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| **Dale Community Primary**  **and**  **Stonehill Nursery Federation**  **Health and Safety**  **Policy** |



**Head Teacher: Louise Foster**

**Chair of Governors: Russell Langley**

**Policy Approved by: Governors Behaviour and Safety Committee**

Policy reviewed by: Governors Behaviour and Date: 10 March 2020

Safety Committee

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Safety Committee

Policy reviewed by: Governors Behaviour and Date: 4 October 2022

Safety Committee

Policy reviewed by: Governors Behaviour and Date: 26 September 2023

Safety Committee

**HEALTH AND SAFETY**

**Statement of Intent**

The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974 (s.3(1) and the Safety, Health and Welfare at Work Act 2005, which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body is, “To provide a safe and healthy working and learning environment for staff, pupils and visitors”.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

The health, safety and wellbeing of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

**Management Structure**

Governing Body

Behaviour and Safety Committee

Head Teacher

School Business Manager

Deputy Head Teacher

Class based staff

Non-class based staff

**Duties of the Governing Body**

In the discharge of its duty the Governing Body in consultation with the Head will:

* Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (S1 1992 No. 2051) and various amendments 1999 – 2007.
* Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
* Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
* Identify and evaluate all risks relating to:
  1. Accidents
  2. Health
  3. School-sponsored activities (including work experience).
* Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
* Create and monitor the management structure.

In particular the Governing Body undertakes to provide:

* A safe place for staff and pupils to work including safe means of entry and exit.
* Plant, equipment and systems of work which are safe.
* Safe arrangements for the handling, storage and transport of articles and substances.
* Safe and healthy working conditions which take account of all appropriate:

1. statutory requirements
2. codes of practice whether statutory or advisory
3. guidance whether statutory or advisory.

* Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Whenever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
* Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
* Adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

* This policy.
* All other relevant health and safety matters.
* The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

**Duties of the Head Teacher**

As well as the general duties which all members of staff have, the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head Teacher is required to ensure that all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head Teacher will:

* Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
* Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
* Encourage staff, pupils and others to promote health and safety.
* Encourage all employees to suggest ways and means of reducing risks
* Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
* Monitor the management structure, along with the Governors.

**Premises Responsibilities**

The Deputy Head Teacher, School Business Manager and Site Manager have shared responsibility for the implementation and operation of the school’s health and safety policy and to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. They work together to:

* Ensure safe working conditions for health, safety and welfare of staff, pupils and others using the school premises and facilities.
* Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
* Consult with members of staff on health and safety issues.
* Arrange systems of risk assessment to allow the prompt identification of potential hazards.
* Carry out periodic reviews and safety audits on the findings of the risk assessment.
* Identify the training needs of staff and pupils and ensure, within financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
* Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
* Collate accident and incident information and, when necessary, carry out accident and incident investigations.
* Monitor first aid and welfare provision.

**Line Managers**

All Line managers (e.g. SLT, School Business Manager, etc.) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Head Teacher to have overall day-to-day responsibility for the implementation and operation of the school’s health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school’s health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

* Safe methods of working exist and are implemented throughout their department.
* Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
* Staff, pupils and others under their jurisdiction are instructed in safe working practices.
* New employees working within their department are given instruction in safe working practices.
* Regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary.
* Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
* All plant, machinery and equipment in the department in which they work is adequately guarded.
* All plant, machinery and equipment in the department in which they work is in good and safe working order.
* All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
* Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
* Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
* They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
* All the signs used meet the statutory requirements.
* All health and safety information is communicated to the relevant persons.
* They report, as appropriate, any health and safety concerns to the appropriate individual.

**Duties of all Members of Staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

* Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
* As regards any duty of requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

* Be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body.
* Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
* See that all plant, machinery and equipment is adequately guarded.
* See that all plant, machinery and equipment is in good and safe working order.
* Not make unauthorised or improper use of plant, machinery and equipment.
* Use the correct equipment and tools for the job and any projective equipment or safety devices which may be supplied.
* Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
* Report any defects in the premises, plant equipment and facilities which they observe.
* Take an active interest in promoting health and safety and suggest ways of reducing risks.

**Specific Delegated Responsibilities**

School Business Manager:

* To monitor premises, policy procedures and risk assessments.
* To hold regular meetings with the Head Teacher to establish health and safety practices.

**Safe Handling and use of Substances**

The Site Manager will be responsible for:

* Identifying all substances which need COSHH assessment.
* Undertaking COSSHH assessments and ensuring that all actions identified in the assessments are implemented.
* Ensuring that all relevant employees are informed about the COSHH assessments.
* Checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest.

**Hirers, Contractors and Others**

When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

The Head Teacher or the Co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for school sponsored activity then, for the purposes of this policy the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

* Introduce equipment for use on the school premises.
* Alter fixed installations.
* Remove fire and safety notices or equipment.
* Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of Health and Safety at Work etc Act 1974 and must pay due regard to the safety or all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work etc Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his/her care from risk of injury.

The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

**Staff Consultant Arrangements**

The Governing Body, through the Head Teacher, will make arrangements for the Behaviour and Safety Committee to incorporate items on health and safety matters into its agenda. A member of staff will sit on the Finance and Personnel Committee.

**Codes of Practice and Safety Rules**

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the Finance and Buildings Committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Head Teachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will be required to demonstrate to the satisfaction of the Governing Body that he/she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

**Risk Assessment**

The Head Teacher will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

**Emergency Plans**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

* Save life.
* Prevent injury.
* Minimise loss.

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

**Emergency procedures – fire and evacuation**

The School Business Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes, fire extinguishers and emergency evacuation will be tested by the Site Manager. Alarms are tested by the Site Manager on a weekly basis.

**First Aid**

The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be less that the number required by law.

Supplies of First Aid material will be held at the school office, and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity.

Appointed persons / First Aiders can be found:

* Dale in the medical room
* Stonehill on information boards around the nursery.

**The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in Design and Technology we teach children how to handle equipment safely. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons where children learn about healthy eating and hygiene. We also show them how to move 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. Children receive sex and drugs education. (See the Drugs Education Policy and the Relationships and Sex Education Policy).

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as Eid assemblies, and through the daily non-secular assemblies. Each teacher provides opportunities for pupils to discuss problems or issues of concern. Teachers can use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

**School Meals**

Our school provides the opportunity for children to eat a cooked meal at lunchtimes. If parents are in receipt of the relevant benefit, 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, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

**School Dress Code**

It is our school policy that all children conform to our school dress code when attending school.

We have a sensitive approach to ensure that there is no conflict with any child’s religious or cultural beliefs.

We ask parents to equip their children with the necessary uniform, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct dress code, we will contact parents to discuss this with them.

We ask parents not to send their child to school with ‘extreme’ hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears, and jewellery with religious significance. We ask children to remove these during PE.

**Child Protection**

The named people responsible for child protection in the school are the Designated Safeguarding Lead – the Head Teacher, and the Deputy Designated Safeguarding Lead.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform one of the named people about their concerns.

The Designated Safeguarding Officers work closely with social services when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

**School Security**

We will do all we can to ensure the school is a safe environment for all who work or

learn here.

Gates are locked by the site manager once all the children have entered the building at the start of the day and again locked once all children have left the building at 3.30pm.

Visitors can only access the building through the front entrance after speaking to the Administrative Staff. We require all adult visitors to the school who arrive in normal school hours to sign the visitors’ book in the office.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher immediately.

The Head Teacher will warn any intruder that they must leave the school site straight away. If the Head Teacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

**Safety of Children**

It is the responsibility of each teacher and teaching assistant to ensure that all curriculum activities are safe.

If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head Teacher before the activity takes place.

If an accident does happen, resulting in an injury to a child, the teacher will do all he/she can to aid the child concerned. We keep a first aid box in the medical room outside the school office.

Should any incident involving injury to a child take place, one of the named first-aiders will be called to assist. If necessary, the administrative staff will telephone for emergency assistance.

We record all incidents involving injury in the school accident book, and we inform parents when appropriate. Should the injury to a child be a cause for concern, we contact the parents through the emergency telephone number that we keep on the school files. Parents are informed in writing of any head injury sustained.

**Seat Belts**

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

**Theft or other Criminal Acts**

A teacher or Head Teacher will investigate any incidents of theft.

If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the Incident Book.

Should any incident involve threat or physical violence against a teacher, the incident must be reported to the Head Teacher and the details logged in the Incident Book. We will offer support if he or she wishes the matter to be reported to the police.

**Monitoring and Review**

The Governing Body has a named Committee with responsibility for health and safety matters. It is the responsibility of this committee to keep the full Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The Governor responsible for Health and Safety matters is appointed annually at the first meeting of the Governing Body in the autumn term.

The Finance and Personnel Committee, in consultation with professional advisors, carries out regular safety checks to ensure that the school is a safe environment.

The Head Teacher implements the school health, safety and welfare policy on a day-to-day basis, ensures that all staff are aware of the details of the policy as it applies to them and reports to Governors annually on health and safety issues.

**Review**

The Governing Body will review this policy statement bi-annually or in line with the Local Authority and update, modify or amend the policy, as it considers necessary to ensure the health, safety and wellbeing of staff and pupils.

**Other Policies with Health and Safety links**

* Child Protection and Safeguarding
* Administration of Medication
* Intimate Care
* Educational Visits and Journeys
* Special Educational Needs and Disabilities
* Toileting and Continence