



# Ox Close Federation

## Health and Safety

<b>Approved</b>	<b>October 2023</b>
<b>Review Date</b>	<b>October 2024</b>

## **Introduction**

The health, safety, and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure, and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with the Local Authority, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

## **Section 1 – Statement of Intent**

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

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Durham County Council, as detailed in the School Health and Safety Policy and Procedures Manual and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The Federation will ensure that risk assessments are conducted, recorded, and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant, and systems of work;
- safe methods of using, handling, storing, and transporting of articles and substances;
- suitable and sufficient information, instruction, training, and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Executive Headteacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils, and others.

## **Section 2 - Organisation of Health & Safety Responsibilities**

### **Governing Body**

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual.

In order to fulfil this responsibility, the Governing Body will, as far as reasonably practicable, ensure that:

- Health and Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues.
- The School Health and Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the Federation's control is understood, implemented, maintained and monitored.
- Pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements.
- Where health, safety and welfare duties and responsibilities are delegated to Federation staff, appropriate and sufficient information, instruction and /or training is identified and organised.
- Communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and procedures.
- When requested, the County Council is provided with information on the operation of the health and safety management system sufficient to fulfil its responsibilities.
- A review of the policy and its implementation is carried out at suitable intervals.
- Any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

### **Executive Headteacher**

The Executive Headteacher will co-operate with their Governing Body to ensure that:

- Adequate health and safety management systems and procedures, that comply with the Federation Health & Safety Policy and Procedures Manual, are implemented.
- Where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised.
- Systems are in place to monitor the application and effectiveness of the health and safety procedures.
- At intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out.
- They take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

### **Employees**

All employees have a responsibility to:

- Observe the health and safety policy and procedures across the Federation
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

- Observe the Federation's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work.
- Co-operate with the Federation or any other duty holder so far as is necessary to enable any duty or requirement imposed on the Federation to be performed or complied with.
- Use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use.
- Make use of safety aids, appliances, equipment and protective clothing provided.
- Report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities.
- Do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation.
- Familiarise themselves with the action to take in the event of fire or other emergency.
- Seek advice at the earliest opportunity if they have any concerns regarding health and safety of staff or pupils in the Federation.

## **Pupils**

Our Federation promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

## **Section 3 – Health & Safety Procedures**

The following health and safety procedures are detailed in the Durham County Council School Health and Safety Policy and Procedures Manual:

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)

- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving & Handling Pupils and Young People
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Playgrounds and Outdoor Play Equipment
- Public Events on School Premises
- Risk Assessment
- Risk Register and Top-Level Assessment
- Science Teaching
- Security in Schools
- Swimming Pool Operation
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace Transport
- Workplace Welfare & Premises Inspection
- Young Employees

The Federation will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health and Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health and Safety Policy and Procedures Manual where it related to the work of the school.

#### **Section 4 – Federation Arrangements**

The Curriculum:

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points as part of our healthy programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive relationships, sex and health education (RSE).
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festival, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### School Meals:

- Our Federation provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of benefits, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work with our Catering Contractor to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our Federation promotes a healthy lifestyle and achieves the Healthy School Standard.

### Child Protection:

- There is a named person responsible for child protection in the school. Mr Harrison is the Designated Safeguarding Lead and Miss Bowden and Mrs Phillips are Deputy Designated Safeguarding Leads.
- We require all adults employed or having contact with pupils (e.g. staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

### Visitors:

- The entrances to the Nursery and School are kept locked to prevent unauthorised access.
- All visitors will sign in via the electronic system on entering the Nursery or School and wear a visitor's badge at all times.
- Staff should report any potentially unauthorised visitors to the Executive Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders but should ensure pupils are moved to a place of safety.

### Seat Belts:

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

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

### Educational Visits and Off-Site Activities:

Our Federation recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The Federation will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Executive Headteacher authority to approve all visits on behalf of the school apart from overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Governing Body. Educational Visits for the previous term will be included in the Executive Headteacher's termly report.