



MOORFIELD  
SCHOOL

# HEALTH & SAFETY POLICY

This policy is also applicable to the EYFS.



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# PART ONE

## STATEMENT OF INTENT

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The Governing Body of Moorfield School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. providing a safe and healthy working and learning environment.
- b. preventing accidents and work-related ill health.
- c. assessing and controlling risks from curriculum and non-curriculum work activities.
- d. complying with statutory requirements as a minimum.
- e. ensuring safe working methods and providing safe equipment.
- f. providing effective information, instruction and training.
- g. monitoring and reviewing systems to make sure they are effective.
- h. developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i. setting targets and objectives to develop a culture of continuous improvement.
- j. ensuring adequate welfare facilities exist at the school.
- k. ensuring adequate resources are made available for health and safety issues, so far as is reasonable practicable.

This Health and Safety Policy has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PART TWO

## ORGANISATION

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### INTRODUCTION

To comply with the Governing Body's Statement of Intent the School's education and support staff have had additional responsibilities assigned, as detailed below.

### THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a. a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c. persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. clear procedures are created which assess the risk from hazards and procedure safe systems of work.
- e. sufficient funds and/or training are made available to operate safe systems of work.
- f. health and safety performance is measured both actively and reactively.
- g. the School's Health and Safety Policy is reviewed annually.
- h. Termly meetings with Health and Safety Governor and Site Manager and at other times as necessary.
- i. The Governor responsible for Health and Safety is Melvin Hartley

### THE HEAD

The Head has the following responsibilities to:

- a. be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b. ensure that a clear written Policy for Health and Safety is maintained.
- c. ensure that the Policy is communicated adequately to all relevant persons.
- d. ensure appropriate information on significant risk activities is given to visitors and contractors.
- e. ensure appropriate consultation arrangements are in place for staff during weekly staff meetings where any Health and Safety issues are raised and discussed.
- f. ensure that all staff are provided with relevant information, instruction and training on health and safety issues.
- g. make or arrange for risk assessments of the premises and working practices to be undertaken.
- h. ensure safe systems of work are in place as identified from risk assessments.
- i. ensure that emergency procedures are in place *reference Fire Risk Policy, Crisis Management/Disaster Policy, First Aid Policy.*
- j. ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k. ensure records are kept of all relevant health and safety activities eg assessments, inspections, accidents etc *reference School Accident Books; for main school and EYFS.*
- l. ensure arrangements are in place to monitor premises and performance.
- m. ensure that all accidents are investigated and any remedial actions required are taken or requested. (Annual First Aid report identifies any 'trends' from scrutiny of accident books).
- n. report to the Governing Body on the health and safety performance of the School.

## STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Bursar, Site Manager and the SMT. They have the following responsibilities to:

- a. apply the School's Health and Safety Policy to their own area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- b. carry out regular health and safety risk assessments of the activities for which they are responsible.
- c. ensure that all staff under their control are familiar with the health and safety policy if issued for their area of work.
- d. resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head any problems to which they cannot achieve a satisfactory solution.
- e. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g. investigate any accidents that occur within their area of responsibility.

## ALL OTHER STAFF

Teachers are expected to:

- a. exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b. follow the particular health and safety measures to be adopted in their own teaching areas.
- c. give clear instructions and warnings to pupils when necessary.
- d. follow safe working procedures.
- e. require the use of protective clothing and guards where necessary.
- f. make recommendations to the Head or Site Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g. integrate all relevant aspects of safety into the teaching process where relevant.
- h. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorization by any staff holding positions of special responsibility.
- i. report all accidents, defects and dangerous occurrences to the Head.

# PART THREE

## PROCEDURES & ARRANGEMENTS

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### INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### RISK ASSESSMENT

A separate Risk Assessment Policy (in the Health and Safety File) outlines guidance for completing risk assessments.

All rooms and many curriculum activities have specific risk assessments to guard and protect children and employees from harm.

Risk assessments are reviewed annually by the teachers who use the rooms/space for teaching or activities. They are signed by all relevant teachers annually.

A member of the Senior Management Team monitors and evaluates the effectiveness of risk assessments.

### COVID

Moorfield School follows the latest government guidance for Covid and currently observes isolation rules for all staff and children as appropriate.

The following risk assessments are on file:

#### EYFS

- Nursery and Toilets indoors
- Reception and toilets indoors
- Learning outside
- PE Hall and Pitch
- To Tarn
- To Ilkley
- Bushcraft

#### SPECIFIC ROOMS

- Form 1
- Form 2
- Form 3
- Form 4
- Senior 5
- Senior 6
- Science Room
- Science Safety Code
- Music Rooms
- Art Room
- Learning Support Room
- IT suite
- S5/S6 Common Room

- Main Hall
- Dining Room
- Servery and Kitchen
- Communal Areas of School Building

#### OUTSIDE

- Playground
- Snowy Weather
- School Grounds Beyond the Playground

#### SPECIFIC ACTIVITIES

- |   |                             |
|---|-----------------------------|
| - Cookery F1,2,3                            | - School Discos             |
| - Cookery F4 to S6                          | - Dining Room Lunch         |
| - 1:1 teaching                              | - Toddler Music             |
| - Art and DT                                |                             |
| - Setting up the hall for Assembly          | - Holiday Club              |
| - Hall for PE                               | - After School Club         |
| - Safe handling of Gym Apparatus            | - Running Club at the Field |
| - Cloakroom Changing                        | - Running Club on the Moor  |
| - Moving to and from the Pitch              | - Travel on Minibus         |
| - Collecting Equipment from School and Shed | - Travel by Car             |
| - Swimming pool                             | - Chicks (Living Eggs)      |
| - Bushcraft                                 |                             |

#### OTHER SCHOOL TRIPS

These are submitted before each trip and then kept on file. A Trips and Visits Policy provides guidance on risk assessment procedure and a separate Transporting Pupils Policy gives further guidance on school trips and the use of the school minibus.

#### MAINTENANCE WORK

Risk assessments have been completed for the following aspects of work. Staff are expected to familiarise themselves with relevant risk assessments. Training can be provided on request for any of these activities.

- Operating Machines and Hand Tools
- Receiving Deliveries General Grounds Maintenance Activities
- Waste Disposal
- Transporting Goods around Site
- Driving Minibus
- Use of Contractors
- Lone Working
- Manual Handling and Storage of Goods
- Cleaning Playground and External Areas
- Working at Height
- 

Risk assessments are in place for fire, legionella and asbestos, surveys have been carried out and checks are made on a regular basis.

## EMERGENCY PROCEDURES

Policies are in place to make provision for the following:

Evacuation of the building in case of fire (*Fire Risk Policy*)

Crisis and Disaster management (*Crisis / Disaster Management Policy*)

Accident on a school trip (*Trips and Visits Policy*)

### Gas Leaks

Any members of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

### Dangerous Substances

All teachers of science and teaching assistants should follow guidance contained in the *Health and Safety Code of Practice for Science*.

## HEALTH AND SAFETY TRAINING

- All new employees are guided through specific policies which relate to Health and Safety as part of their Induction Meeting with the Head. These vary according to the job specification of each individual. The Head is responsible for identifying training needs for all staff with regard to Health and Safety. This includes:
- DSL and Head of EYFS: Child Protection Training (every 2 years)
- All other staff: Child Protection Training (annually)
- Selected members of EYFS staff: Paediatric First Aid (every 3 years)
- Other selected staff: First Aid (every 3 years)
- Named person for First Aid: First Aid at Work (every 3 years)
- All pupils in across the school: Life skills/Emergency training
- Fire Awareness Training (every 3 years)
- Staff and pupils: E-Safety Training annually
- Kitchen workers and all relevant staff: Hygiene Training
- Safer Recruitment Training: Governor, Head, Director of Music (check we have certificates for all these)
- Training relevant to individual staff roles as the need arises

## PREMISES MANAGEMENT

General building maintenance is carried out under the supervision of the Site Manager.

The Maintenance Schedule can be accessed by all staff and is where any completed work is recorded. The Site Manager may be told in passing of a problem but the Maintenance Schedule can also be used to request work to be done.

A weekly meeting between the Head and the Site Manager is a forum to discuss any Health and Safety issues mentioned in the Maintenance Schedule. A plan of action is then implemented or a job list drawn up.



## RECORDING AND REPORTING INCIDENTS

All incidents and accidents need to be recorded. There are 2 Accident Books. Accidents from F1 to S6 are logged in the book kept in the first aid room. The Nursery and Reception accident book is kept in the EYFS. Accidents are recorded by the person on duty. Any other incidents in school which could have been a threat to the health and safety of pupils or staff is brought to the attention of the Site Manager so that the problem can be attended to and the risk eliminated or reduced.

## FIRST AID AND SUPPORTING MEDICAL NEEDS

The *First Aid Policy* gives details of the following:

- Responsibilities of a member of staff attending the incident
- Recording of accidents
- Procedure to follow if a child is unwell at school
- Medication at school
- Calling an ambulance
- Use of the First Aid room and First Aid boxes around school
- RIDDOR
- School Trips

Appendices include:

- Asthma action
- Head bump procedure
- Choking
- Anaphylactic Shock

If and when Moorfield has a pupil with specific health issues, staff receive guidance in order to manage it. (e.g. use of epipen)

A noticeboard in the staffroom highlights the allergies and medical requirements of particular named children at Moorfield.

Emergency contact numbers for parents and a recommended 'other' are kept on the school system and updated as appropriate.

## OCCUPATIONAL HEALTH/ MANAGING WORK RELATED STRESS

A supportive and friendly staff team helps everyone to feel they can ask for advice. All Newly Qualified Teachers have weekly meetings with their mentors and any new member of staff is helped along by the person working most closely to them. The Senior Management Team absorbs staff anxieties and deals with them as appropriate.

## VIOLENCE TO STAFF

Violence to staff will not be tolerated under any circumstances from pupils or parents. The Parent Handbook contains a Parental Code of Conduct which every parent is expected to abide by. The school's behavior policy outlines expectations of behavior from pupils and explains sanctions for serious misconduct.

## WORKPLACE SAFETY FOR TEACHERS, PUPILS AND VISITORS

The risk assessments listed under 'Risk Assessment' outline potential hazards within the physical environment. A checklist for classrooms is used by staff to ensure all safety aspects are taken into account and risk minimised. These are written with both staff and pupils in mind. Occupational health services are utilised/recommended where appropriate.

## MANUAL HANDLING

Risk assessments have been written by the Site Manager for all equipment which relates to their work.

Staff are encouraged to take care when putting up displays and using ladders etc and to request training

Children are shown in assembly how to lift chairs safely in the lunch hall after meals.

The safe use of PE apparatus by staff and children is covered in the risk assessment for 'Physical Education in the Main Hall'.

Training is provided for all relevant staff.

## SLIPS AND TRIPS

As outlined in Risk Assessments for particular areas, slips and trips are minimised if spillages are efficiently dealt with. Adverse weather conditions (snow and ice) also require procedures to minimise the chance of accidents. First Aid training enables all adults/children hurt by slips and trips to be cared for appropriately. A school rule for use of stairs is aimed to minimise slips and trips; these include remembering to always walk and not run, use the left hand side of the stairs and stay in single file.

## MANAGEMENT OF ASBESTOS (as defined by the *Managing Asbestos in your School - non-statutory guidance from the DfE*)

The location of a small amount of asbestos is clearly displayed by named stickers in the relevant places within school. An Asbestos Management Plan is filed in the Health and Safety file in the school office. This will alert any workman or decorator to be vigilant. It is kept under careful review.

## CONTROL OF HAZARDOUS SUBSTANCES

Records of all chemicals used in School for cleaning or maintenance purposes are filed in the Health and Safety File. They give guidance for usage and storage. All hazardous substances are stored securely.

## WATER MONITORING

Water temperatures taps in cloakrooms are monitored regularly to prevent scalding and must not exceed 43 degrees. A risk assessment for legionella has taken place and a log is kept of when checks are carried out by the Site Manager, which is kept in the Health and Safety file.

## CONTRACTORS AND VISITORS

As much work as possible is scheduled for completion in school holidays. All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors are asked for proof of DBS check and liability insurance. If a contractor does not have a DBS, he is supervised by the Site Manager at all times. The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contract work.

## SECURITY OF SCHOOL PREMISES

A *School Security Policy* details the level of security around the school building to keep pupils safe while at school. It includes fencing and gates, entrance codes for all external doors, CCTV cameras and a keypad entry system at the front gate.

## ON-SITE VEHICLE MOVEMENTS

On site vehicle movement is prohibited and this is clearly marked. On the rare occasion that vehicle access is required, it is strictly controlled.

## MAINTENANCE OF EQUIPMENT

All plant and equipment requiring statutory inspection and testing is inspected by appropriate contractors. Records of inspection are kept in the Health and Safety file in the office.

Teachers are responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and recorded in the Maintenance Schedule.

The Site Manager is responsible for the maintenance of equipment he uses and co-ordinating maintenance by outside companies.

## FIRE SAFETY

A comprehensive *Fire Risk Policy* details the procedures to follow in the case of fire. Fire drills are carried out every term and a record is kept in the Health and Safety file.

All aspects of fire safety are undertaken by Rosse Systems and Firesolve. (Fire risk assessment, servicing of extinguishers, staff training etc)

The Site Manager is responsible for regular checks of alarm system and fire equipment.

## MINIBUS SAFETY

A comprehensive *Transporting Pupils (Minibus and Car) Policy* details the safe use of the school minibus.

## OFF-SITE VISITS

See *The Trips and Visits Policy* for all off-site visits details the procedure currently undertaken by all teachers who take pupils off the premises for learning purposes.

## SUPERVISION OF PUPILS

To ensure due regard for the health and safety of pupils during the school day, there is a *Supervision of Pupils Policy* which details appropriate levels of adult supervision for pupils at all times according to the age of the children.

## REVIEW

These arrangements will be reviewed at least annually.

Drafted by:	The Head
Date:	October 2023
Date for Next review:	October 2024