UNCRC –Article 3 (best interests of the child), Article 6 (life survival and development), Article 24 (health and health services)

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY:

The Governing Body and Headteacher are committed to ensuring that high standards of Health & Safety, which are an indication of a well-managed and caring school, are maintained to the best of our ability within our school.

The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

The above can only be achieved, however, through the active participation of all staff, whose efforts and cooperation will provide safe and healthy conditions for our pupils, the general public and ourselves. All staff and pupils must recognise that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Accordingly, and in recognition of the law, the governing body and headteacher of Charter School hereby endorse the Charter School Health and Safety Policy and instruct all employees and contracted employees to comply with it forthwith.

Signed	Signed
…….	…….
Chair of Governors	Headteacher
Date:	Date:

REVIEW

The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Date reviewed: March 2024

Date of next review: April 2025

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Statement Of Intent

1. The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
2. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
3. The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
4. The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Specific Health and Safety Arrangements and Responsibilities

The Duties of All Members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

1. take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
2. follow agreed working practices and safety procedures;
3. report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
4. ensure health and safety equipment is not misused or interfered with.

To meet these responsibilities all employees are required to:

1. exercise good standards of housekeeping and cleanliness;
2. know and apply the emergency procedures in respect of evacuation, fire and first-aid;
3. use and not wilfully misuse, neglect or interfere with equipment provided for their own safety and the safety of others.

All staff will receive Health and Safety training on joining the school as part of their induction process. If an initial training need is identified as part of the job requirements this will also be delivered as part of the induction process.

The Governing Body

The ultimate responsibility for ensuring a safe and healthy environment within the school rests with the governing body.

In discharge of its duty, the governing body will:

1. make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;
2. take account of that policy and scheme within budget and other policy considerations;
3. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
4. periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
5. establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
6. bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary, supply and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on this policy and all other relevant health and safety matters, including the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Headteacher

As well as the duties which all members of staff have, the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are:

1. To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
2. To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;
3. To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically -

1. To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
2. To develop and distribute school-specific policies on local health and safety issues;
3. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
4. To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
5. To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
6. To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

7. To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
8. To investigate all accidents, near misses and episodes of work-related ill-health;
9. To monitor and evaluate the health and safety performance of staff;
10. To have and practise emergency and contingency plans;
11. To provide the means for consultation with staff on health and safety matters;
12. To supply a health and safety performance report of standard indicators to the LA upon request.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

The School Business Manager

The School Business Manager has responsibilities delegated by the headteacher to:

1. be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
2. report any health and safety concerns to the Headteacher;
3. co-ordinate the implementation of safety procedures;
4. maintain contact with outside agencies able to offer expert advice;
5. ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken;
6. ensure that all staff know how to access this policy and that they are made aware of their responsibilities under it;

Supervisory Staff Holding Positions of Special Responsibility

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

Staff holding positions of special responsibility (e.g. deputy head, assistant head, etc.) shall:

1. have responsibility for the application of the school safety policy to their own areas of work and should observe instructions given by the governing body and headteacher;
2. safe methods of working exist and are implemented throughout their area of responsibility;
3. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
4. staff, pupils and others under their jurisdiction are instructed in safe working practices;
5. new employees working within their area are given instruction in safe working practices;
6. risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
7. regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

8. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
9. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
10. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
11. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
12. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
13. propose changes and additions to equipment which are necessary to maintain safety.
14. all health and safety information is communicated to the relevant persons;
15. they report any health and safety concerns to the Headteacher.

Class Teachers

The safety of pupils and teaching assistants in classrooms is the responsibility of the class teacher.

A class teacher is expected to:

1. know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
2. always consider safety aspects when planning lessons or activities;
3. exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid;
4. give clear instructions and warnings as often as necessary to reinforce safety during lessons;
5. always be seen to follow safe working procedures personally;
6. propose changes and additions to equipment which are necessary to maintain safety;

These rules also apply to student teachers who must be made aware of their responsibilities by the Deputy Headteacher.

Pupils

Pupils are expected to:

1. exercise personal responsibility for the safety of themselves and others;
2. observe standards of dress consistent with safety and hygiene;
3. observe the safety rules of the school and in particular the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with equipment provided for safety;
5. pupils are not permitted to bring onto school property any items considered dangerous, including knives.

It is the responsibility of class teachers to ensure that pupils are made aware of the above.

Hirers, Contractors and others

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated under the duties of the Headteacher section as follows; *The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.*

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

The Governors and School Business Manager will ensure that:

1. the means of access and exit are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about external communication (use of mobile phones), fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures are prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use;
5. arrangements are made for checking the security and condition of the premises after a letting.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in their care from risk or injury. This may include requiring the contractor to stop work of leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare.

Staff Consultative Arrangements

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to

- save life;
- prevent injury;
- minimise loss.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

Sources of Advice and Technical Assistance

Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

Specific Procedures and Further Guidance

Comprehensive safety rules, procedures and codes of practice relating to particular activities to guide Charter School staff are listed below. These documents must be observed, as appropriate, by all staff and by contractors and their employees working on Charter School's premises.

Related written procedures within the school are:

- Critical Incident Plan
- Employee well-being
- Fire and other emergency evacuations
- Legionella Water Safety
- Lockdown policy
- Lone working
- Medical conditions
- Online safety
- Organising outdoor education activities
- Positive Handling
- Provision of First Aid
- Use of contractors
- Recruitment of Ex-Offenders
- Reporting of accidents, incidents, hazards and near misses

- Risk assessments
- School trips
- Site Security Policy
- Storage and administration of medicines
- Violence to staff
- Work experience for pupils / students

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

Appendix 1: Working at Height – the safe use of stepladders and ladders

Teachers and Support Staff in school will not be required to use ladders. For others who might use ladders on school premises, including Contractors, we have the following guidelines available and we require adherence to the good practice included in them:

HSE The Work at Height Regulations 2005 (as amended)
HSE Safe use of ladders and stepladders, An Employers Guide

1. **Set up for stepladders**

- Pre-use check including feet
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery
- Only use where it will not be pushed over by other hazards such as windows or doors, and if this inevitable have a person standing to guard the doorway or window

2. **Stepladders in use**

- Do not work off the top two steps unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach

Appendix 2: Manual Handling Guidelines

- Think before lifting/handling: Plan the lift. Decide where the load is going to be placed and whether help will be needed. Remove any obstructions and consider whether you might need to rest the load midway to change grip.
- Keep the load close to the waist: Keep the load close to your body for as long as possible while lifting and keep the heaviest side next to your body
- Adopt a stable position: Your feet should be apart with one leg slightly forward to maintain balance. Be prepared to move your feet during the lift to maintain stability.
- Get a good hold: Where possible the load should be hugged as close as possible to the body
- Start in a good posture: At the start of the lift slight bending your back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and hips and knees (squatting)
- Don't flex your back any further while lifting. This can happen if your legs begin to straighten before starting to raise the load
- Avoid twisting the back or leaning sideways, especially while your back is bent, and turn by moving your feet rather than twisting and lifting at the same time
- Keep your head up when handling and look ahead, not at the load
- Don't lift or handle more than can be easily managed. There is a difference between what you can lift and what you can safely lift. If in doubt get help

Appendix 3: Fire and Emergency Evacuation Procedures

Charter School Designated Fire Officer: Headteacher

Fire and Emergency Procedures – refer to the Charter School Fire Plan and the Critical Incident Management Plan for more detail on evacuation

Action to be taken in the discovery or event of a fire

- Operate the nearest Fire Alarm point. These are clearly marked around school and are by the exit to each classroom and external corridor doors
- Upon hearing the alarm, teachers or staff members in charge of a class must line up the children and lead them out the nearest fire exit. Teacher/Marshal to put on high visibility waistcoat if easily available
- Ensure staff and pupils with impaired mobility are cared for
- Teachers are responsible for taking out their class fire register and/or ipad
- Office staff are responsible for printing records of pupils late to school or removed from school during the day and visitors
- All other staff and visitors leave by nearest fire exit
- Walk round to the fire assembly point at the front of the building, on the other side of the main car park
- Teachers complete roll call of class once assembled
- Teachers will then double check numbers to ensure that no person is left inside the building
- The office staff will count to make sure that all of the staff have arrived at the assembly point
- Raise the alarm with the Chief Fire Marshal if anyone is unaccounted for, who will convey this to the Fire Brigade on their arrival
- Do not stop to collect personal belongings
- Do not attempt to extinguish the fire, even if having undertaken fire safety training, **your priority is your own safety and that of the children in your care**
- Do not re-enter the building until the all-clear is given

Appendix 4: Working Alone at Charter School

The Governors are concerned for the safety and welfare of all staff who stay after school or are alone in school outside normal school hours. It is recognised that there are occasions when staff may be required to work alone or in isolated situations. To reduce any risks this may introduce, you are requested to:

- Seek the permission of the Headteacher to work alone outside normal school hours and in the evening do not stay after the school has been locked up (usually between 7-8pm)
- Wherever possible, and especially during school holidays, arrange to work with a colleague
- Do not enter the premises if there are signs of intruders
- On entering the school ensure that the front door security system remains activated and the door is securely shut

- Lock your classroom outside door for your own safety
- Ensure areas of school not in use are kept secure
- Keep your mobile phone near you and ensure it has good reception within the school
- Close window blinds in the winter when it is dark outside
- Do not challenge intruders or vandals, but call the police for assistance
- Establish your own checking in and out system with family, friend or work colleague
- Do not work alone if you have any medical condition that might cause incapacity
- Do not use ladders or undertake any tasks at height whilst working alone