



# **Health and Safety Policy**

**October 2021**

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# HEALTH AND SAFETY POLICY

## PART ONE

### Statement of Intent

We believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work etc. Act, the Workplace (Health, Safety and Welfare) Regulations, and other relevant regulations and codes of practice.

We are committed to:-

- Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- Preventing accidents, work related ill health, injury or loss
- Identifying and reducing hazards to a minimum
- Achieving compliance with statutory requirements as a minimum as well as best practice
- Ensuring safe working methods of work and good practice and providing safe equipment
- Providing effective information, instruction and training for both governors and staff
- Monitoring and reviewing systems and performance to ensure they are effective and taking action on lessons learned
- Developing and maintaining a positive health and safety culture through communication and consultation with staff and ensuring that health and safety issues are covered at meetings
- Ensuring adequate resources are given to safety issues
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, control them to an acceptable level
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff
- Continual improvement in health and safety management and performance

# HEALTH AND SAFETY POLICY

## PART TWO

### Organisation

The Governing Body has the following responsibilities:-

- Ensuring that the headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school and ensuring that responsibilities for health, safety and welfare are allocated to specific people and those persons informed
- Taking an active role in the development of the health and safety policy for the school that reflects local procedures and policies reviewing annually
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance.
- Ensuring health and safety issues are covered at meetings of governing bodies, either through the Finance and Premises sub-committee or through the Health and Safety working groups. This should include discussion of any safety reports or information issued
- Providing information to the Local Authority on health and safety matters when requested
- Ensuring adequate resources are given to safety issues
- Reviewing performance periodically
- To ensure training is given priority for both governors and staff
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- Promote the active participation of workers in improving health and safety performance

The Headteacher has the following responsibilities:-

- To ensure that Health and Safety Policies are adhered to within school
- To ensure that all employees under their control carry out their work so as to avoid, so far as reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public
- To ensure health and safety is an integral part of the leadership of the school, including setting objectives as part of a planned approach to full legislative compliance

- To ensure the H&S policy is communicated adequately to all staff and ensure that staff are aware of and follow procedures relating to health and safety
- Nominating staff to be responsible for specific aspects of health and safety and ensuring all staff are aware of such delegations
- Ensuring only appropriately qualified and experienced members of staff supervise potentially hazardous activities
- Ensuring there are adequate arrangements for the supervision of pupils at all appropriate times
- Ensuring adequate arrangements for the reporting of accidents and potential hazards and that such reports are forwarded to the Directorate
- Ensuring fire safety advice forwarded by the Directorate is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire
- Liaising with the PFI contractor and managing contractor through monthly facilities management meetings and quarterly PFI meetings to ensure that health and safety issues are addressed
- In liaison with the LA and PFI managing contractor, ensure that only competent contractors are brought onto school sites to carry out works
- In liaison with the LA and PFI managing contractor, make adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children on site
- Immediately inform the LA and PFI managing contractor of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensure that all defects and unsafe conditions are reported to Mitie.
- Ensuring appropriate consultation arrangements are in place for staff and their Trade Union representative through the health and safety working group
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities
- Ensuring safe systems of work are in place as identified by risk assessments
- Ensuring emergency procedures are in place and that all staff and pupils are aware of such arrangements
- Ensuring all purchases have been assessed for suitability and compliance
- Ensuring all equipment is inspected, tested and maintained to ensure it remains in a safe condition
- Ensuring records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents etc.

- Ensure that the health and safety standards and compliance with procedures are adequately monitored
- Reporting to the Governing Body annually on the health and safety performance of the school

Mitie, through the Facilities Management process, in liaison with the LA link, has responsibility:

- To co-ordinate the annual workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities including management of the fabric of the building and building services
- To advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors
- Carrying out any other function as directed by the Headteacher or Governing Body to ensure the health and safety of all personnel.

All teaching and teaching support staff are expected to:-

- Exercise effective supervision of pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching area as described in the health and safety guidance documents and codes of practice, if issued, and to ensure that they are applied
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Use personal protective equipment/clothing and guards where necessary
- Make recommendations to the Headteacher on health and safety equipment and on additions necessary or improvements to activities or systems
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation

- Report all incidents, accidents, defects and dangerous occurrences to the Head teacher.

### School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are entitled to certain information e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the leadership structure and do not carry out duties on behalf of the Headteacher or Governing Body.

### All Employees

Under the Health and Safety at Work act ect. 1974 all employees have general health and safety responsibilities. Individuals have responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:-

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- Take care of the health and safety of themselves and of others who may be affected by their acts or omissions at work
- Notify the head teacher if they have any notifiable diseases
- Co-operate with school leadership in complying with relevant health and safety legislation
- Use all work equipment and substances in accordance with instruction, training and information received
- Report any hazardous situations and defects in equipment found in their workplace to the headteacher
- Report all incidents in line with the current incident reporting procedure
- Inform the head teacher of what they consider to be shortcomings in the school's health and safety arrangements
- Not misuse or intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare. Equipment must only be used for its intended manufactured purpose.
- Notify the head teacher when personal protective equipment requires renewal or repair

### Pupils

Pupils, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Follow the instruction of staff in relation to health and safety, such as wearing personal protective equipment in D&T
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Health and Safety Advice**

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They will: -

- Advise the school on health and safety legislation and relevant updates
- Provide workshops and training on a range of statutory health and safety requirements
- Provide guidance documentation to support health and safety management.
- Undertake a health and safety audit on a three yearly basis, giving advice on improvement and promoting best practice across the school.
- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.
- Consult with Headteachers and Trade Unions via the School H&S Forum.



# **HEALTH AND SAFETY POLICY**

## **PART THREE**

### **Procedures and Arrangements**

#### **Introduction**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent and compliance with the Authority's guidance.

#### **General Risk Assessment**

Risk Assessments will be co-ordinated by the head teacher, following guidance contained in the Children Young People and Learning Health and Safety Policy - Risk Assessment and the Corporate Risk Assessment guidance document.

#### **Curriculum Risk Assessment**

Risk assessments for generic curriculum activities will be carried out by the head teacher. Any specific risk assessments for curriculum activities which are not covered in the generic risk assessments will be carried out by the member of staff undertaking the activity, with support provided by the head teacher.

#### **Maternity Risk Assessment**

Maternity risk assessments will be carried out by the head teacher, following guidance contained in the New and Expectant Mothers at Work policy of the Children Young People and Learning Health and Safety Policy and the Corporate Risk Assessment guidance document.

#### **First Aid Risk Assessment**

First aid equipment is stored in the Medical Room and is managed by the school's admin team. A number of HLTAs and Teaching Assistants are qualified to administer first aid, as well as Kellie Shippen (lunchtime first aid co-ordinator). James Ashard and Alison Hodgetts are trained to administer first aid in the workplace.

All non emergency medication kept in school is securely stored in a lockable cupboard in the First Aid Room and refrigerated meds kept in clearly labelled container within the fridge in the First Aid Room with access strictly controlled. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers and adrenaline pens are always readily available to children and not locked away. These are kept in the relevant classroom and clearly labelled. Spare inhalers and epipens are stored in the First Aid room and an emergency first aid bag is readily available in case of a fire alarm/other evacuation.

First aid equipment for minor incidents is available in bum bags for playtime supervisors.

#### **Accident/Incident Reporting**

Accidents and incidents will be reported via the Authority's electronic incident reporting procedure. Pupil accidents will be reported in line with the Pupil Accident Reporting System. The Children Young People and Learning health and safety policy guidance will be followed.

## **Workstations and Computers**

Individual members of staff are responsible for carrying out their own DSE/VDU (display screen equipment/visual display unit) assessments, following guidance contained in the Children Young People and Learning Health and Safety Policy and the Corporate Health and Safety Guidance Document for DSE.

## **COSHH (Control of Substances Hazardous to Health)**

Mitie PFI staff will identify hazardous substances and complete the hazardous substances inventory in line with the Children Young People and Learning Health and Safety Policy. This inventory, along with relevant material safety data sheets, will be forwarded to the Directorate Health and Safety Team, who will produce COSHH assessments and forward them to the school.

## **Fire**

Fire risk assessments are carried out by Valuation and Asset Management and Headteachers are responsible for the implementation of any action plan.

Fire drills will be carried out every term in line with the guidance contained in the Children Young People and Learning Health and Safety Policy.

Fire evacuation procedures will be developed and documented by the head teacher and fire notices displayed throughout the premises.

## **Educational Visits**

The Educational Visits Co-ordinator is the headteacher and she is responsible for overseeing procedures and documentation for educational visits. The school has an Educational Visits protocol, written by the head teacher, which is issued to all staff. The Children Young People and Learning health and safety policy – guidance document for Educational Visits will be implemented.

## **Workplace Health, Safety and Welfare**

The Workplace Health, Safety and Welfare Regulations and The Education (School Premises) Regulations apply. The Corporate Safety Document for Workplace Health, Safety and Welfare will be applied, as will the guidance in the Children Young People and Learning health and safety policy.

## **Contractors on Site**

Guidance contained in the Children Young People and Learning health and safety policy and the Safety Document for Controlling Contractors will be followed.

All contractors must report to reception where they will sign in on the iPad.

Mitie PFI is responsible for monitoring the contractor and informing the head teacher where the work may directly affect staff and pupils. Records are kept of all contract work.

## **Health and Safety Training**

Health and Safety information will be provided for all new employees by the head teacher.

## **Inspection and Test of Plant and Equipment**

All plant and equipment requiring statutory inspection and test will be done so at the required intervals by competent contractors. The person for arranging the inspection and test is Mitie PFI. All plant and equipment will be logged and all tests/inspections documented.

## **Portable Appliance Testing**

Inspection and testing of all portable appliances will be carried out by Mitie PFI, following guidance contained in the Children Young People and Learning health and safety policy. Staff are responsible for carrying out pre-use checks of equipment.

## **Ladders, Stepladders and Access Equipment**

Mitie PFI is responsible for inspection and maintenance of ladders, stepladders and access equipment in line with the Corporate guidance. Documented checks will be carried out.

## **Consultation and Communication**

The school health and safety working group meets termly to discuss health and safety relating to staff, pupils and visitors.

## **Visitors**

All visitors must report to reception where they must sign in using the iPad and be issued with a visitor badge. General information for visitors is displayed next to the iPad.

We distinguish between those visitors who are DBS checked by us (and therefore able to move unsupervised through school) and those who are not (and require supervision when liaising with children) by stating their DBS status on the badge and colour of lanyard.

In line with guidance from the Fire Brigade, we share evacuation information with visitors at all whole-school events such as performances and assemblies.

Visitors who volunteer in school on a regular basis are given a basic health and safety and safeguarding/child protection briefing by the CGS lead or another Deputy Designated Safeguarding Lead.

## **Traffic Management**

Cars must be parked in designated parking bays. Vehicular access will be prohibited at the beginning and end of the school day.

## **Medication in Schools**

Prescribed medication will be administered to pupils by qualified first aid staff, following our Managing Medicines protocol. Medicine will be stored in line with the procedures outlined in the protocol.

## **E-safety**

Practices and procedures to ensure e-safety for all employees and pupils are outlined in the school's e-safety policy.

## **External play equipment**

External play equipment will only be used when adequate supervision can be maintained. Consideration is given to weather conditions. Play equipment is monitored for safety by both school staff and MITIE staff.

## **Safeguarding**

The School has an established Safeguarding procedure in place; all admissions and/or queries should be directed to Sarah Dixon, Head of School and Designated Safeguarding Lead.