



*'We want every child to be happy, caring and successful'*

## **Health and Safety Policy**

### **Introduction**

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.

The Health and Safety at Work Act etc. (HASAWA) 1974 remains the principal enactment for occupational health and safety in the UK. HASAWA establishes the responsibilities of employers, employees and contractors in relation to health and safety at work.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonable practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school premises or during school-sponsored activities.

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 through 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 do not wish to develop an over-cautious health and safety culture within the school. We work hard to keep children safe from harm but we will not enforce bans on conkers or yo-yos or other such activities as we want children to broaden and enrich their minds.

We need to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.' (Amanda Spielman, Chief Inspector of Schools)

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 stakeholders have a legal responsibility for the safety of each other.

We will undertake this responsibility by being vigilant and aware of possible risks by undertaking regular health and safety inspections of the school premises and school grounds.

We have in place a health and safety inspection system with the site manager undertaking a daily inspection, weekly checks undertaken by relevant personnel and inspections by the Local Authority Health and Safety section as required and by the Governor with responsibility for Health and Safety.

We have in place a reporting system with the Headteacher receiving daily reports from the site manager; the Headteacher reporting to the Governing Body each term and a periodic inspection report from the Health and Safety section of the Local Authority.

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 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 Governing Body**

The Governing Body has responsibility for:

- delegating powers and responsibilities to the Headteacher for overseeing health and safety throughout the school and is responsible for the day to day running of the school;
- appointing a member of staff to be the Health and Safety Representative;
- ensuring the school has a current health and safety policy in place;
- delegating powers and responsibilities to the Headteacher 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 Governing Body meetings;
- has the duty of establishing appropriate committees in which to consult on health and safety matters;
- 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 local authority, Headteacher and Safety Representatives;

- 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;
- the effective implementation, monitoring and evaluation of this policy.

### **Role of the Local Authority**

In community schools where the local authority is the employer the local authority is responsible for:

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards;
- undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

### **Role of the Headteacher**

The Headteacher will:

- working in conjunction with the Site Manager ensure all school personnel, pupils and parents are aware of and comply with 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 an annual review of risk assessments with the Site Manager;
- ensure risk assessments:
  - are undertaken by relevant members of school personnel
  - are in place and cover all the main aspects of the school
  - are accurate and suitable
  - are easily available for all school personnel
- ensure that when a new hazard has been identified a thorough risk assessment is undertaken and all school personnel are notified;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- provide training for the appropriate school personnel so that they are aware of the process of completing a risk assessment;
- be vigilant and aware of possible risks by undertaking regular health and safety inspections of:

- the general condition of the school building(s)
  - the general condition of the school grounds
  - all entrances, exits and finger guard protection
  - fire safety precautions
  - electrical equipment and electrical power points
  - heating, lighting and ventilation
  - all glazed areas
  - floor surfaces
  - toilets
  - storage of equipment
  - storage of hazardous substances
  - PE equipment and other specialist equipment
  - standards of cleaning
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
  - ensure all inspections are recorded and reported to the Governor Resources Committee;
  - 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
  - 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 half 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 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, pupil and governors;
  - ensure that established school personnel receive training when required;
  - attend health and safety training with the local authority;
  - ensure the Site Manager attends regular training;
  - undertake regular healthy 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, visitors and governors;

- report regularly health and safety matters to the Governing Body.

### **Role of the Senior Leadership Team**

The Senior Leadership Team 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;
- work with the Headteacher to ensure all stakeholders are aware of and comply with this policy.

### **Role of the Site Manager**

The Site Manager will:

- be familiar with this policy and will keep up to date with all Statutory Instruments and Regulations;
- with the Headteacher be responsible for the day to day implementation of all health and safety procedures and safe systems of work;
- 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;
- in conjunction with School Business Manager ensure all relevant insurances are in place;
- organise and conduct health and safety inspection walks of the school premises with the Headteacher once every term and annually with a Governor;
- write for the Headteacher a termly health and safety report to the Governing Body
- 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 School Personnel**

School personnel will:

- carry out their duties in accordance with this policy;
- co-operate with the Headteacher and others in school to comply with legislation;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Site Manager;
- 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 Headteacher 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 dehydration 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 Health and Safety Representative.

## **Role of the Educational Visits Coordinator**

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Body;

- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor.

### **Role of Pupils**

Pupils are expected to:

- follow 'The Cedars' Way'
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.

### **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 periodic surveys conducted by 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.

### **Training for School Personnel**

We ensure:

- all school personnel receive appropriate training undertaken by a registered training provider and will cover:
  - All aspects of this policy
  - Health and Safety at Work
  - Health and Safety in the Curriculum
  - Identifying Hazards
  - Manual Handling
  - Medical Conditions & Communicable Diseases
  - PE Safety Guidelines
  - Physical Restraint



- Risk Management and Risk Assessment
- Health and Safety - Responsibilities
- Accidents and Emergencies
- Electrical Safety
- Fire Safety
- First Aid
- H and S in the Curriculum
- Health and Well-Being
- Lone Workers
- Risk Assessment
- Security
- Slips, Trips & Falls
- Violence in Schools
- Working at Height
- Work-life Balance
- Equal opportunities
- Inclusion

## Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

## Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Site Manager and Headteacher.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

<b>Headteacher:</b>	Mrs J Goldsmith	<b>Date:</b>	28 <sup>th</sup> September 2023
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