



Prospect House
PRIMARY SPECIALIST SUPPORT SCHOOL

HEALTH & SAFETY POLICY

Health and Safety Policy

Document Control	
Title	Health and Safety Policy
Date	September 2023
Supersedes	September 2022
Amendments	None.
Related Policies/Guidance	See P9
Review	September 2024
Author	T Gallier

(To be read in conjunction with individual H & S policies)

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- o [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- o [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- o [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- o [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- o [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- o [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- o [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- o [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- o [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

The Health & safety policy is divided into 4 parts in line with recognised good practice.

Part 1 – Our Statement of Intent - which recognises and accepts the responsibility for the school to ensure the Health & Safety of its staff, pupils, visitors and any others who may be affected by its work activity.

Part 2 – Organisation – identifies the responsibilities for Health & Safety between the Governing Body, Senior Leadership Team and individual managers and employees at every level of the school's organisation.

Part 3 – Arrangements – are the individual working documents and policies that serve to implement Health & Safety at Prospect House.

Part 4 – Review – outlines the arrangements for reviewing and monitoring Health & Safety, policy, Practice & performance at Prospect House.

Part 1 – Our Statement of Intent

Prospect House School recognises and accepts its responsibility, placed upon it as an employer, by the Health & safety at Work Act 1974.

The health, safety and welfare of all our staff and students is of paramount importance to the school.

The Head teacher and Governors attach great importance to the health, safety and welfare of all staff and students within school. In accordance with 'The Health and Safety at Work Act', 1974, sections 7 and 8 and associated legislation, all staff have a duty to maintain a working environment which is as safe as possible for everyone in school: students, staff, volunteers and visitors. This includes following the School's Health and Safety guidelines and reporting procedures.

The legislation is based on the Management of Health and Safety at Work Regulations 1999. Guidelines developed in school, take account of these recommendations where appropriate.

We are committed to developing a culture within school of a collective responsibility that is supportive of health and safety and consider it to be an integral part of everything that we attempt to achieve in school.

We strive to ensure that adequate arrangements are put in place to secure compliance with all relevant Health & safety legislation and seek to continuously improve our Health & Safety performances.

We are committed to ensuring that employees at all levels receive the appropriate instruction & information, guidance, supervision, and training to ensure that they are competent and safe to carry out their duties and responsibilities.

We therefore aim to create a climate where **everyone** working for the school is committed to improving our Health & Safety performance and that Health & Safety is seen as everyone's responsibility.

Part 2 – Organisation

The overall responsibility for Health and Safety Management lies with the Head teacher. The Head teacher is responsible and accountable to the Prospere Learning Trust, the Local Governing Body and Parents for implementing the school's Health & Safety policy and for all matters relating to health, safety and welfare within Prospect House.

The Head teacher will appoint a member of the Senior Leadership Team (Robin Anthony) to act as Health & Safety co-ordinator, who will oversee Health & Safety on their behalf. They will ensure that both Health & Safety policy, and practice, stays up to date and current.

The Site Manager Tom Redshaw is responsible for carrying out checks on a daily or weekly basis, reporting faults and ensuring the necessary action is taken and monitoring the full implementation of the schools guidelines as they relate to Health and Safety with respect to the school site.

All the above staff form part of the process to inform the Governing Body of any Health & Safety related issues via the appropriate Governor's subcommittee. This committee will be familiar with the Health & Safety at Work Act 1974 at its implications on the work of the school. They will monitor policy and practice and evaluate any accidents and incidents occurring in the school.

The Health and Safety of the School kitchen is monitored by Prospect House site team & catering team.

All staff are responsible for being familiar with, and implementing, the school's Health & Safety guidelines and procedures. These can be found in individual Health & safety files owned by all staff, or similarly in the current staff handbook. The ethos that we all take a part, and are all responsible for our own, and each other's, Health & Safety, is strongly encouraged within the school.

Each member of staff is responsible for ensuring that a high level of safety is maintained both inside and outside the building. This entails:

- Making sure that volunteers, visitors, students etc. are aware of and follow school procedures as necessary
- Helping students to follow school procedures and understand why certain procedures are necessary.
- Reporting accidents
- Ensuring classroom furniture and equipment is safe
- Removing and reporting hazards (form in Office)
- Carrying out visual daily checks as appropriate:
 - on fire exits to ensure they are kept clear,
 - on large outdoor play equipment and loose portable play equipment,
 - on portable electrical equipment and any classroom equipment.
 - outside environment, clear and safe including checks on vegetation.

- Carrying out basic checks on the mini bus before driving as per the Vehicle Check Sheet (see ***Policy on Use of School Minibuses***).

All staff have a responsibility to co-operate with the Head teacher to achieve a healthy and safe workplace, and to take reasonable care of themselves and others who may be affected by their actions or omissions.

As we are on a co-located site with Grange school until March 2022 we must ensure that this ethos of collective responsibility extends to them. All staff should be mindful of any Health & safety implications that their actions might cause to our neighbours, both Grange and any residential properties that border our site.

SPECIFIC STAFF RESPONSIBILITIES:

Trust Body: in its role as employer they will ensure, so far as reasonably possible, the health and safety at work of all employees and others (students, visitors & contractors).

In order to do this they will ensure that policies and procedures are up to date and rigorous. That there is adequate provision to meet the school's legal and moral obligations. To provide suitable challenge to this function, they monitor this provision through regular reporting of Resources and Finance committee.

Headteacher – Tracy Gallier: Ultimately, the responsibility for all school organisation and activity rests by definition with the Headteacher. However all staff have a responsibility towards contributing to the overall health and safety of the site.

Health & Safety co-ordinator – Robin Anthony (Deputy Headteacher): is responsible for the co-ordination and safety management throughout the school. The co-ordinator will:

- Ensure the Resources and Finance committee will receive relevant and timely information on all health and safety related matters
- Develop policies, procedures and scrutinise practice
- Assist with audits and inspections
- Organise with the Site Manager, fire evacuation practices
- Monitor accidents and incidents
- Have a general oversight of health and safety, training and first aid matters
- Carry out the role of Educational Visits Co-ordinator (EVC) to ensure that educational visits follow guidelines and policy

Heads of Department – (all DHTs & AHTs): responsible for the provision of safe working conditions for the staff and students in their department. Where they have any concerns regarding health and safety matters they must ensure that they are recorded and reported to the Health & safety co-ordinator and / or the Head teacher.

Curriculum Co-ordinators – each curriculum co-ordinator is responsible for the safe practice within their teaching area. Where appropriate they will be responsible for ensuring that all activities to be

undertaken in their subject area have been adequately risk assessed, and all equipment is suitable maintained as fit for purpose. Examples of some areas with specific responsibilities are:

- Physical Education (P.E.)
- Design Technology / Food Technology
- ICT / Computing
- Science

Teachers / Teaching assistants – are responsible for the immediate safety in his / her classroom, to ensure that any activity undertaken has high regard for the health and safety of all, through:

- Following safe working practices
- Provision of PPE as required
- Ensuring that the classroom environment is tidy and fit for purpose
- Ensuring that students receive adequate instruction and supervision
- Reporting of all accidents, incidents and defects.

Site Manager – : will take a lead role in working with the Health and Safety co-ordinator to ensure that all aspects of safety relating to the grounds and premises is adequately managed. This will include:

- Reporting to the Governors on all health and safety matters relating to buildings and premises.
- Developing suitable procedures to be followed by the site staff and contractors (including associated risk assessments).
- Keeping appropriate health and safety records.
- Oversight of CoSHH policy and risk assessments.
- Provision and maintenance of all safety equipment i.e. hoists, fire and evacuation equipment.
- Co-ordinate all SLAs in respect to health and safety and premises / facilities upkeep and inspection i.e. Fire Risk assessment, Legionella, asbestos management and PAT testing etc. and review at least annually.
- Ensuring all levels of routine maintenance and inspection of services i.e. electrical installations, boilers etc.
- Ensuring that all faults are recorded and appropriately actioned in a timely manner in order to minimise any associated risks.

Local Governing Body:

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governor who oversees health and safety is Stuart Harris

Part 3 – Arrangements – are the individual working documents and policies that serve to implement Health & Safety at Prospect House.

These can be found in the following sections as the individual policy documents relating to the Health & Safety arrangements within Prospect House:-

FIRE - Fire Drill Policy
Personal Emergency Evacuation Plans (PEEPs)
Fire Extinguisher Information
Fire Risk Assessment

MINIBUS - Policy on Use of School Minibuses
Staff MIDAS information (held by school office)

LEGIONELLA / PPM -
PPM (Programmed Planned Maintenance) Schedule
Legionella Information (see Legionella Risk Assessment)

HYDRO POOL – Hydrotherapy – Health & safety Policy

FIRST AID – First Aid Policy
Guidance on use of Medicines in Schools

SCHOOL SITE – Evacuation Plan
Staff receipt of Evacuation Plan
Guidelines for Traffic on School Site
Contractors on School Premises
Guidelines for Reporting Faulty or Damaged Equipment / Structure
ICT Health & Safety Policy
Guidelines for Reporting Accidents
Home Visits (Lone Working) Policy

RISK ASSESSMENT –
Risk assessment Policy
Individual Area Risk Assessments

STAFF FOLDER / TRAINING –
Details of staff Health & Safety training
Moving & Handling Policy
Policy on the use of Display Screen Equipment

MISCELLANEOUS –

Details OF ANY HSE guidance

Part 4 – Review – outlines the arrangements for reviewing and monitoring Health & Safety, policy, Practice & performance at Prospect House.

The Headteacher and the Senior Leadership Team will undertake to review the school's Health & safety policies to assess whether the arrangements are sufficient and that they are operating effectively.

Key questions to be asked are:

- Are the policies working?
- How effective are they?
- Can they be improved?
- Are staff fully aware of correct procedures and risk assessments?

This review will be shared with the LGB.

All policies will be monitored at appropriate intervals to ensure that the principle objective of ensuring the health and safety within Prospect House is achieved. Policies must be revised as required to reflect current legislation and changes to the school management structure / environment.

The Head teacher has a responsibility for providing details of any accidents / incidents / near miss events to the Governing Body and to identify and examine any trends within the school.

The school will use all suitable communication systems for sharing information on Health & Safety issues with all staff, including staff meetings, morning briefings, specific training sessions, school bulletin etc. The Individual Staff Health & safety folders will be used as another means of disseminating such information. Health & Safety policy, procedures and practice will also be seen as part of the induction program for new staff.

Policy Information and Review

Policy review dates (frequency of review: every 3 years)

Date	Changes made	By whom
30.9.2021	Update to premises staff and SLT – this will need further review in March 2022	Tracy Gallier
September 2022	Updated site staff details. Included LGB responsibility	Tracy Gallier
September 2023	Date changes	Robin Anthony