

# Health & Safety Policy

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*Remember that I commanded you to be strong and brave.  
So don't be afraid. The Lord your God will be with you  
everywhere you go<sup>3</sup> (Joshua 1:9)*

As the harvest grows from the soil, Hayfield Cross came to life in 2015. From nothing, we have grown at the heart of our new community, persevering through challenge into a flourishing school. Guided by our Christian values the seeds of Joy, Integrity and Fellowship are planted as we instil this pioneering spirit in our children, challenging them through exciting learning to aspire to greatness in all that they do.

# Hayfield Cross Church of England School

## Behaviour Policy

*“Be shepherds of God’s flock that is under your care, watching over them – not because you must, but because you are willing, as God wants you to be”  
(Peter 5:2)*

### Statement of Health and Safety

In accordance with the requirements of the Health and Safety at work etc Act 1974, the regulations made under the Act - The Management of Health and Safety at Work Regulations 1999 and Good Practice.

Hayfield Cross Church of England School aims to provide a safe and healthy environment for all its children, employees and visitors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the school be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.

Our objectives are to prevent injuries wherever possible and to establish safe working practices throughout all areas.

We acknowledge that it is the duty of Governors to take all necessary steps to ensure that all plant equipment is maintained in a safe condition and that the school buildings are free of defect that may affect the health of those using them. It is, therefore, the governors’ policy to comply with all statutory requirements concerning health and safety, both in practice and spirit. However, the duty of all children, employees and other users of the school is to take necessary precautions to protect themselves and others from injury, which may arise from their actions and everyone, is to abstain from any act of endangering others.

This policy should be read alongside the Safeguarding Policy and Behaviour Policy.

### Introduction

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures amongst staff and children.
- To make arrangements for ensuring safety and avoiding risks to health in connection with use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instructions and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work with safe access and exit.
- To formulate procedures for use in case of fire and in other emergencies including plans for the safe and effective evacuation of the school premises.
- To lay down procedures to be followed in the case of an accident.
- To provide and maintain adequate welfare facilities.

## Responsibilities

The Education Reform Act 1988 gives Governing Boards important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, s and any who may visit or use the school premises.

### 1. The governors' responsibilities are:

- To provide a clear written policy statement that specifies responsibilities and arrangements for Health & Safety within the school.
- To provide clear plans for coping with sudden emergencies.
- To appoint a governor to be responsible and to co-ordinate the management of Health and Safety safely within the school
- To ensure a safe environment for children, staff and visitors.
- To ensure changes in legislation are taken on-board by the school.
- To raise awareness of individual responsibility.
- To develop a positive health & safety culture.

### 2. The Headteacher's responsibilities are as follows:

- To take overall responsibility for all Health and Safety matters within the School and its grounds.
- To liaise with the Governors on policy issues.
- To ensure that the Health and Safety Policy is adhered to.
- To ensure that problems of implementation of Health and Safety Policy are reported to the Governors.
- To ensure oversight of all Departmental Health and Safety policies, including risk assessments with regard to both development and implementation.
- To ensure liaison with external agencies as appropriate for expert advice.
- To ensure that appropriate training is given to all employees.
- To ensure that appropriate funding is available for the implementation of the Health and Safety Policy in so far as is reasonably practicable.
- To ensure that the Governing Board is fully informed of Health and Safety issues on a regular basis and recommendations are made to them for additions or improvements to plant, tools, equipment or machinery, which present hazards.
- To review from time to time the emergency procedures, the provision of first aid in the school and risk assessments.
- Review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Recommend to the Governing Board, changes and improvements in welfare facilities.
- Report to the Governing Board regularly on the Health and Safety performance of the school.

### The role of the Headteacher is as follows:

- a) To monitor and manage the operations of grounds and caretaking staff, thereby ensuring that the buildings and grounds are maintained in a good state of repair, including ensuring the necessary and appropriate risk assessments are carried out.
- b) To ensure that all fire and safety equipment is provided and maintained to meet the statutory requirements.
- c) To design and implement procedures necessary to ensure that all non-departmental plant and equipment is regularly inspected and serviced in accordance with manufacturer's recommendations as well as insurance and statutory requirements.
- d) To manage the operations of the Health and Safety/Site staff to establish and maintain effective working practices.
- e) To ensure that the contractors confirm to the school's Health and Safety Policy as well as their own.

- f) To manage appropriate liaison with external agencies, contractors and others responsible for maintenance, inspections etc.
- g) To identify and action any training needs either mandatory or recommended to comply with Health and Safety regulations.
- h) To ensure as far as is reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and children to avoid hazards and contribute positively to their own health and safety.

### **3. School Business Manager's responsibilities**

The role of the School Business Manager is as follows:

- a. To co-ordinate the Health and Safety Policy of the school and to promote its implementation
- b. To advise the Headteacher on any improvements and modifications required in order to implement the policy.
- c. To ensure that the Headteacher is kept fully aware of all relevant Health and Safety legislation that may affect the School or its operations.
- d. To ensure that Heads of Departments are fully aware of their responsibilities with regard to the appropriate training of their staff in order to ensure implementation of the Health and Safety Policy and risk assessments.

#### **This job is put into practice by the following ways:**

- Inspection of the school with regard to processes, working practices, personal protection equipment and to keep a record of specific areas causing concern.
- Making additional inspections where practices have changed following new information, or where new regulations have come into operation e.g. COSHH.
- Investigations of potential hazards, and investigations of any complaints by staff within the school, and record keeping of all these.
- Keeping up-to-date with the latest Health and Safety recommendations by attending courses and by reading all information sent by Health and Safety Executive.
- To institute accident and incident investigation followed by recommendations, and to provide pro-forma reports to the Headteacher.

### **4. Site Supervisor's responsibilities**

The role of the Site Supervisor is as follows:

- a. To co-ordinate the Health and Safety Policy of the school and to promote its implementation
- b. To advise the Headteacher on any improvements and modifications required in order to implement the policy.

#### **This job is put into practice by the following ways:**

- Inspection of the school with regard to processes, working practices, personal protection equipment and to keep a checklist of specific areas on a rotating basis
- Making additional inspections where practices have changed following new information, or where new regulations have come into operation e.g. COSHH.
- Investigations of potential hazards, and investigations of any complaints by staff within the school.

## **5. Class Teachers responsibilities**

Class Teachers will have responsibilities of Health and Safety within their areas, their responsibilities will include:

- Ensuring the application of the Policy within their area by following procedures,
- Discussing and agreeing these procedures with the Headteacher and reviewing annually.
- Following training as appropriate on matters of Health and Safety, including risk assessments.
- Monitoring procedures to ensure that they are followed within the classroom and teaching areas and that they continue to be effective.
- Ensuring that reports from within the classroom and teaching areas are acted upon within an agreed timescale and the Headteacher is kept fully informed.
- Ensuring that all equipment is used in accordance with instructions and the correct procedure. Also, that, instructions are appropriately described and positioned. Ensure that all staff using specialist machinery are trained and qualified to the required standard and that qualifications are kept up-to-date.
- Setting an example in demonstrating a concern for safety matters.
- Ensuring that the correct level of supervision is maintained whenever any potentially hazardous task is taking place.
- Ensuring that protective clothing or safety equipment is present and being utilised correctly.
- Carry out risk assessments within the areas for activities within their classroom and checking regularly on the controls in place. Reviewing these following any changes to activities or unusual occurrences during activities.
- Checking and updating risk assessments for trips and visits for their class.

Within school, staff have an ongoing responsibility to co-operate fully in ensuring that the safety policy is fully effective and successful. It is the duty of all employees whilst at work to take reasonable care for Health and Safety of him/her and of other persons who may be affected in any way by work carried out.

Their further responsibilities will include the following;

- Checking that the classroom and work areas are safe.
- Checking that equipment is safe before use.
- Ensuring personally that safe procedures are always followed.
- Ensuring protective equipment is in good condition and is being used correctly.
- Reporting all defects or problems to the Headteacher (or Deputy Headteacher in their absence) as soon as possible.
- Carry out diligently any special tasks that may have been allocated to the class teacher.
- To exercise effective supervision of the children and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- To know the particular Health and Safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- To give clear instructions and warnings to children as often as necessary.

## **6. All other employee's responsibilities**

It is the duty of every employee whilst at work to:

- Take reasonable care for the Health and Safety of himself/herself and of any other persons who may be affected by their acts or omissions.
- To co-operate fully with the school to ensure that it's Health and Safety Policy is implemented and maintained.

The Health and Safety at Work Act 1974 states “*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*”

In order that the laws are observed and the school and its employee’s responsibilities are met, all employees are expected to:

- To be fully acquainted with safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply emergency procedures in respect of fire, first aid and other emergency procedures.
- To use and not willfully misuse, neglect or interfere with things provided for his/her own safety and the safety of others.
- To co-operate with other employees in promoting improved safety measures at school.

## **7. Children’s Responsibilities**

Children are expected:

- To exercise personal responsibility for the safety of themselves and their classmates.
- To observe standards of dress consistent with safety and hygiene.
- To observe all the safety rules of the school and in particular the instructions of staff given in an emergency.
- To use and not willfully misuse, neglect or interfere with things provided for his/her safety.
- To observe and note exit signs in all rooms for evacuation procedures and routes.
- To move around the building in an orderly manner, especially at break or lunchtimes.
- To follow instructions from staff in practical lessons and not enter specialist rooms without the permission of teaching staff.

## **8. Visitor’s responsibilities**

Visitors and other users of the premises are required to observe the safety rules of the school as they apply to the circumstances of the visit. Parents or other volunteers helping in the school should be made aware of the Health and Safety arrangements applicable to them.

A system for visitors to sign in and out is in operation and should be observed by all visitors to the school. The actions of casual visitors to the school should be monitored by the member of staff responsible for the visit, to ensure that their actions do not place themselves or others at risk.

## **9. Role of the Educational Visits Coordinator (EVC)**

This role will help fulfil the schools Health and Safety obligations for visits. The EVC will be involved in the planning and management of educational visits including adventure activities led by school staff.

The functions of the EVC are:

- Liaise with the employer to ensure educational visits meet the employer’s requirements including those of risk assessment.
- Support the Governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observations or verification of work experience.
- Organise training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc.
- Make sure that the Enhanced DBS checks are in place as necessary.

- Work with group leaders to obtain consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents.
- Review system and, on occasion, monitor practise.

## **10. Contractors' on-site responsibilities**

### General

Contractors are routinely employed to work in the school on the installation, modification and maintenance of plant and equipment and in building operations.

All those working on the premises either under the control of the school or whose work could affect the school, the children or the public must be made aware of the Health and Safety standards they have to achieve.

The Health and Safety at Work Act 1974 places duties both upon the employer and the contractor to protect the Health and Safety of both employees and others who may be affected by work.

The school must make the contractor aware of the following:

- The School Health and Safety arrangements and any local procedures, so that they can comply with these.
- Hazards known to the school, e.g. the extent of where flammable liquids are present.
- Arrangements for items such as extent of workings, site demarcation, site access, controls of hazards.

### Selecting Contractors

All contractors selected to do any work on the school site should be made aware of the standard of Health and Safety management which is expected of them.

The contractor will also be requested to supply the school with a copy of their Health and Safety Policy. Areas of incompatibility with school's own policy and or expected standards should be identified as soon as possible and appropriate action taken. A copy of professional indemnity insurance may also be requested.

### Control of contractors on site

It should be a condition of any contract that the contractor will appoint a senior member of staff to maintain liaison with the school. All contractors must report their presence on site by signing in at the reception area before commencing work. The number and location of contract staff should be reported to the school and monitored by the site supervisor, or where appropriate by the person who has arranged the works, at regular intervals. It is equally important that the contractor's staff sign out when they leave the site.

The school will nominate a competent person, to monitor the working methods of the contractor and bring to the attention of the Headteacher any issues, e.g. disregarding safety procedures that could affect the school, its employees, children or visitors.

### Major works

Major works on the school site present a range of further problems. The school, its advisors and contractors must devote sufficient time at the planning stage of any project to fully identify and deal with all Health and Safety issues.

Items of particular importance include the following:

- Access to the site from the street
- Access route for delivery/service vehicles
- Proposals for the use of scaffolding and ladders
- Proposals for the segregation of work areas from open areas
- Any dangerous, offences substances or processes to be used and the contractor's proposal for protecting staff
- Provision of contractor's essential services, power, parking, sanitation etc.

Effective communication between all parties must be maintained at all times in order to ensure the safety of all concerned. The Governing Board should nominate a representative to be involved in site meetings where appropriate.

## Procedures

### Accident procedures / First Aid reporting

A system exists with the school for the reporting of accidents (see Appendix 1 and 2). The procedure in the event of an accident to staff or children is as follows;

1. First Aiders are responsible for completing the accident report book or ensuring it is completed by another member of staff when an accident occurs, making sure that the casualty involved received suitable treatment from a qualified person. The person administering the first aid may add to the accident report form indicating the nature of treatment required. In the event of a serious accident/incident occurring, a second opinion on the nature of the treatment is usually sought. Only fully trained and qualified members of staff will administer first aid according to the guidelines specified. Minor accidents will also be recorded.
2. The completed accident report sheet is signed by the staff member administering first aid and is filed in the Office. In any accident/incident which involves a bump on the head (however slight) a 'head injury' phone call is made to the parents.
3. In the event of the accident being reportable to the HSE under RIDDOR (see Appendix 2) this is done by telephone to the Health and Safety Team at Northampton and the online reporting system used to complete the relevant documentation. The Headteacher checks all accident reports and any unusual / unexplained circumstances are investigated by those concerned.
4. The Headteacher will present an annual summary of accidents to the Governing Board along with any recommendations that result from this analysis.

The retention period for relevant paperwork and records is 3 years.

Names of Members of Staff who hold full first aid at work qualifications after completing courses and members of Staff who hold Paediatric First Aid qualifications are kept in the school office.

There are First Aid boxes located at the front office and in every classroom. Each first aid box is equipped for up to a class – these are replenished as and when necessary. There is also a spare First Aid Kit for anyone working outside or for trips. The SBM is responsible for the checking and provision of first aid materials in stock and in boxes.

The Governing Board will annually review the school's first aid needs to ensure that provision remains appropriate.

### Fire Precautions

The school will ensure that there are adequate and suitable fire extinguishers throughout the buildings and that these are subject to regular maintenance by qualified personnel.



In all areas of the school the Fire and Lock Down Procedures are displayed which detail procedures in the event of a fire or emergency lock down for both staff and children and arrangements for safe and effective evacuation.

All visitors to the school are requested to sign in at reception detailing their time of arrival and departure in order that they may be accounted for in the event of the fire alarm sounding. These regulations are updated and revised annually to all staff as part of the staff handbook.

Fire drills and full evacuations take place termly and are monitored on each occasion and any appropriate action taken to improve areas noted.

## **School Trips**

The school has a named Educational Visits Coordinator (EVC) who is involved in the planning and management of educational visits, including adventure activities led by school staff.

Detailed visit plans and risk assessments are issued to all staff taking children on residential trips or activities of a strenuous nature. Staff are required to indicate formally their compliance with all regulations and requirements. Risk assessments should be carried out prior to all trips, visits or activities and also evaluations following the event.

Written approval of the parent/carer of every child on a trip is sought, and the parents/carer advised of any special risks. A letter is sent to parent/carer about the trip and where necessary further information and list of contacts etc. is given.

## **Building and equipment maintenance**

### **1. Cleaning**

It is the responsibility of the site supervisor to ensure that all of the school's premises are in a clean and tidy condition. It is the responsibility of those using rooms or areas within the school to bring to the attention of the site supervisor any and all shortcomings as soon as possible

### **2. Buildings Maintenance**

The school's policy regarding building maintenance is to ensure that a safe, secure comfortable environment is provided for all areas of the building. It is the responsibility of those using the rooms or areas to bring to the attention of the site supervisor any damage, malfunction or potentially hazardous faults relating to all areas of the building fabric and the equipment/furnishings contained therein. In the event of urgent action being required to rectify a fault the site supervisor should be contacted, during school hours the office will be able to contact the site supervisor if he is not on site.

All fixed plant and equipment will be serviced and maintained in accordance with both relevant legislation and recommended service intervals. It is the Headteacher's responsibility to ensure that all such equipment is maintained and serviced as required. Any malfunction of this type of equipment should be brought to the attention of the Headteacher as soon as possible.

## **Health and Safety Consultation**

This policy is not intended to be fully comprehensive as there are many circumstances that could arise but which are not part of the school routine. Detailed advice on a range of possible hazards are available on [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) and through the LGSS advice service.

### **1. Safety Training**

It is a Health and Safety requirement that adequate safety training, instructions and information must be provided for all employees to increase their knowledge, understanding and awareness of Health and Safety matters.

The will ensure that staff under their control, receive all necessary training in order to safely carry out all tasks and duties that they may be required to complete. New members of staff should be made aware

of the school's Health and Safety policy, including any specific procedures relating to their role or department as soon as possible after commencement of employment.

In addition to specific job/task related training, the school will ensure that a sufficient number of suitable employees are trained in the following areas;

- First aid
- Fire safety
- Correct use of fire extinguishers
- Life emergency procedures
- Manual handling

Should a member of staff with specific training leave, the school will ensure that a replacement is trained as soon as possible.

## **2. Hazardous substances**

Any Hazardous substances are locked in the cleaner's store. The general precautions given below must be followed at all times.

The manufacturer's instructions must be followed at all times.

- New substances must not be purchased without prior knowledge and authorisation of the Headteacher or School Business Manager.
- All waste materials must be disposed of safely and in accordance with current regulations.
- Protective clothing must be worn whenever substance or process requires its use.
- When using hazardous substances all work areas must be kept clear and clean and free of obstructions.

## **3. Safety Equipment/Protective clothing**

The school will provide suitable protective clothing and safety equipment throughout the school wherever necessary. However, it remains the responsibility of the class teacher to bring it to the attention of the Headteacher, prior to commencement, any changes in working practice or new procedures that may further warrant either upgrading of existing equipment or protective clothing or further purchases.

Any damage or malfunction of safety equipment or protected clothing should be reported to the Headteacher.

## **4. Security**

The security of the school and the people within it is the subject of ongoing evaluation. A critical incident plan exists for dealing with specific incidents involving security.

Visitors in the school are always asked to sign in.

Children of the school are constantly reminded of the need to consider their own and others security at all times.

Staff should be vigilant and maintain awareness at all times.

## **5. Enhanced DBS Checks**

All staff and parent helpers in the school are checked for access to children according to the DBS guidelines. Enhanced checks are made using the existing systems and disclosures are made to the named person.

All adults interacting with an individual children, in work or other supportive contexts, are made aware of the need to do so in public/communal areas.

#### **6. Staff Stress and Well-Being**

The school will work towards reducing stress on staff and any changes to policy and procedure should take account of the impact on those who work in the school. The impact of stress on staff will be monitored through:

- Annual appraisal meetings.
- Staff meetings.
- Open door policy.

Staff who are struggling with stress will be encouraged to:

- Access Employee Assist.
- See their GP for advice.
- Contact their union for further support.

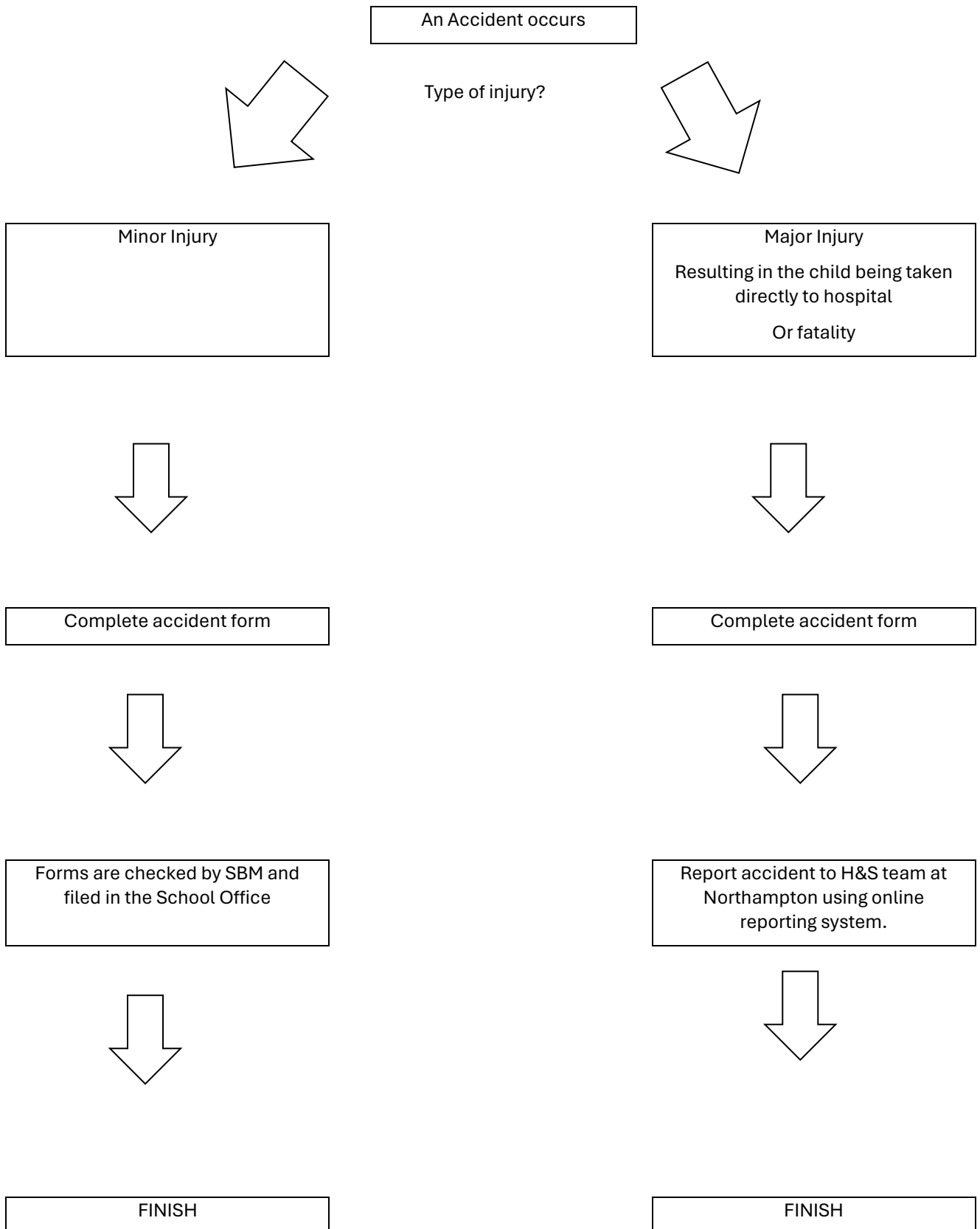
Where possible, the school will make adjustments to the working pattern of staff to reduce staff where this is recommended by a suitably qualified professional. The school may wish to refer a member for further advice.

#### **7. Review of Health and Safety Policy**

A full review of the procedures and policies in force at school will take place annually. More frequent review may occur as a result of changes to regulations or other situations that may have a bearing on the safe operation of the school.

Proposed changes to any individual area must be agreed by the Headteacher prior to any changes being implemented. Any new equipment or process must be formally assessed in accordance with the relevant legislation prior to use.

**Flowchart for dealing with Accidents to Children**



**Flowchart for dealing with Accidents to Adults**

All work related incidents, near misses and dangerous occurrences should be reported using the LGSS online Incident Report System. [www.reportincident.co.uk/Northamptonshire/1](http://www.reportincident.co.uk/Northamptonshire/1)

