



Timothy Hackworth Primary School



'Respectful and resilient; being the best that we can be.'

HEALTH AND SAFETY POLICY

CRC Article 19: All children have the right to be safe.



Date policy approved/adopted:	December 2020
Next review date:	December 2021
Approved by:	Governing Body
Head Teacher signature:	<i>L. Boulton</i>
Chair of Governors signature:	<i>P. Crook</i>

Health and Safety Policy

Date of Policy: December 2020

Review Date: December 2021

Health and Safety Lead: Mrs. N. Greaves

Governor for Health and Safety: Mrs. P. Crook

This policy should be read in conjunction with our:

- Safeguarding Policy;
- Keeping Children Safe in Education, September 2020;
- School Security Policy;
- Spillage Policy;
- Business Use on School Policy;
- School Security Policy;
- Educational Visits Policy;
- Packed Lunch Policy;
- Visitors' Behaviour Policy;
- Supporting Children with Medical Conditions Policy;
- Online Safety Policy;
- PE and Sport Policy;
- RE Policy;
- PSHE Relationships and Health Education (including Relationships and Sex Education);
- Premises and Management documents;
- Health and Safety COVID-19 Appendix.

This policy also links to:

- School COVID-19 Risk Assessment, which can be found on our website at: www.timothyhackworthschool.co.uk
- Health and Safety Executive (HSE) www.hse.gov.uk
- Public Health England www.gov.uk/government/organisations/public-health-england
- National Health Service (NHS) www.nhs.uk

All policy and practice in Timothy Hackworth Primary School respect's children's dignity.

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the [CONVENTION ON THE RIGHTS OF THE CHILD](#).

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the Basic Skills of English and Maths.

At all times, we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is [the right of every child](#), and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Rationale

At Timothy Hackworth Primary School, we aim to inspire all children to reach their full potential, academically, socially and emotionally. As the UK is becoming an increasingly multicultural society, we, at Timothy Hackworth Primary School, have a responsibility to provide our children with an understanding of other cultures and languages. Our children have the right to develop a respect for human rights, as well as other cultures. Learning another language develops an understanding and respect for diversity, removing barriers between cultures. It is also an opportunity to look at shared values and aspirations, such as personal liberty, democracy and the rule of law. We believe that our language learning enriches the curriculum, fosters curiosity and provides enjoyment. Language learning is a life-long skill and can help to encourage and instil cultural understanding.

Introduction

The health, safety and welfare of all the people who 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, take responsibility for the health and safety of all of 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 Act 1974 to provide a safe and healthy environment for the staff, the pupils and other people who access the premises.

The Governing Body will take all reasonable 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 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 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 to contribute positively to their own health and safety 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 school's 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 and Safety Policy and Schools Health and 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 school'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 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 its 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; and that,
- any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.

Head Teacher

The Head Teacher 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 and 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 and 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 and Safety Policy and 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 school's 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 equipment that 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 and safety of staff, pupils and visitors 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.

Our children learn about their right to be safe and healthy through a range of curriculum subjects, for example, PSHE (Relationships and Health Education including RSE), Computing and Online Safety, PE and Sport, Science, Design Technology, Art and Design and RE.

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)
- Homeworking
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- 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 and Safety at Work 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 relates 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 relation to this across the school curriculum.
- Our children learn about their right to be safe and healthy through a range of curriculum subjects, for example, PSHE (Relationships and Health Education including RSE), Computing and Online Safety, PE and Sport, Science, Design Technology, Art and Design and RE.
- Throughout the curriculum, Physical Health and Mental Wellbeing is taught as appropriate.

School Meals

- Our school provides the opportunity for children to access a hot meal at lunchtime. If parents are in receipt of income support, they may claim free school meals for their children. Catering staff ensure that the meals provided have a suitable nutritional value and work with Taylor Shaw, our Catering Supplier, to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that meet their dietary requirements.
- Parents may choose for their children to bring their own packed lunch.

Safeguarding

- Within school, there are five named Safeguarding Leads. Please refer to the Safeguarding Policy for further information.
- Safer recruitment practices are followed as part of our school's safeguarding procedures.

Visitors in School

Please refer to the School Security Policy for further information.

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.

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.