

Health and Safety Policy 2024

Health and safety law requires the school to assess risks and put in place proportionate control measures.

It requires us to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

Pupils should be safe in school and when undertaking out of school activities. The risk management to keep them safe should be proportionate to the nature of the activities and the size of school.

Teachers should be able to take pupils on exciting school trips that broaden their horizons. Children should be able to play freely in the playground and be able to take part in sports. Play and sport are important for the children's well-being and development

The goal is not to eliminate risk, but to weigh up the risks and benefits and to focus on controlling the real risks, while securing or increasing the benefits.

Accidents and mistakes happen during play but fear of litigation and prosecution has been blown out of proportion.

Governors

The Governors and Senior Management of the King of Kings School are committed to strong leadership in the area of Health and Safety.

The Governing body is accountable for the health and safety of school staff and pupils. The headteacher and the school management team have been entrusted by the governors with ensuring that health and safety risks are managed effectively.

The Governors set out the roles and responsibilities within risk management and assign the mechanisms to control risk. It is their responsibility to introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.

Governors review health and safety at each Governors' meeting and will conduct a formal management review of health and safety performance annually at the Review Meeting.

Health and Safety Officer

The School has a Health and Safety Officer who works with the Headteacher and Deputy Head to ensure the staff meet their health and safety duties. Together they have the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks and the Health and Safety Officer is the person who draws up Risk Assessments and keeps them under review and up to date, ensuring they cover the risks to employees and other persons, including pupils.

She records significant findings of the Risk Assessment and identifies any group of persons especially at risk.

This policy has been created by the Health and Safety Officer with the Headteacher.

Headteacher

The Headteacher is responsible for implementing the Health and Safety Policy and is responsible for assigning specific control measures that need to be implemented.

This is often done as a specific event occurs or information is given, but at least once a term. Risks were reviewed and revised, for example, when we changed premises. She reports concerns at least at the next staff meeting, or where the situation is more urgent, she will do it at once if need be.

Staff Members

If senior leaders or other members of staff want adjustments or changes, they should discuss this with the Headteacher and failing a satisfactory response, with a Governor. If, for example, the processes are too bureaucratic or they do not mitigate risk sufficiently, staff can request that procedures be reviewed.

Risk Assessments (RAs) for the school, including:

RAs, policies and procedures for health and safety on trips (Juniors and Seniors), including residential visits and any school-led adventure activities.

RA for Lower School (EYFS and Infants) trips

RA for Fire for EYFS

RA for EYFS activities

RA for rest of the school

RA for cleaning St Luke's

RA for outside play St Luke's

RA for Fire

RA for School Activities

RA for Setting up daily at St Luke's

RA Minor Head Injuries

Further policies:

First Aid Policy

Drugs Policy

Medicines Policy

Logs

Daily Safety

Accident

Head Injury record

First Aid

Medicines

Fire Training and Fire Drill

Visits by the Fire Service to teach the children

Other Documents and Forms

How to investigate accidents and incidents to understand causes

How to deal with [emergency procedures](#), including procedures and contacts

Bathroom in Early Years

Strangling dangers in EYFS

Hygienic changing of EYFS children

Managing infections

Managing situations where children have vomited or had diarrhoea.

Children who have had a fever or diarrhoea and/vomiting not allowed to return within 48 hours.

Dealing with cuts and abrasions safely.

Keeping Medicines

Keeping inhalers labelled and to hand.

Recording and proportionate control measures for health infections

Recording and reporting accidents to staff, pupils and visitors – including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Certificates

The Health and Safety officer has:

Fire Safety Awareness Certificate

Current full PFA

Fire Marshall Certificate

Both EYFS Teachers have a current full PFA.

Staff Training

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

The school support the Health and Safety Officer and the Medicines Officer to receive training.

The school gives the staff health and safety training, sometimes in staff meetings, sometimes by providing written information or a training course as appropriate.

Including:

- Managing risks and risk assessment at work
 - How to monitor and report performance and effectiveness of the health and safety policy
 - Storage and accountability for potentially hazardous materials in their buildings
- DfE provides information about the [safe storage and disposal of hazardous materials](#).

Recording and reporting injuries and accidents

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

The employer or proprietor is responsible for this, but staff may be asked to prepare the report. HSE explain when, how, where and when to report incidents in their education information sheet: [incident reporting in schools](#).

Assessing and managing risks

Risk assessments identify measures to control risks during school activities.

Records of the assessment are simple and focused on controls.

Outcomes aim to explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all, staff, pupils, visitors and contractors

Preparation for public health incidents

The School complies with health and safety law and puts in place proportionate control measures.

The Health and Safety Officer, in discussion with the Head or Deputy Head, regularly reviews and updates risk assessments, as circumstances in school and public health advice changes. They monitor whether the controls are effective and working as planned.

Schools must ensure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from public health incidents.

Approach to risk estimation and management of public health incidents

Risk reduction measures should be assessed in order of priority as below:

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Design measures that help control or mitigate risk.
4. Identify and implement the procedures to improve safety (e.g., floor markings on the floor, signage).
5. Personal protective equipment (PPE) should be used in line with guidance.

The School may adopt or modify the guidance below in appropriate circumstances:

- [CLEAPSS](#)
- [Outdoor Education Advisers' Panel guidance for school trips](#)
- [Managing asbestos in your school or college](#)
- [Emergency planning and response for education, childcare, and children's social care settings](#)
- [The Association for Science Education \(ASE\) - health and safety resources](#)
- [The Design and Technology Association - health and safety](#)
- [Safe practice in physical education, school sport & physical activity](#)

Other areas:

- [control of hazardous substances](#)
- [using contractors](#)
- [good estate management for schools](#)
- [manual handling at work](#)
- [stress and mental health at work](#)
- [ventilation in the workplace](#)

School security and emergency preparation

DfE Guidance on: [school and college security](#) has more information, including Procedures for [controlling access and barring individuals from school premises](#).

DfE Guidance on accessing and barring of individuals from premises.

DfE Guidance on emergency planning and response.

- serious injury to a pupil or member of staff (for example, transport accident)
- significant damage to school property (for example, fire)
- criminal activity (for example, bomb threat)
- severe weather (for example, flooding)
- public health incidents (for example, flu pandemic)
- the effects of a disaster in the local community

Staff:

The law requires employees to:

- 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 their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

Employees should follow health and safety procedures put in place by their employer.

Teachers and other staff in schools have a common law duty when in charge of pupils **to take the same care of them as they would as a parent.**

Review and evaluation

All schools should regularly monitor and review their health and safety policies to ensure they are reducing risks. As part of this monitoring, schools should investigate incidents to ensure that:

- they are taking appropriate corrective action
- they are sharing learning
- necessary improvements are put in place

The Governors review annually, at the September Review Meeting (not held during covid) consider how they measure their performance.

They should set up an effective monitoring system, backed up with sensible performance measures.

Where there is a health and safety incident at the school, the competent person and others with health and safety responsibilities, should assess the effectiveness of the school's procedures and its response, making necessary changes to policies and procedures.

Smoking

The School operates a no-smoking policy. There is a place to stub out cigarettes near the front door.

The Law

It is important for school leaders to be aware of the following documents:

The [Health and Safety at Work etc. Act 1974](#) determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The [Management of Health and Safety at Work Regulations 1999](#) supports the Act.

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies updated November 2018

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Advice on insurance for PE teacher: [Association for Physical Education \(AfPE\)](#)

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