HEALTH and SAFETY POLICY

This policy applies to the whole School (including Early Years Foundation Stage) and is published to parents, pupils and staff.

HEALTH and SAFETY POLICY (Part 1)

Statement on Health and Safety

As Governors of Moorfield School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of Moorfield School by appointing a Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Head. However, as Governors, we have specified that that the School should adopt the following framework for managing health and safety:

The Governor overseeing health and safety attends the meetings of the School's health and safety Committee termly and receives copies of all relevant paperwork.

A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's governors' meeting. These reports are considered by the Health and Safety Committee, and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

A report of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the committee wishes to bring to the Board's attention.

The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager arranges for regular deep cleaning and pest control, and reports on these aspects to the Health and Safety Committee

An annual health and safety audit is undertaken by the Health and Safety Governor, Head, Site Manager and BGS Estates Manager. This includes the general state of the School's fire safety and a review of any actions required under previous audits and external risk assessments. Implementations of any actions required are monitored by the Health and Safety Committee.

The School has fire risk assessments, carried out by a competent person, which are reviewed regularly for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Governing Board.

The School Site Manager undertakes a legionella quarterly water sampling and testing regime in place.

The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training. Training in first aid and medical conditions, manual handling and working at height is part of staff induction.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head.

All employees are informed that this statement can be found on the school's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

This statement should be read in conjunction with the following related policies:

- Health & Safety Policy
- Risk Assessment Policy
- Fire Safety Policy
- First Aid Policy
- Trips and Visits Policy

Signed ..... Chair of Governors, for and on behalf of the Board

Date June 2026 .....

HEALTH and SAFETY POLICY (Part 2)

Moorfield School Limited acknowledges its responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The Health & Safety Policy should be read in conjunction with guidance issued by the Secretary of State, "Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies".

Safeguarding and promoting the welfare of children and young people is our highest priority. It is therefore the responsibility of the school to ensure that all staff are recruited in accordance with the statutory guidance in KCSIE Part 3 - Safer Recruitment and the regulatory requirements in the Independent Schools Inspectorate (ISI) Part 4 - Suitability of Staff, Supply Staff and Proprietors, as reflected within the school's Recruitment, Selection, Disclosures and Induction Policy. See our Safer Recruitment Policy for more information.

Staff Responsibilities

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Governors in directing the overall management and development of the Health and Safety Policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Governors on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved.

All employees are reminded of their own duties, under Section 7 of the Health and Safety at Work Act 1974, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to cooperate with the Head and their appointed person.

Appointed Person

The Head is the appointed Health & Safety Officer for the School. The role of Health and Safety Officer is to:

- Identify current best practice and legal requirements;
- Plan and implement a health & safety programme that will meet current best practice and legal requirements;
- Carry out timely reviews and updates of the H&S policy, communicating changes in policy and procedures to staff;
- Chair the Health & Safety Committee ensuring it fulfils its role effectively;
- Review Health & Safety with the Health and Safety Governor monthly; and
- Report to the Health and Safety Governor to enable him or her to provide a full report to the Board of Governors at each of its regular meetings.

Educational Visits

The Head is responsible for the following:

- Working with the Senior Leadership Team ("SLT") to ensure visits meet School requirements and risk assessments;
- Liaising with the SLT and Head of Early Years in the approval of activities and visits;
- Liaising with the SLT on the designation of staff to be responsible for trips and visits; and
- Ensuring appropriate training is provided

Health & Safety Committee

The Health & Safety Committee meets termly and comprises of:

- H & S Governor
- Head (Chair)
- SLT
- Head of Early Years
- Site Manager
- Catering Manager
- Head of PE

Role of Health & Safety Committee

The role of the committee is to:

- Review the H&S Policy, Risk Assessment Policy and other relevant policies relating to health and safety.
- Review documentation confirming that the required safety checks have been undertaken and any actions implemented.
- Review and implement any actions that result from a risk assessment or incident report.
- Discuss and agree how to manage practical implications of implementing an action.

- Report on the issues and management of risks in each of their departments.
- Review the impact of any legal changes or perceived changes in best practice that are under consideration for the School.
- Review trend reports on accidents and incidents as supplied from the accident log book
- Communicate to staff on the matters discussed and actions agreed.

Oversight

The Health and Safety Governor meets with the Head and Site Manager monthly.

Role of Governors

The Governors are expected to:

- Satisfy themselves that the School's Health & Safety policy and procedures are fit for purpose and implemented fully.
- Monitor the level and type of incident and accident recorded through the Health & Safety system and ensure the School has responded appropriately.
- Monitor the type, number and age of outstanding health & safety actions.
- Suggest improvements and agree priorities.
- Ensure that adequate resources are allocated to sustain safety within the School.

The Governing Board receives a health and safety report from the Health and Safety Governor at each full governors' board meeting

Senior Leadership Team

The SLT discuss any relevant Health & Safety matters at their weekly meeting and attend the Health and Safety Committee meetings. Together with the Head, they are responsible for ensuring that the health and safety risk management protocols are in place operationally.

Once each term the Health and Safety Committee reviews health and safety within the School with reference to accidents and incidents reported and overall risks identified. Individual members of the team may be given specific responsibility to oversee the implementation or monitoring of certain aspects of health and safety. Where appropriate, an issue of serious concern can be raised at any of the weekly SLT meetings.

At weekly staff meetings staff are kept appraised of incidents and accidents that occur and feedback is sought on general and specific concerns.

Role of All Staff

All staff have an important role to play in the day-to-day implementation of safe practices. Where appropriate, an issue of serious concern can be raised at staff meetings. Teaching staff will be briefed on any new procedures and actions to be implemented at their weekly staff meetings, or notified by email.

All staff are aware that they have a responsibility in protecting the welfare of the pupils and other staff at School and this is set out in the Staff Handbook.

Risk Assessment Statement of Policy

The School undertakes risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999. All risk assessments are:

- Reviewed at least annually, or immediately following any significant change in procedure, equipment, staffing, or an incident;
- Conducted by competent persons with knowledge of the area being assessed and approved by the Head; and
- Stored securely and made available to all relevant staff

All risk assessments are governed by the School Risk Assessment Policy, which sets out the review process and delegation of responsibilities.

Accident Reporting, Statement of Policy

The school reports incidents when required to RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) using the online reporting process. Under the current regulations the school must report the following:

a) Deaths

b) Major injuries

c) Work-related (where there are injuries lasting over seven days these must be notified within fifteen days of the incident)

d) An accident causing injury to pupils, members of the public or other people not at work, due to a work activity;

e) A specified dangerous incident where something happened which did not result in injury, but could have done

It is a policy of the School that any accident on the School site should be recorded in the relevant Accident Book.

Procedure in the Event of an Accident

First Aid & Medication

The procedure involving first aid and medication is covered in the First Aid Policy.

Accident Reporting – Monitoring and Evaluation

All incidents and accidents are recorded in one of the accident books. There are two 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 recorded in the Near Miss log book and which is reviewed by the Head so that the problem can be attended to and the risk eliminated or reduced.

The Head will regularly review the accidents that have occurred to establish trends, examples of good and bad practice and new risks that might require attention. From this, the Health and Safety Governor and Health & Safety Committee receive a report outlining the accidents that have occurred during the term. They have the opportunity to note trends and to identify new risks and to comment on the actions necessary to manage such risks identified.

Incident Reporting: Statement of Policy

The School recognises the importance of documenting near miss incidents as early warnings for potential hazards. Near misses are defined as any unplanned event that could have caused harm but did not. These are reported using the Near Miss log book.

Incidents are reviewed for trends and added to the Near Miss Log. If further controls are required, actions are assigned with follow-up checks.

The Health & Safety Committee reviews logs termly to support preventative action.

Staff may raise health and safety concerns confidentially through the School's Whistleblowing Policy, which outlines protections and reporting routes where there is a perceived failure of safety management.

Definition of an Incident

An event or occurrence which, in the opinion of the person completing the report, could have led to an accident.

Procedure for Reporting an Incident:

- Record details of the incident in the Near Miss log book;
- The Head reviews the frequency of this type of report and likely issues arising from it, discuss any issues of concern with suggested actions;
- Head to arrange for implementation of any actions that result.

Fire Safety

Fire Practice

The School holds termly fire drill to ensure that in the event of a real fire we can safely and rapidly evacuate pupils and staff from School buildings, assemble at a safe point and account for everybody.

Practices are recorded in the fire book.

See also the School's standalone Fire Prevention Policy, which outlines preventative measures, fire marshal duties, and equipment testing protocols.

Fire Alarm

The school has a fire alarm system which is operated by the Site Manager. Fire sensors are located in each room and firelocks are tested on a rotational basis every week.

Fire equipment is serviced and maintained by Checkmate Fire. The location of fire control equipment can be found to the left of the front door.

Some staff have received training in the safe operation of fire extinguishers and may, where safe to do so, to tackle small fires with appropriate extinguishers. Untrained staff should not use extinguishers.

Emergency Lighting

The School has emergency lights and exit signs located throughout the School. The Site Manager has a comprehensive list of these locations.

Personal Protective Equipment (PPE) and Clothing

The School provides different PPE and clothing for use by staff and pupils. Catering and Maintenance staff are provided with the appropriate equipment for jobs undertaken on school premises.

Maintenance Schedule

To promote the safe operation of equipment and the maintenance of a high level of fire protection the School has an inspection and maintenance programme. This includes:

- The fire alarm system – including visual checking, alarm test sounding, emergency lighting and fire extinguishers
- P.A.T. testing electrical appliances - any privately-owned appliances brought onsite must be P.A.T. tested before they can be used
- School boilers
- Grounds equipment
- School minibus
- School electrical system

All plant and equipment requiring statutory inspection and testing is inspected by appropriate contractors. The Site Manager maintains a log that documents these actions and maintenance procedures and ensures they take place at the correct time.

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.

Staff are instructed to report any health and safety related issues to the Site Manager using the email address healthandsafety@moorfieldschool.co.uk. This email address is monitored by the Site Manager.

Key Contacts List

There are a number of key contacts when reviewing health and safety within the School:

- Health and Safety Executive;
- Environmental Health Department
- Yorkshire Water
- DVLA / DVSA
- Fire Service (local)
- Fire and alarm monitoring service
- Fire extinguisher maintenance engineers
- Electrical maintenance engineer
- Fire alarm engineer
- Kitchen equipment engineers; and
- Grounds equipment engineers

Current contact details are maintained by the Site Manager. Details can be obtained from them or the school office.

Health & Safety Training

The School has a policy of training staff to an appropriate level to ensure they have the right level of knowledge to assess and manage risks for themselves.

Health & Safety Training Approach

The School uses the following approaches:

- Staff inset for briefings
- Staff inset for training large numbers. e.g., First Aid
- Online courses, e.g., food hygiene, fire marshalling, First Aid, manual handling, working at heights, COSHH, legionella
- Issue of guidance documentation and codes of practice/risk assessments; and
- Off-site or practical courses where required

Health & Safety of Staff

Pregnancy

School provides a safe and healthy working environment for all employees, including particular measures to protect the health and safety of those who are pregnant or who have recently given birth. The School carries out a risk assessment and puts appropriate measures in place to protect their health and that of their unborn child.

Work-related Stress

The School recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stress. The Head will talk with staff who have work-related stress issues whether entirely related to work or not and will deal with each case individually

and agree with the member of staff suitable actions to be taken. These might involve contacting the school doctor, reducing responsibilities or working hours on a short term or long term basis.

Violence to Staff

Violence towards any member of staff is unacceptable, whatever form it takes, and no member of staff shall be expected to accept exposure to violent behaviour as being part of their job. Any member of staff, pupil or parent of the school, who acts violently against an employee or a pupil, will be subject to the appropriate disciplinary procedure.

Control of Hazardous Substances

All staff should handle hazardous chemicals with care following COSHH guidance and the relevant risk assessment. The school maintains an Asbestos Manual which is maintained by the Site Manager. 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.

Health & Safety Food & Drink Welfare

All kitchen and EYFS staff and any teaching staff involved in the preparation and handling of food have undertaken Level 2 Food Hygiene Training. Fresh drinking water is available at all times to pupils and staff from clearly labelled sources.

Monitoring Developments in Health & Safety

Information is obtained from the following sources:

- Membership of IAPS and ISBA means we receiving briefing notes on major issues
- Visiting appropriate websites (e.g., Health & Safety Executive)
- Government agencies provide notice on major developments in health & safety legislation.

Occupational Health

It is important that employees remain healthy and adopt safe practices which do not affect their wellbeing adversely. In particular, employees are encouraged to manage their work-related stress levels and to seek advice if they are finding this difficult.

More information on this area can be found at http://www.hse.gov.uk/pubns/ohindex.htm

Workplace safety for staff, pupils and visitors

We all have a duty to safeguard our own and others' health and safety. The school's risk assessment process identifies and manages relevant risks, but we encourage all staff, pupils and visitors to report any concerns to the Health and Safety Officer or other member of staff, so they can be quickly addressed.

Lone Working

The School acknowledges the increased risk to staff working alone. Staff are required to familiarise themselves with the Lone Working Policy.

Site Security

Please refer to the School's Security Policy. Correct procedures must be followed to maintain security. Any unidentified person on site should be challenged politely and escorted to the School office to sign in and be issued with a visitor's badge. Suspicious activity should be reported immediately to the School office.

The four-digit numeric code for access codelocks is changed at intervals to ensure that only members of staff are aware of the number and can access secure locations on the School site.

Selecting and Managing Contractors

Where possible, work to be carried out on school premises is scheduled outside of term time. However, this is not always possible. External contractors who are appointed to work on the school site are selected carefully by the Site Manager, in consultation, where necessary, with the Head. 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.

All external contractors are required to:

- Provide Risk Assessments and Method Statements (RAMS), where appropriate, before work begins;
- Comply with the School's safeguarding procedures and Health & Safety protocols;
- Be supervised if working during term time when pupils are present, unless prior safer recruitment checks have been completed;
- Be briefed on site-specific fire safety and emergency procedures;
- Be signed in at Reception and wear a visible identification.

The School retains the right to halt works where safety procedures are not being followed.

Smoking or Vaping on site

Smoking and vaping is not permitted on the School premises.

Manual Handling

Staff are expected to assess the risk before lifting, carrying, or moving loads. The School provides training on manual handling.

Health and Safety Emergencies

In the case of any emergency, the first point of contact should be the school office, unless urgent medical attention is needed, in which case dial 999. The school office will coordinate information and can summon the appropriate staff or external agencies as necessary.

Additionally, the school has Crisis Management plan set out in the Critical Incident Policy.

Reviewed: May 2026