



## HEALTH AND SAFETY POLICY

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school;
- provide a safe, clean and hazard free working environment;
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;
- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe school is the shared responsibility of the whole school community;
- introduce health and safety arrangements, health surveillance and procedures;
- provide health and safety information to school personnel;
- appoint competent persons to enforce and promote health and safety;
- provide health and safety training, instruction and supervision for all school personnel;
- provide safe access and egress;
- safe plant and equipment though regular maintenance and testing;

- safe use of materials and substances;
- ensure that all predictable risks have been identified and risk assessed for all curriculum activities such as Art, Design and Technology, ICT, Music, Physical Education and Science.

We acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **AIMS**

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.
- To provide a safe and healthy working and learning environment for all stakeholders.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as Art, Design and Technology, ICT, Music, Physical Education and Science.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information for all school personnel.
- To identify and outline the responsibilities of the whole school community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **ROLE OF THE PRINCIPAL / BURSAR**

The Principal has responsibility for:

- delegating powers and responsibilities to those overseeing Health and Safety throughout the school and is responsible for the day to day running of the school;
- ensuring the school has a current health and safety policy in place;
- delegating powers and responsibilities to the Bursar to ensure all school personnel and stakeholders are aware of and comply with this policy;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- ensuring compliance with local and national health and safety policies;
- establishing appropriate committees in which to consult on health and safety matters;
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- ensuring the organisation and arrangements of the school operate effectively;
- ensuring health and safety is on the agenda at SMT meetings;
- will ensure arrangements are in place for the school operating effectively;

- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the Bursar.
- ensuring that the school complies with all equalities legislation;
- ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- ensuring this policy and all policies are maintained and updated regularly;
- ensuring all policies are made available to parents;
- The effective implementation, monitoring and evaluation of this policy
- be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;
- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day to day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;
- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others;
- undertake risk assessments annually.
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure medical and first aid procedures and facilities are in place;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- make effective use of relevant research and information to improve this policy and all other health and safety policies such as:

<ul style="list-style-type: none"> <li>▪ Accidents and Emergencies</li> <li>▪ Administering Medicines</li> <li>▪ Alcohol and Drugs Misuse</li> <li>▪ Allergies</li> <li>▪ Anti-violence, Aggressive and Anti-social Behaviour</li> <li>▪ Asbestos</li> <li>▪ Asthma</li> <li>▪ CCTV</li> <li>▪ Communicable Diseases</li> <li>▪ COSHH</li> <li>▪ Diabetes</li> <li>▪ Display Screen Equipment</li> <li>▪ Disposal of Nappies and Personal Protective Equipment</li> <li>▪ E-Safety</li> <li>▪ Ebola</li> <li>▪ Educational Visits</li> <li>▪ Electrical Safety</li> <li>▪ Epilepsy</li> <li>▪ Fire Safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Food</li> <li>▪ Intimate Care</li> <li>▪ Intruders</li> <li>▪ Head lice</li> <li>▪ Health and Safety in the Curriculum</li> <li>▪ Health and Safety Inspections</li> <li>▪ Health and Wellbeing of School Personnel</li> <li>▪ Hygiene</li> <li>▪ Lone Workers</li> <li>▪ Management of Health and Safety Regulations</li> <li>▪ Manual Handling</li> <li>▪ Medical and First Aid</li> <li>▪ New and Expectant</li> <li>▪ No Smoking</li> <li>▪ PAT Testing</li> <li>▪ Photographic and Video Images</li> <li>▪ PE Safety</li> <li>▪ Positive Handling</li> <li>▪ Premises Manager</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reporting of Injuries, Diseases and Dangerous Occurrences</li> <li>▪ Risk Management and Risk Assessment</li> <li>▪ Road Safety</li> <li>▪ Sick Child</li> <li>▪ School Security</li> <li>▪ School Toilets</li> <li>▪ Sharps and Needles</li> <li>▪ Slip, Trip and Fall Accidents</li> <li>▪ Smoke Free School Environment</li> <li>▪ Stress Management</li> <li>▪ Sun Protection</li> <li>▪ Swimming Safety</li> <li>▪ Visitors and Contractors</li> <li>▪ Voice Care</li> <li>▪ Working at Height</li> <li>▪ Work life Balance</li> <li>▪ Workplace Environment</li> </ul>
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- provide leadership and vision in respect of equality;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;
- have in place an emergency plan to cover any major incident;
- have in place:
  - *fire precautions and an emergency evacuation plan in the event of fire*
  - *procedures for first aid provision*
  - *procedures for the control of substances hazardous to health*
  - *an electrical maintenance plan*
  - *an annual plan for Portable Appliance Testing*
  - *procedures to deal with asbestos and Legionella*
- have in place an Educational Visits Coordinator (Miss Lovick) to ensure the health and safety of all educational visits;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel and pupils;
- ensure that established school personnel receive training when required;
- attend health and safety training with the local authority;
- ensure the health and safety coordinator attends regular training;
- undertake regular health and safety inspections with relevant school personnel;
- undertake an annual health and safety audit;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, and visitors be familiar with this policy and will keep up to date with all Statutory Instruments and Regulations;
- ensure school personnel attend induction and refresher training when appropriate;
- ensure risk assessments are in place and kept up to date;
- ensure an inspection schedule is in place and up to date for all plant, buildings and electrical equipment;
- ensure inspection records are kept of all inspections;
- ensure all reported incidents and highlighted concerns are dealt with immediately;
- be responsible for supervising contractors on site;
- ensure all relevant insurances are in place;
- organise health and safety inspection walks of the school premises with the maintenance team.
- write and present an annual health and safety report.
- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Safety Representative;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;

- maintain a record of hazardous substances used for cleaning and similar purposes.

## **ROLE OF THE SENIOR MANAGEMENT TEAM**

The SMT will:

- implement the school health and safety policy and to assist in developing a culture of safety throughout the school;
- assist in the day to day management of health and safety;
- ensure they are up to date with all current health and safety legislation;
- organise regular inspections of premises and school activities by groundsmen;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;

## **ROLE OF SCHOOL PERSONNEL**

School personnel will:

- carry out their duties in accordance with this policy;
- co-operate with the Bursar and others in school to comply with legislation;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Bursar and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Bursar and Health and Safety Representative
- follow safe work procedures;
- ensure classrooms and other work areas are safe before they are used;
- ensure all equipment is safe to use;
- ensure personal protective equipment is used when appropriate;
- be familiar with the fire emergency evacuation procedures of the school building;
- use all machinery and equipment in accordance with information, training and instruction received;
- make everyone aware of any work situation where there are serious and immediate health and safety risks;
- inform the Bursar of any concerns regarding any health and safety procedures;
- ensure pupils:
  - *wear appropriate clothing in art and D&T lessons;*
  - *tie their hair back when undertaking art, D&T and science lessons*
  - *wear appropriate clothing and footwear in PE;*
  - *do not wear jewellery or watches during PE or swimming;*
  - *wear sun protection when taking part in summer PE field activities;*
  - *consume sufficient water to prevent hydration during PE activities;*
  - *wash their hands before and after handling food;*
  - *tie their hair back when handling food;*
  - *sit correctly when using computers;*
  - *pupils are not affected by loud music.*

- teach pupils about hazards, risks and control in science, design and technology, information technology, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Principal.
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;

## **ROLE OF THE EDUCATIONAL VISITS COORDINATOR**

The Educational Visits Coordinator will:

- ensure all educational visits comply with all current legislation and procedures;
- ensure risk assessments are in place for all educational visits.

## **ROLE OF PUPILS**

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## **ROLE OF PARENTS**

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- speak with their children about health and safety;
- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

## **ROLE OF VISITORS AND PEOPLE WORKING ON SITE**

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.
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## **TRAINING FOR SCHOOL PERSONNEL**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety at Work
  - Health and Safety in the Curriculum
  - Identifying Hazards
  - Risk Management and Risk Assessment
  - Health and Safety - Responsibilities
  - Accidents & Emergencies
  - Electrical Safety
  - Fire Safety
  - First Aid
  - Health and Safety in the Curriculum
  - Health and Well-Being
  - Lone Workers
  - Manual Handling
  - Medical Conditions & Communicable Diseases
  - PE Safety Guidelines
  - Physical Restraint
  - Risk Assessment
  - Security
  - Slips, Trips & Falls
  - Violence in Schools
  - Working at Height
  - Work-life Balance
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## **RISK ASSESSMENTS / SAFE OPERATING SYSTEMS**

We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety. Risk Assessment is something we all do every day and most activities have some form of risk attached to them.

The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- Preparing and implementing safe working practices
- Monitoring, inspecting and reporting regularly
- Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.

We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.

We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.

All of us have a legal responsibility for the safety of our colleagues.

## **HEALTH AND SAFETY INSPECTIONS**

A daily inspection is undertaken by the groundsman (site manager) who reports to the principal. Weekly checks are undertaken by the relevant personnel.

The Local Authority Health and Safety section undertakes an annual inspection.

## REPORTING

The SMT receives a daily report from the groundsmen (site manager) (book in kitchen).

## RAISING AWARENESS OF THIS POLICY

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- information displays in the main school entrance.

## EQUALITY IMPACT ASSESSMENT

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## MONITORING THE IMPLEMENTATION AND EFFECTIVENESS OF THIS POLICY

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and, the SMT.

## LINKED POLICIES

- |   |   |   |
|---|---|---|
| ▪ Accidents and Emergencies                             | ▪ Food  | ▪ Reporting of Injuries, Diseases and Dangerous Occurrences |
| ▪ Administering Medicines                               | ▪ Intimate Care                               | ▪ Risk Management and Risk Assessment                       |
| ▪ Alcohol and Drugs Misuse                              | ▪ Intruders                                   | ▪ Road Safety   |
| ▪ Allergies   | ▪ Head lice                                   | ▪ Sick Child  |
| ▪ Anti-violence, Aggressive and Anti-social Behaviour   | ▪ Health and Safety in the Curriculum         | ▪ School Security   |
| ▪ Asbestos  | ▪ Health and Safety Inspections               | ▪ School Toilets  |
| ▪ Asthma  | ▪ Health and Wellbeing of School Personnel    | ▪ Sharps and Needles  |
| ▪ CCTV  | ▪ Hygiene                                     | ▪ Slip, Trip and Fall Accidents                             |
| ▪ Communicable Diseases                                 | ▪ Lone Workers                                | ▪ Smoke Free School Environment                             |
| ▪ COSHH   | ▪ Management of Health and Safety Regulations | ▪ Stress Management   |
| ▪ Diabetes  | ▪ Manual Handling                             | ▪ Sun Protection  |
| ▪ Display Screen Equipment                              | ▪ Medical and First Aid                       | ▪ Swimming Safety   |
| ▪ Disposal of Nappies and Personal Protective Equipment | ▪ New and Expectant Mothers                   | ▪ Visitors and Contractors                                  |
| ▪ E-Safety  | ▪ No Smoking                                  | ▪ Voice Care  |
| ▪ Ebola   | ▪ PAT Testing                                 | ▪ Working at Height   |
| ▪ Educational Visits                                    | ▪ Photographic and Video Images               | ▪ Work life Balance   |
| ▪ Electrical Safety                                     | ▪ PE Safety                                   | ▪ Workplace Environment                                     |
| ▪ Epilepsy  | ▪ Positive Handling                           |   |
| ▪ Fire Safety   | ▪ Premises Manager                            |   |

SEE APPENDICES DOCUMENTS SECTION ON POLICIES FOR SCHOOL WEBSITE



- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Principal:</b>		<b>Date:</b>	April 2021

**REVIEW DATE: April 2022**