

Health and Safety Policy for the Hyde Park Schools

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1. ROLES AND RESPONSIBILITY

1.1. Members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Governing Body

1.2. The governing body will endeavour to provide the safest school environment by ensuring that:

- a) The school fulfils its legal health and safety obligations;
- b) The school health and safety policy is being implemented and is effective;
- c) Risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place;
- d) The importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors;
- e) School premises and equipment are regularly assessed and reviewed in line with health and safety regulations;
- f) There is appropriate budget for the school's health and safety provision;
- g) The importance of good health and safety is communicated to school staff and carefully monitored;
- h) All staff are made aware of any changes to the health and safety arrangements at the school.

Headteacher

1.3. The headteacher takes the responsibility of:

- a) Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site;
- b) Liaising with the health and safety representative of the governing body to inform that person of any health and safety issues or risks that arise;

- c) Ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates;
- d) Ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies;
- e) Ensuring that adequate funding is allocated to individual departments for their health and safety requirements;
- f) Ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another;
- g) Ensuring that regular practice fire drills are undertaken.
- h) Ensuring that all new staff are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school;
- i) Ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy;
- j) Keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety;
- k) Ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school;
- l) Ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- m) Assessing and implementing all required health and safety provisions identified by risk assessments carried out by staff.
- n) Ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures;
- o) Ensuring that all relevant training and preparation is carried out for all on- and off-site activities;

- p) Ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity.

Staff

1.4. All school staff, whether they are fixed term, contract, or permanent take the responsibility of:

- a) Ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures;
- b) Keeping the Head Teacher informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred;
- c) Ensuring that all the correct provisions are assessed and in place before the start of any activity;
- d) Making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities;
- e) Cooperating fully with the school to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- f) Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to the Head Teacher and that piece of equipment should not be used.

1.5. Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the schools health and safety policy and procedures

Pupils

1.6. While school staff carry the main responsibility for health and safety provision, it is important that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- a) Listening to and following instructions from staff;
- b) Ensuring that their actions are safe for themselves and will not harm others in any way;

- c) Being sensible around the school site and when using any equipment;
- d) Reporting health and safety concerns of incidents to a member of staff immediately;
- e) Acting in line with the school rules & behavioural expectations.

1.7. Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, [and may be dealt with under the school's behaviour policy if the circumstances require it]. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school.

2. GENERAL ARRANGEMENTS TO ESTABLISH, MONITOR, AND REVIEW MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

2.1. The school fully implements the health and safety policy.

Safe behaviour and school code of conduct

2.2. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour and exclusions policies.

2.3. Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

Drugs

2.4. The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

2.5. Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

2.6. Some over the counter drugs can be harmful if misused. Pupils should not carry these in school or take these drugs.

Medication

2.7. We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this by completing the administration of medicines form available in the school offices and on the websites.

Alcohol

2.8. Consuming carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

2.9. All of these rules also apply when travelling to and from school.

Challenging behaviour

2.10. Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents.

Maintenance of safety records

2.11. Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Health and safety records

2.12. The school's health and safety files (Site Control Logbooks) should be readily available for inspection.

- a) A current list of names of individuals with key health and safety roles;
- b) A register of risk assessments completed for the school / department;
- c) Copies of risk assessments;
- d) Completed accident records sheets removed from the Accident Book;
- e) Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident/incident and details of any remedial action taken following an accident or incident;
- f) Details of emergency procedures e.g. fire evacuation;

- g) Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- h) Inspection and statutory examination reports relating to equipment such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.;
- i) Other equipment maintenance and service records;
- j) Fire drill records – dates and performance (including clearance time; details of any problems, etc.);
- k) Health and safety training records – names, dates and course titles for health and safety training provided/attended as well as projected dates for refresher training;
- l) Copies of completed health and safety induction checklists (for new staff);
- m) Copies of annual health and safety audit checklists and action plans;
- n) Copies of memos and reports received following visits from Health & Safety Services staff.

2.13. The school keeps records of health and safety incidents for 12 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

Safety review, monitoring and evaluation procedure

2.14. The school's health and safety monitoring will be undertaken by the headteacher/health and safety coordinator. This policy and the health and safety file will be reviewed by the governing body/head teacher/ health and safety coordinator due to triggers including, but not limited to:

- a) Changes in key personnel;
- b) Changes to the structure of the school's organisation;
- c) The introduction of new processes;
- d) Any change in premises or the specific use of part of the premises;
- e) Changes in legislation;
- f) Following the findings from an accident investigation (internal and/or external) or following a civil claim;

- g) Following consultation with staff;
 - h) Following any enforcement action, i.e., by the HSE or local authority;
- 2.15. Provision will be evaluated and changes for improvement made when and where there is need for it.
- 2.16. It is important that the school monitors safe systems of work on a day to day basis in areas such as:
- a) Canteen;
 - b) Cleaning cupboards and staffrooms;
 - c) Stairs;

Accidents

Procedure and reporting

- 2.17. In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On school premises, this may mean reporting to the school office. A first aider should make an assessment of the injury as soon as possible.
- 2.18. Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.
- 2.19. Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in school until they can be collected
- 2.20. Pupils will have individual medical plans if they take allergy medication or other prescriptive medication regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in designated medical files & also in the school office. Any medicine administered in school will be recorded.

Recording an accident

- 2.21. The school has an accident book which are stored in the first aid area. This is used to record **all** accidents, both major and minor. These books are stored securely in the school's health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report about what happened, actions taken, injuries, and first aid administered.
- 2.22. Serious incidents will also be recorded, on a PCC Health & Safety incident/illness report form (see attached) reviewed by senior leaders. The Head Teacher will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided. Governors will be informed of any steps that have been taken to prevent accidents happening in the future and may view any part of this process at any time to carry out their responsibilities.

Investigation

- 2.23. An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases such as:
- a) Deaths;
 - b) 'Specified injuries' in respect of staff or pupils;
 - c) Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
 - d) 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done);
 - e) 'Occupational diseases';
 - f) 'Injuries resulting in hospital visits for treatment in respect of pupils and staff who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).
- 2.24. Senior managers or the governing body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are

being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Building and site maintenance

2.25. The Head Teachers are responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

2.26. The Head Teacher will be responsible for or will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during on-going site maintenance or building work. This will entail filling out a risk assessment form.

Fire safety and evacuation procedures

2.27. The school carries out whole school fire drills a minimum of once a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site.

2.28. Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

2.29. The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

Emergency Procedures

2.30. In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. Both schools have a red 'emergency box' that contains information for fire brigade & contact information for schools to use. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

Emergency Communications

2.31. There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their

children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

2.32. It is important that parents inform the school immediately of any changes in phone number or address as it is important that these are accurate in the school records in case of emergency.

2.33. How the school communicates with parents/families/carers during an emergency:

Emergency snow plan.

2.34. The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

Health and safety training

2.35. Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all staff and pupils to do the same. Training is part of induction for all staff, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Workplace safety

2.36. The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

2.37. Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Control of substances hazardous to health (CoSHH)

2.38. There are areas in school where hazardous substances may be stored for use by cleaning staff. The Caretaker (PCC employee) has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances.

Occupational health services and managing work-related stress

2.39. The Hyde Park Schools take the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

2.40. We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

Policy and procedures for off-site visits

2.41. School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the governing body will ensure that:

- a) The objective of the visit is clear;
- b) The visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable;
- c) They are informed well in advance about less routine visits;
- d) The headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate);
- e) In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils;
- f) It assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate;
- g) A sufficient level of insurance is in place;
- h) The headteacher or group leader reports back after the visit.

Selecting and managing contractors

2.42. It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

2.43. **It is the Head Teachers responsibility to select and oversee the management** of contractors or delegate to a competent member of staff.

2.44. For information on safeguarding pupils against visitors or contractors to the school, please read our Safety Guidelines for visitors, contractors & voluntary helpers sign to acknowledge this as well as signing in when working on the school site (& wear an identity badge).

3. RISK ASSESSMENT

3.1. Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

3.2. Risk assessments are stored in the school office and will be reviewed:

- a) At regular intervals
- b) After accidents, incidents and near misses
- c) After any significant changes to workplace, working practices or staffing
- d) After any form of notice has been served.

3.3. The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Signed by:

Chair of Governors:

Date:

Head Teacher:

Head Teacher.....

Date:

This policy will be reviewed annually

4. APPENDIX OF NAMES PERSONS RESPONSIBLE FOR HEALTH AND SAFETY