

## Health and Safety Policy

### Scope

This policy and practice document applies to the health and safety of the staff whilst working at school, or undertaking approved off site activities connected to their work, the health and safety of the school's pupils and that of the range of visitors to the 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 and safety of all our pupils, members of staff and others who visit our premises.

### 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's 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.

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.

### Implementation

Reviewed on	Sept 2018
Next Review	Aug 2019

The school's Health and Safety Representative is Darren Best. He will be afforded time to train for the task. He will, working with the relevant staff members carry out Risk Assessments in respect of the

building, equipment and materials, establish termly Health and Safety checks, and audit and monitor the Fire Drill Record, Medication Log, Accident Records, and the daily safety inspection of minibuses. The Head Teacher is responsible Risk Assessments in respect of school visits.

### Organisation of Health & Safety Responsibilities

#### Head Teacher

The Head Teacher will co-operate with their Governing Body to ensure that the instruction laid out in the Guidelines are carried out.

#### Employees

All employees have a responsibility to:

- observe the health and safety policy and procedures in school;
- 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 school'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 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;
- to comply with the procedure laid out in the guidance document

#### 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.

#### Health & Safety Procedures

The health & safety procedures are detailed in the School Health and Safety Policy and Procedures Manual.

The school 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 & Safety Policy & Procedures Manual where it related to the work of the school.

#### Child Protection

Reviewed on	Sept 2018
Next Review	Aug 2019



The Head Teacher has overall responsibility for child protection in the school supported by the Deputy Head Teacher. (See Child Protection Policy for details).

### Visitors in school

The entrance to the school is kept locked to prevent unauthorised access.

All visitors will give details to the office staff and on entering the school and wear a visitor's 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.

Reviewed on	Sept 2018
Next Review	Aug 2019