

# **DARRICK WOOD INFANT & NURSERY SCHOOL**

## **HEALTH AND SAFETY POLICY**

**MARCH 2023**

**Next Review Date: March 2024**

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Darrick Wood Infant & Nursery School – Health and Safety Policy – March 2023

## Statement of Intent

Chancery Education Trust and all the Academy Schools within the Trust recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the Academy Schools.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the Academy School.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors/Trustees/Board members staff and pupils will play their part in its implementation.

Mr M Rampton <i>CEO of Chancery Education Trust</i>	Signature:	Date:
Mr P Jefferies <i>Chair of Chancery Education Trust</i>	Signature:	Date:

The policy applies to all relevant Academy School activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

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## **2. Roles and Responsibilities**

### **2.1 Introduction**

- 2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.
- 2.1.2. An organisational chart for Health and Safety Management is available in [Appendix 1](#).

### **2.2 The Local Governing Board/Trust Board**

- 2.2.1. The Trust Board is responsible for ensuring that:
  - a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and pupils.
  - b) Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
  - c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
  - d) Sufficient funds are set aside with which to operate safe working practices.
  - e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

### **2.3 Headteacher**

- 2.3.1. To be accountable to the Local Governing Board/Trust Board for the effective implementation of this policy.
- 2.3.2. Ensure the policy's objectives are fully met by
  - a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
  - b) Providing final authority on matters concerning health and safety at work.
  - c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
  - d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Trust Business Manager.

### **2.4 The Trust Business Manager, Health and Safety Lead, Site Manager/Caretaker**

- 2.4.1. The Trust Business Manager/Health and Safety Lead, working in conjunction with the appointed Health and Safety Consultants, Judicium, will advise the Headteacher on the health and safety policy. Acting for and on behalf of Headteacher, he/she has the responsibility for implementing and monitoring the policy, principally through the Line Managers.
- 2.4.2. The Trust Business Manager/Health and Safety Lead achieves this by ensuring that:
  - a) This policy is communicated and made available to all relevant persons.
  - b) Appropriate consultation arrangements are in place for staff and their safety representatives.
  - c) All staff are provided with adequate information, instruction and training on health and safety issues.
  - d) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
  - e) Emergency procedures are in place.

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- f) Arrangements are in place to inspect the premises and monitor performance.
- g) Accidents are investigated, and any remedial actions required are taken or requested.
- h) A termly report is produced for the Local Governing Boards and Trust Board on the health and safety performance of the Academy School with the assistance of the Site Manager/Caretaker.

2.4.3. The Site Manager/Caretaker achieves this by ensuring that:

- i) Appropriate information on significant risks is given to visitors and contractors.
- j) Risk assessments of the premises and working practices are undertaken.
- k) Safe systems of work are in place as identified from risk assessments.
- l) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- m) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- n) The activities of contractors are adequately monitored and controlled.
- o) Assist the Trust Business Manager in producing a termly report for the Local Governing Boards and Trust Board on the health and safety performance of the Academy School.

## **2.5 Staff Holding Posts/Positions of Special Responsibility**

2.5.1. This includes the Headteacher, Senior Leadership Team (SLT), the Trust Business Manager, the Health and Safety Lead, Year Group Leaders, Business Support Manager, Subject Leaders, and the Site Manager/Caretaker. They must:

- a) Apply the Academy School's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Headteacher and the Health and Safety Lead.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and pupils to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for Headteacher.

## **2.6 All Teaching staff**

2.6.1. Class teachers are responsible for:

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- a) Exercise adequate supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation. If authorisation is given, all items must be PA tested.
- h) Regularly check their classrooms for potential hazards and report any observed to the Trust Business Manager or Health and Safety Lead.
- i) Report all accidents, defects and dangerous occurrences to Headteacher or Trust Business Manager/Health and Safety Lead.

## **2.7 Catering Contractor**

2.7.1. The Catering Contractor is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the Academy School Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Trust Business Manager, Health and Safety Lead, or the Headteacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the Academy School is concerned.
- f) Provide the Academy School with their Health and Safety Policy and Statement.
- g) Ensure correct ratio of kitchen staff are First Aid trained.
- h) Ensure all kitchen staff are fully aware of the identity of pupils with food allergies and restrictions for religious reasons and cater accordingly.
- i) Together with midday meal supervisors, ensure children remain seated whilst eating, and that children do not leave the dining hall still chewing food.
- j) Comply with all HSE legislation.
- k) Ensure that all exterior doors remain closed throughout the day.

2.7.2. Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Headteacher.

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## **2.8 Health and Safety Committee**

- 2.8.1. The Academy School's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative
- 2.8.2. The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.
- 2.8.3. The Committee will advise Headteacher and/or the manager responsible for health and safety, of any current issues.
- 2.8.4. The Health and Safety Committee will comprise of (e.g. the Headteacher, Senior Trust staff (CEO/CFO) and a Site Representative.
- 2.8.5. Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

## **2.9 All staff**

### **2.9.1 All employees must:**

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Trust Board, Headteacher, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.
- l) Challenge any unauthorised visitors/parents that are on the Academy School premises. Anyone seen on the premises without a visitor's badge must be escorted back to Reception
- m) Ensure all exterior doors remain closed throughout the day, and are closed once all pupils are in school, after break, after lunch and at the end of the day (please note separate arrangements for Early Years Foundation Stage outdoor learning provision).

## **2.10 Contractors and visitors (see Managing Contractors Policy and Visitors Handout)**

### **2.10.1. All visitors (including contractors) must report to reception and sign in on arrival.**

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## **2.11 Pupils**

2.11.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the Academy School and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- e) Take part in Health & Safety awareness lessons and assemblies.

## **3. Procedures and Arrangements**

### **3.1 Introduction**

- 3.1.1. The following procedures and arrangements have been established within our Academy School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:
- 3.1.2. The list provides a summary of all the key Health and Safety arrangements applicable to the Academy School. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### **3.2 Accident and Incident Reporting**

- 3.2.1 All staff involved in an accident at work must seek the help of a first aider.
- 3.2.2 All staff are required to ensure that all accidents are reported to the Headteacher and the Trust Business Manager/Health and Safety Lead who will ensure that the accident is investigated and reported to the Local Governing Board and the Health and Safety Executive as appropriate. An accident form must be completed. All forms are located in the school office. Staff must inform the Headteacher of any visits to their G.P. and/or hospital and any treatment undertaken following any accident they have had in school.
- 3.2.3 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

### **3.3 Asbestos (see Asbestos Management Policy)**

- 3.3.1 All employees must read and ensure they have read and understood the Academy School's Asbestos Management policy.

### **3.4 Contractors (see Managing Contractor's Policy)**

- 3.4.1 The Trust Business Manager is responsible for the selection and management of contractors in accordance with the Academy School's Managing Contractors' Policy.

### **3.5 Control of Infections (see Control of Infections Policy)**

- 3.5.1 The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- 3.5.2 Staff are responsible for complying with the Control of Infections Policy.

### **3.6 Curriculum Safety (including off-site learning activities)**

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- 3.6.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.
- 3.6.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly. These are available on the shared drive and all staff must make themselves familiar with them.
- 3.6.3 Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

### **3.7 Display Screen Equipment**

- 3.7.1 Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. The Trust Business Manager/Health and Safety Lead is responsible for organising the completion of and review of questionnaires. The points of action are reported to the Headteacher.
- 3.7.2 Regular laptop users will be provided with docking stations.
- 3.7.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **3.8 Dogs on Academy School Premises (see Animals in School Policy)**

- 3.8.1 No dogs except Assistance Dogs or those used for educational purposes are allowed on site.

### **3.9 Educational Visits and Journeys (see Educational Visits Policy)**

- 3.9.1 Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.
- 3.9.2 Headteacher and the EVC are responsible for ensuring that all Academy School outings are managed in accordance with the Academy School policy for Educational Visits
- 3.9.3 Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

### **3.10 Electrical Safety**

- 3.10.1 The Trust Business Manager/Health and Safety Lead is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.
- 3.10.2 The Trust Business Manager/Health and Safety Lead will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.
- 3.10.3 All staff must be familiar with school procedures and report any problems to the Trust Business Manager/Health and Safety Lead. Staff must not bring electrical equipment into school without the permission of Headteacher.

### **3.11 Fire Precautions and Emergency Procedures (see Fire Safety Management Policy)**

- 3.11.1 The Headteacher is responsible for ensuring:
  - a) That a Fire Risk Assessment is completed and reviewed annually.
  - b) The Academy School's emergency plan and evacuation procedures are regularly reviewed.
  - c) All staff complete Fire Safety Awareness training, including Fire Safety Training and Fire Warden Training.
  - d) An evacuation drill is completed every term.
  - e) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or pupils with special needs.
- 3.11.2 The Trust Business Manager/Site Manager/Caretaker is responsible for:

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- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher.
- b) The maintenance of exit/escape routes and signage.
- c) Supervision of contractors undertaking hot work.

3.11.3 All staff must be familiar with the Academy School's Fire Risk Assessment, the emergency evacuation plan and the Fire Safety Management policy.

### **3.12 First Aid**

3.12.1 The names of the qualified First Aiders are displayed at the First Aid station and in the staff room, the school office, the school kitchen and various other locations around the school.

3.12.2 First Aid supplies are kept in the First Aid Station and classroom medical bags. The Office Administrator/Senior Midday Supervisor is responsible for ensuring that the supplies are kept up to date.

3.12.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid and Medicines Policy.

### **3.13 Forest School (see Forest School Policy)**

3.13.1 Although risk assessments carried out seasonally by the Forest School Coordinator, Class Teachers must carry out a risk assessment before any use of Forest School. The Site Manager/Caretaker carries out weekly checks.

### **3.14 Harassment, Violence and Aggression**

3.14.1. Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the Academy School community, and all visitors can be confident that they are operating within a safe environment;

3.14.2. Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from pupils and others to staff;

3.14.3. Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

3.14.4. Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

3.14.5. Individual student risk assessments or Care Plans will be completed when necessary;

3.14.6. Regular reviews to monitor the effectiveness of the control measures are completed;

3.14.7. The design of the school premises will take into consideration the risks of violence, aggression and harassment;

3.14.8. Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

3.14.9. Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

3.14.10. If a member of staff is subject of workplace harassment, aggression or violence, the Academy School will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

3.14.11. To enhance the learning environment and achieve a safe and secure community, the Academy School will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

### **3.15 Hazardous Substances**

3.15.1 The Site Manager/Caretaker is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

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- 3.15.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.
- 3.15.3 All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager/Caretaker who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.
- 3.15.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

- 3.15.5 Substances used in D&T, Art, and Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### **3.16 Inclusion (see Special Educational Needs and Disability [SEND] Policy)**

- 3.16.1 The Academy School complies with the DDA, Equality Act, and Local Authority and DfE legislation for Inclusion, and all teaching and support staff should be familiar with the SEND policy and supporting guidance.
- 3.16.2 The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND. Where appropriate a risk assessment will be completed to ensure children with specific needs are safe within the Academy School. The Headteacher will ensure completion of a PEEP (Personal Emergency Evacuation Plan) assessment for all pupils with SEND requirements or disabilities, physical, emotional or behavioural.
- 3.16.3 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- 3.16.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.
- 3.16.5 Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

### **3.17 Lettings/ use of premises outside normal hours (see Lettings Policy)**

- 3.17.1 The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Management Safety Policy and the Lettings Policy.
- 3.17.2 The Trust Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

### **3.18 Lone Working (see Lone Working Policy)**

- 3.18.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

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- 3.18.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.
- 3.18.3 Any member of staff working after hours must notify Headteacher and Site Manager/Caretaker of their location and intended time of departure.
- 3.18.4 Lone workers should not undertake any activities which present a significant risk of injury.

### **3.19 Managing Medicines and Drugs (see Supporting Pupils with Medical Conditions Policy)**

- 3.19.1 No pupil is allowed to take medication on the Academy School site without a letter of consent from his/her parent/carer. Parents/Carers are not allowed to hand medicines and drugs to the Class Teacher for administering. They must be directed to the school office where they will be asked to comply with the Academy School's procedures.
- 3.19.2 Staff must notify Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.
- 3.19.3 The Supporting Pupils with Medical Conditions Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

### **3.20 Maintenance and Inspection of Equipment**

- 3.20.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.
- 3.20.2 Where Heads of Years hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- 3.20.3 All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.

### **3.21 Management of Clubs (Breakfast and Afterschool)**

- 3.21.1 Clubs should follow normal school procedures.

### **3.22 Manual Handling and Lifting**

- 3.22.1 Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.
- 3.22.2 All staff must act in accordance with any specific Manual Handling training received. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.
- 3.22.3 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- 3.22.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

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### **3.23 New and Expectant Mothers**

- 3.23.1 Staff that is a new or expectant mother should notify their line manager as soon as practicable.
- 3.23.2 The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.
- 3.23.2 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.
- 3.23.3 The Academy School should consider these risks when completing the risk assessment:
  - a) Working with hazardous substances
  - b) Stressful environments
  - c) Movement around the site (including stairs and distances between classrooms etc.)
  - d) Doing duties that involve physical effort which might be too arduous;
  - e) Standing for long periods
  - f) Inherent risks in certain departments, e.g. PE, Science
  - g) Manual Handling
  - h) Working in a confined working space
  - i) Using an unsuitable workstation
  - j) Infectious diseases
  - k) The provision of appropriate sanitary and rest facilities.

### **3.24 PE and Playground Equipment**

- 3.24.1 The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
- 3.24.2 The Trust Business Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and once a week by the Premises team.
- 3.24.3 Risk assessments have been completed for all playground and PE activities, and all staff supervising play and PE activities must be familiar with these.
- 3.24.4 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.
- 3.24.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
- 3.24.6 Pupils must not use the PE or playground equipment unless supervised. Pupils and pupils' siblings are not permitted to use the play equipment before and after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Headteacher or Trust Business Manager/Health and Safety Lead immediately.
- 3.24.7 Any faulty equipment must be taken out of use and reported to the PE Co-ordinator and Trust Business Manager/Health and Safety Lead or the Premises team.

### **3.25 Personal Protective Equipment (PPE)**

- 3.25.1 Where the need for PPE has been identified in risk assessments, it is Headteacher responsibility to ensure adequate supplies of suitable PPE.
- 3.25.2 Where a need for PPE is identified by risk assessment, staff and pupils should wear PPE as per instructed on the risk assessment.
- 3.25.3 Any staff member or student who refuses to use the PPE will be subject to disciplinary action.
- 3.25.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

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### **3.26 Risk Assessments**

- 3.26.1 It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the Academy School undertakings.
- 3.26.2 The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.
- 3.26.3 Heads of Years will undertake risk assessments for their specialist areas.
- 3.26.4 The Trust Business Manager will undertake risk assessments for maintenance and cleaning.
- 3.26.5 The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.
- 3.26.6 All staff must ensure they have read and understood the risk assessments.

### **3.27 Security**

- 3.27.1 The Trust Business Manager/Health & Safety Lead is responsible for the security of the Academy School site and will instruct the Site Manager/Caretaker to undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
- 3.27.2 The Site Manager/Caretaker is also responsible for the security of the site after normal school hours use and lettings. The Site Manager/Caretaker is the first point of contact for out of school hours.
- 3.27.3 Staff must ensure that all external doors remain closed during school hours except for those that allow access to the outside area in Early Years Foundation Stage and during break and lunchtime where a member of staff will monitor the doors
- 3.27.3 The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.
- 3.27.4 Staff must wear their security badge at all times. Staff should ensure that they check in and check out on a daily basis at the scanners located either at the Main Reception. Staff who leave the premises during school hours must advise the Headteacher or Assistant Headteacher. In their absence, staff must advise a member of the office staff. On leaving the premises, staff must check out at the scanning points and on returning check back in. This is to ensure that in the event of an emergency, office staff are fully aware of staff headcount. Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.
- 3.27.5 Exit routes and exit doors must be kept clear at all times. Staff should report any obstructions to exit routes and exit doors to the Site Manager/Caretaker who will remove the obstruction immediately
- 3.27.6 If an intruder becomes aggressive staff should seek assistance.
- 3.27.7 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.
- 3.27.8 Incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to Headteacher, and the requirements set on section 3.30 should be followed.

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### **3.28 Site Maintenance**

- 3.28.1 The Site Manager/Caretaker is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.
- 3.28.2 The Site Manager/Caretaker will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Headteacher.
- 3.28.3 All staff are responsible for reporting any damage or unsafe condition to the Trust Business Manager/Health and Safety Lead immediately in writing. Before reporting a hazard or danger please ensure that a hazard sign is placed around the area to alert others and avoid incidents/accidents. When the matter is urgent, this should be communicated via the walkie talkie. If it is outside of working hours, call the Site Manager's/Caretaker's mobile. If it not urgent and can wait, please log in the Maintenance Folder which is located in the school office/staff room.

### **3.29 Smoking/Vaping**

- 3.29.1 It is illegal to smoke or vape anywhere within the school premises and grounds.
- 3.29.2 Signage to indicate that smoking/vaping is not permitted is displayed in conspicuous areas.

### **3.30 Staff Training and Development**

- 3.30.1 The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.
- 3.30.2 All new staff will receive specific information and training as part of their induction process.
- 3.30.3 All staff will undertake the following health and safety e-Learning on induction and then every two years or sooner if there is a change in legislation or regulations:

Health and Safety Basic for Schools  
Fire Safety Training for Schools  
Fire Warden Training  
Working at Heights (Basics) for Schools  
Manual Handling for Schools  
Stress Management in Schools  
Risk Assessment – General

- 3.30.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
- 3.30.5 Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

### **3.31 Stress and Well-being (see Staff Mental Health and Well-being Policy)**

- 3.31.1 The Governors/Trustees and the Headteacher are responsible for taking steps to reduce the risk of stress in the Academy School by taking measures to ensure colleagues are supported through:
  - a) An environment in which there is good communication, support, trust and mutual respect.
  - b) The provision of training to enable them to carry out their jobs competently.
  - c) Control to plan their work and seek advice as required.
  - d) Involvement in any significant changes.
  - e) Clearly defined roles and responsibilities.
  - f) Consideration of domestic or personal difficulties.
  - g) Individual support, mentoring and referral to outside agencies where appropriate.

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- 3.31.2 All employees must ensure that they read and understand the Staff Mental Health Well-being policy.

### **3.32 Supervision of pupils**

- 3.32.1 Staff will actively promote sensible, safe behaviour to pupils;  
3.32.2 Dangerous or risky behaviour displayed by pupils will be addressed and dealt with in the Academy School rules;  
3.32.3 Pupils will only be allowed into or stay in classrooms under adult supervision;  
3.32.4 Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

### **3.33 Visitors, Volunteers (see Volunteers Policy) and Vehicle Safety**

- 3.33.1 All visitors and volunteers must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the school premises.  
3.33.2 Visitors and volunteers will be made aware of the emergency procedures and other safety information relevant to them in the form of a Safeguarding, Health and Safety and Prevent Information leaflet.  
3.33.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.  
3.33.4 Traffic measures are put in place such as additional signage, remarking of crossings and speed bumps and additional 'in and out' procedures.

### **3.34 Water hygiene management (control of Legionnaire' disease)**

- 3.34.1 The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Trust Business Manager specialist external contractors  
3.34.2 The Academy School will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.  
3.34.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;  
3.34.4 The Academy School will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

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### 3.35 Working at Height

- 3.35.1 The Site Manager/Caretaker is responsible for the purchase and maintenance of all ladders on the premises.
- 3.35.2 All ladders conform to BS/EN 131 standard.
- 3.35.3 The Site Manager/Caretaker is also responsible for completing risk assessments for all working at height tasks on the school premises.
- 3.35.4 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place. All staff must act in accordance with any specific Working at Height training received.
- 3.35.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
- 3.35.6 Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Manager/Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- 3.35.7 Your knees should be no higher than the top platform of the ladder.
- 3.35.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

## 4. Conclusions

- 4.1 This Health and Safety policy reflects the Academy School's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.
- 4.2 This Policy is supported by other associated policies that explain how the Academy School manages specific issues:
  - 1. Asbestos Management Policy
  - 2. Behaviour Policy
  - 3. Child Protection and Safeguarding Policy
  - 4. Control of Infections Policy
  - 5. Educational Visits Policy
  - 6. Fire Safety Management Policy
  - 7. First Aid Policy
  - 8. Lettings Policy
  - 9. Lockdown Policy
  - 10. Lone Working Policy
  - 11. Managing Contractors Policy
  - 12. Staff Code of Conduct
  - 13. Special Educational Needs and Disability (SEND) Policy
  - 14. Supporting Pupils with Medical Conditions
  - 15. Volunteers' Policy
  - 16. Staff Mental Health and Well-being Policy

### Monitoring and Implementation Policy

The policy is reviewed annually, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Health and Safety Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET Board/Judicium	January 2023
Agreed by Committee	CET Board	January 2023
Adopted by Governing Board	CET Board/LGB	February 2023
To be reviewed annually		
Review by	March 2024	

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## Appendix 1 Organisational Chart



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## Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>

## Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges  
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

## Acronyms for Health and Safety Policy

<b>BS/EN</b>	British Standard, European Norm
<b>AfPE</b>	Association for Physical Education
<b>CEO</b>	Chief Executive Officer
<b>CLEAPSS</b>	Consortium, of Local Education Authorities for the Provision of Sciences Services
<b>DDA</b>	Disability Discrimination Act
<b>DfE</b>	Department for Education
<b>DSE</b>	Display Screen Equipment
<b>EVC</b>	Educational Visits Coordinator
<b>GP</b>	General Practitioner
<b>HSE</b>	Health and Safety Executive
<b>INSET</b>	In-Service Training
<b>PAT</b>	Portable Appliance Tested
<b>PE</b>	Physical Education
<b>PPE</b>	Personal Protective Equipment
<b>SEN/D</b>	Special Educational Needs and Disabilities
<b>SENCo</b>	Special Education Needs Coordinator

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