



Health and Safety Policy

Leehurst Swan School



Approved by:	 Headteacher  Chair of Governors	Date: 04/10/2024
Last reviewed on:	04/10/2024	
Next review due by:	04/10/2025	

This plan applies to the whole school including EYFS and is published on the school website for access by parents.

Introduction

The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.0 Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Provide personal protective equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident also refer to the Fire Safety Policy).
- Review and revise this policy regularly.

The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The governing body has set up a Health and Safety Committee which will take all practicable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Overall and final responsibility for health and safety
Headteacher - Mr Clive Marriot (interim)

Day-to-Day responsibility for ensuring this policy is put into practice
Mr Ian Chalk - Estates Manager/Health and Safety Officer

2.0 The Duties of the Governing Body

2.1 In the discharge of its duty the governing body, in consultation with the Headteacher, will:

- (i) make itself familiar with the Health and Safety at Work Act 1974;
- (ii) ensure that there is an effective and enforceable policy for health and safety through the school.
- (iii) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- (iv) identify and evaluate all risks relating to:
 - the premises
 - school activities
 - school-sponsored events
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- (vi) create and monitor the management structure.

2.2 In particular the governing body undertakes to provide;

- (i) a safe place for staff and pupils to work including safe means of entry and exits.

- (ii) plant, equipment and systems of work which are safe.
- (iii) safe arrangements for the handling, storage and transport of articles and substances.
- (iv) safe and healthy working conditions which take account of all appropriate.
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- (v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated.
- (vi) necessary safety and protective equipment and clothing together with information on its use.
- (vii) adequate welfare facilities

2.3 So far as is reasonably practical the governing body, will through the Headteacher, make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on

- (i) this policy.
- (ii) all other relevant health and safety matters.
- (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Headteacher

3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibilities for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of Departments, senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

3.3 In particular, the Headteacher will, on a day-to-day basis, be responsible to:

- (i) ensure at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- (ii) ensure safe working conditions of the school premises and facilities:
- (iii) ensure safe working practices and procedures throughout the school so that all risks are controlled.
- (iv) arrange systems of risk assessment to allow the prompt identification of potential hazards and ensure that the Governing body is made aware of the findings.
- (v) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk.
- (vii) ensure that accidents to staff, pupils and visitors are recorded and reported in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- (RIDDOR). The Headteacher will ensure that accident and incident information is then collated and, when necessary, carry out accident and incident investigations to understand the cause;
- (viii) monitor the standards of health and safety throughout the school, including all school based activities;
 - (ix) monitor the management structure, in consultation with the governors.
 - (x) consult with members of staff, including trade union safety representatives, on health and safety issues.
 - (xi) encourage staff, pupils and others to promote health and safety.

4.0 The Duties of Staff in a Supervisory Capacity

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility.
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices.
- (iv) new employees working within their area are given instruction in safe working practices.
- (v) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- (vi) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- (vii) all plant, machinery and equipment in the department in which they work is adequately guarded, maintained in safe working order and restricted to authorised persons only.
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (ix) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- (x) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety.
- (xi) all health and safety information is communicated to the relevant persons;
- (xii) they report any health and safety concerns to the Headteacher.

5.0 Duties of all Members of Staff

5.1 All staff should co-operate with supervisors and managers on health and safety matters.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.3 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- (ii) follow agreed working practices and safety procedures.
- (iii) report all health and safety concerns to an appropriate person as detailed above.

- (iv) ensure health and safety equipment is not misused or interfered with.

6.0 Hirers, Contractors and Others

- 6.1** The Estates Manager/Health and Safety Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2** When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.
- 6.3** When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- 6.4** When the premises are hired to persons outside the employ of the governing body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:
 - (i) introduce equipment for use on the school premises.
 - (ii) alter fixed installations.
 - (iii) remove fire and safety notices or equipment.
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5** All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6** In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the bursar will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7** The governing body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health & Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety.
- 6.8** The Asbestos Survey is available for viewing by contractors.

7.0 Staff Consultative Arrangements

- 7.1** The governing body, through the Estates Manager/Health and Safety Officer, will make arrangements in conjunction with the Health and Safety at Work Committee for full and proper consultation with employees on health and safety matters.

8.0 Emergency Plans

- 8.1** The Estates Manager/Health and Safety Manager, will ensure that an emergency plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - (i) save life.
 - (ii) prevent injury.
 - (iii) minimise loss.This sequence will determine the priorities of the emergency plan.

9.0 First Aid

- 9.1** The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- 9.2** Supplies of first aid materials will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 9.3** Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 9.4** A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.
- 9.5** A list of first aiders will be displayed in Main Reception and classrooms throughout the school. A copy will be available in the Staff Handbook.

10.0 Infection prevention and control

10.1 Since 1 April 2022, routine testing for COVID-19 has no longer been expected in education and children's social care settings. We recognise that all settings should have in place basic infection prevention and control measures that will help to manage the spread of infection. At Leehurst Swan we will:

- (i) Ensure all eligible groups are enabled and supported to take up the offer of national vaccination programmes including COVID-19 and flu.
- (ii) Ensure occupied spaces are well-ventilated and let fresh air in
- (iii) Reinforce good hygiene practices such as handwashing and cleaning.

10.0 Risk Assessments

10.1 We will complete relevant risk assessments and take action.

10.2 We will review risk assessments when working habits or conditions change.

Details of the School's procedures for risk assessments can be found in The Risk Assessment Policy,

11.0 Training

11.1 We will give staff and subcontractors health and safety induction and provide appropriate training (including working at height, asbestos awareness and electrical safety).

11.2 We will provide personal protective equipment.

11.3 We will make sure suitable arrangements are in place for employees who work remotely.

12.0 Consultation

12.1 We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

13.0 Evacuation

13.1 We will make sure escape routes are well always signed and kept clear.

13.2 Evacuation plans are tested from time to time and updated if necessary.

14.0 Education Visits (taken from School Visits and Trips Policy and Procedures)

14.1 Training on Health and Safety Implications of School Visits

Leehurst Swan School will ensure that staff are given the health and safety training they need for their job, including taking pupils off-site on school visits.

14.2 Pupil to Staff Ratios:

Pupil to staff ratios for school trips are not prescribed in law, those planning trips, should decide the ratios based on risk assessment and consultation with the Education Visits Co-Ordinator, taking into account the activity to be undertaken and the age and maturity of the pupils. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.

14.3 Risk Management:

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer Leehurst Swan School has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff.

However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regularly taking pupils to a local swimming pool, park, museum or place of worship) takes place.

Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the lead member of staff. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising a school trip the following are required:

- The Headteacher's approval for the trip which will then be forwarded to the Educational Visits Co-Ordinator;
- Risk assessments specific to the trip.
- Review of the list of participating pupils, if the SEND needs of a pupil may require reasonable adjustments to facilitate full or safe participation or the behaviour of a pupil may put the health and safety of that pupil or others at risk then this must be raised with a member of the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a pupil to participate in a trip will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with pupils or parents/carers.
- Financial viability of the trip.

- Regard to the School's Health and Safety Policy and health and safety advice from the DFE and the HSE.
- Insurance cover.
- A check that external providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the organiser should check they are an appropriate organisation to use.
- When planning an activity such as caving, climbing, trekking, skiing or water sports (other than rowing), the organiser must check that the provider holds a license as required by the Adventure Licensing Regulations 2004.
- Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
- Regard to child safeguarding procedures (considering the additional risks involved in residential and overseas trips).
- All staff to be aware of the medical needs of any of the pupils (including medical emergency procedures).
- Consideration of the ratio of staff to pupils needed.
- First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits are always available.
- Training needs of the staff on the trip considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- A preliminary visit where possible to the venue to establish the adequacy of the facilities, equipment and staff at the venue.
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident, including terrorist attack or force majeure.
- Details of the liaison contact at school in case of emergencies.
- Emergency contact details for all parents and staff for the duration of the visit.
- Consideration given to the details of the school emergency procedures when off-site (considering compatibility with the emergency procedures of any third-party providers) and that these are made known to staff, pupils and parents/carers.
- A list of all participants with details of pupil's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Parents/carers are to be made aware of the food and drink arrangements for the trip and the assistant bursar informed of the trip so that school lunches can be cancelled.
- Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip, and they must consent in writing for that information to be shared in a medical emergency;
- Expectations regarding mobile phone use must be made clear to all members of the group.
- For residential trips expectations regarding downtime, curfew times, bedtimes, alcohol, smoking and vaping and use and access to mobile phones must be made clear to all members of the party.
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

When changes have been made to the policy, copies will be placed on the school notice boards, and guidance given to the nature of the change.