



# HEALTH AND SAFETY POLICY

**Responsibility for this policy: Board of Directors (Trustees)**

**Responsibility for monitoring/evaluation: CEO/EHT and Head teachers**

**Approved by MAT Executive Board: October 2021**

**Date of next review: Oct 2022**

**Chair of Executive Board: Martin Collard**



## **Overview**

As employers, the MAT Executive Board is responsible for protecting the health, safety and welfare of staff and pupils across all academy schools. The board is committed to securing the health, safety and welfare 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.

The Education (School Premises) Regulations 2012 set standards for school premises. These include standards for the structure of the buildings and fire safety. The regulations also include a general requirement that the health and safety of the people in the school building or on the school land must be 'reasonably assured'.

The Health and Safety at Work Act (1974) also places duties on the employer to take reasonable steps to ensure health and safety of their employees and other people who may be affected by the undertaking whether on or off the premises.

## **Responsibilities of the MAT Executive Board**

The Executive Board is responsible for ensuring that:

- a. The health and safety policy is regularly reviewed and amended
- b. Health and safety across the MAT is given the highest priority.
- c. Head teachers of each academy are aware that it is their responsibility to implement the health and safety policy.
- d. The Executive Board monitor health and safety within each academy in-line with the Executive Board monitoring calendar and HANDSAM software.
- e. Health and safety reports linked to Advisory Boards are monitored in-depth.

## **Responsibilities of the Local Governing Body**

The Governing Body is responsible for ensuring that:

- a. the health and safety policy is implemented fully
- b. staff functions are set
- c. staff know what is expected of them
- d. staff are competent to meet these expectations
- e. Health and safety documentation is kept up-to-date.

\*In the case of Advisory Boards the above actions will be taken up by the Executive Board.

## **Responsibilities of the head teacher**

The Head teacher is responsible to the Governing Body for ensuring that:

- a. Hazards are identified and the significant risks are assessed and in place.
- b. relevant health and safety legislation is identified and enacted
- c. arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation for pupils
- d. staff are competent of dealing with health and safety requirements of their work
- e. Specialist help and advice is sought as necessary through the Estates Manager/HANDSAM Safety Management System.



- f. the results of health and safety monitoring are reported to the Local Governing Body along with any major injuries to staff or pupils or others on site.
- g. all affected personnel are adequately equipped with items of protective clothing and equipment as identified.

### **Responsibilities of the Teachers**

Teachers are responsible to the head teacher for:

- a. taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- b. co-operating with the management of the school to implement health and safety legislation and this policy
- c. Using all equipment and substances in accordance with training and instruction. The Head will give special attention to the induction of new, temporary or NQT staff and discuss health and safety with all staff formally at least once a term.
- d. not misusing anything provided in the interests of health and safety
- e. reporting to the head teacher any health and safety matter they cannot deal with or any perceived shortcoming in the health and safety arrangements

### **Aim:**

The aim of Robin Hood MAT is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, staff, parents and the local community.

Robin Hood MAT and its academies, cultivate good habits, alertness and control and instills concern and consideration for the safety of others. Each individual staff member should be able to manage any aggressive or volatile situation, by de-escalation and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole curriculum, most often topics covered in Science, English or Technology. It might also be through a PSHE topic, for instance smoking or drugs.

Across Robin Hood MAT, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served and consideration to Race and Religion.

Robin Hood MAT believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care, identify risk and have consideration for themselves and others:

- In the classroom
- When using equipment, e.g scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations
- When on educational visits



For any physical activity, children wear PE kit. They can be barefoot for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities. Children are not permitted to wear any jewellery, for safety reasons during PE.

Each academy will have a number of rules that are made specifically for safety reasons, such as walking not running in the school buildings, playing within the sight of an adult, care of property etc.

In accordance with LA's safety regulations, educational visits are planned in advance, with staff making an assessment, also prior inspection of the venue, if possible/required. Consent for visits is necessary. Details of the visit are sent to parents, along with a copy of the risk assessment. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and first aider's always carry a first-aid kit.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are kept in the school office and all first-aid incidents are referred to the qualified office team. Accident forms and books are completed if necessary, the school office holds a list of all pupils who have any allergies. In the case of any child having an allergy a care plan is issued and displayed in all appropriate areas. In the case of serious accidents, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary.

Accident reports are completed for all accidents including near misses where identified on the HANDSAM and Medicare systems electronic reporting systems.

The BSM (Building Services Manager), under the direction of the Head teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Teachers are responsible for ensuring their classroom is kept as a safe environment. Approved contractors are called in as advisable. The BSM and cleaning staff maintain clean and tidy buildings and grounds. Any equipment and hazardous substances are required to be locked away. All equipment is to British/CE Standards and is maintained regularly.

### **Emergency Evacuation of the School Premises – see separate policy**

#### **Car Parking**

Car Parking is a concern at all of our academies as it can be a hazard for those who use the school and for those who live or work in the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children unless specifically authorized by the Head Teacher. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community. Each academy will seek to minimize the risk outside of the school gates by taking all necessary precautions including a risk assessment.

The road markings near the school should be observed at all times. There is parking provision for disabled drivers and only blue badge holders should use this space.



Visitors/Contractors, who are parking on the school site must leave the car registration number with the school office when signing in, in case the car has to be moved.

### **Pets/Animals**

Any pets or animals are not allowed onto school grounds without the Head Teachers permission.

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs. Signs are clearly displayed at all entrances to school.

Dogs in the area outside the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

### **Moving Equipment**

In the normal day-to-day running of the school, there are times when children might need to move equipment such as chairs, tables, sports equipment or other small pieces of equipment.

Children should always be supervised when moving any equipment, they are shown how to lift and carry safely and reminded of this each time.

### **PE and Sports Equipment**

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

### **Security of the premises**

The Head teacher and BSM are the main designated key holders and are responsible for the security of the building.

### **Staff Responsibility**

All Staff are required to close classroom windows/doors and ensure equipment is switched off before they leave the premises at the end of the day.

### **BSM**

It is the responsibility of the BSM to check that all locks and catches are in working order that the emergency lighting is working, that the fire alarm has no faults, and that the security system and CCTV are working properly. Any faults identified should be reported to the BSM.



Before leaving the premises, BSM has a duty to ensure that all the windows and doors are closed, that the CCTV is working, the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Head teacher**

The Head teacher or Business Manager will perform the above functions in the absence of the site manager.

The Head teacher and Business Manager are responsible for the security of the premises during the school day. The main entrance doors must be closed at all times. All external doors must be closed during the school day, except lunchtimes and at the end of the school day when the children leave.

Any parent or visitor is welcome in school, providing they report to reception to sign in. Children enter and leave school by different doors, according to the location of the classroom. Accompanying adults should walk round the outside of the building at the beginning and end of the school day using the pedestrian gates.

Although these precautions should be observed, they should in no way detract from the welcoming ambiance of the school.

### **School Premises / Health and Safety Committee**

Each academy has a Premises / Health and Safety Committee that meets to review safety measures and reports of accidents, this helps to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

Each academy will have a designated member of staff responsible for Health and Safety in the school and day to day implementation of the policy.

The Premises / Health and Safety Committee of the Governing Body are responsible for Health and Safety. The BSM and a nominated member of the Committee meet at least twice yearly to complete a health and safety compliance audit and report any findings back to the committee.

In addition to the Local Governing Body Health and Safety Committee, the MAT Executive Board monitor Health and Safety provision across all schools on an annual cycle to ensure compliance and in the case of an academy with an Advisory Board this will be in-depth on a termly basis.

A MAT health and safety checklist is available on HANDSAM will be updated on a weekly basis by the BSM following joint site walks with the Head teacher. Such site walks will be recorded on the HANDSAM electronic Safety Management System.



## **Visitors on Site**

All visitors must sign in using the school system whether that be the electronic sign in system or similar paper based system. A simple red, yellow and green lanyard system is used across the academy chain. Staff that are employed by Robin Hood MAT chain wear green lanyards for ID. Visitors that are DBS checked but not staff wear a yellow lanyard (trusted visitor) and all others visitors wear red lanyards indicating they must be accompanied by a member of staff (wearing green) at all times.

## **Contractors on Site**

- Contractors should telephone the School Office and make appropriate arrangements before commencing work.
- Contractors **MUST** show an official work ID. If they are unable to, then contact should be made to their office for ID verification.
- When they arrive, all contractors should report to the Office. Contractors work under the close supervision of the BSM, so that there is no danger to Health and Safety of children or adults in school. Any concerns should be reported to the Business Manager and the contractor.
- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playgrounds or Dining Hall during break and lunchtimes.
- Contractors should read and sign the health and safety declaration before carrying out any work on the premises.
- Contractors attending for planned work must have a risk assessment and Method Statement. Emergency work would require a Dynamic Risk Assessment.

## **Lettings**

The Health & Safety of any visitors to the site due to a letting will remain the responsibility of the organisation who hire out the premises. A copy of their liability insurance should be obtained before they use the premises. Where equipment is used on site they **MUST** have a risk assessment in place and provide copies of any statutory tests (e.g. PAT Testing of electrical equipment) etc. They will be expected to formulate their own procedures for first aid, evacuation and accident reporting, and a copy should be retained on file by the school.

## **Policy on the Use of Hazardous Substances in School**

All potential hazardous substances are kept in a locked store/secure area. Staff should order only substances covered by the COSHH (Control of substances Hazardous to Health) approved register, which is available in the main office in a yellow folder marked COSHH.

Staff are not allowed to bring in any hazardous substance without the permission of the Head Teacher. Any new hazardous substances to be introduced to the workplace **MUST** have a data



sheet submitted to the Estates Manager so that a COSHH Assessment can be completed and approval given.

Any member of staff using chemicals should check the substance against COSHH register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the particular class and / or the specific equipment / accommodation in use. Any difficulties should be brought to the attention of the Headteacher / Business Manager / BSM.

## **Science**

**\*prior to carrying out any activity a risk assessment should be carried out and implemented.**

All equipment is kept in the stock cupboard between lessons.

Objects placed in unaccustomed places during experiments could cause breakage and / or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects, e.g glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into mouth. Tasting should not be allowed except under strict supervision. Some things might need to be disinfected. Children should not use liquids that give off vapours. Some glues can be hazardous both from the inflammability and inhalation point of view and must only be used where approved and/or COSHH assessed. Objects should not be pushed into ears or nose.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Eye protection should be worn when chisels are in use. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at a carefully chosen and monitored places.



It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessments for the activity should be carried out prior.

With naked flames (e.g. lighted candles), children should be instructed to tie hair back where needed and to ensure clothing is not a risk, away from the flame. Candles should be fixed firmly in suitable holders. A Risk Assessment of the activity should be completed prior. Personal Protective Equipment (e.g. Goggles) should be considered as part of the assessment.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through lenses. Convex lenses and concave mirrors can, in sunlight, cause fires if heat is focused on something inflammable. Risk Ass

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets although not hazardous to pupils, can affect other equipment. Plastic bags are a potential hazard and should be disposed of due to the risk of suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, firstly it should be visually checked for damage, prior to being energised. It should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment 'loaned' to the school should be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to PAT (Portable Appliance Testing) annually and will be labelled with the test date.

## **Food Technology**

Robin Hood MAT recognises the importance of cooking and baking, as part of the technology curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices are observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean after cooking and baking has taken place.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.



## **Musical Equipment**

The location of the lesson, and the levels of the sound produced, should be taken into consideration as part of your risk assessment, when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, and equipment should be cleaned prior and after use, then returned to their base after use.

## **Physical Education**

**Robin Hood MAT always has the safety of the children in mind. There is a risk element to Physical Education of which all MAT schools and their Governing Bodies are aware. (See following notes.)**

General points to be considered when teaching PE

- The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should wear PE kit (T-shirt, shorts/trackies and pumps/trainers) for any physical activity for safety and hygiene reasons.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- If a child constantly forgets to come to school in their PE kit on their designated day, the PE lead will make contact with the parent, reminding them that PE is part of the national curriculum and it is therefore necessary for their child to come to school kit on that day. If a child is wearing inappropriate kit (football top or heavily branded kit) a letter will be sent home to remind parents of the school uniform policy.

## **Gymnastic safety**

- Teachers should carry out a visual check of any equipment to be used prior to each session, as part of their Risk Assessment.
- Large pieces of gymnastics apparatus should be moved only when there is a member of staff present. All equipment should be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Check the floor for wet or slip hazards. Ensure the area is clear of superfluous equipment (tables, chairs, trolleys). Check the mats are in the right places. Check that all fixing points and bolts are in the right places.
- The children should be 'warmed-up' sufficiently before the lesson begins to avoid injury. The teacher should be able to see the whole class (important during apparatus work).
- The apparatus must be suitable for the age of the children. The teacher should know how many children are safe on each piece of apparatus and should group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first child is off the apparatus and mats.
- Beware of demonstrating an exercise with the most able child, as this could influence other children attempt a task beyond their capabilities.



## **Dance Safety**

Although dance is less dangerous than some ~~a lot of~~ other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the hall on which children could harm themselves and that the floor is clear and free of any hazards.

## **Swimming Rules**

Male and female staff should accompany the children whenever possible. The class teacher should carry a list of all the children in their care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Swimming Baths, including where the swimming pools and changing rooms are.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in around the changing rooms when the children are changing; however, teachers should not embarrass the children. Children with long hair should have it tied back.

**Guidance on the Administration of Medicines during school hours.  
(see separate policy for First Aid, Health Care and Medicines)**

**Guidance on First Aid in school.  
(see separate policy for First Aid, Health Care and Medicines)**

## **First-Aid Boxes**

All first aid equipment is kept clearly marked and visible in the first aid room which is highlighted within each academy school and made known to staff.

## **Allergies / Long-term illness**

A medical register is kept in the school general office. This records any child's allergy to any form of medication, food products or insects stings (if notified by the parent); any long-term illness, for example



asthma; and details on any child whose health might give cause for concern. Class teachers also have a copy.

## **Reporting School Accidents**

All serious accidents are reported under the in accordance with the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR).

### **Footwear**

The MAT Executive Board recognises that wearing inappropriate footwear can contribute to accidents or injury in school, with this in mind the board request that all staff wear appropriate footwear whilst carrying out their duties. Appropriate footwear is defined as footwear that is closed in both at the back and front. In warm weather pupils and staff are permitted to wear sandals or shoes with an open toe, but these must be secured with a strap. No flip flop or mule type of footwear is permitted. Staff who work in the school kitchens are supplied with appropriate safety footwear as part of their uniform.

### **Employee Accidents**

(This applies to all education employees and self-employed persons on school premises.)

Any accident to an employee resulting in a fatal or major injury should be reported to the ICC immediately by telephone or e-mail. If first reported by telephone, the details should be confirmed on Form F2508 within seven days.

### **Pupils Accidents**

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attribute to:

- ❖ The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- ❖ Plant or equipment on the school premises.
- ❖ The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of or in connection with these activities.

Refer to visits policy for detailed information.



## Further Information

### Useful Documents and Resources

#### Reporting accidents, injuries, work-related diseases And dangerous occurrences:

Postal reports to:  
Incidents Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Internet reports to: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk](http://www.hse.gov.uk)

Telephone (local rate) 0845 300 9923; Fax (local rate) 0845 300 9924

E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

#### **HSE Publications**

RIDDOR reporting: information about the new information centre 2001



- Reporting accidents and incidents at work - A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) INDG453 (rev1)
- Incident reporting in schools (accidents, diseases and dangerous occurrences) Education Information Sheet No1 (Revision 3).
- Health and Safety Management in Schools
- Safety policies in schools (Various)
- Safety Policies in the Education Sector
- Five steps to risk assessment: Managing Health and Safety
- Contractors in Schools

ASE	Be safe – safety Policy and Risk Assessment
Folens Publishers	Primary Professional Development: Managing medicines in school (FA5428)
NAS/UWT	Health and Safety Representative Handbook (Annual)
HSE	Health and Safety Law – What you need to know (Free downloadable Leaflet) <a href="https://www.hse.gov.uk/pubns/lawleaflet.pdf">https://www.hse.gov.uk/pubns/lawleaflet.pdf</a>