cleaning of premises undertaken by professionals to ensure safety of staff and students

All staff are responsible for monitoring:

- Their own good hygiene practice
- All pupils, where appropriate, dispose of their tissues/hand towels in the correct bin
- Litter and general tidiness around the school rooms

Date updated: January 2021

Date of next review January 2023

Date approved by the Governing Body: 04/02/21