



## **SAFE START SCHOOL**

**WILLPOWER-INITIATIVE-SUCCESS-EMPATHY-RESPECT**

# **Health and Safety Policy**

Implemented: September 2024

Reviewed by: Emily Pilling - February 2026

Checked by: Grace Speakman

Due Review: February 2027

## **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 as detailed in the School Health & Safety Policy, 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 cooperate 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.

Safe Start School complies with the Independent School Standards.

## **Responsibilities**

Provision level duties and responsibilities have been assigned to staff as detailed below.

### **Responsibilities of the Headteacher:**

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will deal with all concerns relating to Health and Safety.

### **The Proprietor has responsibility for:**

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

### **Headteacher name:**

Kate Collins

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

### **Responsibilities of other Teaching Staff/Non-Teaching Staff**

- Apply the provision's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc.

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health, safety and welfare problems members of staff refer to, and inform the headteacher with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

### **Responsibilities of Employees Under the Health and Safety at work Act 1974**

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with provision management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.

- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **Accident, Incident and Near-Miss Reporting and Investigation**

### **1. Definitions**

For the purposes of this policy:

- Accident: An unplanned event that results in injury, ill health or damage.
- Incident: An unplanned event that could have resulted in injury, ill health or damage, whether or not harm occurred.
- Near Miss: An unplanned event that did not result in injury or damage but had the potential to do so.

### **2. Reporting of Accidents and Incidents**

All accidents, incidents and near misses involving pupils, staff, contractors or visitors must be reported promptly.

- Accidents requiring first aid must be recorded in the First Aid Log.
- Accidents, incidents and near misses must be reported using the school's Accident / Incident Report Form.
- Staff must ensure that all incidents are reported to the Headteacher as soon as reasonably practicable.
- Parents/carers will be informed of any accident involving a pupil, particularly where first aid has been administered or medical attention is required.

### **3. Investigation**

The Headteacher is responsible for ensuring that accidents, incidents and near misses are investigated appropriately.

Investigations will:

- Establish the cause(s) of the incident
- Identify any immediate and underlying factors

- Determine whether existing risk assessments and control measures are adequate
- Identify actions required to prevent recurrence

Findings and actions will be recorded and monitored to completion.

#### **4. Serious Accidents and Emergency Response**

- In the event of a serious injury or medical emergency, emergency services will be contacted immediately.
- Parents/carers will be informed without delay.
- Staff must not move an injured person unless it is necessary to prevent further harm or to administer first aid.

#### **5. RIDDOR Reporting**

Certain serious accidents, occupational diseases and dangerous occurrences must be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

This includes:

- Deaths
- Specified injuries
- Injuries resulting in an employee being absent from work or unable to perform their normal duties for more than seven consecutive days

The Headteacher is responsible for ensuring that RIDDOR reports are submitted within the statutory timescales.

#### **6. Record Keeping**

- Accident and incident records will be retained securely for a minimum of three years.
- Records relating to pupils may be retained for longer where required for safeguarding, insurance or legal purposes.

- All records will be managed in accordance with the Data Protection Act 2018 and UK GDPR.

## **7. Monitoring and Review**

Accident, incident and near-miss records will be reviewed as required, including following a serious incident, a pattern of similar incidents, or where concerns are raised about safety arrangements. Where appropriate, risk assessments and control measures will be reviewed and updated.

## **Manual Handling**

The school recognises its duties under the Manual Handling Operations Regulations 1992 to reduce the risk of injury from manual handling activities.

Manual handling tasks will be avoided where reasonably practicable.

Where manual handling cannot be avoided, tasks will be assessed and appropriate control measures applied, including:

- Use of suitable equipment where available
- Adjusting the task to reduce risk
- Seeking assistance from another member of staff

Staff must not lift or move heavy or awkward items where this could place them at risk of injury.

Staff are not expected to manually lift pupils, except in exceptional circumstances to prevent immediate harm or in an emergency.

Any concerns relating to manual handling must be reported to the Headteacher so that appropriate action can be taken.

Manual handling risks will be considered as part of general and activity-specific risk assessments.