

# GAINFORD C of E PRIMARY SCHOOL



## Health & Safety Policy

Date Adopted by Governing Body	September 2023
Review Period	Annually
Next Review Date	September 2025

# Gainford CE Primary School

## Health & Safety Policy

### Introduction

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, along with the Local Authority, takes seriously the responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

### Section 1 – Statement of intent

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work Education Act 1974, to provide a safe and healthy environment for the teaching and support staff, the pupils and other people who come onto the premises.

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

The Governing Body will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual (available on the DCC Extranet/Health & Safety area), and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

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 including when off site, for the safety of others and to co-operate with the Governing Body and Head Teacher 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, pupils and others.

## **Section 2 - Organisation of Health & Safety Responsibilities**

### **Governing Body**

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility, the Governing Body will, as far as reasonably practicable, ensure that:

- Health & 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 & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;
- 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;
- when requested the County Council is provided with information on the operation of the health & safety management systems sufficient to fulfil its responsibilities,
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

### **Headteacher**

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

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. 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 -

- 1 observe the health & safety policy & procedures in school;
- 2 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;

- 3 observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 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;
- 5 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;
- 6 make proper use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 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;
- 11 familiarise themselves with the action to take in the event of fire or other emergency, taking full part in any evacuation drills to aid their familiarisation;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

## **Pupils**

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

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

## **Section 3 – Health & Safety Procedures**

The following health & safety procedures are detailed in the Durham County Council School Health & 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
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Induction

- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Moving & Handling (Objects)
- Moving & Handling Pupils and Young People
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Playgrounds and Outdoor Play Equipment
- Public Events on School Premises
- Risk Assessment
- Risk Register and Top Level Assessment
- Science Teaching
- Security in Schools
- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace Welfare & Premises Inspection
- 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 & Safety Policy & Procedures Manual where it is related to the work of the school.

## **Section 4 - School arrangements**

### **The School curriculum**

- We teach 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, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs and medicines and how to live a healthy lifestyle.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons/through RSE and we reinforce these points through other areas of the curriculum where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- In the modern digital communication age we equip our children to stay safe through explicit teaching of internet safety/on line safety . We teach children that they have a clear responsibility to use the internet safely. Through our website and newsletters we aim to signpost parents to useful information as to how they can help and support their children to stay safe when using the internet.

- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our Sex and Relationships Education programme meets the needs of our pupils and today's society.
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festival, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teaching staff use circle time to help children to discuss and overcome any fears and worries that they may have. 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 and work with the Local Authority and Taylor Shaw (our school meals provider) to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value. Chartwells staff have received appropriate allergen training and this will be updated when required. Staff receive EpiPen/Jextpen training from the school nurse annually
- If children 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.

## **Child Protection**

- There is a named person responsible for child protection in the school. Mrs Riley is our Designated Lead for Child Protection and nominated led for Child Protection
- Miss Farley is also a DSL .
- All other staff are trained to level 1 or 2 in safeguarding. Training is provided within school supported by the Local Authority and is updated when required.
- Mrs Linsley supports the Headteacher to maintain our Single Central Record .Mrs Linsley collates safeguarding training details of staff so that appropriate training can be updated when required.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults regularly accompanying Educational Visits.

## **Visitors in school**

- The entrance to the school is kept locked and is access controlled to prevent unauthorised access.
- All visitors will sign in on entering the school and wear a visitor's badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

## **Work Experience/Students**

All persons completing work experience or student placements in the school will receive an initial Health and Safety induction from Mrs Riley, the Head Teacher. Young people/students will receive a pack containing the following documents:

- Fire Risk Assessment
- Fire Emergency Plan
- DCC Health & Safety Handbook
- Staff section of 'Keeping Children Safe in Education' to sign and return

## **Seat belts**

Our school only uses County Council approved coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving. Before the vehicle moves off a staff member must check that children are wearing seat belts. We have a stock of booster seats available for children who do not satisfy height requirements for seat belts.

If staff are not satisfied that the coaches and minibuses are in a roadworthy condition they must not allow children to travel. Any concerns must be reported immediately to Mrs Riley (Head Teacher).

## **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 Head teacher the 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 obtained from the Local Authority.