



Pilgrim PRU

Health and Safety Policy

May 2015

Health and Safety Policy Pilgrim PRU



The health, safety and welfare of all the people who work and learn within the Pilgrim PRU are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The management committee, along with the LA, takes responsibility for protecting the health and safety of all children and young people and members of staff. The Health and Safety Law is displayed outside the Pilgrim PRU office.

As each school/learning centre within the Pilgrim PRU is located in a hospital setting staff also abide by the health and safety policies of the hospital. All the PRU buildings are owned by the hospital trusts and therefore come under trust policy for maintenance and safety procedures.

Statement of intent

The Pilgrim PRU aims to ensure that all its workplaces and practices are such that the risk of harm to any staff, student, visitor or member of the public is kept to the lowest possible level.

As all four school centres within the Pilgrim PRU are located within hospitals it is important that staff also adhere to the Health and Safety procedures of the hospital.

General directions

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage risks that are a normal part of life.

Common sense should be used in assessing and managing risks of any activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Pilgrim PRU Security

Each Centre within the Pilgrim PRU has restricted access. Visitors have to sign in in the reception area at the Darwin Centre, Phoenix and the Croft before they are allowed to access the ward or school areas. At Addenbrooke's the wards have restricted access and only secure badge holders have access to the wards.

Fire precautions

Procedures for fire and other emergency evacuation are displayed prominently in each centre and fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly.

Educational visits

The Pilgrim PRU takes its responsibility very seriously for ensuring the safety of children whilst on educational visits. A risk assessment is carried out and entered on to the EVOLVE schools system prior to a visit taking place. The Nurse in Charge of each hospital unit will carry out a full risk assessment on each child before a visit. One staff to two pupils ratios are in place on school trips and where possible a member of the nursing team will accompany

the children and teachers on the trip. If necessary this will allow for a member of staff to return to the hospital if a child is struggling and unable to continue the trip.

Medicines

All medicines will be administered by nursing staff prior to a trip taking place and on a day to day basis.

General guidelines

- The Teacher in Charge of each unit is directly responsible for the management of health and safety in each school setting.
- The TIC alongside the ward manager is responsible for maintaining all areas of the workplace in a condition which is safe and without risk to health.
- The TIC will make arrangements for ensuring safety and absence of risks to health in connection with the use of handling, storage and transport of articles and substances.
- The TIC ensure that sufficient information, instruction and supervision are available to enable all staff, children and volunteers to avoid hazards and contribute positively to their own health and safety.
- The TIC is responsible for formulating effective procedures for use in case of a fire, and ensuring clear procedures are in place for evacuating the premises.
- The TIC should ensure that a system of risk assessment is interwoven into all practice.
- The TIC should ensure that issues of health and safety are covered within the curriculum accessed by students. (e.g. internet safety covered in PSHE)

Responsibilities of staff towards students and others

All staff are responsible for health and safety arrangements in relation of staff, volunteers and students. In particular, they must monitor their own work activities and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible; at the Darwin Centre and the Phoenix staff are vigilant over the use of scissors, pencil sharpeners and any other sharp instruments which students may potentially use to self-harm. A close eye is kept on students using scissors etc. and they are counted in after use.
- Be aware of, and implement, safe working practices and set a good example;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of a mishap;
- Ensure that all equipment and tools used are appropriate for use and meet accepted safety standards;
- Ensure that written instructions, warning notices and signs are provided as appropriate;
- Evaluate promptly and, where appropriate take action on, any criticism of health and safety arrangements;
- Investigate and record any accident or incident where personal injury could have arisen and take appropriate corrective action and report incident to the nursing team.



- Provide instruction, information and training in safe working methods within any learning area for which they are responsible.

Responsibilities of employees

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 actions at work;
- Make themselves aware of the safety rules, procedures and safe working practice applicable to their posts;
- Ensure that all tools and equipment are in good condition;
- Use protective clothing and safety equipment as required and ensure that these are kept in good condition;
- Ensure that classrooms and offices are kept tidy;
- Ensure that any accidents, whether or not an injury occurs are reported to the Teacher in Charge;
- Ensure that effective risk assessments are carried out for all necessary activities.

Responsibilities of students

All students are expected to:

- Exercise personal responsibility for their own safety and that of their fellow students;
- If they have knowledge that another student may be at risk they should report this to a member of staff;
- Observe standards of dress consistent with safety and hygiene;
- Observe safety rules of the unit and the instructions of staff in case of emergency;
- Use items provided for safety purposes.

The Health, Safety and welfare of staff

The Pilgrim PRU takes very seriously the need to safeguard the health and welfare of all our staff. We pay particular attention to the prevention of work-related stress. If a member of staff is having a difficult time they should go to the head, who is able to offer supervision and support. A member of the multi-disciplinary team may also be called upon to provide advice on students with complex mental health issues.

The Pilgrim PRU will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter seriously and take action in line with the LA's protocol.

Staff are advised to avoid working at height (e.g. when putting up a display). They are reminded to take responsibility for their own safety and manage risks carefully. Staff are advised to avoid lifting or moving heavy objects.

Staff are advised to avoid lone working, particularly when working with vulnerable students.

Staff are advised to wipe up spills and remove objects that may cause slips or trips. Where an incident or clearing has occurred a yellow warning sign must be displayed and is available from the caretaking cupboard, which must be kept locked.



Responsibilities of the Management Committee Monitoring and review

The Management Committee

The Management Committee in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. Staff, pupils, contractors, & visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

The Resources committee has responsibility for health and safety matters. It is this committee's responsibility to keep the management committee informed of new regulations regarding health and safety, and to ensure the PRU regularly reviews its procedures with regard to health and safety matters. The resources committee also liaises with the LA and other external agencies, to ensure the PRU's procedures are in line with those of the LA.

The head teacher implements the PRU's health and safety policy on a day to day basis, and ensures staff are aware of the details of the policy as it applies to them. The head teacher also reports to the management committee annually on health and safety issues.

This policy will be reviewed at any time on request of the management committee, or at least once every three years.

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