



# 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:	<b>September 2024</b>
Next review date:	<b>September 2025</b>
Approved by:	<b>Governing Body</b>
Head Teacher signature:	<i>L. Boulton</i>
Chair of Governors signature:	<i>P. Crook</i>

## **Health and Safety Policy**

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

<b>Date of Policy:</b>	September 2024
<b>Review Date:</b>	September 2025
<b>Health and Safety Lead:</b>	Mrs. N. Milne – School Business Manager
<b>Governor for Health and Safety:</b>	Mrs. P. Crook

### **This policy should be read in conjunction with our:**

- Safeguarding Policy;
- Keeping Children Safe in Education, September 2024;
- Respectful Relationships (Behaviour) Policy;
- Equalities Policy Statement;
- Equalities Objective Summary;
- Equalities Information and Objectives;
- School Security Policy;
- Fire Safety Policy and Emergency Plan.

All policy and practice in Timothy Hackworth Primary School respects 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.

### **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 Act 1974 to provide a safe and healthy environment for all 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 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;
- 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.

## 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 and 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 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 the Governing Body to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
- 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 and Safety in the school is carried out; and,
- 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 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;
- 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 the health and safety of staff or pupils in the school.

## **Pupils**

As part of our RRS Gold Level School Award and ethos, we respect children's right to be safe and actively promote with children, staff and visitors, that all children have the right to be safe -(CRC Article 19). As part of this, pupils will be encouraged to participate in helping to create a safe learning environment in school.

## Health and 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 and Technology
- Display Screen Equipment
- Driving at Work
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations and Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving and Handling Pupils and Young People
- New and 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 and 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 in relation to the work of the school.

## 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. Our carefully planned curriculum teaches children about their right to be safe (CRC Article 19), for example, health and safety in Science and Design and Technology, and personal safety in PSHE.

### **School Meals**

- Our school provides the opportunity for children to access a meal at lunchtime. 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 school promotes a healthy lifestyle and achieves the Healthy School Standard.

### **Safeguarding and Child Protection**

- In school, the Head Teacher is the Designated Safeguarding Lead, alongside four members of staff who are Deputy Designated Safeguarding Leads. The DSL Team ensure that all children have their right to be safe (CRC Article 19).
- We require all adults employed or having contact with pupils in school (e.g. 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 sign in using our electronic Inventory system when entering the school, then subsequently wear a visitor's badge at all times.
- Staff would 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 apart from overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Governing Body.

### **Signatures**

Head Teacher:	<i>L. Boulton</i>
Chair of Governors:	<i>P. Crook</i>