



# Health and Safety Policy

Date Ratified - May 2024

Next Ratification Due - May 2025

Friendship, Community, Faith

## **SECTION A**

### **General Statement of Intent**

The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework, the Governors of the school share the responsibility for health and safety with the Local Authority (LA) which is Northumberland County Council (NCC).

The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. NCC provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act (1974) requires an employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual is provided, along with several other supporting policy documents. However, due to the differences in the internal management and organisation of schools, the manual is designed to provide generic advice. In view of this, the school's own health and safety policy has been devised to provide details of the specific arrangements in place within the school.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and an annual review of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In partnership with NCC, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe equipment
- safe systems of work
- safe access to and egress from places of work

- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from NCC and through persons competent in health and safety matters
- the identification of needs and objectives, in order of priority
- the allocation of appropriate funds
- the integration of health and safety planning within the School Development Plan
- the regular monitoring of progress and safety performance, to be used in the planning process
- an annual review of the safety policy
- the inclusion of health and safety on the agenda of Governing Body meetings, at least annually
- the inclusion of health and safety as a standing agenda item at regular staff meetings

## **SECTION B**

### **Safety Organisation**

Key roles within the school are identified below:

Chair of Governors	Reverend Andrew Patterson
Safety Co-ordinator	Gemma Kellett

## **School Governors**

The Health and Safety Governor should take steps to discharge their own responsibilities for health and safety performance in school. They should ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below;

- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - action allocated to individuals who are responsible for the function
  - time limits set for action
  - remedial action to deal with the problems identified
  - identification of any long term action required in order to address underlying causes of problems
  - ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the Local Authority
  - to provide information to NCC on Health and Safety matters when requested.
  - to ensure adequate resources are given to safety issues
  - to review performance periodically.
  - to ensure that safety training is given priority for both governors and staff.

## **Headteacher**

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Deputy Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- Establish a structured system of safety management, in accordance with NCC guidance and the Schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- monitor and review safety performance regularly
- identify future needs in order to aid the planning process
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable

- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all health and safety legislation, in accordance with NCC guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

### **School Safety Coordinator Duties**

- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.
- To seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.
- To understand the health and safety aspects of new plant, equipment and personal protective clothing.
- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

### **The Health and Safety Co-ordinator**

The Health and Safety Coordinator is responsible for the safe management of health and safety and for implementing specific school health and safety procedures.

The Safety Coordinator will identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Safety Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their school.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

### **Unit Manager (Kitchen)**

Kitchen Managers are directly responsible to the Headteacher for the safe organisation and work of the school kitchen, for reporting accidents, defects to the building or kitchen equipment and any other relevant matter to the Headteacher. In all school managed services, it is the responsibility of the governing body to develop appropriate procedures to maintain effective Health and Safety compliance.

### **The Caretaker**

The caretaker is responsible to the Headteacher and Safety Co-ordinator for the safe organisation and work of the service, for fulfilling all his health and safety responsibilities and for recording outcomes in the Health and Safety files kept in the Health and Safety Library.

### **All Staff**

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with managers in order that the employer can fulfil its statutory duties. The **Health and Safety at Work Act (1974)** also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- any matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accident, near miss, violent incident or hazard, ensuring that an appropriate report form is completed

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.

- Not wilfully misuse, neglect or interfere with things provided for their health and safety,

## **SECTION C**

### **Arrangements**

#### **The Management of Health and Safety**

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the NCC Health and Safety Policy Statement. All Headteachers and Governors should be aware of the content of this section and should document arrangements for fulfilling these duties within this policy.

#### **General Arrangements**

The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. Over the course of time, circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

#### **Accidents, Near Misses, Violent Incidents**

##### **Accident Procedure**

- In the event of an accident, any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.
- Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.
- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.* normally be a parent/guardian, second emergency contact or close relative.

##### **Record Keeping**

###### *Accident, Near Miss, Violent Incident Logging (ANVIL) System*

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.

- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager.
- It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.* In all cases, the ANVIL report form must be submitted to the Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

### *School Accident Books*

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. **It is important that treatment rendered by the first aider is recorded.**
- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator should monitor records to identify accident trends.

### **Accident Investigation**

- The Safety Coordinator should advise staff on the appropriate level of response.
- The Headteacher should undertake an investigation using form ACC2 if the incident is serious, complex or one which may have serious repercussions.
- In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

### **Reportable Injuries**

The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- Death of a pupil
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken directly to hospital from the scene of the incident and receives treatment.

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form



**All notifiable incidents can be reported to the HSE via their on-line reporting system.**

### **First Aid Arrangements**

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current.

Children are brought to the main office for First Aid treatment. In more serious cases the child would be transferred to the care of parents as soon as possible. First aid training has been undertaken by

Carly Robinson

Gemma Kellett

Claire Parker

Glen Harrison

Sophie Blenkarn

Lewis Short

Nicola Clark

Jacqueline Hughes

Suzie Dent

Catherine Hardcastle

### **Health Matters**

#### ***Policy on Supporting Pupils with Medical Conditions***

- The means of identifying students' medical needs will be established: on intake forms which require parents to identify medical needs. These will be reviewed annually and also if any additional medical needs develop
- Prescribed medication should only be administered by the Medical Co-ordinator or where the Medical Co-ordinator is not available, with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. The exception to this is emergency medication, such as asthma

inhalers or auto injector pens, which should be kept in the child's classroom.

- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements
- Guidance should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Nurse Service.
- Emergency medication (e.g. piraton) in the case of an undiagnosed allergic reaction may be given but parents must be informed before administering or as soon as possible thereafter

### ***Staff Health (including stress management)***

The Headteacher will be aware of staff health and medication needs. An open door policy is always operated and staff are encouraged to talk when they feel the need to.

### **Building, Site Maintenance and Commissioning Services Independently**

- The Safety Co-ordinator and Headteacher are in charge of the maintenance of the school site and its buildings. All staff have a responsibility to notify the Caretaker of any defects they find. The Safety Co-ordinator is responsible for arranging repairs, either directly via a contractor or by reporting defects to NCC Property Services Help Desk. The Property Help Desk can be reached by telephoning 01670 624843 or by using their on-line portal. The need for emergency repairs should be notified in the same manner. This will enable Property Services to prioritise and assign workloads accordingly and will allow requests for work to be traceable.
- The School has developed a contractors induction pack and the Safety Co-ordinator is responsible for liaison with Property Services staff (where appropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance.

### **Maintenance and Testing of Equipment**

With regard to the maintenance and testing of equipment, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances
  - 5 yearly fixed wiring inspection
  - Fire safety checks
  - Water hygiene tests

- RCD testing is carried out and the results recorded

### **Fire Safety and Emergencies**

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building and reviewed annually.
- The Fire Warden is responsible for devising and coordinating fire drills and maintaining records in the Fire Logbook, such as fire drills and fire alarm tests
- Fire drills will take place each term and the following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Waste materials are collected by the Council
  - Electrical equipment not in use is always isolated from the mains.

### **Safeguarding**

A separate security risk assessment has been completed detailing specific school arrangements. Whitley Chapel C of E First School has adopted a signing in system and issue visitors' badges to authorised visitors.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school. Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings

### **Risk Assessment**

A written assessment of all activities that involve a significant risk to health or safety are produced, in which the hazards, risks and necessary precautions are identified. The Corporate Health and Safety Team provides further guidance and several generic assessments are available to schools via the Corporate Health and Safety webpage. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. Once completed, there is a need to undertake a yearly review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes.

Manufacturers' safety data sheets are obtained for all hazardous products used in school.  
*Mrs. Hayward coordinates and maintains records of risk assessments.*

### **Manual Handling**

A list of all manual handling tasks likely to involve risk of injury is outlined below. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Activities where moving and handling may be required:

- moving around school
- toileting

- playground or outdoor activities
- activities outside school e.g. swimming, educational visits
- emergency procedures e.g. moving from the floor after a fall, fire evacuation.

#### Pupil factors:

- ability to communicate
- weight of student
- ability to bear weight
- ability to co-operate and follow instructions
- physical conditions e.g. spasm, variable muscle tone, impaired eyesight and hearing, and behaviour

#### Staff factors:

- individual capabilities and conditions that may affect or inhibit moving and handling, including pregnancy
- training needs
- level of competence, and
- number of trained competent staff available.

#### Environmental factors:

- constraints of space
- items on floor

Manual handling training is provided to staff where appropriate.

### **Display Screen Equipment**

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

carrying out DSE workstation assessments. All workstations must be assessed periodically, and new workstations must be assessed before being put into use.

### **Machinery and Work Equipment**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

### **Educational Visits**

All school trips are planned by a competent Party Leader. The details relating to the planning process are entered into the County Council's Evolve system. These details are then checked

by the appointed School's Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.

The EVC must ensure that suitable and sufficient risk assessments are in place and a complete Evolve submission has been made for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff are aware of, and have access to the County Council's Code of Practice for Off-Site Educational Visits

Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

All Category 1 visits must be approved by the Headteacher.

In the case of Category 2 visits, following approval by the Headteacher, the school's submission is assessed by the Health and Safety Advisor (Educational Visits) before final approval is made for the visit to go ahead.

Category 1 and Category 2 visits must not proceed unless these approvals have been provided. The school has its own policy on Off-Site Educational visits, a copy of which has been uploaded onto Evolve.

### **Outdoor Play Equipment and PE Equipment**

The school play equipment is checked regularly and inspected at least annually by a competent contractor (either via SLA with NCC or arranged independently by the school). Written records of these inspections are maintained.

Any actions identified in the annual Play Equipment Inspection report are initiated immediately or referred to the Governors Property Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

### **Information and Training**

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements.

Training needs should be prioritised in an annual training plan and costed to allow appropriate allocation of the school's training budget.

### **Personal Protective Equipment (PPE)**

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team. All PPE must be maintained in good working order, and any defect reported immediately to the Head Teacher, for replacement. Disposable RPE is used occasionally (face masks) provided that this is suitable for purpose and worn in line with the manufacturer's instructions. The cost of all PPE is covered by the school.