



# Health and Safety Policy

This policy applies to Steephill School, including the EYFS setting.

Reviewed and approved by Full Governing body: 04.12.24

Next review due: November 2025

Updated: C Tucker November 2024

## **Related guidance:**

[Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools)

### **PART 1**

#### **1. Policy Statement**

Steephill School is committed to achieve the highest standards of health, safety and welfare for all matters within its management control so that children, employees, visitors and others are not, so far as reasonably practicable, exposed to hazards and are protected from them.

The Board of Governors define the School's policy as follows:

“To provide and maintain healthy working conditions, equipment and systems of work for all and to provide such information, training and supervision as is needed for this purpose”. In formulating this policy, regard has been made to The Health and Safety at Work Act 1974, DCSF Guidance; Responsibilities and Powers and DFE Guidance 2013 Amended February 2014. And guidelines set out in HASPEV (Health and safety of pupils on Educational visits) amended 2014.

#### **2. The need for a H&S policy**

The School and all the adults acting for the School have a duty of care to pupils under the Children Act 1989 and Health and Safety at Work Act 1974 and as such need to follow health and safety procedures.

Documents also relating to the health and safety of the school and all within are the Safeguarding Policy, Anti-bullying Policy, Safety outside of school and other documents within the Staff handbook.

The Health and Safety at Work Act 1974 states certain accidents must be reported to the Head then, if necessary and depending on severity, to the Health and Safety Executive (HSE) under (RIDDOR) Reporting of injuries, diseases and dangerous occurrences regulations 2013. The HSE may visit the School without notice. Certain procedures must be followed irrespective of cost or time.

The control of health and safety risks is an essential part of educational provision. The School has, therefore, a duty to establish and monitor the effectiveness of safe working procedures and the identification and control of health and safety risks. The School will take all action, which is reasonably practicable.

The policy will be kept up to date. To ensure this, the policy and the way it has operated will be reviewed regularly.

## **Consultation Arrangements with Employees**

Teaching employees are consulted weekly on H&S issues at the morning staff meeting. Lunch staff have termly meetings when H&S is discussed. There is also an opportunity to raise issues at INSET meetings. Once a year risk assessment is part of the INSET agenda.

## **Violence towards staff**

The Health and Safety Executive's definition of work-related violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare. The School has regard to The Health and Safety at Work etc Act 1974 (HSW Act) and The Management of Health and Safety at Work Regulations 1999.

## **Risk Assessment for violence against staff**

- **Assess the threat by informal consultation with staff and by questionnaire**
- Keep detailed records, including verbal abuse and threats, of: an account of what happened; details of the victim(s), the assailant(s) and any witnesses; the outcome, including working time lost to both the individual(s) affected and to the organisation as a whole; the details of the location of the incident.
- Classify incidents: fatal injury; major injury; injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days); feeling of being at risk or distressed.
- Identify which employees are at risk
- Evaluate the risk
- Actions
- Review termly

The School has identified the following risk factors and takes the following actions:

- Office as main point of contact - 2 people working in 2 offices within viewing distance of one another. Panic button to police station.
- Parent consultation evenings – regular walk round checks by Head, no-one left on premises on own.
- Staff interviews with parents – advised only after 8am when someone else on premises and not after 4.30pm.
- When risk is deemed high always have another member of staff present.

## **Reporting and recording accidents to staff, pupils and visitors**

All accidents/illnesses resulting sending anyone home or to hospital are recorded in the First Aid book in the Office.

## **Review of Implementation**

The Governors review the implementation of the policies annually. In order to be clear on the success of this implementation a termly check is carried out during the Senior Leadership Team meetings on:

Number and breakdown of significant incidents in school, defined as one which results in a child being sent home because of accident or illness.

Number and breakdown of significant incidents whilst out of school but in the care of the School

The Health and Safety report and progress on any action needed

The safeguarding/concerns file

Risk assessments and their success on trips or visits during that term

Complaints received at any level

Any other relevant detail which has a bearing on the care and welfare of children at this school.

The School is aware of its responsibility to inform the Health and Safety Executive of any incidents which fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

## **Work related stress**

The School gives opportunities for staff to discuss any difficulties they have and all staff have access to an EAP, Employee Assistance Plan.

## **PART 2**

### **3. Responsibilities**

All staff have a responsibility not to prejudice their own safety or that of other staff. All governors have a responsibility to ensure that there is an H&S policy and it is being operated correctly. The Board of Governors has therefore appointed a sub-committee for Health and Safety and an H&S Team to monitor the operation of their H&S policy.

The H&S team consists of the Head, the Bursar and any representative of the H&S sub-committee. Other responsibilities are as follows:

- a. Day to day responsibility for health and safety in the School is that of the Head. The Head will ensure that all incidents/accidents are logged in the H&S Record Book so any patterns can be monitored and measures recommended reducing any risk. This is to be reviewed by the H&S Team each term.
- b. The following staff have particular areas of responsibility:

School grounds and Buildings outside	Wayne Fuller
Pre School	Danniella Pearce
Reception	Sarah Spender
Class 1	Rosi Poulter
Class 2	Josephine Davis/Beverley Swansborough
Class 3	Chloe Neeson
Class 4	Claire Ross
Class 5	April Hannan/Holly Ashton
Class 6	Sara Ansell/Beverley Swansborough/Helen Millward
Music Room	Becky Eyre
Art Room	Helen Millward
Office	Gail Brimsted
Hall, Staff Room, Bursar's office	Clare Tucker
Library, Head's Office	Helen Millward
Kitchen	Lisa Owens/Louise Richardson

- c. All staff have a responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves, the children, visitors and others who come to the School.
- d. Whenever a member of staff notices a health and safety problem which they are not able to put right, they must straight away tell the appropriate person named in (b) above. All serious matters must be reported to the Head.
- e. There is a dedicated weekly meeting for H&S matters and any issues are noted in the staffroom book and relayed to the Bursar.
- f. All children have a responsibility:
  - To be safety conscious and behave sensibly.
  - To understand why there are safety rules and why they must obey them.
  - To follow the uniform rules especially with regard to hair, jewellery and shoe wear
  - To act on instructions given by staff e.g. Fire and Emergency Evacuation Practices, etc.
  - To be aware of the need to report potential hazards.

#### **4. H&S Inspections**

The H&S Team will make a formal inspection of the premises and site during the first ten working days of each term constituting a risk assessment. As appropriate, they will record all potential hazards, which might affect health and safety and any dangers from intruders.

This is different and separate to risk assessments carried out for lessons and for School visits. As appropriate, all staff and children will be informed of the need to be aware of any identified hazards.

An inspection of the play equipment is carried out by a certified inspector every June.

The H&S sub-committee reports to the Board of Governors each meeting (usually 6 per academic year).

#### **5. Training**

Health and Safety requires training e.g. First Aid, Food Hygiene, Risk Assessments etc.

The Head will ensure that staff are trained and have sufficient knowledge and skills to fulfil the responsibilities allocated to them.

### **PART 4**

#### **6. The Working Environment**

- Waste bins are to be emptied daily.
- Sinks and toilets are to be cleaned daily.
- Toilets are to be ventilated, kept clean and in working order.
- Floors are to be kept clean, dry and not slippery.
- Main outdoors routes are to be kept salted in icy or frosty weather.
- Spillage is to be cleared immediately.
- Glass containers are only to be used when there is no alternative material.

#### **7. Electrical equipment**

- Extension leads are always to be used fully unwound otherwise they can be overloaded.
- All electrical appliances are to be PAT tested each year.
- Frayed and damaged cables are to be replaced completely.

#### **8. Furniture**

- All furniture is to be checked regularly for stability.
- Care is to be taken to ensure furniture is undamaged and positioned safely.

## **9. Kitchen**

- Hygiene must be of a very high standard.
- The cooker and all work top surfaces must be cleaned regularly.
- The floor is to be cleaned with a non-slip material.

## **10. Lifting heavy loads (staff & children)**

- Only weights are to be lifted which can comfortably be carried.
- Weights are to be lifted in easy stages e.g. floor to knee, then from knee to carrying position.
- Weights are to be held close to the body and lifted with the legs apart and the back straight.

## **11. Working at height**

All working at height is carried out using a contractor with their own insurance and risk assessment. For work deemed less risky (for example, gutter cleaning), the Site Manager carries out the work at a time when at least one other adult is present on site.

## **12. Clothing**

- The right clothing is to be used for the right job.
- Children are to change for physical activities into appropriate clothing.
- Teachers are to wear clothing for the relative activity e.g. no baggy clothes for swimming and plimsolls, not shoes, at poolside.
- Goggles are to be worn for Design Technology or Science where appropriate.
- An overall is to be worn for Art.
- For pupils the following applies: earrings must be plain studs. All hair must be above the collar or be tied back. Hair must not be in the eyes and long fringes need to be clipped back. No nail varnish is permitted. No jewelry should be worn, unless there is a religious significance. In this case the School has the right to ask this to be removed or secured for any activity where it may cause a hazard.

## **13. Dangerous substances**

A variety of glues are essential, especially for Design Technology and some contract work. In the School the dangers are monitored by the teachers keeping a careful check on the amount used and for any signs of misuse.

Contractors should ensure that the children do not come into contact with any dangerous substances. Cleaners' material are in a separate locked cupboard.

Tippex and similar alternatives are not used by the children.

## **14. Smoking**

The School and grounds are no smoking areas.

## **15. Noise**

- Some children are very sensitive to noise. Account is to be taken of this even during break times e.g. in the Hall during dinner or playtime.
- At all times the noise should be kept to a level appropriate to the activities.

## **PART 5**

## **16. Children outside the building**

A teacher or supervisor must be on duty in the playground throughout the mid-morning and afternoon breaks and a midday supervisor throughout the dinner and playtime.

- Children must walk along paths.
- They must remain within the play areas except for toilet arrangements through the play period. They are not allowed in the front car park area until collected by a parent.
- Gates are locked at 9am and opened fully at 4pm. Access to site must be via the main office between these times.

## **17. Litter**

The children are encouraged not to drop litter. The Maintenance Manager is responsible for removing litter.

## **18. Parking and road safety and on-site vehicle movement**

Staff, parents and visitors should park with care in the School car park. Parents and visitors are not allowed to park in the School car park except in special circumstances when the Head or office staff has granted permission. Parents are encouraged to use St Mary's Church car park instead of Steephill Lane where possible. Parking is not permitted on the Church field. Parents should also not park near the exit to the School drive as it restricts the sight of drivers leaving the School.

Cars moving during school hours should take due care. Timings of the School Day are given to contractors and visitors with advice for taking due care.

Movement of vehicles at school drop off and pick up times - are vehicles only driven by staff who are trained to be aware of dangers of moving quickly and without care. Pupils are also trained in assemblies on road safety in general and on our premises in particular. Children



are not allowed to wait at the bottom of the drive for pick up. After school collection is supervised by Lower School staff and early morning drop off is supervised by a member of staff.

## **19. Asbestos**

An Asbestos Survey was completed in October 2013 which found asbestos in the caretakers shed. This was removed in August 2014 to leave the School asbestos free.

## **20. Maintenance/testing**

There is no machinery kept at the school. All heavy work is contracted out. Electrical equipment is tested annually (PAT testing), Gas appliances are tested annually. Windows are secure with child locks on second floor. All windows and glass are double glazed.

## **21. Selecting and managing contractors**

When engaging new contractors, three quotes are obtained preferably and when possible from known or recommended companies. Contractors are booked unless unavoidable during holidays or after school. Contractors are subject to our safeguarding policy and are signed in at each visit and accompanied at all times if children present.

## **22. General safety and security**

Opening and Closing Procedures for the School are in the Fire Risk Folder.

After 9am all gates are locked and the only access into the school is via the front office. This is where visitors/contractors are asked to sign in and are issued with a Visitor Badge. They are escorted to whom they are visiting and supervised while on site. They are returned to the office and signed out as they leave the premises.

It is recognised that absolute safety is impossible. All staff constantly search for weak points in the safety of the site and its buildings. Any matters which they feel could be improved on should be brought to the attention of the Head. If it is anticipated that an adult is about to be violent it is important to walk away. Such incidents should immediately be reported to a teacher or the School office. Anyone finding a stranger in the School building or grounds should report it to the School office immediately. See Emergency policy.