STEEL RIVER ACADEMY TRUST

Health & Safety Policy

Whale Hill

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1. Aims Our school aims to:

• Provide and maintain a safe and healthy environment

• Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

• Have robust procedures in place in case of emergencies

• Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

• The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

• 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

• The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

• 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

• 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

• 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

• The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

• The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

- Control of Asbestos Regulations 2012 [hse.gov.uk]
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Manual Handling Operations Regulations 1992

The school follows guidance published by UK Health Security Agency when responding to infection control issues.

3. Roles and responsibilities

3.1 Steel River Academy Trust and governing board

Steel River Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

• Implementing the health and safety policy and will liaise with the governors to ensure full compliance with all its requirements

• To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.

• To demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at Governor meetings.

• Ensuring there is enough staff to safely supervise pupils

• Ensuring that the school building and premises are safe and regularly inspected

• Providing adequate training for school staff

• Reporting to the governing board on health and safety matters

• Ensuring appropriate evacuation procedures are in place and regular fire drills are held

• Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

• Ensuring all risk assessments are completed and reviewed

• Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

• To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Lead

The nominated Health and Safety Lead is the Head Teacher:

• To be familiar with the content of the School's Health and Safety Policies, the Health and Safety at Work etc Act 1974 and other Health and Safety legislation and policies affecting their area of work.

• To ensure their managers and supervisors carry out their Health and Safety duties and responsibilities.

• To ensure that all hazards within their area of responsibility are identified.

• To ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility.

• To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.

• To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

• To ensure the effective use of resources available to achieve Health and Safety objectives. To highlight and address any inadequacy in the allocated resources.

• To ensure that Health and Safety training needs are identified for all employees within their area of responsibility.

• To ensure that employees attend Safety training identified as being necessary, including induction training.

• To ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.

• To ensure that adequate monitoring of Health and Safety standards is undertaken.

• To ensure that incidents e.g. accidents, near misses, violence and aggression are properly reported, investigated and actions taken to avoid recurrence.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

• Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

• Co-operate with the school on health and safety matters

• Work in accordance with training and instructions

• Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

• Model safe and hygienic practice for pupils

• Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher/SBM before starting work and sign necessary paperwork i.e. Permit to Work and Asbestos register. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

DBS requirements where applicable
Segregation from pupils
Safeguarding compliance
Signing in/out procedures

4. Site security

The Caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Caretaker and the Headteacher are key holders and one of these will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. In the event of a fire:

• The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

• All doors are to be closed by Fire Wardens

• Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. Lower school on the KS1 playground. KS2 on the field at the back of the school.

• Class teachers will take a register of pupils, which will then be checked against the attendance register of that day

• Miss McGee/Mrs Lee will take a register of all staff

• Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities when required.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

• Chemicals

• Products containing chemicals

• Fumes

• Dusts

• Vapours

• Mists

• Gases and asphyxiating gases

• Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

COSHH assessments are held in the school office.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are either stored in the COSHH store, which is an external locked storeroom, the school safe or in locked cupboards i.e. cleaners cupboards, staffrooms.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

• Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

• Gas pipework, appliances and flues are regularly maintained

• All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella – see separate register

• The Legionella register is held in the main office

• Waterman's carry out monthly checks, risk assessments and audits, all of which are reported back to Redcar & Cleveland Borough Council, each visit is recorded in the Legionella register

• The risk assessment is reviewed each year and a copy is given to the school with necessary remedial works required

6.3 Asbestos – see separate register

• The Asbestos register is held in the main office

• Staff are aware on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

• Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

• Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe

• A record is kept of the location of asbestos that has been found on the school site

• If staff have any doubts/concerns they must contact the caretaker, SBM or Head teacher

Equipment

• All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

• When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

• All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

• All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

• Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them

• Any potential hazards will be reported to the caretaker or SBM immediately

• Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

• Only trained staff members can check plugs

• Where necessary a portable appliance test (PAT) will be carried out annually by a competent person.

• All isolators switches are clearly marked to identify their machine

• Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

• Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PPE equipment

• The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.

• Where the need for PPE has been identified it must be worn by the staff member or pupil who might be at risk of injury of harm to health.

• Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

• PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Line Manager.

7.3 PE equipment

• Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

• Any concerns about the condition of the gym floor or other apparatus will be reported to the Caretaker, Head Teacher or SBM.

7.4 Display screen equipment – see separate policy and risk assessments

The Trust will comply with the Health and Safety (Display Screen Equipment) Regulations, including the assessment of DSE workstations, provision of information and training, and arrangements for eyesight testing and corrective appliances where required.

All staff who use computers daily as a significant part of their normal work can have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time on a daily basis.

The Trust will fund an eye and eyesight test for employees identified as DSE users upon request. Where the optometrist confirms that special corrective appliances are required solely for DSE use, the Trust will reimburse the cost of a basic pair of spectacles.

8. Lone working

Lone working may include:

• Late working

• Home or site visits

• Weekend working

• Site manager duties

• Site cleaning duties

• Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

• The Caretaker and each area retain ladders for working at height

• Pupils are prohibited from using ladders

• Staff will wear appropriate footwear and clothing when using ladders

• Contractors are expected to provide their own ladders for working at height

• Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

• Access to high levels, such as roofs, is only permitted by trained persons

• The Caretaker visually inspects all ladders every 6 months and records his findings

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

• Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

• Take the more direct route that is clear from obstruction and is as flat as possible

• Ensure the area where you plan to offload the load is clear

• When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Medicine Policy – see separate policy

No pupil is allowed to take medication on the school site without written consent from his/her parent/carer, only medication prescribed by a Doctor along with dosage requirements should be accepted.

Allergies and Anaphylaxis – see separate policy

New statutory guidance on allergy safety in schools was published in 2026.

- Identification of pupils with allergies
- Individual healthcare plans
- Storage of adrenaline auto-injectors (AAIs)
- Staff training
- Emergency response procedures
- Allergy risk assessment for educational visits

Automated External Defibrillators (AEDs)

The school maintains an AED on site. The location is clearly identified and staff are informed of its use. Regular checks are undertaken to ensure the device remains operational.

12. Severe weather conditions

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the CEO to make a decision on closure, on grounds of health and safety. In the event of a decision to close Governors will be informed. Parents/Carers will be notified by Parent Mail, a notification will be placed on the school website and publicised on the local radio.

13. Risk Assessments

Assessments will be carried out by nominated competent persons and will include:

• the risks to the health and safety of employees to which they are exposed whilst at work, and

• the risks to the health and safety of other persons arising out of or in connection with work activities.

The significant findings of the assessment will identify:

• hazards,
• risks,
• group(s) of people especially at risk,
• the existing control measures already in place,
• the effectiveness of those measures,
• a measure of the remaining risk,
• the control measures needed to comply with the requirements or prohibitions of Health and Safety legislation.

Appropriate forms are available and should be used to record risk assessments.

For new operations, substances, plant and equipment, it is particularly important that assessments are completed before commencement/introduction. Safety must be considered at the planning stage.

Assessments must be reviewed at least every 12 months. In addition, assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, Managers may use them as a template for a more detailed assessment.

14. First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure provision is suitable for the school at all times.

If medical assistance is thought to be necessary, parents/carers will be contacted. However, should the parent/carers be unavailable medical assistance will be sought by the school and the pupil will be accompanied to the hospital by a member of staff.

15. Sharps Guidance

Only staff who have received the necessary training are allowed to deal with any sharps within school. For diabetic pupils, parents provide a sharps bin which is kept in the school office and parents collect and dispose of when required.

16. Off-site visits

When taking pupils off the school premises, we will ensure that:

• Risk assessments will be completed where off-site visits and activities require them

• All off-site visits are appropriately staffed

• Staff will take a school mobile phone/personal mobile phone, a portable first aid kit, information

about the specific medical needs of pupils along with the parents' contact details

• There will always be at least one first aider with a current pediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

17. Lettings – see separate policy

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

18. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

19. Smoking

Smoking, vaping and the use of electronic cigarettes are not permitted anywhere on the school premises.

20. Infection prevention and control

We follow national guidance published by UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

20.1 Handwashing

• Wash hands with liquid soap and warm water, and dry with paper towels/hand drier

• Always wash hands after using the toilet, before eating or handling food, and after handling animals

• Cover all cuts and abrasions with waterproof dressings

20.2 Coughing and sneezing

• Cover mouth and nose with a tissue

• Wash hands after using or disposing of tissues

• Spitting is discouraged

20.3 Personal protective equipment

• Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

• Wear goggles if there is a risk of splashing to the face

• Use the correct personal protective equipment when handling cleaning chemicals

20.4 Cleaning of the environment

• Clean the environment, including toys and equipment, frequently and thoroughly

20.5 Cleaning of blood and body fluid spillages

• Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

• When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

• Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

• Make spillage kits available for blood spills

20.6 Clinical waste

• Always segregate domestic and clinical waste, in accordance with local policy

• Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

• Remove clinical waste with a registered waste contractor

• Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

20.7 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

20.8 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency:

Managing specific infectious diseases: A to Z - GOV.UK (www.gov.uk)

In the event of an epidemic/pandemic, we will follow advice from our local health protection team https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcarefacilities/managing-specific-infectious-diseases-a-to-zabout the appropriate course of action.

21. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are

pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

• Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

• If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

• Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

22. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Arrangements are in place to support staff wellbeing, identify workplace stressors, provide access to support services and promote positive mental health.

Systems are in place within the school to respond to individual concerns and monitor staff workloads. The school recognises mental health as part of overall health and safety

23. Accident reporting

The Head Teacher will report necessary incidents to Redcar & Cleveland Borough Council, Health & Safety Team.

23.1 Accident record book

• An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The staff accident book and pupil accident books are kept in the main office. Nursery and reception also hold their own but any significant accident is reported to the SBM/Headteacher, who follow the appropriate action

• As much detail as possible will be supplied when reporting an accident

• Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

23.2 Reporting to the Health and Safety Executive

The Head Teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head Teacher will report these to Redcar & Cleveland Borough Council, Health & Safety Team who will contact the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

• Death

• Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Staff are encouraged to report near misses so that underlying hazards can be identified and corrective measures implemented before an accident occurs.

Information on how to make a RIDDOR report is available here:

https://www.hse.gov.uk/riddor/reporting/index.htm

23.3 Notifying parents

The school office/Class Teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

23.4 Reporting to Ofsted and child protection agencies

The school office/SBM will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14

days after the incident.

The school office/SBM will also notify the Redcar & Cleveland Child Protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

24. Training

Our staff are provided with the Health and Safety policy as part of their induction process. The Headteacher, SBM, Caretaker and Office Administrator have attended Health & Safety training provided by Redcar & Cleveland Borough Council.

All staff receive training every 3 years.

25. Monitoring

This policy will be reviewed by the Head Teacher every year. The Health & Safety Unit at Redcar & Cleveland Borough Council will carry out a safety audit across the school each year.

At every review, the policy will be approved by Whale Hill Primary full governing board.

26. Links with other policies

This health and safety policy links to the following policies/assessments:

- Risk assessments
- Medicine Policy
- Accessibility plan
- COSHH
- Legionella Risk Assessment
- Asbestos Register • Fire Emergency Plan
- Emergency Plan & Lock Down Policy

School Security, Lockdown and Emergency Response
The school maintains procedures for lockdown, invacuation, shelter and other critical incidents. Lockdown arrangements are tested periodically and staff receive appropriate training. Visitors and contractors will follow instructions issued by school staff during any emergency.

Appendix 1. Fire Safety Checklist

Issues to check	Yes/No
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for	Yes

the type of fire it should be used for?	
Are flammable materials stored away from open flames?	Yes
Do all staff and pupils understand what to do in the event of a fire?	Yes
Are fire exits clearly labelled?	Yes
Can you easily hear the fire alarm from all areas?	Yes
Are fire doors fitted with self-closing mechanisms?	Some