

Health and Safety Policy Including Children in the EYFS 2024

Content	Page
General Statement	3
Organisation and General Responsibilities	4
Arrangements	7
General Matters	7
Accident Reporting and Investigation	7
First Aid Provision and Stress Management	7
Fire Precautions	8
Training, Development and Consultation Arrangements	8
Other Statutory Requirements	9
Electrical Equipment	10
Plant/Machinery	10
Selection and Management of Contractors on Site	10
Hire of Facilities	10
Security	10
Visitors	11
Communicating Information to Staff	11
Monitoring, Reviews and Audits	11
Appendix 1: Health and Safety Organisation Arrangements	12
Appendix 2: Health and Safety Committees	13
Appendix 3: Emergency Evacuation Plan	14
Appendix 4: Risk Categories Requiring COSHH Assessment	16

This document was updated in Oct 2024.

This policy and guidelines needs to be read alongside other school documentation including:

- Anti-Bullying Policy
- Child Protection and Safeguarding Policy and Guidelines
- Crisis Management Plan
- E-Safety Policy
- Equality and Diversity Policy
- First Aid Policy
- Mental Health Policy (Includes: depression, anxiety, self harm and eating disorders)
- Missing Pupil Policy
- PSHEE Policy
- Safe Working Practice (Staff Code of Conduct)
- Whistleblowing Policy

Other relevant documentation:

- The School's Aims and Code of Conduct

The person responsible for this policy, in consultation with key personnel, is the Health & Safety Manager (Head of Operations)

Date document updated	Document updated by	Comments	Location of saved file
Feb2019	PR		
Oct 2019	HH	Name of Deputy Bursar updated	
Nov 2021	HH	Covid statement	
Sept 2022	HH	Name changes	
Sept 2023	HH	H&S Committee updated	

Date document reviewed	Document reviewed by	Date of next review
Sept 2021	Deputy Bursar & MCS	Lent 2022
Sept 2022	AMK & Deputy Bursar	Sept 2023
Sept 2023	AMK & HH	Sept 2024
Oct 2024	Head of Operations	Sept 2025



General Statement of Health and Safety Policy

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for, pupils, staff and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- The Governing Body will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

.....*E Crawford*.....

Signature of Governing Body's Signature
Dr E Crawford

.....*Anna Karacan*.....

Heads Signature
Mrs A Karacan

Organisation and General Responsibilities

The school recognises the need to identify organisational methods for implementing and controlling health and safety of all pupils and staff who work within or visit the school.

The following is a summary of individual responsibilities:

1. Governing Body

Is responsible for ensuring:

- That in co-operation with the Head, a health and safety policy for The Old Hall School is prepared, implemented and reviewed to ensure it remains valid.
- That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective equipment. Health and safety will feature as a regular agenda item at Governors meetings. The Governors will periodically monitor and review the effectiveness of the school's health and safety policy.
- That a positive Health and Safety culture is maintained.

The Old Hall School has this Health and Safety Policy, which covers its own staff, pupils and premises, and provides representatives who attend the Wrekin Old Hall Health and Safety Committee to take account of facilities and services that The Old Hall shares with Wrekin College.

2. Head

The Head is responsible and accountable to the Governors for the implementation of this policy and the compliance with all the relevant legislation in every area and activity within the school. In the interests of pupils' and adults' safety, the Head shall have the right to stop what is considered unsafe practices and the use of any plant, tools or equipment, machinery etc which equally he considers to be unsafe. The Head's priority at all times will be the safety of the children, staff and visitors.

In order for this to be achieved, The Head's operational duties include:

- Ensuring that all members of staff are aware of the school health and safety policy and safe working practices.
- Encouraging staff to use their 'common sense' and be vigilant for potential unexpected risks.
- Appointing one or more members of staff to undertake the management of health and safety duties.
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards.
- Monitoring the arrangements to ensure they are working.
- Ensuring that effective first aid provision and reporting procedures are in place.

3. Bursar

The Bursar is responsible for:

- Liaison with the Board of Governors and the Head, in respect of health and safety matters.
- Assisting the Head with the planning and implementation of health and safety arrangements.
- The management of resources provided for health and safety.
- Ensuring that all support, domestic and catering staff, are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of responsibility. Also ensuring that all activities that carry an increased level of risk are properly and diligently assessed before commencement.

4. Health and Safety Manager

The School Health and Safety Manager is responsible for:

- Assisting and advising the Head and Bursar with planning and implementation of health and safety measures.
- Liaising with teaching and support staff, to advise on the appropriate risk control arrangements relevant to their area of responsibility.
- Ensuring that good communication exists within the school, adhering to principles as laid down in the health and safety policy.
- Ensuring staff are responsible for producing their own departmental safety policy and risk assessments defining safe working arrangements and bringing it to the attention of members of staff, pupils and visitors.
- Ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers, etc.

5. Deputy Head

The Deputy Head is responsible to the Head for the health and safety of all staff, pupils, workplaces and activities under his control.

To achieve this, the Head's duties include:

- Ensuring that all staff, including peripatetic teachers, sports coaches and voluntary helpers, are aware of the requirements of the Health and Safety Policy and safe working practices that apply to their area of activity.
- Making known to the Head any training needs.
- Establishing and regularly reviewing safe working practices for activities under their control.
- Taking effective action and/or immediately referring to the Head or Health and Safety Manager, any health and safety problems brought to their attention.
- This includes the stopping of any practices or the use of any equipment which is considered unsafe.

6. Heads of Department

The Heads of Department are accountable to the Head, through the Deputy Head, for all matters relating to health, safety and welfare within their area of responsibility.

In exercise of this responsibility they must ensure that:

- All teaching and T.A. staff under the Head's control receive instruction in their duties, regarding health and safety matters.
- All members of staff are adequately trained to carry out their duties efficiently and effectively. This is extremely important for staff that operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances or chemicals. They must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- They report to the Head (or Health and Safety Manager) all problems, defects or hazards. In addition, must report any accidents, incidents or near misses for appropriate investigation.
- They carry out regular safety inspections of the department, not less than every six months. Priority must be given to areas which pupils use for in their work and play; plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.
- They keep a record of such inspections which will be kept within the department. The record will include the date of inspection, its result, remedial action required and the date on which such action was implemented.

7. Teaching staff /Technicians

Teaching staff and Technicians are responsible and accountable to their Head of Department for the implementation of the school's safety policy in the performance of their duties.

They must:

- Be familiar with the school's safety policy, the implementations of that policy and equally any procedures, arrangements and practices relating to their department.

- Conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- Ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. In addition, to ensure that pupils are aware of emergency procedures in respect of fire and first aid.
- Report accidents immediately using the appropriate accident form.

8. Non -Teaching Department Managers

All non-teaching Department Managers will be responsible to the Bursar, for the safe running of their activities. They will ensure adequate supervision, so that work proceeds according to standards laid down in this policy. This applies to Contractors, assigned to their area of responsibility.

9. All Employees

- All staff must be made aware of what is expected of them, particularly in relation to the department in which they work. They should take reasonable care for their own health and safety and that of pupils, other employees and visitors who are affected by their activities. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary. Staff should use any work equipment in accordance with the training and instructions provided.
- All staff have responsibilities under the Health and Safety at Work etc Act and are asked to report any possible hazards or defects to the Health and Safety Manager.
- All staff will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the school. They should pay particular attention to sections of the Health and Safety manuals as it relates to their particular work activities, such as COSHH regulations.
- Copies of the school's Health and Safety Policy will be available at all times in the Head's Office, Staff Room and Bursary and to parents at all times on request. This policy is also published on the school's website.

10. Pupils

- Pupils are expected to observe the rules of the school and in particular, assist in keeping a tidy and safe place to learn and to play.
- Observing school and any Health and Safety advice and regulations explained to them by staff.
- Pupils and staff must be appropriately dressed and equipped for the activity undertaken.
- Ensuring they take the necessary safety precautions in the use of all equipment and materials.
- Reporting any accidents immediately to the teacher in charge or any appropriate member of school staff.

11. Health and Safety Committee

Members of the teaching and support staff form a Health and Safety Committee. The health and safety manager from Wrekin College attends the school health and safety meetings as liaison for the school.

The main functions of the Health and Safety Committee are to:

- Consult with staff on health and safety matters that may affect pupils, staff and visitors and to encourage the implementation of safe working practices.
 - Promote co-operation between the school, staff and pupils to ensure health and safety at work.
 - Study accident reports, statistics and trends, reports on unsafe and unhealthy conditions and practices and makes appropriate recommendations.
 - Consider reports and factual information provided by safety representatives and inspectors from enforcing authorities. Assist in the development of safety procedures and safe systems of work.
 - Monitor the effectiveness of safety training and the adequacy of Health and Safety communications and publicity.
 - Submit termly reports to the Governors, with regard to Health and Safety matters.
- Members of the Health and Safety Committee are listed in **Appendix I**.

12. Daisy Chain Nursery

The manager of Daisy Chain Nursery is responsible for all health and safety matters within the nursery. The nursery manager must ensure that procedures which are common to both the nursery and school, (e.g. fire evacuation) are complied with. Any safety matters under the manager's control which may impact on the school must be brought to the attention of the Head.

13. Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective. A detailed flow chart of the Health and Safety Reporting/ Communication Arrangements is contained at **Appendix 2**.

14. General Matters

Coronavirus

The school recognises its obligations to comply with all government's guidance on managing the risk of COVID-19 and will take all appropriate actions when required.

School Visits

Staff should note that pupils face a higher risk on school visits than they do in school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. Guidance on risk control measures has been taken from the Department of Education document 'Health and Safety of Pupils on Educational Visits' e.g. Pre visits to locations to identify risks.

15. Accident Reporting and Investigation

All accidents/incidents must be recorded on the appropriate document and submitted to the Health and Safety Manager. The Health and Safety Manager is responsible for initiating any formal investigation that may be required. The Accident Report must be completed as soon as possible using the Assurity online form.

Notification Of Accidents to The Head

- The following accidents **MUST** be reported to the Head:
- The Head and the Health and Safety Manager must receive a written report on any accident which results in a pupil being taken to hospital. This might have occurred in class or on the games fields and the initial report can be quite brief, outlining the circumstances.
- The Head must receive a report within 24 hours of any accident which results in medical treatment having been caused by foolish behaviour by another pupil. Again this may happen in any area of jurisdiction and the initial report can be brief, but it is essential that such incidents are notified.

16. First Aid Provision

In addition to the appropriate number of trained first aiders, the Wrekin Old Hall Trust employs fully qualified medical staff during term time including access to an on-site medical facility.

17. Stress Management

The school is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The School will:

- Identify workplace stressors and if required conduct risk assessments
- Provide training for all managers and supervisory staff in good management practices
- Arrange confidential counselling for staff affected by stress
- Ensure good communication between management and staff
- Monitor workloads to ensure that staff are not over working
- Monitor holidays to ensure that staff take their full entitlement

- Ensure that bullying and harassment is not tolerated
- Be vigilant to members of staff who might be experiencing stress outside work
- Support individuals who have been off sick with stress
- Refer to workplace counsellors or specialist agencies as required

Employees will

- Raise issues of concern with their line manager or the HR manager
- Accept opportunities for counselling when recommended

18. Fire Precautions

All statutory testing of fire warning systems and portable fire fighting equipment is undertaken by an external contractor. Buildings carry a fire risk assessment and log books are electronically maintained, recording tests and fire drills. An emergency evacuation plan is contained at **Appendix 3**.

The Head is responsible for ensuring periodic fire drills are carried out by the school and staff ensure that a suitable evacuation time is achieved

19. Training and Consultation Arrangements

The Governing Body recognises the importance and value of Health and Safety training and is committed to providing adequate information, instruction and training. Training will be given in accordance with the requirements under Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Development and Training

The school is committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

- A full induction process
- A regular system of appraisals and supervision
- An up-to-date record of staff qualifications and training

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the regulatory requirements.

Inductions

New members of staff will be issued with a job description and a copy of the school's policies and procedures is available and should be read accordingly.

Staff will undergo an induction process during the first month of their employment. As part of the induction, the Deputy Head in conjunction with the health and safety manager will discuss and talk through every day practices of the school.

This will include:

- Safety Policy
- Health and Safety Briefing
- Accidents and reporting
- Fire arrangements
- Emergency arrangements
- First aid treatments
- Use of personal protective equipment and clothing

Appraisals and Supervision

The main objective of the schools appraisal and supervision system is to review employees' performance and potential and to identify suitable and appropriate training and development needs.

Appraisals will be used to identify current knowledge, skills, areas for future development and potential training needs.

Meetings and Consultation

There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing.

Personal Development

Personal Development is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the staff member and their line manager to ensure that any personal development needs are identified and initiated.

Training

Any training in relation to health and safety, such as risk assessment training, slips, trips and falls and manual handling should be identified by the heads of departments. The health and safety manager will arrange training on request from the school head or heads of departments, usually on inset days.

It is the responsibility of the line manager to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Staff will be expected to attend training and update skills as and when requested by their line manager.

Specific training courses in food hygiene, equal opportunities, safeguarding children, special educational needs and health and safety are obligatory and staff members must always attend such courses when requested.

The school will continually review the Health and Safety training needs of employees and will endeavour to ensure that employees are competent for the task they are required to perform. Any employee who wants further information, instruction or training should seek this in the first instance from his or her Head of Department.

All staff training will be recorded.

20. Other Statutory Requirements

COSHH (Control of Substances Hazardous to Health)

The Governing Body recognises the need for the school to carry out risk assessment of all areas in accordance with the regulations.

- No new substances which potentially have significant Health and Safety risks will be taken into school until they have been cleared with the school's Health and Safety Manager or Departmental Head. A written COSHH assessment must be provided when a substance to be used has been assigned any of the risk phrases R42 – R46, R48, R60 or R61. See **Appendix 4** for description.
- Review of practice and procedures must take place periodically in the department.
- There is a need to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases.
 - (fume cupboards, woodwork extraction, welding etc.)
- Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the school's Engineering Supervisor.

Asbestos

The Old Hall School was built post 2000, as such, there are no asbestos containing materials (ACM) present within the building and therefore no requirement for an asbestos register.

CLEAPPS and Ionising Radiations Regulations

The school has appointed a qualified teacher, responsible for the safe handling and storage of radioactive materials held for instructional purposes. It is the responsibility of the appointed person to liaise with an external Radiation Protection Adviser over any matters of concern.

Electrical Equipment

The school employs its own qualified personnel, who are responsible for the electrical testing of portable equipment.

Plant / Machinery

The Head of Department will be responsible for carrying out periodical checks within their department.

With regards to:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage transportation of toxic substances and gases
- Disposal of toxic and other waste substances and materials

Heads of Department will be responsible for defining safe systems of work for cleaning and maintaining plant / equipment. Heads of Department are required to select and provide suitable protective clothing/ equipment and of the correct type.

Selection of Contractors

The selection of suitable contractors must ensure that the contractor can do the job safely and without risks to health. This means making enquiries about the competence of the contractor, such as:

- Do they have the right combination of skills, experience and knowledge
- The degree of competency of the contractor
- The arrangements have been made to supervise the work being carried out
- Any checks carried out on equipment and materials etc
- Will subcontractors be used
- Risk assessments and method statements
- Health and safety policy
- Employers liability insurance

Management of Contractors on Site

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors, who are approved through the Bursary, or by the relevant site manager, will be allowed to carry out works.

Before work commences, a delegated member of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. Any situation where the control measures are Insufficient must be raised immediately with the contractors.

Hirers of School facilities

Hirers must comply with all school policies and requirements, as described in the relevant Lettings Contract or Conditions of Hire for Sports Facilities. The school will co-operate with the hirer to ensure that all statutory safety responsibilities are met.

Security

Security matters are overseen by an in-house security officer. CCTV systems are in place at several strategic locations in addition to intruder alarm systems.

The use of security patrolling and CCTV cameras do not intrude unreasonably on children's privacy

Visitors to School

'Registers' for all visitors to the school are kept in the Bursary and The Old Hall School Office. All visitors to the School should report to the Bursary or the Old Hall School Reception to sign in. A 'VISITOR' badge will be issued and should be worn by all visitors while they are on school premises. The visitor should return the badge and be signed out when they leave the premises.

Any parent wishing to take their child off site must be required to make prior arrangements with the school. This is not to question the rights of parents, but to ensure that we know where their child is at any given moment.

No pupil should be allowed to leave the school with an unknown person

All pupils leaving the school should have the consent/knowledge of the relevant staff

Challenging unknown adults is better than dealing with a potential abduction

Communicating Information to Employees

Heads of Department will be responsible for ensuring that any regulations, information, guidance notes etc received are passed immediately to staff who have a direct interest.

Monitoring of Health and Safety Performance

The Health and Safety Manager is responsible for presenting reports to the Governors regarding commitment to and inspection of Health and Safety Procedures.

Reviews

The Health and Safety Policy will be revised as necessary to allow for changes in legislation, changes in management structure and/or working practices. In any event the policy will be reviewed every twelve months.

Audits

Health and Safety Audits will be carried out by the Safety Manager on a scheduled basis to monitor implementation and effectiveness of the school policy.

Appendix I

Wrekin Old Hall Trust Health and Safety Committee (Michaelmas 2024)

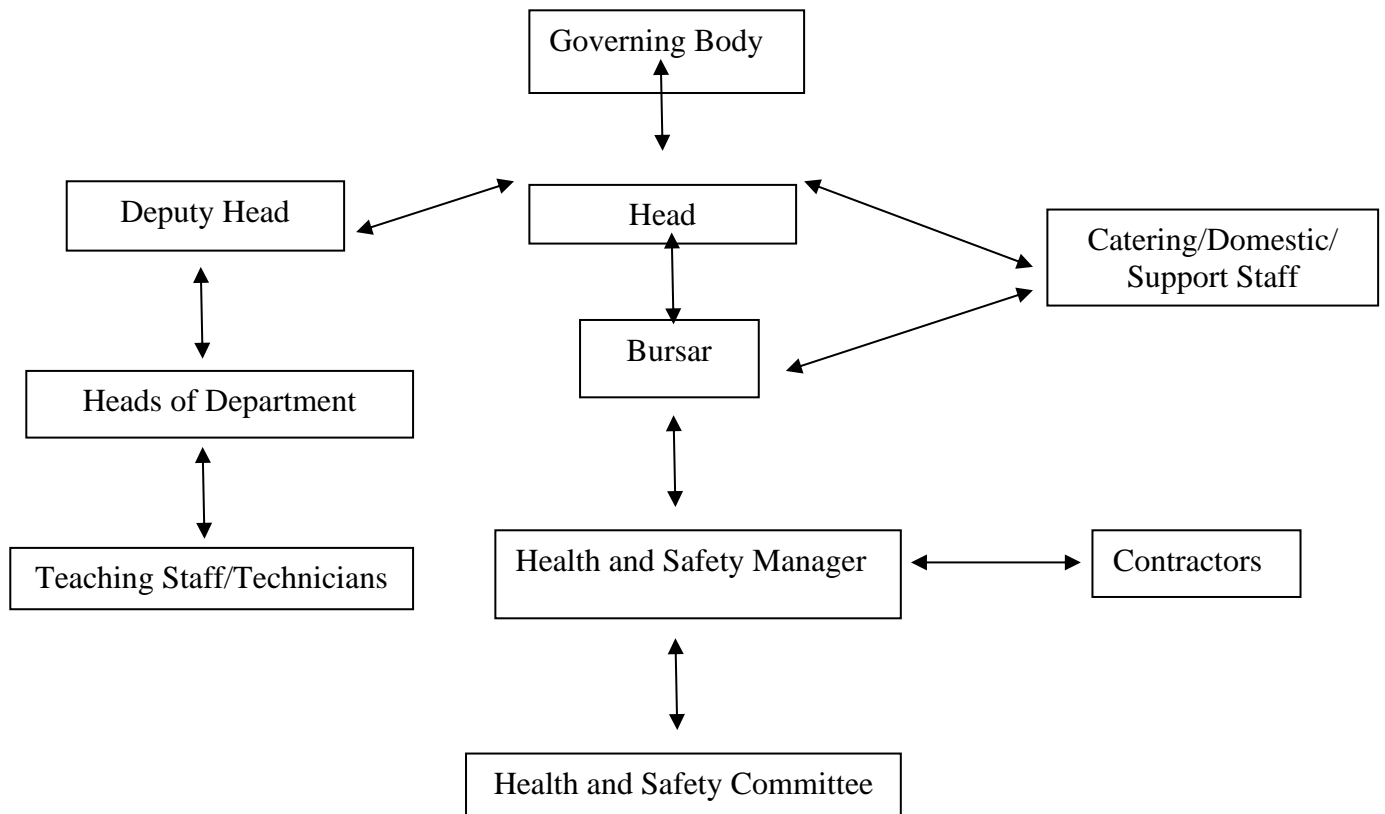
Governor Representative	Manny Samra
Head (Wrekin College)	Toby Spence
Head (The Old Hall)	Anna Karacan
Bursar	David Brown
Deputy Head (Pastoral Wrekin)	Stella Clarke
Head of Operations	Daniel Rowlinson
Facilities Manager	Amandeep Rathore
Teaching Representatives	Guy Roberts (Boarding Responsibility) Mark Hunter (HoD DT) Adele Wright (HoD Science)
Catering Manager	Ruth Davies
Housekeeping Supervisor	Yvonne Thackray
Sports Centre Representative	Matthew Haskew
Maintenance Supervisor	Andrew Ruddock
Security Supervisor	Peter Wadey
Health and Wellbeing Centre Nurse Manager	Mary Moore

The Old Hall School Health and Safety Committee (Michaelmas 2024)

Head of Operations	Daniel Rowlinson
Teaching Representatives	Anna Karacan (Head) Nick Rothwell (Deputy Head)
Security Supervisor	Peter Wadey
Maintenance Supervisor Head's PA	Andrew Ruddock Irene Kinchley

Appendix 2

The Old Hall School Health and Safety Organisation Arrangements



Appendix 3

The Old Hall School Emergency Evacuation Plan

Each Building will display a plan of

- The location of Fire Alarm Systems
- The escape routes from the building
- Fire action notices indicating action to take on discovering a fire or hearing an alarm
- The location of assembly points

Copy plans will be retained in the Bursary for Emergency Service use.

Fire Emergency exists whenever

- The building fire evacuation alarm is sounding or verbal warnings are given
- A fire or fire hazard occurs
- There is the presence of smoke or the odour of burning
- There is the spontaneous or abnormal heating of any material, an uncontrolled release of toxic gas or flammable liquid spill

Upon Discovery of a fire

- Sound the alarm and activate the fire alarm by using the nearest call point. Call points are usually situated near the exits.
- Leave the building

The Old Hall School and Wrekin College Policy on fire emergencies is total building evacuation. Every person should leave the building whenever the fire alarm is activated or a fire emergency exists. Only use a fire extinguisher if the fire is small and you are trained in the safe use of extinguishers. Do not place yourself or others in danger. Do not delay in activating the fire alarm. If you succeed in extinguishing the fire, the Fire Service must still be notified.

Staff are expected to assist pupils and visitors to safely evacuate the building, provided this can be achieved without undue danger to themselves.

All escape routes through buildings are indicated by Emergency Signs. All emergency routes lead to place of safety in the open air, clear of the building.

- Do not use the lift.
- If the nearest exit is blocked by fire, heat, smoke, go to another exit.
- Close doors and windows as you leave, to help contain the fire.

Personnel with disabilities requiring assistance during the evacuation should be guided to the nearest stairwell refuge point/exit. If all exits are blocked, go to a room furthest away from the fire, close the door. If possible seal cracks, wave something from the window, shout for help. Individuals should not delay evacuation by returning to parts of the building to retrieve belongings. It is essential that contact be made with Daisy Chain Nursery staff, to confirm their safe evacuation of the building.

Fire Alarms

- No person may shut off any fire alarm system during a fire emergency incident.
- No person may re-enter a building until they are told it is safe to do so by a Fire Steward or Fire Officer.

Notification to the emergency services of fire situation:

- In the event of discovering a fire dial 999. Notify the Bursary as soon as possible
- A member of the Bursary staff will also contact the emergency services

Appendix 4

The Old Hall School Risk Categories Requiring COSHH Assessment

- R42 May cause sensitization by inhalation
- R43 May cause sensitisation by skin contact
- R44 Risk of explosion if heated under confinement
- R45 May cause cancer
- R46 May cause genetic damage
- R48 Danger of serious damage to health by prolonged exposure
- R60 May impair fertility
- R61 May cause harm to the unborn child