

**Health and Safety Policy  
including Risk Assessment Policy**

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**Reviewed by: Mark Hunter**

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# HEALTH AND SAFETY POLICY

## including RISK ASSESSMENT POLICY

### Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

The Policy has been drawn up with regard to:

- [\*Health and Safety: responsibilities and duties for schools\*](#); DfE April 2022
- [\*Sensible Health and Safety management in Schools\*](#); HSE April 2021
- [\*Prepare a Health and Safety Policy\*](#); HSE January 2020

### General Principles

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

### General Health and Safety Arrangements

Appendix A outlines the school's general Health and Safety arrangement as well as providing signposts to other Policies where these arrangements are covered in more detail.

### Responsibilities

**The proprietor with lead responsibility for Health and Safety is Mark Hunter ('School Director')**

The overall responsibility for health and safety lies with the proprietors of the school.

**The proprietors** of the school will:

- ensure health and safety has a high profile;
- ensure adequate resources for health and safety are available;
- consult staff and provide training opportunities including risk assessment;
- monitor and review health and safety.
- Ensure one of the proprietors (as part of their role of Governance) has overall responsibility for Health and Safety at the school. **The proprietor with lead responsibility for Health and Safety and Risk Assessment is Mark Hunter.**

**The School Director**, on a practical day to day to basis, will:

- develop a health and safety culture throughout the school;
- take day to day operational decisions;
- ensure staff are aware of their responsibilities;
- draw up health and safety procedures;
- monitor effectiveness of procedures;

**All staff will:**

- support the implementation of health and safety arrangements;
- take reasonable care of themselves and others;
- ensure as far as is reasonably practicable that their classroom or work area is safe;
- report shortcomings to the Office, the School Director, or raise these at staff meetings and record on the Site Maintenance Log.

## **Site Maintenance Log**

The Site Maintenance Log is an ongoing record of maintenance checks including those relating specifically to Health and Safety issues. The groundsman is responsible for carrying out maintenance, repairs or replacement of areas of the school or its equipment which have been reported as defective. The log is used to clearly identify maintenance carried out, showing dates and comments. Logged items that cannot be signed-off are referred to the school office (bursar) for further action. The School Director is informed if there are immediate health and safety issues identified on the log that cannot be immediately rectified.

The School Director checks the log to oversee that health and safety issues have been dealt with effectively.

The maintenance log is reviewed annually as part of the proprietor's responsibility to monitor and review health and safety. Since the proprietors are involved in the day to day management of the school, the Health and Safety of the school is closely monitored.

Further reporting of concerns can be made at team meetings and the Senior Leadership Team meeting. The proprietors disseminate information to staff through staff meetings or through the Teams Portal.

## **Risk Assessment policy**

The school takes the view that risk management should focus on being 'risk aware' rather than 'risk-averse'.

Risk assessment should therefore be proportionate and sensible, focusing on how to manage genuine risk.

Not all risk assessments need to be in writing. Risk assessments are conducted to ensure the school takes an active approach to managing risk, and thereby ensure that reasonable steps have been taken to minimise any hazards identified.

- **Risks in the classrooms** are identified through the health and safety checklist, using the HSE guidance: [Health and safety checklist for classrooms](#); HSE (January 2020). **See (a) below.**
- **School-wide risks** are identified through school-wide risk assessments, i.e. Fire Safety. **See (b) below.**
- **Risks associated with educational visits** are assessed on an individual basis. **See *Off-Site Activities Policy: Risk Assessments*. (separate policy)**
- **Training** is given to staff to ensure they know how to prepare a risk assessment. Risk assessments, including those relating to off-site activities written by staff are checked by the School Director.

### **a) Health and safety checklist for classrooms**

- The HSE guidance: ***Health and safety checklist for classrooms*** identifies any areas of concern or risks to those using or working in the classroom, and gives school users and the proprietors confidence that sensible precautions are in place.
- The checklist provides teaching and support staff with a list of health and safety issues to consider in an ordinary classroom setting in any school. It can be used by class teachers, teaching assistants, or other staff.
- **The checklist will be completed annually (or if circumstances change significantly) by each class teacher**, to highlight health and safety issues that need to be addressed.
- The checklist should be considered by all members of staff using the classroom/areas covered so that, as a team, all staff are involved in the health and safety management of the school.
- The checklist may help identify immediate health and safety issues that can be brought to the attention of the School Director straight away.

- The checklist has been designed to complement the risk assessments that are carried out across the school to manage school-wide risks.
- School-wide risks do not need to be reassessed as part of the classroom checklist.
- The Health and safety checklist for classrooms are available in Teams/Staff Library

## **b) School-wide risks**

In addition to the checklist for classrooms, the school carries out school-wide risk assessments.

These include:

- ***Fire Safety Risk Assessment;***
- ***Forest School Risk Assessment;***
- ***Major Incident Plan including lock-down;***
- ***Site safety and security Risk Assessments;***
- ***Off-site Activities Risk Assessments;***
- ***Other School-wide Risks i.e. legionella, hazardous chemicals, STEAM room, etc.***

### **School-wide Risk Assessments**

- School-wide Risk Assessments are confidential documents as they cover the safety and security of the school site, however they are available for statutory inspection to ensure the school is meeting ISSR and HSE regulations.

## **Monitoring and Review of Health and Safety and Risk assessment Arrangements**

- All staff will carry out monitoring on a day to day basis;
- The classroom checklists will be used to prioritise need and to inform planning;
- The Site Maintenance Log will be used to ensure immediate action has been carried out when necessary;
- Regular site check will be carried out by the School Director to monitor the upkeep of the buildings and grounds. Site checks will inform the programme of regular maintenance work carried out under contract by *Property Maintenance and Renovations*;
- Proprietors are engaged in on-going monitoring of the quality of health and safety.

## **Investigating accidents and incidents**

- Accidents and incidents on the school site are recorded on Accident Report ((AR) forms and Incident Report (IR) forms.
- All AR & IR forms are uploaded to *School Teams* on the day they occur.
- All incidents (IR) forms and significant accident (AR) forms are passed to the school principal for information. This allows for accidents and incidents to be immediately investigated and to identify the causes.
- Accidents of children and adults are reported to RIDDOR where appropriate.

## **Policy monitoring and review**

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.

## Appendix A: General Health and Safety Arrangements

- Smoking is not permitted anywhere on the school site. However members of staff may request an area for smoking during breaks and this can be arranged on an individual basis with the Principal/School Director.
- When contractors are on site they are expected to follow school safety procedure. The School Director will liaise with contractors as appropriate.
- The School Director will offer appropriate training for staff in relation to health and safety and first aid.
- All new staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- Firefighting equipment is maintained via annual contract.
- Hazardous substances, such as cleaning materials, are kept in appropriate storage areas. Data sheets will be maintained in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

### Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. A record should be made on the Site Maintenance Log in order that arrangements for repairs or replacement can be made.
- No second-hand equipment must be introduced to school without the agreement of the School Director.

### Electrical safety

- Electrical equipment - plugs and leads should be visually checked by staff before use. All staff will be vigilant when using electrical equipment that plugs and wires look safe (ie that leads are not frayed and that brown/blue/earth wires are NOT visible at the point of entry to the plug). All wires entering a plug should be factory sealed or tightly fastened with retaining screws.
- Staff should only use electrical equipment provided by the school. If staff/pupils bring in electrical equipment to use in school, these should be referred to the School Director before they are used.
- Any electrical equipment used outside should be protected from rain and water and, where appropriate, any lead should be covered by mats to allow safe passage over the wire. All electrical circuits are protected by an RCD circuit breaker in the main distribution board. If in doubt the School Director should be consulted.
- Electrical sockets should be switched off before a plug is removed.

### Fire Safety and Evacuation Procedures

- The school will provide a safe and healthy working environment with respect to fire safety.
- Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting point are detailed on the **Evacuation Plan**

See the **Fire Safety Policy, Fire Safety Statement and Evacuation Plan**.

### First Aid

- The school has a separate **First Aid and Medical Policy**.

### Medication Policy

- The school has a separate **Medicines and Medical Conditions Policy**.
- Sickness / injury whilst at school / contagious illnesses - See **First Aid and Medical Policy**

### Headlice

- Parents are asked to check their child's hair for headlice regularly and treat their child before sending them to school.
- Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

## Supervision of Children and Deployment of Staff

- The school has a separate **Supervision of Children at School policy**

## PE/Games

### Clothing

All children (from KS1 upwards) will change into suitable clothing (PE kit) for the activity in which they will participate (see the school's **Clothing Policy**). Teachers should also change into appropriate clothing for PE lessons, where possible. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

### Jewellery

The wearing of jewellery by children during PE is not permitted. If children's ears are pierced, studs only may be worn but must be removed or taped over for P.E.

Staff should remove any personal jewellery that may be a hazard to themselves or the children.

### Indoor PE / movement / dance

During indoor PE/movement/dance/aerobics children must always have bare feet or plimsolls. **Children must not undertake activities wearing SOCKS (slipping hazard)**. Children are not required to cover verruca's unless painful (plimsolls can be worn in this instance).

## School Cleaning and Hygiene

- The school employs cleaning staff to ensure that all areas used by children are cleaned daily. The cleaners also come in during each school holiday for more thorough cleaning.
- School equipment is kept clean. Staff are informed of and kept up to date with hygiene procedures.
- Staff have use of a separate toilet with its own hand-washing facilities.
- Spare clothing is available as well as bags for wrapping soiled garments. Disposable gloves are provided for staff.
- There are separate cloths available for general cleaning (ie art table wiping/washing up) and for table wiping/washing up involving food:  
**Blue cloths** (J-cloths) are for **general cleaning** and **yellow cloths** are for cleaning involving **food**

## Children's personal hygiene

- Children are encouraged to learn about personal hygiene through the daily routine.
- Children wash their hands after using the toilet and before handling or eating food.
- Children have their own hand washing facilities with soap dispensers and individual paper hand towels/hand dryers. They are shown how to use these and taught to use warm water.

## Food Handling

- Staff are aware of and comply with good practice in relation to food safety when handling food.

## Keeping healthy

***The ethos of the school encourages children to make healthy life-choices, spend time outside each day and supports physical, rather than sedentary, activity wherever possible.***

- Children have a waterproof coat, trousers and wellington boots at school at all times.
- On cold days children are expected to wear a warm coat, hat and gloves (see the school's **Clothing Policy**).
- On sunny days, when there is a risk of sunburn, parents are reminded that their child needs sun protection cream on and that their shoulders covered. In the Early Years, children wear sun-hats on sunny days and children know why these are important. Older children are asked to bring their own sun-hat and sun protection.
- The school has a separate **Healthy Eating and Nutrition Policy**

## **Off-site activities**

- The school encourages off-site activities to enrich the curriculum and experiences for the children. The school has a separate **Educational Visits and Field Trips Policy**.

## **Missing children**

- In the event of a child going missing the teacher responsible should immediately implement the **Missing Child Procedure**.

## **Control of Substances Hazardous to Health (COSHH)**

The school is vigilant in relation to requirements for the management of hazardous substances, this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. All products used by our cleaning contractors are supplied by the school.

The only products which should be generally accessible by children (with supervision in the EYFS) are hand washing foam/liquid soap and washing-up liquid. All other substances which may be considered hazardous (COSHH) should be suitably stored unless being used as part of a supervised activity.

**A list and data sheets for substances considered hazardous to health is available in the school office.**

## **Responsibility as an employer**

As an employer, Annan School Ltd is responsible for health and safety in the workplace. Under the Health and Safety at Work Act 1974 and associated Health and Safety at Work Regulations the proprietors of the school take reasonable steps to:

- prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities
- provide adequate training to ensure employees are competent to do their work
- engage and consult with employees on day-to-day health and safety conditions
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- ensure the Health and Safety Law poster is displayed for staff
- report accidents and ill health at work under RIDDOR (see **First Aid Policy**).
- The proprietors are aware of their responsibilities in relation to occupational health and the premises are considered a low risk environment and any issues would be discussed on an individual basis.