



Humshaugh C of E (Aided) First School

Health and Safety Policy

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Signed	<i>J.L.Long</i>

1. Introduction
2. The Concept of a School Safety Policy.
3. Statement of Policy by the Governing Body.
4. The Safety Organisation.
5. The Management of Health and Safety.
6. General Arrangements.
 - (1) Meetings of the Safety Management Team
 - (2) Accidents
 - (3) First Aid Arrangements
 - (4) Health Matters
 - (5) Building Maintenance
 - (6) Maintenance and Safety Testing of Equipment
 - (7) Fire Safety
 - (8) Risk Assessment
 - (9) Manual Handling
 - (10) Computer Workstations
 - (11) Personal Protective Equipment
 - (12) All Machinery and Work Equipment
 - (13) Information and Training

1. INTRODUCTION

The health and safety of both staff and pupils has always been of paramount importance in the Education Service. The Head Teacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the school and all school related activities.

Following the introduction of the Local Management of Schools, the Governing Body now 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. Consequently, the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and describes all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the LEA Safety Policy and Manual of Guidance has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- (i) in parts, of a broad and general nature;
- (ii) unable to provide all the detailed information required by law;
- (iii) unable to describe the safety management systems and procedures adopted by different schools;
- (iv) unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

Therefore, this school safety policy has been devised to complement the LEA Safety Policy and provide those details that an LEA policy cannot. The full concept of a school policy is described in part 2.

In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of all their contributions. It is not possible to cover every conceivable topic in this draft, and much is subject to change as time goes on. Therefore, it is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions from staff, or suggestions for additional information that it would be useful to include, would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff, but in return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to Safety Management also plays a vital part in the County Council's new approach to Risk Management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

I warmly commend it to all staff.

Herbie Newell
Chair of Governors
Date: 1.9.23

2. **THE CONCEPT OF A SCHOOL SAFETY POLICY**

The School Safety Policy is the means whereby:

- (i) the Governing Body acknowledges its extensive role and responsibilities in the local management of the school;
- (ii) the Governing Body and the senior school management express their commitment to a high standard of safety, for both pupils and staff;
- (iii) the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified;
- (iv) co-ordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified;
- (v) the LEA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LEA Safety Policy;
- (vi) safety standards and future objectives are identified;
- (vii) key text books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments;
- (viii) arrangements are set out for:
 - the systematic planning of health and safety objectives, and when relevant, the inclusion of such objectives in the School Development Plan;
 - the monitoring of progress towards those objectives;
 - the continuous assessment of needs and priorities with regard to health and safety;
 - the feeding back of this information into the planning process;
- (x) a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements;
- (xi) the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management;
- (xii) via the LEA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

3. **GENERAL STATEMENT OF POLICY**

In partnership with the LEA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

a safe place of work, and a safe working environment;

safe plant and equipment;

safe systems of work;

safe access and egress to/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 the LEA and through persons competent in health and safety matters;

a written system of safety management which includes:

- the identification of needs and objectives, in order of priority;

- the allocation of appropriate funds;

- the integration of health and safety planning with the School Development Plan;

- the regular monitoring of progress, and of 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.

4. **SAFETY ORGANISATION**

TITLE	NAME
The Chair of Governors	Herbie Newell
The Vice Chair	Jenny Nohl
The Head Teacher	Jude Long
Co-ordinator - COSHH Regulations	Roy Castle
Co-ordinator - Manual Handling Regulations	Roy Castle
Membership of the Safety Management Team	Herbie Newell Jude Long

Headteacher

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of the school and all its related activities. Assistance in this task is provided by all teaching and non-teaching staff.

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

- (i) establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:
 - the identification of safety requirements and objectives;
 - the clear identification of priorities;
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan.
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- (ii) implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable;
- (iii) co-ordinate any necessary safety arrangements with any contractors working on the site;
- (iv) implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance.
- (v) provide regular reports on significant issues and general progress to the Governing Body.
- (vi) foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LEA Policy: D-6)**

The Senior Teacher

The Senior Teacher assists the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

Co-ordinators

The Co-ordinator is responsible to the Headteacher for the safe management of the Health and Safety in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

The Co-ordinator will identify and clearly prioritise both the immediate and long-term requirements of the school 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 Co-ordinator will maintain a permanent file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The Co-ordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she 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.

The Co-ordinator will assist in the fostering of a positive safety culture within the school.

Unit Manager

Northumberland Contracting are the employing Directorate in the school kitchen and they operate their own procedures.

In such cases the Headteacher and Unit Manager will liaise so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

(LEA Ref: D-10)

Caretaker

The caretaker is responsible to the Headteacher for the safe organisation and work of the service.

(LEA Ref: D-9)

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to 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 and to co-operate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes it an offence to "recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

The Management of Health and Safety at Work Regulations 1992 require all staff to:

- (i) use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received;
- (ii) report immediately to their line manager any defects in the equipment etc. This should be recorded in the Health and Safety 'Incident' book in order to ensure that there is a documented record of the fault and the appropriate action can be implemented.
- (iii) report immediately to their line manager any serious and immediate danger to health and safety and also record in the 'Incident' book
- (iv) report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety.

(It is sufficient to report a given matter once only, and not to have to repeat it.)

All members of staff are responsible for:-

- (a) observing all instructions on health and safety issued by the Director of Education and Headteacher, or any other person delegated to be responsible for a relevant aspect of safety;
- (b) observing all safety rules relating to the use of specific machinery;
- (c) reporting all accidents to the Head Teacher and ensuring that an accident report form is completed;
- (d) reporting all potential hazards to health and safety to the Headteacher;
- (e) assisting Officers of the County Council in their inspections and investigations;
- (f) assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

5. **THE MANAGEMENT OF HEALTH AND SAFETY**

The new Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section E-2 of LEA Safety Policy and Manual of Guidance.

6. **GENERAL ARRANGEMENTS**

The arrangements set out in Section E of the LEA Safety Policy and Manual of Guidance remain in effect. The purpose of this section is to amplify those arrangements to the inclusion of specific details, and where necessary the naming of individuals, which clearly explain how the matter in question is managed within the school. It also provides an opportunity for the inclusion of individual topics which do not appear in the LEA Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over a period of time circumstances may change. Therefore it is important that these arrangements are amended when necessary so as to remain fully up to date.

(1) **Meetings of the Safety Management Team**

(a) Purpose of Meetings:

- (i) To direct and co-ordinate the necessary planning for Health and Safety.
- (ii) To review, prioritise and direct the safety effort arising from:
 - plans submitted by staff/governors;
 - reports concerning safety inspections, accident reports and other means of monitoring performance;
 - new information or guidance received from the County Council, Consultants or enforcing authorities;
- (iii) To audit all parts of the safety management system on an ongoing basis.

(b) Frequency of Meetings

Where appropriate but at least two per school year.

(2) **Accidents**
(LEA Ref: E-10)

- (a) In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the condition should be made by the first aider.

If any doubt dial 999 immediately. Otherwise Humshaugh surgery can be contacted on 681281. If no doctor is available ring Hexham General Hospital on 655655 and ask for the Casualty Department

- (b) In the event of serious injury or ill health to a pupil, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the office and requested to collect their children to take home or to hospital, as appropriate.

Should student have been taken to hospital by ambulance and a parent is not available to go to the hospital immediately, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured pupil to hospital in a vehicle belonging to a member of staff. Before this occurs staff should ensure their insurance covers this eventuality.

- (c) A pupil should only be sent home only when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative).
- (d) School procedures for the completion and forwarding of the County Council Accident Report Form.

It is important to indicate the responsibilities of staff for accident reporting. The Safety Co-ordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.

The School accident book should be used to record the more trivial incidents. It is important that treatment rendered by the first aider is recorded.

The ACC1 should be sent to the Health and Safety Team in the case of significant injuries. It is important that the member of staff supervising at time of accident records details.

A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

(e) **Accident Investigation**

The Safety Co-ordinator should advise staff on the appropriate level of response.

A simple reference of measures to prevent recurrence should be given on the ACC1 form.

An investigation should be undertaken by the school using the ACC2 if a serious incident or one which may have serious repercussions e.g. negligence claim.

The school should call in a Health and Safety Officer who, if deemed appropriate, will undertake full accident investigation and will take photographs, witness statements etc.

(f) **Reportable Injuries etc**

In the case of reportable 'major injuries', 'dangerous occurrences' and 'occupational diseases' in respect of employees and 'injuries resulting in hospital visits for treatment' for pupils and non-employees, the Health and Safety Executive (HSE) should be called immediately and form F2508 sent to them within 10 days. In the case of injuries to employees resulting in over-three days' absence from work, form F2508 should be sent to them within 10 days. Office staff should undertake these tasks using information on the ACC1 or VI form and the information should be checked and countersigned by the Safety Co-ordinator or senior member of staff.

(3) **First Aid Arrangements**
(LEA Ref: E-11)

- (a) A member of staff should be nominated to act as first aid co-ordinator. He/she should take on the responsibility for aid ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- (b) Qualified First Aiders – Mrs Long, Mrs Blythe, Mrs Clark, Mrs Wilkinson, and Miss Osborne.
- (c) Name and Location of Responsible Person(s) nominated to take charge of any accident in the absence of a qualified first-aider – Mrs Long
- (d) A First aid box is located in the staffroom and at the back door near to the yard. The member of staff with responsibility for first aid –Abby Clark is responsible for checking that the first aid boxes are correctly stocked once a month – this must be documented.

Ideally a medical room should be available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible.

(4) **Health Matters**

(Policy on Supporting Children with Medical Needs)

- (a) The means of identifying pupil pupils' medical needs should be established:
- in the school brochure
 - by writing letters to parents
 - in intake forms which require parents to identify medical needs
 - Staff should only administer prescription medication 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 school office.
 - Medication should be suitably labelled with details of name and dosage.
 - All staff should know the location of pupils' health care plans and the arrangements for updating them. First-aiders should have comprehensive list of a student's medical requirements
 - Arrangements should be made to train staff, particularly for anaphylaxis, asthma and epilepsy

Policy and arrangements for the administration of paracetamol pain killers to children.

(Policy on Supporting Children with Medical Needs)

Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances e.g. period pains, migraine. The following will still be required:

- Parental consent
- Record of issue
- Details of any allergies

- (b) Policy and arrangements to protect non-smokers from the effects of tobacco smoke at work. **(LEA Ref: E-42)**

(5) **Building Maintenance**
(LEA REF: E-25, E-26,E-30, E-43)

- (a) The Headteacher is in charge of the maintenance of the school site and its buildings.
- (b) The caretaker has a responsibility for reporting of building/site defects to the Headteacher.
- (c) Defects or emergency items for maintenance are the responsibility of the caretaker to report to the Headteacher who will make arrangements for appointing competent contractor to do the necessary work. A budget is allocated for this purpose.
- (d) The caretaker is responsible for liaison with Operational Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance.

(LEA Ref: E-30)

(6) **Maintenance and Safety Testing of Equipment**

Appropriate Arrangements and Person(s) responsible for:

internal school procedures;

liaison with the County Council and contractors, etc;

maintaining full records for information and inspection in connection with the:

- (a) Annual safety tests of 240v portable electrical appliances
(LEA Ref: E-25)
- (b) Annual return for safety testing/servicing of portable temporary heaters,
(LEA Ref: E-8-4)
- (c) Weekly testing of the fire alarm system.
(Fire Log Book)

(7) **FIRE SAFETY**
(Fire Log Book)

- (a) The Head teacher and Office Manager are responsible for devising and co-ordinating fire drills and maintaining records of fire drills and fire alarm tests.

- (b) Fire drills should take place each term.

- (c) The following fire precautions arrangements are in force:

Flammable liquids are stored in a locked metal cupboard

Smoking is not allowed in any building on the school site

Fire doors should always be closed and should never be wedged open

Waste materials are collected daily and are stored in a safe area until collection by the local council.

Electrical equipment not in use should always be isolated from the mains.

(8) **Risk Assessment**
(LEA Ref: E-2-2)

A written assessment of all activities that involve a significant risk to health or safety is to be produced, in which the hazards and necessary precautions are identified. The LEA provides further guidance and a number of general assessments. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

In most cases identifying and adopting the relevant text book and/or hazard information card etc, and noting any variations or special circumstances existing in the school, will be sufficient.

As a final step, unless the text is used as an immediate source of information during the activity, the necessary precautions must be transcribed into the relevant working document, such as a lesson plan or worksheet.

Names of person co-ordinating and maintaining records of risk assessments.

Mrs Jude Long

(9) **Manual Handling**
(LEA Ref: E-33)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced.

Wherever reasonably practicable, procedures and practices will be changed so as to eliminate if possible, or otherwise reduce manual handling tasks.

Mr Roy Castle co-ordinates and maintains records of manual handling risk assessments should be recorded.

(10) **Computer Workstations**
(LEA Ref: E-34)

Computer users who are using a computer workstation regularly and for a significant part of their working day are to be provided with an ergonomically designed workstation, designed to minimise the stresses and strains of this type of work. In practice this means furniture and screen that can adjust to provide optimum support and comfort for the user, a clear screen display and the avoidance of unwanted reflections on the screen.

Staff should be trained in carrying out DSE workstation assessments.

Existing workstations must be assessed

New workstations are to be assessed before being put into use.

The layout of computer workstations not subject to such regular use are not subject to formal assessments, but where it is reasonably practicable to improve the design, this should be done.

From 2000, the costs of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, are delegated.

(11) **Personal Protective Equipment**
(LEA Ref: E-35)

The routine use of personal protective equipment (PPE) is listed in Appendix F16 of the LEA Safety Policy.

For a significant variation in the activity, or for one not previously included, a written assessment must be made as to the need for PPE, and the selection of the most appropriate type of PPE for the job, so as to ensure that it will provide adequate protection. Advice on the selection of PPE is available from the LEA Safety Officer.

All PPE must be maintained in good working order, and any defect reported immediately to the Headteacher for repair or replacement.

(12) **All Machinery and Work Equipment**
(LEA Ref: E-37)

All future purchases require a careful selection process so as to ensure that any machine or item of work equipment obtained for use at work is the most appropriate and safe for its intended purpose.

All machinery and work equipment intended for use is to be maintained in safe working order.

(13) **Information and Training**

All practical steps will be taken to provide staff with relevant information regarding school activities and the safe use of substances, machines and other items of work equipment that they are required to use, and any specialist safety training that may be required.