

# **HORNDALE COUNTY INFANT AND NURSERY SCHOOL**

**Scholars Path, Newton Aycliffe, Co Durham DL5 7HB**



## **HEALTH AND SAFETY POLICY**

Adopted: September 2020  
Reviewed by: December 2021

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# **Health and Safety Policy**

## **Horndale County Infant and Nursery School**

### **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 school recognise their corporate responsibility under the Health and Safety at Work etc 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 & 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 school 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 Head Teacher 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 & 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 & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools 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 school 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 it's procedures;
- when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,
- a review of the policy and its implementation is carried out at suitable intervals; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

### **Headteacher**

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

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,

5. 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 -

- 1 observe the health & safety policy & procedures in school;
- 2 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;
- 3 observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- 4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- 5 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;
- 6 make use of safety aids, appliances, equipment and protective clothing provided;
- 7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- 8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- 9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- 10 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;
- 11 familiarise themselves with the action to take in the event of fire or other emergency;
- 12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.

## **Pupils**

Our school 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 & safety procedures are detailed in the Durham County Council School Health & 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 school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

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

## **Section 4 - School arrangements**

### **The School 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.
- 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 schools 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.
- 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 school provides the opportunity for all children to have a meal at lunchtimes. (Government Universal Free School Meals for all Infants). We do all we can to ensure that the meals provided have a suitable nutritional value and work with Taylor Shaw 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 school promotes a healthy lifestyle and achieves the Healthy School Standard.

### **Child protection**

- There is a named person responsible for child protection in the school. This is the head teacher, but this may be delegated in some circumstances. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

### **Visitors in school**

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors will sign a visitor's card on entering the school and wear a visitors badge at all times.
- Staff should report any potentially unauthorised visitors to the Head Teacher 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 school 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 school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school 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 Head teacher authority to approve all visits on behalf of the school with the exception of 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 head teacher's termly report.

## **Supplementary Health & Safety Policy for COVID-19**

### **Introduction**

Horndale School recognises the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health, safety and wellbeing of our children, staff and the wider school community. This document has been written in accordance with the current guidance from the Department for Education (DfE), Public Health England (PHE) and the Local Authority in relation to managing risks associated with COVID-19.

### **Risk Assessment**

In order to ensure the safety of staff, children and the wider school community during this unprecedented time a detailed risk assessment has been undertaken and where need identified appropriate actions taken. The risk assessment covers the following Health and Safety elements;

- Social Distancing
- PPE
- Response to suspected/confirmed COVID-19 cases.
- First Aid
- Cleaning and Waste Disposal
- Classrooms and Groups sizes
- Curriculum

- Hand and respiratory hygiene
- Staffing
- Home working
- Vulnerable Staff/Pupil Groups
- New and expectant mums
- Face Coverings
- Emergency Evacuation
- Ventilation
- Catering
- Building & Facilities risks
- Office Areas
- Visitors and Deliveries
- Guidance and Communication
- Educational visits
- Transport
- ITT Students
- Alternative education provision
- Mass testing with Lateral flow antigen testing devices in school

The risk assessment is dynamic and regularly reviewed to meet the school's needs. All appropriate documentation is shared with the whole school team.

- The school are complying with [Education and Childcare guidance](#) and all relevant guidance including NHS-Test and Trace, Tiers 1/2/3 and 4 and National Lockdown.

#### Roles and Responsibilities

##### **The Head teacher will:**

- Have overall responsibility for the development and implementation of the policy, risk assessment and further actions identified.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place.
- Communicate with parents and carers on a regular basis, ensuring that they are kept up to date with current guidance that ensures the safety of all staff and children.
- Liaise with the governing body on a regular basis.

##### **The governing body will:**

- Regularly assess the effectiveness of the policy, risk assessment and any associated actions plans.
- Ensure that all documentation is regularly reviewed to meet current need and in line with current guidance from DfE and PHE and the Local Authority.
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place.

**All staff will;**

- Make their immediate manager aware if they are taken unwell whilst at work.
- Make their immediate manager aware if they feel that they have symptoms of COVID-19.
- Report any sickness absence to the Head teacher on the first day of absence.
- Carry out all work activities in accordance with the policy, risk assessment and associated guidance as part of the response to COVID-19.
- Contribute to the risk assessment where need identified.
- Report any concerns in relation to Health and Safety risks related to COVID-19 to the Head teacher.
- Report any individual needs that they have, to ensure their Health and Safety in relation to COVID-19.
- Prioritise the wellbeing of all pupils and other staff.

**Parents/Carers will:**

- Adhere to instructions communicated by the Head teacher when on the school site to help reduce the risk of transmission.
- Keep their child at home if they or anyone in their household displays symptoms of COVID-19, or if otherwise advised to by the school, or another appropriate body e.g. NHS-Track and Trace/GP.
- Adhere to drop and pick up times to reduce the likelihood of transmission.
- Ensure that their child/children are aware of the rules put in place at the school, including the hand washing procedures and social distancing measures in place at the school.
- Make the school aware if their child/children are unwell on the first day of absence and to follow the school's absence procedure thereafter.
- Report any Health and Safety concerns that they have to a member of staff.

**Pupils will:**

- Observe the Health and Safety rules put in place at the school to reduce the transmission of COVID-19 and to ensure their safety and the safety of staff members.
- Follow direct instructions given by staff members.
- Make staff aware if they feel unwell.
- Make staff aware if they think they have COVID-19 symptoms.
- Report any Health and Safety concerns they have to a staff member.

Relevant Health and Safety information has been communicated to all staff, including those who are currently working from home as well as communicated to the wider school community via Teams meetings (Staff), Facebook and our school website.