




Health and Safety Policy

Approved by: Full Governing Body	Date: 24 th September 2019
Last reviewed on:	March 2023
Mr Iain Sutherland, Headteacher	
Next review due by:	March 2024

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1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the [The Health and Safety at Work etc Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings and all other associated legislations.

3. Roles and responsibilities

3.1 The local authority and governing board

Harrow Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The school has an appointed Health & safety Governor.

3.2 The Health & Safety Team – the nominated leads

The Health & Safety team are the nominated leads. The team is made up of the Headteacher, School Business Manager, Premises Manager and Assistant Premises Manager who will assume the overall responsibility of the day-to-day health and safety responsibilities. This includes:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the office staff before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Arrangements

Grimsdyke School maintains a suite of risk assessments for the following areas. Please refer to each individually for more information.

- Alarm System
- Asbestos Risk Register
- Benches & Litter Bins
- Boiler Room
- Bomb Scare, Suspicious parcel or envelope
- BC and ASC
- Canteen Catering
- Caretaker's and Cleaner's storeroom
- Cleaner
- Computer Suite
- Cookers
- Control of Substances Hazardous to Health (COSHH)
- Drinking Water Fountain
- Electric Gates
- Electrical Equipment
- Entrances
- Fire RA
- FOG's Events
- Games Period – indoors
- Grounds Inc. Adventure Playground/Trim trail
- Gym Equipment
- Halls & Corridors
- Manual Handling
- Minibus and it's Drivers
- Reception area roller shutter
- Shower
- Slips and Trips
- Staging
- Toilets
- Trees on School Grounds
- Windows
- Working Alone at School
- Working at Heights
- Water RA – Legionella
- Display Screen Equipment Checklist
- Vibration Tools
- Noise
- Accidents
- Allergies
- First Aid

- Medical Room
- Medicines
- New and Expectant Mothers
- Sports Day
- Students on Work Experience
- Assemblies, Awards Ceremonies, Concerts
- Fruit – Free School Meals Provision
- Students on Teaching Practice
- PEEPs – various individual children
- Hatch End Swimming Pool
- Stress Management
- Staff Homeworking Checklist
- COVID-19 Measures

5. Training

The Health & Safety team are Health & Safety Level 2 qualified.

Our staff are provided with health and safety training as part of their induction process. At the beginning of each academic year, all members of staff are required to read and sign a form to confirm they have read the Health & Safety Policy.

Annual Fire Awareness training is undertaken by all members of staff.

Staff who work in high risk environments, such as Teaching Assistants and Teachers working with pupils with special educational needs (SEN), are given additional health and safety training as and when required.

6. Monitoring

This policy will be reviewed by Health & Safety team on an annual basis.

At every review, the policy will be ratified by the Leadership & Management Committee and followed up with a final approval from the Full Governing Body

7. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Educational Visits
- Stress Management
- Business Continuity Plan