SEAHAM HIGH SCHOOL

Health & Safety Policy

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Adopted	Cycle	Reviewer	Next review date	Committee
November 2026	Annually	I Hardy	November 2027	Finance & Premises

Health and Safety Policy

Introduction

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. Eden Learning Trust, as the employer, has overall legal responsibility for the health and safety of staff, pupils and visitors. The Governing Body oversees the school's health and safety arrangements in accordance with the Trust's scheme of delegation. The Headteacher is responsible for implementing these arrangements within the school.

Section 1 – Statement of intent

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non- teaching staff, the students and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The school will operate within Eden Learning Trust's health and safety framework. It will use Durham County Council's School Health and Safety Policy and Procedures Manual and specialist advice under the school's service level agreement, alongside Trust policies and school-specific arrangements. The school will comply with applicable health and safety legislation and respond appropriately to requirements issued by enforcing authorities.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- safe premises, plant and systems of work;
- safe methods of using, handling, storing and transporting of articles and substances;
- suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe working environment with adequate arrangements for the welfare of employees and;
- safe access to, and egress from, places of work including procedures for evacuation in an emergency.

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external

safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Headteacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy annually in accordance with Eden Learning Trust's requirements and scheme of delegation. The policy will also be reviewed following significant incidents, changes to premises or school activities, or changes to relevant legislation or guidance. Necessary amendments will be submitted for approval through the Trust's agreed process.

Section 2 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility, the Governing Body will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;
- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored;
- Proactive health and safety risk management is implemented and reviewed to meet statutory requirements, Eden Learning Trust's policies and applicable good practice, taking account of specialist advice provided by Durham County Council's Health and Safety Team.
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- Eden Learning Trust is provided with the health and safety information needed to carry out its oversight responsibilities. Relevant information will also be provided to Durham County Council's Health and Safety Team for advice, support and the annual review under the school's service level agreement.
- a review of the policy and its implementation is carried out at suitable intervals; and that

- Any problems or constraints in meeting these duties and responsibilities will be brought, without delay, to the attention of Eden Learning Trust. Specialist advice will be sought from Durham County Council's Health and Safety Team where required. Matters relating to building maintenance or contractual performance will also be raised with GTFM and the DfE, as appropriate.

Headteacher

The Headteacher will co-operate with their Governing Body to ensure that:

1. adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
2. where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
3. systems are in place to monitor the application and effectiveness of the health and safety procedures;
4. at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,
5. they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Facilities and Health and Safety Manager

The Facilities and Health and Safety Manager coordinates the school's facilities and health and safety arrangements, reporting to the Headteacher. Responsibilities include:

- Coordinating premises inspections and monitoring required safety checks.
- Maintaining relevant health and safety records and monitoring outstanding actions.
- Liaising with GTFM and the Department for Education (DfE) regarding building maintenance, defects, contractor activities and fulfilment of the PFI contract conditions.
- Ensuring arrangements are in place for contractors to receive relevant school safety information before starting work.
- Reporting serious hazards and defects requiring urgent action immediately to the Headteacher.
- Coordinating accident and incident reporting, making required RIDDOR notifications, and supporting the Headteacher in monitoring first-aid provision, training and emergency equipment, in accordance with the school's First Aid Policy.
- Seeking specialist advice from Durham County Council's Health and Safety Team where required.

PFI Building Maintenance

The school forms part of a Private Finance Initiative (PFI) development under a 25-year contract that commenced in September 2016. The Department for Education (DfE) holds the contract with GTFM. GTFM is responsible for building maintenance within the scope of the contract for its duration.

The school and the DfE work with GTFM to ensure that the conditions of the contract are fulfilled. The school's Facilities and Health and Safety Manager coordinates liaison with GTFM, reports defects, monitors outstanding maintenance issues and raises unresolved concerns with the Headteacher, Eden Learning Trust and the DfE, as appropriate.

Eden Learning Trust retains overall legal responsibility for health and safety as the employer.

Competent Health and Safety Advice

The school maintains a service level agreement with Durham County Council's Health and Safety Team for specialist health and safety advice and support. The Facilities and Health and Safety Manager will liaise with the team regarding advice and queries and refer matters to the Headteacher and Eden Learning Trust where necessary.

The school undergoes an annual health and safety review conducted by Durham County Council's Health and Safety Team. The Facilities and Health and Safety Manager will coordinate the review and maintain an action plan addressing its findings. Actions will be assigned to the appropriate responsible parties, with agreed timescales. Progress will be monitored and reported to the Headteacher and Governing Body, with significant concerns escalated to Eden Learning Trust.

Eden Learning Trust retains overall legal responsibility for health and safety as the employer.

Heads of Department

Heads of Department will ensure that activities within their areas have suitable risk assessments, that identified control measures are implemented, and that staff receive relevant safety information and training. Hazards, incidents and outstanding concerns will be reported through the school's agreed reporting procedures.

Employees

All employees have a responsibility to -

1 observe the health & safety policy & procedures in school;

2 take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

3 observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;

4 co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;

5 use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;

6 make use of safety aids, appliances, equipment and protective clothing provided;

7 report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;

8 do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;

9 notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;

10 do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;

11 familiarise themselves with the action to take in the event of fire or other emergency;

12 seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or students in the school.

Students

Our school promotes the spiritual growth and welfare of students, and aims to equip students with the skills, knowledge and understanding to live positive, safe and healthy lives.

Students will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The school uses the Durham County Council School Health and Safety Policy and Procedures Manual, alongside Eden Learning Trust policies and school-specific arrangements, to manage the health and safety matters listed below. These procedures will be applied in accordance with the Trust's requirements and the responsibilities established under the PFI contract.

- Accident / Incident / Ill-Health Reporting
- Asbestos
- Biological Hazards Including Infected Sharps
- Building Related Projects
- Confined Spaces
- Design & Technology
- Display Screen Equipment / Workstation Equipment
- Electrical Safety

- Emergency Evacuation Assistance and Personal Emergency Evacuation Plans
- Fire Safety
- First Aid
- Food Allergies and Anaphylaxis
- Food Safety
- Hazardous Substances (COSHH)
- Induction
- Infection Prevention and Control
- Lifting Operations & Lifting Equipment
- Lone Working
- Moving & Handling (Objects)
- Moving & Handling (Students)
- New & Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Risk Register and Top-Level Assessment
- School Security and Lockdown
- Science Teaching
- Supporting Pupils with Medical Conditions
- Traffic Management
- Violence and Aggression
- Water Hygiene and Legionella
- Work at Height
- Work Equipment
- Work-Related Stress and Staff Wellbeing
- Workplace (Health, Safety & Welfare)
- Young Employees

The Facilities and Health and Safety Manager will maintain a schedule of the school's health and safety arrangements. This will identify the responsible parties, the location of relevant procedures and records, inspection and review frequencies, and reporting and escalation routes. The schedule will distinguish responsibilities held by the school, Eden Learning Trust, GTFM and the DfE, in accordance with the relevant contractual arrangements. Staff will be informed where to access the procedures relevant to their roles.

Premises management will follow Eden Learning Trust's Estates Management Policy. The Facilities and Health and Safety Manager will monitor completion of relevant inspections, maintenance and safety checks, maintain or obtain access to supporting records and certificates, and track outstanding remedial actions. Responsibilities for carrying out work will be allocated in accordance with the school's contractual arrangements with GTFM and the DfE.

The school is transitioning to Every Compliance in accordance with Eden Learning Trust's Estates Management Policy. During the transition, existing arrangements for recording and monitoring maintenance, safety checks, risk assessments, training and outstanding actions will remain in place until the relevant records and processes have been transferred and checked. Once implemented, Every Compliance will be used to manage these records and

actions. Defects and maintenance requests requiring action by GTFM will continue to be reported through GTFM's agreed reporting system.

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The Facilities and Health and Safety Manager will monitor relevant updates to Durham County Council's School Health and Safety Policy and Procedures Manual and Eden Learning Trust's health and safety policies. Changes affecting the school will be reviewed, incorporated into school arrangements where applicable, and communicated to relevant staff. Staff will be informed where to access the current procedures.

The school maintains a risk register, which is accessible to all staff. Staff must read it during induction and annually thereafter, and confirm that they have done so through a signed or electronic acknowledgement. Staff must also read and follow the risk assessments and control measures relevant to their roles. Significant changes will be communicated promptly, with additional instruction or training provided where required. The Facilities and Health and Safety Manager will monitor acknowledgements and outstanding actions and report significant concerns to the Headteacher.

Section 4 - School arrangements

The school curriculum

- We teach children about health and safety to equip them with the skills, knowledge and understanding to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the SMSC curriculum, about drugs.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in SMSC lessons and we reinforce these points as part of our healthy school's programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 3 pupils receive age-appropriate relationships, sex and drugs education through the school's SMSC curriculum, in accordance with the school's relevant policies.
- Our school promotes the spiritual growth and welfare of the children through the SMSC curriculum.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. Parents and carers may apply for free school meals if their child meets the current eligibility criteria. Information about eligibility

and how to apply is available from the school office. The school works with its catering provider to ensure that meals meet the applicable school food standards and support pupils' nutritional needs.

- The school will ensure that pupils' known food allergies and dietary requirements are communicated to relevant staff and the catering provider. Arrangements for suitable meals, preventing exposure to allergens and responding to allergic reactions will follow the school's First Aid Policy, Supporting Students with Medical Conditions Policy and pupils' individual healthcare or allergy action plans, where applicable.
- If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.
- Our school promotes healthy lifestyles through its curriculum, catering provision and wider school activities.

Child protection

- The school has a Designated Safeguarding Lead (DSL), supported by designated deputies. The DSL is Mr D Langlands. Details of safeguarding responsibilities, deputy arrangements and reporting procedures are set out in the school's Safeguarding and Child Protection Policy.
- The school will ensure that staff, volunteers, contractors and adults accompanying educational visits undergo the safeguarding checks appropriate to their role, in accordance with current Keeping Children Safe in Education guidance and the school's Safeguarding and Child Protection Policy. Visitor access and supervision will be authorised according to the purpose of the visit, the checks required and the assessed risks. Holding a DBS certificate does not, by itself, authorise unsupervised access to pupils.

Visitors in school

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors must sign in using the electronic visitor system on arrival and wear a visitor photo identification badge and lanyard throughout their visit. Red lanyards will be issued to visitors whose required safeguarding checks have been verified and who have been approved by the school for unaccompanied access. Pink lanyards will be issued to visitors who require supervision and must be accompanied by a member of staff at all times. All visitors must sign out when leaving.
- Staff should report any potentially unauthorised visitors to the Headteacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure students are moved to a place of safety.

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct students to wear seat belts at all times when the vehicle is moving.

Staff must not transport pupils in their own vehicles if the pupil is under 12 years of age or under 135cm in height. Any permitted transport must be authorised in advance by the Headteacher and comply with the school's transport and safeguarding procedures. Appropriate insurance must be confirmed, and pupils must wear seat belts.. The Headteacher has made this decision as he does not want the use of car seats in staff cars at all.

Educational visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Educational visits and off-site activities will be planned and approved in accordance with the school's Educational Visits Policy. Routine local curriculum visits will follow the school's agreed SLT approval and Educational Visits Coordinator checking arrangements. Other non-residential UK visits that do not involve adventurous activities will be checked by the Educational Visits Coordinator and approved by the Headteacher. Overseas, residential and adventurous visits will be authorised by the Headteacher and submitted to Durham County Council for approval through EVOLVE, except where current delegated approval arrangements permit Headteacher approval.