



## **Health and Safety Policy**

This policy will be reviewed **annually**, or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for adoption.

Ratified By: **Full Governing Board**

Date Ratified: 7<sup>th</sup> November 2023

Next Review Due: November 2024

### **Stickney Vision**

At Stickney our Christian vision shapes all we do. Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment, and we empower every member of our community to seek positive transformation in the world.

### **New Leake Vision**

At New Leake School our vision shapes all we do. Our inclusive school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared values. We pursue excellence through our inspiring and creative learning environment, and we empower every member of our community to seek positive transformation in the world.

## **1. Statement of Intent**

The Schools recognise that ensuring the health safety and welfare of staff, pupils and visitors is essential to the success of both Schools, as required under the Health and Safety at Work Act 1974

We are committed So Far as Is Reasonably Practicable to:

- Providing a safe and healthy working and learning environment.
  - Preventing accidents and work-related ill health.
  - Meeting our legal responsibilities under health and safety legislation as a minimum
  - Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
  - Ensuring safe working methods and providing safe work equipment.
  - Providing effective information, instruction, training, and supervision.
  - Consulting with employees and their representatives on health and safety matters.
  - Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
  - Setting targets and objectives to develop a culture of continuous improvement.
  - Ensuring adequate welfare facilities exist throughout the school.
  - Ensuring adequate resources are made available for health and safety issues
- Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

## **2. Review Procedures**

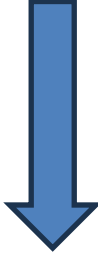
The Health and Safety Policy for Stickney Church of England and New Leake Schools Federation will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

## ORGANISATION

### 3.0 INTRODUCTION

In order to achieve compliance with the Statement of Intent the School’s Senior Leadership Team will have additional responsibilities assigned to them as detailed in this part of the Policy.

<b>Position</b>	<b>Responsibility</b>
<i>Chair of Governors</i>	
<b>Senior Leadership Team</b>	<i>Operational Management Team</i> 
<i>EHT</i>	
<i>DEHT</i>	
<i>Ex SENCo</i>	
<i>Senior teacher</i>	
<i>School Bursar</i>	
<i>Senior Administrator</i>	
<i>Caretaker</i>	

### 4.0 THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- The health and safety policy promotes a positive attitude towards the health safety and welfare of all staff and pupils.
- The Executive Headteacher has the knowledge, experience, and training and is aware of the responsibilities required to administer the health, safety and welfare requirements.
- Clear procedures are created to assess significant risks and ensure that safe working practices are adapted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health safety and welfare performance is monitored, and failures in the health and safety policy or its implementation are recognised, and policy and procedure are revised as necessary.

## 5.0 THE EXECUTIVE HEADTEACHER

- Reporting to the Governing Body, the Executive Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented, and resources are made available in order to achieve this.
- The Executive Headteacher will plan ahead as necessary to make human, financial and other resources available to secure the required standard of health and safety management, taking competent advice on matters of health safety and welfare where relevant.
- The Executive Headteacher provides the final authority on matters concerning health, safety and welfare at work, if necessary, in consultation with the governing body.
- The Executive Headteacher will make health and safety decisions based on an assessment of risks to health and safety, with appropriate controls.
- The Executive Headteacher will, delegate some responsibility for the implementation and monitoring of Health and Safety Policies to a Senior Leader or others as appropriate.

## 6.0 OPERATIONAL MANAGEMENT

- Stickney and New Leake Schools Federation does not have a specific 'Operations Manager'. They employ a Caretaker and cleaners. Working together with the Executive Headteacher and the School Bursar and seeking advice from Lincolnshire County Council; to ensure all aspects of Health Safety and Welfare are dealt with. The Executive Headteacher, has the overall responsibility for implementing, monitoring and the delegation of this policy.
- The **Executive Headteacher** achieves this by ensuring that:
  - This policy is clearly communicated to all relevant persons.
  - Appropriate information on significant risks is given to visitors and contractors.
  - Appropriate consultation arrangements are in place for staff and their safety representatives.
  - All staff are provided with adequate information, instruction and training on health, safety and welfare issues.
  - Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
  - Risk assessments of the premises and working practices are undertaken.
  - Safe systems of work are in place as identified from risk assessments.
  - Emergency procedures are in place.
  - Machinery and equipment is inspected and tested by competent people and contractors to ensure it remains in a safe condition.
  - Records are kept of all relevant health and safety activities, e.g., assessments, inspections, accidents etc.
  - Arrangements are in place to inspect the premises and monitor performance.

- Accidents are investigated and any remedial actions are *put in place*.
- The activities of contractors are appropriately monitored and controlled by the operational management team.
- A report to the Governing Body on the health, *safety and welfare* performance of the school's is give at Governing Body meetings. This is usually verbal or included in the Head's report.

## **7.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes the operational management team.

They must:

- Apply the School's Health and Safety Policy to their own area of work and be directly responsible to the Executive Headteacher for the application of the health safety and welfare procedures and arrangements.
- Carry out appropriate health and safety risk assessments of the activities for which they are responsible and submit reports to the Executive Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them; and refer to the Executive headteacher, any problems where they cannot resolve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of suitable and sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- EHT will ensure all accidents and near misses are investigated appropriately.

## **8.0 OBLIGATIONS OF CLASS TEACHERS**

**Class teachers** are expected to:

- Supervise pupils and follow fire, first aid, pupil health and other emergencies procedures.
- Follow the health safety and welfare procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Before use, ensure the use of personal protective equipment and guards, are in place and undamaged.
- Regularly check their classrooms for potential hazards and report any observed to the Executive Headteacher, Bursar or Caretaker.
- Make recommendations to the Executive Headteacher on health and safety equipment and on additions or necessary improvements to equipment.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with National Curriculum requirements for safety education.

- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and inspection before use.
- Report all accidents, defects and dangerous occurrences to the Executive Headteacher or Deputy Executive Headteacher.

## **9.0 OBLIGATIONS OF THE COOK IN CHARGE**

The Cook in charge is responsible for the safe hygiene and operation of all lunchtime resources and must:

- Be familiar with the current Food Safety and hygiene legislation and the implications so far as the school is concerned.
- Be familiar with the School's Health and Safety Policy.
- Prepare risk assessments for catering activities.
- Ensure that all kitchen staff are instructed, informed and as necessary trained to work in accordance with these documents.
- Inform the Caretaker or Executive Headteacher, as appropriate, of any potential hazards or defects.

## **10.0 OBLIGATIONS OF ALL EMPLOYEES**

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe health and safety instructions issued by the Governing Body, or by any authorised responsible person.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses
- Follow and apply emergency procedures including fire, first aid, safeguarding and other emergencies.
- Not to cause harm to themselves or others by their acts or omissions.
- Co-operate with other's to carry out their health and safety responsibilities.
- Inform the Executive Headteacher or School Bursar of potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform the Executive Headteacher or School Bursar of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Those authorising work to be undertaken or authorising the purchase of equipment, must first consider any health and safety implications.

## **11.0 OBLIGATIONS OF CONTRACTORS**

- It is the responsibility of the Executive Headteacher and the Governing board to employ safe and competent contractors unless they have been assessed as safe contractors by the Lincolnshire Education Authority - Vinchi.

- When the premises are used for purposes not under the direction of the Executive Headteacher; eg; the provision of external contractors for after-school activities; then ***subject to the explicit agreement of the Executive Headteacher and Governing Body***, the principal person in charge of the activities will have the responsibility for safe practices in the areas under their control.
- All contractors who work on the premises are required to identify and control any hazards arising from their activities and inform the Executive Headteacher of any risks that may affect the school staff, pupils and visitors.
- All contractors have been made aware of the school's health and safety policy and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and have failed to eliminate them or to take action to make them safe, the Executive Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## **12.0 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 from staff given in an emergency.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PROCEDURES AND ARRANGEMENTS**

### **13.0 INTRODUCTION**

13.1 The following procedures and arrangements have been established within our schools to manage and control the health and safety risks.

13.2 These are brief summaries of the key health and safety arrangements applicable to the schools. Detailed policies and written procedures are available in the individual Policies.

### **14.0 ACCIDENT AND INCIDENT REPORTING**

14.1 Staff are required to ensure all accidents are reported on Evolve. The Executive Headteacher, members of the Senior Leadership Team or the School Bursar will work together to ensure accidents and incidents are investigated and reported to the Governing Body and the Executive Headteacher will report all RIDDOR incidents online to Health and Safety Executive See the 2023 First Aid Policy for further RIDDOR details.

14.2 All incidents or near misses – i.e. something which has the potential to cause harm not so on this occasion – must also be reported directly so they can be investigated, and appropriate steps taken to prevent a more serious reoccurrence.

## **15.0 ASBESTOS**

- 15.1 The Operational Team are responsible for ensuring that the school Asbestos Log is read and signed by all appropriate contractors prior to starting any work on the premises.
- 15.2 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Executive Headteacher/Caretaker.
- 15.3 Where damage to asbestos material has been identified the area must be evacuated and secured. The Executive Headteacher will immediately notify the Head of the Governing Body by telephone.

## **16.0 CONTRACTORS**

The school employ the services of a Vinchi who are responsible for the selection and management of Competent contractors in accordance with the school policy. However, the school may, at times, employ the services of contractors who are required to follow the school's Policies and ensure they have signed and read the asbestos log.

## **17.0 CURRICULUM SAFETY (*including out of school learning activities*)**

- 17.1 All subject leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.
- 17.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- 17.3 Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

## **18.0 DISPLAY SCREEN EQUIPMENT**

- 18.1 The Executive Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and those who regularly use laptops or desktop PCs.
- 18.2 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **19.0 EDUCATIONAL VISITS AND JOURNEYS**

The Executive Headteacher / EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips which all teachers must be familiar with.



## **20.0 ELECTRICAL SAFETY**

- 20.1 The LA is responsible for ensuring that the hard wiring system is inspected by a registered electrician to produce an Electrical Installation Condition Report (EICR) and must take immediate action to correct any urgent work and to seek advice on further actions. The report will specify the next (EICR) due by date.
- 20.2 The Operational Team will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.
- 20.3 All staff must be familiar with school procedures and report any electrical problems to the Bursar, Executive Headteacher or Caretaker. Staff are reminded that they must not bring any electrical equipment into school without the permission of the Executive Headteacher. All electrical portable appliances must be tested before use in school.

## **21.0 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

- 21.1 The Executive Headteacher is responsible for ensuring:
- ◆ That a Fire Risk Assessment is completed and reviewed annually.
  - ◆ That the school emergency plan and evacuation procedures are regularly reviewed.
  - ◆ The provision of fire awareness training to all staff.
  - ◆ That an emergency fire drill is undertaken and recorded every term.
  - ◆ The preparation of specific evacuation arrangements for staff and/or pupils with special needs are in place.
- 21.2 Members of the operational team are responsible for:
- The formal maintenance and regular testing of the fire alarm and emergency lighting.
  - The maintenance and inspection of the firefighting equipment
  - The maintenance and inspection of exit/escape routes and signage
  - Supervision of contractors undertaking hot work
- 21.3 All staff must be familiar with the school Fire Safety Risk Assessment, the school emergency plan and evacuation procedures.

## **22.0 FIRST AID**

- 22.1 The named First Aider is displayed in the school office
- 22.2 First Aid supplies are kept in the First Aid Room, and it is the responsibility of the named first aider to ensure that stocks of supplies are kept up to date.
- 22.3 All staff must be made familiar with the school First Aid arrangements.

## **23.0 HAZARDOUS SUBSTANCES**

- 23.1 The Cleaners and Caretaker are responsible for ensuring that all cleaning and maintenance products which may be hazardous to health are assessed before being used

- 23.2 The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 23.3 All staff are reminded that no hazardous substances should be used without the permission of the Executive Headteacher. The Caretaker will complete an assessment for any authorised products.
- 23.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:
- Spirit based marker pens
  - Corrective fluid
  - Aerosol paints

All the above should be used in a well-ventilated area.

## **24.0 INCLUSION**

- 24.1 All teaching and support staff must be familiar with the schools Inclusion policy and supporting guidance.
- 24.2 The Executive Headteacher is responsible for ensuring there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.
- 24.3 All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.
- 24.4 The SENDCo and subject leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 24.5 Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Executive Headteacher.

## **25.0 LETTINGS / SHARED USE OF PREMISES / USE OF PREMISES OUTSIDE SCHOOL HOURS**

- 25.1 The Executive Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.
- 25.2 The Bursar and Executive Headteacher are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

## **26.0 LONE WORKING**

- 26.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 26.2 Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- 26.3 Any member of staff working after hours must notify the Caretaker of their location and intended time of departure.
- 26.4 Lone workers should not undertake any activities which present a significant risk of injury such as Working at Height etc.

## **27.0 MANAGING MEDICINES AND DRUGS**

- 27.1 No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.
- 27.2 Staff must notify the Executive Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.
- 27.3 The school policy for First Aid and Medicines provides detailed guidance and all staff must make themselves familiar with this policy.

## **28.0 MAINTENANCE AND INSPECTION OF EQUIPMENT**

- 28.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Caretaker.
- 28.2 All faulty equipment must be taken out of use and reported to the Caretaker. Staff must not attempt to repair equipment themselves.

## **29.0 MANUAL HANDLING AND LIFTING**

- 29.1 The Executive Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where practicable.
- 29.2 No member of staff should attempt to lift or move any heavy furniture or equipment *by* themselves but must ask for assistance.
- 29.3 Pupils are not permitted to move or lift any heavy or unwieldy furniture or equipment
- 29.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **30.0 OUTDOOR PLAY EQUIPMENT**

- 30.1 The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

- 30.2 A member of the operational team undertakes checks of the play equipment and play areas before use
- 30.3 Supervisory staff must make a visual check of all play equipment before it is used.
- 30.4 Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment must not be used.
- 30.5 Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Executive Headteacher or Executive Deputy Headteacher immediately.

### **31.0 PE EQUIPMENT**

- 31.1 The PE Subject Leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- 31.2 Risk assessments have been completed for all PE activities and all staff must be familiar with these.
- 31.3 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- 31.4 All PE equipment must be visually checked before lessons and returned to the designated storage areas after use.
- 31.5 Pupils must not be permitted to use the PE equipment unless supervised.
- 31.6 Any faulty equipment must be taken out of use and reported to a member of the operational team.

### **32.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 32.1 Where the need for PPE has been identified in Risk Assessments, Executive Headteacher's responsibility to ensure adequate supplies of suitable PPE.
- 32.2 Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.
- 32.3 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Executive Headteacher.

### **33.0 RISK ASSESSMENTS**

- 33.1 The Executive Headteacher's is responsible for ensuring the potential hazards have been identified and with the appropriate controls put in place and the school risk assessments have been completed.
- 33.2 The Caretaker will undertake risk assessments for maintenance and cleaning.
- 33.3 The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

### **34.0 SECURITY / VIOLENCE**

- 34.1 The Caretaker is responsible for the security of the school site and will report any breaches to an appropriate member of the operational team  
Regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting are undertaken
- 34.2 The Caretaker is also responsible for the security of the site during after-school use and lettings.
- 34.3 Staff must query any visitor on the school premises who is not wearing a visitor badge report this immediately to a Senior Leader.
- 34.4 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. Where possible the Executive Headteacher should be notified in advance of these meetings.
- 34.5 Any incidents of verbal abuse or threatening behaviour are not tolerated by parents, visitors or pupils and must be reported immediately to the Executive Headteacher.

### **35.0 SITE MAINTENANCE**

- 35.1 The Caretaker has responsibility for ensuring the safe maintenance of the school premises and grounds and for ensuring the cleaning standards are maintained by the cleaners.
- 35.2 The Caretaker will undertake routine inspections of the site and report and if necessary, isolate any hazards that cannot be dealt with immediately to the Executive Headteacher/Bursar.
- 35.3 All staff are responsible for reporting any damage or unsafe condition to the Executive Headteacher.

### **36.0 SMOKING**

It is illegal to smoke anywhere on the school premises.

### **37.0 STAFF TRAINING AND DEVELOPMENT**

- 37.1 The Executive Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.
- 37.2 All new staff will receive specific information and training including fire awareness, as part of the school induction process.
- 37.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- 37.5 Health safety and Welfare will be a regular agenda item for staff meetings and including safeguarding, on the September INSET day in each new school year.

### **38.0 STRESS**

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Having clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual welfare support, mentoring and referral to outside agencies where appropriate.

### **39.0 SWIMMING**

- 39.1 Children are instructed by ASA Qualified Instructors who are police vetted and health checked.
- 39.2 All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

### **40.0 VISITORS**

- 40.1 All visitors must sign in and out at the school reception desk. A badge will be issued which must be worn at all times in school.
- 40.2 Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant

40.3 Contractors undertaking maintenance work on the school will be informed of any risks in their work area e.g. asbestos, fragile roofs, as well as any times and places they can/cannot work during school teaching hours.

#### **41.0 WORKING AT HEIGHT**

41.1 The Caretaker is responsible for the purchase, inspection and maintenance of all ladders in the school.

41.2 All ladders conform to BS/EN standards as appropriate.

41.3 The operational team is also responsible for completing risk assessments for all working at height tasks in the school.

41.4 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

41.5 If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

41.6 Do not work at height when you are alone. If you are planning to use a stepladder, ask the Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

41.7 Your knees should be no higher than the top platform of the ladder.

41.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.