

## Health and Safety policy

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### Summary

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, as an employer, takes responsibility for the Health and Safety of all our students, members of staff and others who visit our premises. The school has adopted the Local Authority Health and Safety guidance and procedures as detailed in the Durham County Council School Health and Safety Policy and Procedures Manual.

**Date first adopted**                      23<sup>rd</sup> June 2009

**Review date**                              Annually

**Last Reviewed**                         May 2016

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### 1.      **Governors statement of intent**

The Governing Body of the school recognise their responsibility as employers under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non- teaching staff, the students and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body has adopted the Health and Safety Policy of Durham County Council, as detailed in the “School Health and Safety Policy and Procedures Manual”. In addition the school will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies. When required the Governing Body and/or Headteacher will seek competent health and safety advice from the Local Authority.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee, so far as is reasonably practicable, the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

**Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.**

**All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Headteacher in fulfilling the schools’ statutory duties.**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, students and others.

## **2. Responsibilities**

### **Governing Body**

The Governing Body has responsibility as an employer for health and safety and has chosen to adopt and implement the health and safety management system of the Local Authority as set out in the “Schools Health and Safety Procedures Manual”. In order to fulfil its responsibilities the Governing Body will, as far as reasonably practicable, ensure that:

- Health and safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health and Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- the school cooperates with Local Authority auditing and monitoring of health & safety;
- the governor’s Finance Committee will be delegated the role of monitoring health & safety performance within the school; and that;
- should the Governing Body be unable to meet its duties and responsibilities it will seek competent health & safety advice.

### **Headteacher**

The Headteacher will co-operate with their Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Governing Body, a review of health & safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

### **Employees**

All employees have a responsibility to -

- observe the health and safety policy and procedures in school;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;

- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health and safety of staff or students in the school

### **Students**

Our school promotes the spiritual growth and welfare of students, and aims to equip students with the skills, knowledge and understanding to live positive, safe and healthy lives.

Students will be encouraged to participate in helping to create a safe learning environment in school.

### **3.0 Health & Safety Procedures**

The following health & safety procedures are detailed in the Durham County Council School Health and Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment/Workstation Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Pupils)
- New & Expectant Mothers
- Noise at Work
- Outdoor Play Equipment
- Personal Protective Equipment (PPE)
- Risk Register and Top Level Assessment
- Science Teaching
- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace (Health, Safety & Welfare)
- Young Employees

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health and Safety Policy and Procedures Manual where it related to the work of the school. The Business Manager will circulate policy updates to relevant staff regularly.

#### **4. Other School arrangements**

##### **The curriculum**

- We teach students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and health lives. Health and safety issues are addressed through our normal school curriculum. For example, through the science and technology curriculum we teach children about hazardous materials, and how to handle equipment safely and the PCC (PSHE) curriculum, about drugs (See our Drug and Alcohol policy), and other issues relating to healthy lifestyle choices. We teach students about respect for themselves and how to look after themselves. We also show them how to move, play sports and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through specialist day workshops, and through the SEAL programme in Key Stage 3.
- Every student has access to support from their tutor, Head of Year, or a member of the Student Support Team where they are able to discuss problems or issues of concern and overcome any fears and worries that they may have. All staff handle these concerns with sensitivity.

##### **School meals**

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value. Our school meals are very well regarded – and our school chef is pro-active in promoting healthy eating and healthy choices.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If students choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes a healthy lifestyle and is committed to working toward the Healthy School Standard.

##### **Child protection and Safeguarding Children**

- The designated teacher responsible for child protection is the Director of Student Support. In their absence, another trained member of the Leadership Group is able to deal with any issues relating to Child Protection. See Child Protection policy for details.
- We require all adults employed or having contact with students in school (eg staff, volunteers, contractors etc) to have been CRB checked before being allowed access to students. This includes adults accompanying Educational Visits.

##### **Visitors in school**

- All visitors will sign the visitor book on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure, where appropriate, students are moved to a place of safety.

##### **Seat belts**

Our school only uses coaches and mini-buses that have seat belts provided. We instruct students to wear seat belts at all times when the vehicle is moving.

On the rare occasion that staff cars may be used to transport students the law regarding child restraints is always followed without exception.

##### **Educational visits and Off-Site Activities**

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Headteacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the governing body.

A record of all Educational Visits and associated Risk Assessment forms is kept by the Business Manager, and where required by the LA, copies of Risk Assessment forms are sent to the LA for approval.

## **5 Monitoring and Review**

The Business Manager will complete an annual Health and Safety Audit and report to Governors. The effectiveness and implementation of this policy will be monitored by the Business Manager and the Headteacher. Any failing of the policy will be reported to the Governors.

A handwritten signature in black ink, appearing to read 'C. Fawcett', is written over a horizontal line.