



**Mission Statement**

*“A Caring Christian Family Where We Grow Together”*

# HEALTH AND SAFETY PROCEDURE

**Effective Date:** 01/04/2017

**Review Date:** September 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
08/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
09/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B. B.</i>
25/09/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2023	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2023	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



## 1. Health and safety Policy Statement.

- 1.1 The Rural Church Schools Academy Trust recognises its duty of care for the health, safety and wellbeing of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitor and others who might be affected by its operators.
- 1.2 The provisions in this Policy are intended to ensure the Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the schools review and planning process as an issue essential to the development and maintenance of the schools management systems.

## 2. Legislation

- 2.1. The Health and Safety at Work Act 1974 lists the legal duties of individual employees:
- 2.2. Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do.
- 2.3. Co-operation with their employer on health and safety.
- 2.4. Not interfering with or misusing anything provided for their health, safety and welfare.

## 3. Implementing the Procedure

### 3.1. Responsibilities

- 3.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 3.3. To facilitate this, the Executive Headteacher has designated named staff and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and daily checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- 3.4. The named persons are detailed in Appendix 1 of the procedure.
- 3.5. The object of this health and safety procedure shall be directed to make the school as safe as possible for all associated with it.
- 3.6. Staff shall be aware of risk in their daily practices whilst ensuring that good learning experiences for pupils are challenging and stimulating. When this involves a small element of risk, all staff shall endeavour to keep health and safety issues in perspective.

## 4. The Purpose of the Procedure

- 4.1 To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- 4.2 To set out duties and responsibilities.
- 4.3 To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- 4.4 To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 4.5 The Governing body is committed to securing health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.
- 4.6 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisors/senior colleague. Special care should be taken with the health and safety issues of any new venture.

## 5. Arrangements for this Procedure

### 5.1. Risk Assessments

- 5.1.1. The underlying process which secures this procedure is risk assessment. Assessment of significant risk will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head teachers, Heads of Departments and line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

- 5.1.2. Health and safety risks shall be managed through risk assessment, the formal process used to make judgements about health and safety risks in the workplace.
- 5.1.3. A file of completed and approved Risk Assessments shall be maintained in the school office. These shall be numbered RCSAT-RA-009-01 onwards.
- 5.1.4. Any additional Risk Assessments required shall be completed, approved and filed when necessary.
- 5.1.5. When a Risk Assessment requires updating or amending, this shall be carried out by an appropriate member of staff.
- 5.1.6. It shall be the responsibility of the principal, delegated as appropriate, to ensure that relevant risk assessments are maintained and kept up to date.
- 5.1.7. All staff are required to alert the principal to new health and safety hazards both verbally and by prompt entries in the **Hazard Report Book** located in the school office.
- 5.1.8. The Board of Trustees shall review the hazard report book looking at trends and issues arising from weekly incidents twice a year.

## 5.2. Consultation

- 5.2.1. Employees with concerns should normally raise them with the Principal or Health & safety co-ordinator. However, the Governors welcome the support of Trade Union in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative.
- 5.2.2. Requests for external help should be raised initially with the School Principal or health and safety co-ordinator, who will seek advice from the Departmental Health & Safety Advisor, on any concerns of employees, which cannot be resolved locally.

## 5.3. Contractors & School Partnerships

- 5.3.1. Contractors carrying out work for the School will be vetted for their Health & Safety performance.
- 5.3.2. They will be required to act in accordance with this procedure and the Schools local arrangements.
- 5.3.3. Contractors will be required to assess the risk to anyone whom might be affected as a result of the performance of the contractor.
- 5.3.4. In particular, they will be required to make appropriate arrangements with the Principal to ensure the Schools Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 5.3.5. School linked partners and hirers, will exchange health & safety policies and procedures with the School and ensure that the health and safety of all school, users and staff will be protected to a level which is reasonably practicable and equivalent to in standard to the school.
- 5.3.6. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new of unusual on comparison with school's activities.

## 5.4. Proactive Health and Safety

- 5.4.1. The school shall focus its efforts on accident prevention and shall maintain a Hazard Report Book for raising and preventing hazards.
- 5.4.2. Staff shall complete entries and it shall be checked each day by the premises officer.
- 5.4.3. Pupils shall also be encouraged to report any hazards they are concerned about to a member of staff.
- 5.4.4. To prevent slips and trips, all spillages shall be cleared as soon as practicable and, at lunchtime, a mop and bucket shall be available to ensure spillages do not remain on the floor.
- 5.4.5. During adverse weather conditions, the Executive Headteacher or Principal shall assess whether it is safe for the children to play outside at break times. This includes icy conditions, strong winds and snow.
- 5.4.6. All staff shall be vigilant and to report promptly to the Executive Headteacher or Principal of any health and safety concerns.

## 6. Accident/Incident Reporting

### 6.1. The following records are kept:

- 6.1.1 Every injury will be recorded/reported on Medical Tracker
- 6.1.1. **Accident** which records minor injuries to children requiring adult attention. They are completed on medical tracker.



- 6.1.2. **Medication sheets** which records medication given to children. These are completed on medical tracker.
  - 6.1.3. **Hazard Report Book** for staff to log hazards requiring attention, kept in the school office.
  - 6.1.4. **HSE Incident sheets** are copies of serious accident reports sent to HSE and kept in the Health & Safety file in the MAT main office.
  - 6.1.5. **COSHH Record Sheets** contains school records and a range of COSHH sheets published by suppliers to cover their own products. These are found in the health and safety file, kept in the MAT main office.
  - 6.1.6. **Risk Assessment Files** are kept in the MAT main office.
  - 6.1.7. An injury which requires medical attention or requires time off work for staff must be investigated by the person in charge of the area or activity.
  - 6.1.8. Where the accident falls within the LA accident reporting criteria, the Prime electronic reporting system must be completed by the relevant member of staff, submitted to the health and safety team
7. **Critical Incidents**
- 7.1. Critical Incidents are managed under Procedure RCSAT-PR-009-04, which details the Procedure for dealing with a critical incident and the roles and responsibilities for named staff members in dealing with such an incident.
8. **First Aid**
- 8.1. The schools have a minimum of three fully trained first aiders and two paediatric trained first aiders.
  - 8.2. Every classroom shall have a first aid box, the contents of which shall be checked and replenished after each use.
  - 8.3. All classrooms shall have a first aid notice.
  - 8.4. Extra supplies shall be kept in the school office.
  - 8.5. All members of staff shall be provided with a portable first aid kit to take outside for break duties, the contents of which shall be checked and replenished after use.
9. **Accidents to pupils.**
- 9.1. Minor injuries to pupils shall be dealt with by the supervising member of staff.
  - 9.2. Where necessary a first aider shall be called, who shall treat the child.
  - 9.3. All incidents, however minor, shall be recorded on medical tracker.
  - 9.4. Any adult dealing with blood shall wear plastic gloves and ensure any waste is carefully wrapped before being deposited in the appropriate waste bin in the women's toilet.
  - 9.5. Any child deemed to be too unwell to remain at school shall be seated in a quiet area and a member of staff shall contact their parent or nominated person.
  - 9.6. In the event of a serious situation requiring a hospital visit, the supervising member of staff shall seek the assistance of a first aider.
  - 9.7. Where a hospital visit is required, the office shall always contact the child's parent or nominated contact and an online PRIME form shall be completed.
  - 9.8. All children who have potentially severe medical conditions shall be identified through the child's health record form and this detail shall be recorded on the child's personal record.
  - 9.9. Conditions shall be brought to the attention of the class teacher and the all school staff before the child starts school.
  - 9.10. The child's health records shall be reviewed and updated regularly.
  - 9.11. Posters, with photographs and information, shall be on the medical display board in the office.
10. **Accidents to Adults**
- 10.1. Every injury to an adult shall be reported and an accident/incident report form completed, which is located in the school office.
  - 10.2. The form shall be signed by the Executive Headteacher and sent to the local authority Health and Safety Team.
  - 10.3. The school shall also keep records of these reportable injuries and diseases or any dangerous occurrence.
  - 10.4. All acts of physical violence shall be reported to the local authority.
  - 10.5. Accident rates shall be monitored and evaluated by Board of Trustees annually.



**11. Educational Visits**

- 11.1. All educational visits require a Risk Assessment (RA) to be completed using the computerised “Evolve” system by the member of staff responsible for the visit.
- 11.2. Each RA shall be signed by the Executive Headteacher/Principal and the other adults on the trip.
- 11.3. Residential educational visits shall be carried out only at local authority approved centres. The local authority is responsible for ensuring each site adheres to relevant health and safety guidelines.
- 11.4. When a residential visit takes place, the school shall complete an “Evolve” form at least 4 weeks before the visit. This shall be submitted to the local authority for approval.
- 11.5. If the visit includes an activity involving water, a specific RA shall be submitted to the local authority for approval.

**12. Fire Security**

- 12.1. Fire extinguishers shall be located around the building, fire detection systems, fire alarms, fire notices and break glass call points in all rooms.
- 12.2. Fire exits shall be kept clear in case they need to be opened in an emergency.
- 12.3. In the event of a fire at the school, the activation of the fire alarm automatically calls the fire brigade.
- 12.4. All pupils and employees shall be informed of clear instructions to follow in the event of a fire. (See Fire Safety Procedure RCSAT-PR-009-05).
- 12.5. A fire drill and roll call shall be carried out each term and records maintained of the fire drills.

**13. School Security**

- 13.1. The school shall be secured by a perimeter fence and internal fences.
- 13.2. During the school day the entrance to the school shall be kept locked and visitors shall only access the building via the front office, which is electronically operated.
- 13.3. All visitors shall sign in and wear a security badge on a lanyard.
- 13.4. On the first occasion a visitor attends a school, their identity shall be confirmed by the school office. This shall be a company identity, driving licence, passport or other means.
- 13.5. All staff shall wear a security badge on a lanyard.
- 13.6. New visitors are asked to share DBS details where applicable and this is recorded on the schools central record.

**14. Child Protection**

- 14.1. Child protection is managed under the RCSAT’s Safeguarding Policy RCSAT-P-011 and associated procedures.

**15. Manual Handling**

- 15.1. The procedures for safe handling are contained in Procedure RCSAT-PR-009-03.

**16. Training and Information**

- 16.1. Training and development needs shall be evaluated and appropriate briefing and training provided.
- 16.2. Health and Safety training shall be available to all staff and records maintained by the school Business Manager.
- 16.3. All new RCSAT staff shall have an introduction to the school health and safety policy, procedure and staff responsibilities through their induction programme.
- 16.4. Pupils shall be introduced to health and safety through the curriculum and on a day to day basis as issues arise naturally.

**17. Inspection & Monitoring**

The School Principal/Health and Safety co-ordinator will undertake the necessary arrangements and procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient.

- 17.1. Monitoring shall be an informal part of the professional duty of all staff, supported by the following audits and reports which are carried out on a regular basis:
  - 17.1.1. Termly health and safety audits – carried out by the principal in conjunction with the premises officer and health and safety governor. This audit shall lead to a series of actions to be implemented. The proforma shall be kept in the health and safety file.

- 17.1.2. Principal report to the Board of Trustees – the principals report on Health and Safety will identify health and safety issues to the Board of Trustees on a termly basis. The report shall refer to any items that are giving cause for concern and details any planned actions.
- 17.1.3. Local authority audit - The local authority may carry out an annual health and safety check. This leads to a list of actions and implementation times. The audit shall be kept in the health and safety file in the office. Other annual audits are organised by the local authority: hygiene, legionella, etc.
- 17.1.4. Annual safety checks – specific items of equipment are checked on a regular basis. This includes P.E equipment, fire equipment and electrical appliances.
- 17.1.5. A whole school annual risk assessment and safety review with feedback from this process referred to the Governing Body

## 18. Policy Review

18.1 This policy will be reviewed annually. The Governing body will receive a summary report covering key issues, based on the Annual risk and safety review, at least annually.



**Appendix 1****RESPONSIBILITIES**

<b>Area of Responsibility</b>	<b>Person Responsible</b>
Overall responsibility for Health and Safety	Executive Headteacher
Health & Safety Co-ordinator in School - Bunbury	Principal
Health & Safety Co-ordinator in School – St Oswald’s	Principal
Health & Safety Co-ordinator in School – Warmingham	Principal
Health & Safety Governor	Bunbury – Jennifer Yates St Oswald’s – TBC Warmingham - TBC
Daily checks – Bunbury	School Premises Officer
Daily Checks – St Oswalds	School Premises Officer
Daily checks – Warmingham	School Premises Officer
PRIME Reporting	Admin Office
Evolve	Pastoral Manager & Executive Headteacher

