



Health and Safety Policy

Policy reviewed and updated	01/10/2025
Date of next review	01/10/2026
This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate	

The Health & Safety at Work Act 1974 places duties in respect of health and safety for employers, employees, pupils and for each person who has, to any extent, the control of the school premises. The Management of Health and Safety at Work Regulations 1999 extend these duties in various respects.

The overall, day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who works with the support of the School Business Manager in their role as Health and Safety Officer.

This policy is written with the Partnership Learning Trust Health and Safety Policy in mind.

General Rules

Good housekeeping is an important part of any safety policy. Everyone - staff and pupils - must take an active role in complying with the appropriate safety measures and contribute to the general tidiness and general efficiency of the school. The following are intended to act as a reminder to all:

- The school is a no smoking environment, which includes vapour type cigarettes. In areas outside of the perimeter where smoking is permitted, it is essential that every care be taken to prevent fire
- Corridors, fire exits and thoroughfares forming a means of escape must be kept free of obstructions. Fire doors must not be propped open
- Spillages and breakages must be cleaned up immediately. "Slippery Surface" notices must be displayed during wet cleaning
- Do not interfere with, obstruct or remove First Aid boxes, protective clothing, smoke stop doors, fire fighting equipment, and electrical circuit breakers (unauthorised interference may be a criminal offence)
- Dangerous or faulty equipment must be reported by the person in charge immediately and action taken to isolate the equipment until the problem has been rectified
- Extra care must be taken against the possibility of tripping or stumbling when carrying glassware, hot foods/liquids, poisons or corrosives
- Lockers and cupboards must be kept clean and tidy and unwanted materials/equipment disposed of or returned to the appropriate place
- Incidents, near misses and accidents to pupils, staff, visitors or members of the public must be reported to the appropriate Line Manager

Health and Safety Policy Statement

Harefield School (hereafter referred to as the school) accepts that it has a duty to ensure, in so far as is reasonably practicable, the health & safety of all employees, pupils, contractors and visitors.

It is therefore School policy to:

- Continually improve the School's Health and Safety performance
- Establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the school to comply fully with the Health and Safety at Work Act 1974 and all relevant associated regulations, provisions and Codes of Practice
- Develop an awareness of health and safety and an acceptance of individual responsibility among staff, pupils, visitors and contractors
- Ensure plant room doors are kept locked and that the Premises Manager maintains oversight of entry to such areas
- Provide all staff and pupils with appropriate information, instruction, training and supervision for health and safety: staff and pupils are to work safely and their contribution to the achievement and maintenance of safety standards is valued

- Work in close collaboration and consult with safety representatives appointed by the Health and Safety Committee
- Seek to ensure that plant, equipment and systems of work are safe, with risks kept to the minimum that is reasonably practicable, for staff, pupils and any other persons who may come into contact with such plant, equipment or systems
- Arrange and operate suitable procedures for the safe handling, storage and transportation of chemicals, substances and materials within the school
- Implement effective emergency procedures and First Aid provision to meet statutory and compliance requirements
- Obtain expert advice on any matter that is outside the knowledge and experience of school employees
- Evaluate and review the content, operation and achievement of this Policy by presentation of
 - (i) an annual report to the Governors and
 - (ii) termly reports to the General Purposes Committee
- Conduct risk assessments of all relevant School activities and premises
- Allocate sufficient funds in annual budgets to achieve the above

Please see Appendix 1 for the agreement regarding contractors working at Harefield

Responsibilities

The overall, day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head Teacher, who will work with the assistance of the School Business Manager in their role as Health and Safety Officer and with the Premises Manager to ensure that:

- The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development
- Suitable and sufficient funds, people and equipment are made available to seek to meet the health and safety requirements of the policy
- The appropriate insurance cover is provided and maintained
- Procedures are put in place to seek to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties
- Senior Management recognises its role in providing health and safety leadership committee in the School and to engage the active participation of staff in improving health and safety through continuous improvement
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards
- Procedures are put in place to ensure that adequate welfare facilities are provided for staff
- Health and safety objectives are set, and their achievement is measured and reported as part of the management review
- Where necessary, health and safety rules are developed to meet legislative and School requirements
- Senior Managers will support Heads of Department in the development of the School's H&S culture by regularly planning, measuring, monitoring, reviewing and auditing the policy and its procedures
- Provide on-going financial and operational resources to support ISO45001 Standard compliance
- Any necessary and identified action is taken to seek to control or eliminate so far as reasonably

practicable any identified high risk

- The presentation of the annual Health and Safety Report to the Governors
- That the Health and Safety Committee meets once per term to monitor and review. Ensuring that the School's H&S management system conforms to the ISO 45001 requirements

Health and Safety Committee

The Committee meets once per term and has responsibility for:

- Keeping abreast of legislative changes that impact compliance and best practice from a health and safety perspective
- Ensuring that adequate health & safety training, procedures and equipment are being provided for staff, pupils, contractors and visitors; this includes at induction and thereafter
- Ensuring the Health and Safety expectations and responsibilities as set out by the Partnership Learning Trust are followed
- Developing the implementation of all relevant policies throughout the school
- Recording reported incidents, hazards and near misses and taking action on the information collated
- Reviewing health and safety extracts from the minutes of internal meetings and addressing any areas of concern or required action
- Making recommendations to the Governing Body and Senior Management Team to ensure the continued adequate provisions for health and safety in the school
- Improving the school's compliance awareness and culture

Committee membership includes the School's Health and Safety Officer, Premises Manager, IT Network Manager and the Heads of Department (PE, Science, DT, Art, Home Economics) and the School's Welfare Assistant. The Committee is chaired by the School's Health and Safety Officer who is the School Business Manager.

Premises Manager's Responsibilities

- Have general responsibility for the application of the School's Health & Safety Policy to his/her own area of work (e.g. fire, water, asbestos, work equipment, risk assessments etc.) and is directly responsible for forward planning – relevant actions from inspections, audits etc. tabulated and School Business Manager are addressed.
- Also calls in contractors and engineers to attend to maintenance and statutory inspections
- Obtain and maintain statutory inspection records
- Carry out daily (recorded weekly) and monthly inspections. Complete the annual documentation check and termly inspections

Manage contractors and understand the basics of Construction and Design and Management (CDM) regulations

Heads of Department Responsibilities

Heads of Department have responsibility to oversee the safe operation of their department. They should:

- Read, understand and promote the School Health & Safety Policies
- Manage new staff's compliance induction training and existing staff's on-going mandatory training (safeguarding, fire, workstations, manual handling, First Aid, etc.) in liaison with the Health and Safety Officer
- Carry out annual risk assessments within their areas of responsibility, delegating where applicable. Review and update departmental risk assessments on an ongoing basis

- Ensure that all exit routes are kept clear of obstructions and the build-up of combustible materials is prevented.
- Ensure correct use of fire doors (e.g. unobstructed, not propped open, close firmly)
- Ensure correct signage is displayed in their department and that it is in good repair - notify the Health and Safety Office of any defects
- Ensure that any personal electrical equipment brought into the department is checked by the school's electrician prior to use in line with portable appliance procedures
- Report any near misses, hazards or accidents via the Schools' Health and Safety portal and encourage staff within the department to do the same
- Ensure that First Aid boxes are correctly stocked and the location clearly signed
- Ensure that every member of the department is aware of the name and location of the nearest qualified First Aid person and how to correctly call for an ambulance
- Inform the Health and Safety Officer of any defects, which could jeopardise the health and safety of those persons in the department
- Include in department meetings a standing agenda point - "Are there any compliance, fire or health and safety issues to raise?" with copies of minute extracts sent to the Health and Safety Officer for discussion at the Health and Safety Committee

The School's Responsibilities

As an employer, the school has the following legal duties under the Health & Safety at Work Act 1974:

- Assess how risks will be controlled in the school and delegate responsibility for this
- Consult and work with staff and the Health and Safety representatives in protecting employees from harm in the workplace
- Provide Health and Safety training to allow employees to complete their duties
- Provide equipment and protective clothing as necessary and ensure it is properly looked after
- Provide toilets, washing facilities and drinking water as necessary
- Provide adequate First Aid facilities
- Provide a system to report injuries, near misses, diseases and dangerous incidents at work
- Provide insurance that covers employees for injuries at work
- Circulate a copy of the current insurance certificate to be posted so as to be easily read by staff
- Work with consultants or contractors sharing the workplace or providing employees (such as agency workers), to seek to ensure everyone's health and safety is protected
- Consult non-managerial staff with regard to the development of the Policy, ISO 45001 Standard compliance and general safety development

Classroom Teachers' Obligations

The Health & Safety of students in classrooms is the responsibility of classroom teachers.

- Check classroom area is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities
- Report defects, in the first instance through the online Premises Helpdesk or failing which, to the Premises Manager
- Avoid introducing personal items of equipment (electrical or mechanical) into school
- Follow safe-working procedures and carry out the relevant risk assessments
- Carry out any special tasks as assigned in the Summary of Arrangements (Part 4)
- Ensure the room is left in a safe state at the end of lesson
- Ensure any relevant risk assessment forms are completed and carried out, students are briefed and all necessary control measures are applied

Employee's Responsibilities

Employees have legal duties under the Health & Safety at Work Act 1974. All members of staff are required to:

- Know the Health & Safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied (e.g. Co-operate with employer, carry out/assist with risk assessments for activities and implement findings)
- Observe standards of dress consistent and appropriate with safety and/or hygiene; exercise good standards of housekeeping and cleanliness
- Know and to apply procedures in respect of fire, first aid and other emergencies
- Use and not wilfully misuse, neglect or interfere with things provided for his/her own Health & Safety and/or the Health & Safety of others
- Co-operate with other employees in promoting improved Health & Safety arrangements in the school
- Co-operate with any Trades Union Health & Safety Representatives and the officers of the Health & Safety Executive
- Report all serious accidents, dangerous occurrences and near misses and safety concerns to the School Business Manager

Governor's Responsibilities

The Governors have responsibility for the oversight of health and safety at the School, which includes monitoring the effectiveness of health and safety management within the school. The Governors are to:

- Require such information (including this policy) to be presented to them as may be necessary for the efficient discharge of their responsibilities
- Approve the allocation of sufficient resources both personnel and financial to seek to meet the demands of Health and Safety Legislation
- Seek to ensure that delegated functions are carried out in such a manner as to meet the requirements of Health and Safety legislation
- Continually improve the School's Health and Safety performance
- One (and sometimes two) of the Governors will attend meetings of the Governors' Health and Safety and Compliance Oversight Committee then report back to the Governors

The Student

Students, in accordance with their age and aptitude, are expected:

- To exercise personal responsibility for their own safety and that of their fellow students
- To observe standards of dress consistent with safety and/or hygiene (this precludes unsuitable footwear, jewellery and other items considered potentially dangerous)
- To observe all safety rules at their school and in particular the instructions of teaching staff given during both routine lessons and in an emergency
- To use and not wilfully misuse, neglect or interfere with things provided for their safety (eg. Notices, alarms, extinguishers, etc.

Appendix 1: Agreement for Contractors on Harefield Premises

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on school premises have a legal duty to ensure that their activities/equipment/substances etc., do not cause risks to the health or safety of themselves or others; and the managers of school premises also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on school premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term ‘contractor’ is deemed to include sub-contractors.)
2. Contractors and contractor staff will wear Harefield approved ID at all times when on school premises.
3. The School Business or Premises Manager will be the Site Contact depending on the contract type. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
 - Prior arrangements for parking on site (not always possible)
 - Prior notice of work commencement, scale and possible disruption
 - Date / time of proposed visit / works commencement
 - Special arrangements to be agreed before work commences.
4. The Site Contact will provide the Contractor with information on fire and emergency evacuation arrangements for the school; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing. It should be noted that the suite of School Health and Safety policies apply to contractors. Copies of these documents are available on request. Ordinarily, a site induction, as relevant to the works, takes place at the commencement of works on the site covering the aforementioned,
5. Only the Site Contact, the Head Teacher or their nominee has authority to require Contractors to stop work.
6. The Contractor must report to the Site Contact.
 - Any disturbance to a material that is known to contain asbestos
 - Any disturbance to a material that is suspected of containing asbestos
 - Any material identified that is suspected of containing asbestos in areas not indicated on the Asbestos Register (such as asbestos not to be disturbed or removed)
 - Any damage or movement of equipment or materials that could result in the exposure of asbestos or cause (or have caused) the potential release of asbestos fibres
 - All accidents / near miss-incidents, no matter how minor and must give the Site Contact/Head Teacher, or her nominee, adequate prior notice of:
 - All planned changes to programme or location
 - Any possible disruption of services
7. Contractors are responsible for:
 - Removing all rubbish / debris at the end of each day
 - Testing all works on completion as necessary and supplying the School business Manager with commissioning/test data
 - The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dust sheets etc.
 - The provision of their own First Aid facilities
 - Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
8. The following activities are banned on School premises:-
 - Smoking
 - Taking photos

- Alcohol brought on to, or consumed on, school premises
- The playing of music (radios/cassettes/CDs) etc.
- Illegal substances being brought on to , or consumed on, school premises
- Shouting, swearing, over-familiarity with students or staff
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.

9. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

10. Contractors will be required to:

- Provide as much information as possible about the possible tasks/duties that will be completed and the locations in which they will be working
- Provide a copy of their Health & Safety policy
- Comply with all relevant Health & Safety legislation
- Familiarise themselves with the School's Asbestos Register and comply with the Asbestos Policy
- Keep noise and dust to a minimum
- Ensure that no products containing asbestos or CFCs are used on school premises
- Be aware of and comply with the School's fire and emergency evacuation procedures
- Evacuate buildings at the sound of fire alarm, report their safe evacuation to the person in charge and go to nominated assembly area(s)
- Provide written risk assessments/method statements before work commences.

11. Contractors will also be required to:

- Work in a safe manner and not to endanger staff, students, the public or themselves
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Site Contact
- Adequately control physical/chemical hazards to prevent risks to school staff/students/visitors (viz.trailing leads, solvent fumes, absence of lighting or fire alarm, etc.)
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Site Contact
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.
- Cease work if unidentified or hidden ACMs are discovered or if any work disturbs ACMs.

Signature.....SchoolDate.....
 (Site Contact)

Signature.....Company name..... Date.....
 (Contractor's representative)