



# Health & Safety Policy

## The Woodlands

**Approved by:** L Candler S Green **Date:** Sept 23

**Last reviewed on:** Sept 23

**Next review due by:** Sept 24

## Aim

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

The aim of The Woodlands is to deliver a personalised academic, social and therapeutic programme to allow every individual to move on successfully to their next steps in education, employment or training

Policies are in place to contribute to the well-being of the whole school community. Each policy explains the necessary procedures to be followed to ensure that the policy supports the above aims.

### 1. Statement of intent.

The Management Committee of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises.

The Management Committee will take all reasonably practicable steps within their power to fulfil this responsibility.

The Management Committee will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual, 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, for the safety of others and to co-operate with the Management Committee and Executive Head Teacher in fulfilling the schools' statutory duties.

The Management Committee 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.

## **2. Organisation of Health & Safety Responsibilities**

### **Management Committee**

The Management Committee 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 Management Committee 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 system sufficient to fulfil its responsibilities
- A review of the policy and its implementation is carried out at suitable intervals
- Any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

### **Executive Headteacher & SLT**

The Executive Headteacher and SLT will co-operate with their Management Committee to ensure that:

- Adequate health and safety management systems and procedures that comply with the School Health & Safety Policy and Procedures Manual are implemented within the school
- Where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised

- Systems are in place to monitor the application and effectiveness of the health and safety procedures
- At intervals agreed with the Management Committee, a review of Health & Safety in the school is carried out
- 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 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
- 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.

### 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
- 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)
- 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 (Health, Safety & Welfare)
- 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 related to the work of the school.

#### Accidents

After an appropriate response has been made to ensure the safety of staff and other building users, accidents should be reported using the on line 'Reporting Ill Health and Accidents' form. The Accident Form is passed to the Head Teacher (for completion of section two) and also to The Health & Safety Team, Children and Adult Services. The Executive Head Teacher / SLT will arrange any necessary investigation.

## **Fire Precautions**

Evacuation procedures are in place and details are displayed around the school. Fire Marshalls are designated to respond to an alarm and to give instructions on evacuation from specific zones as required. The Secretary summons the Fire Brigade in consultation with the fire marshals. Drills are held termly. Termly checks are carried out on escape routes by the Health and Safety Co-ordinator. Contracts are in place for the routine inspection of extinguishers and alarms.

## **First Aid**

There are various First Aid boxes around the school. Contents are checked by the first aid team. Orders of replacement materials are placed by the Business Manager when required. A member of the first aid team will decide if hospital treatment is required and will call an ambulance if necessary. In the case of students, parents will be contacted and encouraged to take the child to hospital or to meet them at the hospital. The first aid team may encourage parents to consider the need for further medical advice even if they judge that an immediate visit to hospital is not required. The Executive Head Teacher or SLT will be involved in making practical arrangements for transporting and escorting students as required.

## **Hazards**

All staff are responsible for identification of hazards and should report them to the Head Teacher or Health and Safety representative. The Head Teacher will ensure that immediate measures are taken to avoid danger, and will arrange for appropriate remedial work. The Head Teacher will refer to the Health and Safety Committee any situations which require further discussion and policy decision.

## **Environment**

Defects in heating, lighting, ventilation etc. are to be reported to the Executive Head Teacher or SLT who is responsible for progressing repairs in liaison with the Site Manager. Good housekeeping (tidy work habits, prompt disposal of rubbish etc.) is essential for health and safety and is the responsibility of all staff.

## **Inspections**

The Health, Safety and Welfare Management Team at County Hall will carry out annual inspections. Independent inspections from Unions will be welcomed.

## **Information**

All staff can consult the health and safety files and risk register on Onedrive. Further advice and help is available from the Health and Safety Representative, Executive Head Teacher or SLT. Staff other than teachers may wish to discuss concerns with their immediate supervisors (usually teacher colleagues). All staff are welcome to involve their Unions if they wish to take independent advice on health and safety issues.

## **Drugs / Medicines**

Stored and administered under the control of the Administration of Medication Team, subject to the terms of the separate written policy.

## Electrical Safety

All users should make simple visual checks of equipment and wiring in the course of use, and should discuss with the Site Manager, Health & Safety representative, Executive Head Teacher or SLT if there are any concerns about conditions. An annual inspection of equipment is carried out by contractors for the LA insurers.

## Pupil Placements

We use Durham County Council approved Alternative Provision Providers and follow their recommendations for procedures. We carry out high levels of supervision and monitoring and pass on essential information about individual students to work experience providers.

## Risk Assessments

Staff must not carry out any potentially hazardous operations until a risk assessment has been completed. See the Health and Safety Representative if in any doubt.

## Training

Staff must not carry out any potentially hazardous operations without appropriate training. The school is committed to training and development; every effort will be made to deliver high quality and relevant training. Individual staff training records (including health and safety related training) are kept, and are updated termly in staff meeting time.

## Home Visits

Separate written guidance is provided for Home Visits and other situations involving working alone and/or off site.

## Policies

Written policies and procedures cover many aspects of the work of the school with implications for health and safety. Staff should ensure that they are up to date and should be familiar with all school policies. Policies and Risk Assessments are accessible to all staff via One Drive

### 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 PSHE curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points as part of science lessons, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

- Our school promotes the spiritual growth and welfare of the children through the PHSE curriculum.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### School meals

- Our school provides a free meal for all pupils. We do all we can to ensure that the meals provided have a suitable nutritional value.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- 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. This is the Executive Head Teacher, but this may be delegated in some circumstances. See child protection policy for details.
- 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 accompanying Educational
  - Visits.

### Visitors in school

- An entry control and electronic visitor badge system is in operation in all sites.
- 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 SLT / Executive 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.

### Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils, the law regarding child restraints is always followed without exception.



## **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.

Management Committee delegate the Executive Head Teacher and SLT 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 made via the Evolve system.