



# HEALTH AND SAFETY POLICY

*Reviewed and updated autumn 2023 | Next review autumn 2024*

## Introduction

St Nicholas' School is, through all levels of management, committed to ensure so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public, including parents, visitors and contractors' employees, who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the School or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

This policy takes into account the Department for Education's guidance on Health and Safety for Schools as required by paragraphs 11 and 12 of the Education (Independent School Standards) (England) Regulations 2019.

This policy should be read in conjunction with the School's policy on Health and Safety on Educational Visits and the School's Procedure for Trips & Outings.

## Responsibility

The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chair will ensure that the requirements of all health and safety legislation are established. The Head is responsible for the implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.

This policy is largely dependent upon the total co-operation of every person who works for the School. Therefore, all employees have a legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Take care of pupils in the same way a prudent parent would do.
- Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage so that remedial action can be taken.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

## Aims

The School's objectives are:

- To take all reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off School premises.
- To assess the risks to staff and others affected by School activities in order to identify the health and safety measures that are necessary.
- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments will be carried out to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced. Records should be kept of any significant findings of a risk assessment.
- To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or public.
- To provide means of access and egress which are safe and without risks to health.
- To provide comprehensive information, instruction, training (as appropriate) and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils. Those staff whose work involves a greater element of risk will receive training suitable to their job.
- To keep up to date with current legislation and advise staff and pupils of any significant changes.
- To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the School will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.
- To monitor procedures and review records, looking for trends if necessary.

## Staff Consultation

The School holds regular staff meetings. Health and Safety is a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to senior management and actioned accordingly.

## Reporting duties

Serious work-related injuries to a member of staff or a child must, by law, be recorded and reported.

The Medical Officer is responsible for reporting any accident that occurs on School premises to a pupil, member of staff, parent, visitor or contractor in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Incidents which must be reported:

- deaths
- major injuries
- over-seven-day injuries
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences, where something happens that does not result in an injury but could have done.

The School will keep a record of the accident if the worker has been incapacitated for more than three consecutive days.

## **Power to ban abusive parents**

The School expects parents to be courteous when on School property and to treat all members of the School community with respect. The School will not tolerate abusive or aggressive behaviour or any behaviour which puts members of the School community at risk.

The School may request a parent to leave School premises if they have reasonable cause to believe that the person is causing a nuisance or a disturbance.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on School premises. The police may be called to assist the School in removing a parent who does not respond to a reasonable request to vacate the premises.

The School may ban a parent from entering School premises if they persistently cause a nuisance or disturbance. Entering School premises without permission is trespassing.

In accordance with the School's terms and conditions, the School may require parents to remove their child from the School if parents treat members of the School community unreasonably or parent's behaviour affects the well-being of the School or brings the School into disrepute.

## **Monitoring and review**

This policy will be monitored to ensure it is effective in meeting satisfactory health and safety standards and will be regularly reviewed and revised as necessary.

## **Risk Assessment Policy**

Risk assessments are carried out throughout the School in accordance with the Management of Health and Safety at Work regulations.

Heads of department are responsible for writing risk assessments. They identify all things and activities which may cause harm; they consider how great that risk is and they put into effect control measures which will reduce that risk. If structural hazards are identified they will be reported to the Head of Maintenance immediately.

This process is monitored by the Health and Safety Committee, the Headteacher and the Health and Safety Coordinator. Risk assessments are reviewed annually but may be reviewed if there is a major/ minor accident/ near miss or a structural change in a department.

All staff are aware of the risk assessments relevant to their particular areas.

New staff are given training in how to write risk assessments by the Health and Safety Coordinator and this is covered in the new employee induction checklist.