

## **Health and Safety Policy**

The statutory responsibility for the health and safety of school staff and pupils rests with the employer of staff at the school.

Health and safety responsibilities in schools is governed by the Health and Safety at Work etc Act 1974. This is enforced by the [Health and Safety Executive \(HSE\)](#). The proprietors have responsibility for protecting the health and safety of staff, pupils and visitors on the school premises, and on organised activities.

Willow House School pays due regard to the national guidance regarding health and safety. For example a range of specific guidance is adhered to and advice is regularly sought from the HSE. This policy acknowledges guidance including:

- Health and safety, advice on legal duties and powers: for local authorities, headteachers, staff and governing bodies (departmental advice) [www.gov.uk/government/publications/health-and-safety-advice-for-schools](http://www.gov.uk/government/publications/health-and-safety-advice-for-schools).
- Supporting pupils at school with medical conditions, DfE, 2014 (**statutory guidance**); [www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3](http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).
- School trips and outdoor learning activities: tackling the health and safety myths Health and Safety Executive, 2011 (guidance); [www.hse.gov.uk/services/education/school-trips.pdf](http://www.hse.gov.uk/services/education/school-trips.pdf).
- The HSE website contains the following information about pupil to staff ratios on school trips: 'Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils (guidance) [www.hse.gov.uk/services/education/faqs.htm](http://www.hse.gov.uk/services/education/faqs.htm).

## **General**

Pupils should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that pupils learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and pupils safe and manage risks effectively.

## **The Law**

The Law The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act. 1 The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff. Employees also have a duty to look after their own and others' health and safety. It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving pupils. Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff

## **What does assessing and managing risks mean?**

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. Willow House School always takes a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable pupils to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Executive Headteacher and Lead Teachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment. However, schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

## **Duties as an employer**

Under the Health and Safety at Work etc. Act 1974, the employer in a school must 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 school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Schools must set out health and safety arrangements in a written health and safety policy.

Although employers retain responsibility for health and safety, they can delegate tasks to Executive Headteachers or other school staff. What a school employer will need to consider in its policy will vary depending on the size of the school and the risks associated with the school's activities. For example, the policy for a small infant school may be very brief, whereas that for a large secondary school with a range of laboratories and workshops may be more detailed. Annex A contains information on what may need to be included in health and safety policies for schools. This list should not be treated as a requirement.

## Duties as an employee

The law requires employees to:

- 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 their employers on health and safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken. 7 In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

The school has adopted national and company (Halliwell Homes Ltd) guidance on all areas of Health & Safety in order to access continuing support and guidance post-registration.

Our aim is to ensure that all staff and pupils are aware of all health and Safety policies and procedures.

Pupils have access to this information through the curriculum.

- The Executive Headteacher, as a member of the Senior Management team, is actively involved in the maintenance and development of robust Health and Safety policies.
- Regular opportunities for liaison with the Health and Safety advisor and Managers of the Residential team allow for awareness and consistency in Health and Safety matters.
- Our commitment to effective Health and Safety practices within the school is evident within the planning process and is included within separate categories in our schemes of work and daily individual lesson plans.
- Risk Assessment Forms are completed in addition to usual procedures when considered appropriate by the Headteacher in consultation with all staff during planning meetings.
- See also E-Safety policy and Health and Science policy included within those subject documents.

- Files containing Risk Assessment Forms, Accident and Incident Reports and documents relating to Pupil Protection are kept in a separate folder in a secure area of the school office.

## **Training**

Willow House School ensures that staff are given the health and safety training they need for their job. This may entail attendance at formal training and accredited training courses, online training, reading or simply providing staff with basic instructions or information about health and safety requirements in school.

### **Willow House School expects all staff to receive the following training:**

- Pupil Sexual Exploitation\*
- E-Safety\*
- Attachment
- First Aid
- Paediatric First Aid
- Handling and Administration of Medicines
- Health and Safety
- Induction (includes Managing Challenging Behaviour, First Aid Awareness, Health and Safety, Diversity and Equality, Food Hygiene, Hand Hygiene, Moving and Handling Theory, Nutrition and Diet, Safe Administration of Medicines, Fire Training, Safeguarding, Introduction to Restorative Parenting)
- Introduction to ADHD
- Introduction to Autism
- Introduction to Epilepsy
- Anti bullying
- Resilience
- Self Perception
- Self Harm Awareness
- Positive Behaviour Management\*
- Extremism and Radicalisation
- Report Writing
- Referencing
- Safeguarding Level 3\*
- Female Genital Mutilation - new course\*

## **Roles and responsibilities**

### **Directors**

Under the Health and Safety at Work etc. Act 1974, the employer in a school must 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 school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take.

For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters. Schools must set out health and safety arrangements in a written health and safety policy. The HSE's website contains useful information and a simple two-page template that any employer can use to create a health and safety policy.

Willow House School's Director recognises and discharges all of the responsibilities indicated above.

Although Willow House School retains responsibility for health and safety, they delegate tasks to the Executive Headteacher and other school staff. Willow House School considers in its the size of each school and the risks associated with its activities. For example, regard is given to the capacity of each school and the age range of the pupils who attend each school.

## Staff

The law requires employees to:

- 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 their employers on health and safety matters;
- do their work in accordance with training and instructions; and
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken. In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their line managers and request that it is reviewed. Usually the Headteacher will work with the Directors to ensure that the procedures at the school are proportionate, effective and appropriate.

Willow House School has a named Health, Safety and Maintenance Co-ordinator responsible for identifying issues and advising the Directors regarding remedies.

The aim of Willow House School is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The Executive Headteacher accepts that he has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. The Headteacher believes that the prevention of incidents, accidents, injury or loss is essential to the efficient running of the school and is part of the good education of its pupils.

The Lead Teacher accepts that he/she has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using their school premises or participation in local school sponsored activities.

### **Specific responsibilities of the Directors:**

The Directors are specifically responsible for:

- Ensuring the safety of the pupils at Willow House School at all times through receiving detailed monthly accident/incident/issues reports from the Health, Safety and Maintenance Co-ordinator. In addition, related monthly meetings take place between the Directors, Executive Headteacher and the Health, Safety and Maintenance Co-ordinator
- Ensuring that all agreed corrective action to address issues is effective and timely through rigorous monitoring and follow up reports from the Executive Headteacher and the Health, Safety and Maintenance Co-ordinator
- Visiting Willow House School regularly to check on each schools general performance and also welfare, health and safety provisions
- Liaising with the Executive Headteacher and the Health, Safety and Maintenance Co-ordinator throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards in Health and Safety.



## **Specific responsibilities of the Headteacher**

The Executive Headteacher is specifically responsible for:

- Ensuring that each of the Willow House School's provisions is a safe learning environment by undertaking regular, frequent and robust checks at each school (including unannounced monitoring visits) to check that the Health and Safety Policy and procedures are fully and effectively implemented
- Ensuring that all staff are well trained and accredited as required in Health and Safety matters
- Ensuring that Willow House School implements the company's Health and Safety Policy and Procedures by holding the Lead Teachers to account
- Ensuring that Lead Teachers make all staff at each school including volunteers and temps aware of this policy
- Ensuring that all required documentation eg. Risk Assessments for existing and new activities planned are completed and sent to the Headteacher for approval
- Ensuring that any necessary remedial actions are carried out promptly
- Ensuring that Health and Safety processes are improved in a timely fashion
- Reviewing health, safety, fire and risk assessment policies and procedures annually or earlier when significant changes are required, with the Health, Safety and Maintenance Co-ordinator
- Ensuring that all policies and procedures are amended promptly when significant changes are required by the DfE
- Liaising with the DfE, Directors, Health, Safety and Maintenance Co-ordinator and Lead Teachers and staff throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of Health and Safety.

## **Specific responsibilities of the Health, Safety and Maintenance Co-ordinator**

The Health, Safety and Maintenance Co-ordinator is specifically responsible for:

- Producing comprehensive, monthly Health and Safety reports which include the identification of any incidents or 'near misses', for discussion and agreement of remedial actions necessary with the Executive Headteacher and Lead Teacher concerned.
- Ensuring that Willow House School is a safe learning environment by undertaking regular, frequent and robust checks (including unannounced monitoring visits) to check that the Health and Safety Policy and procedures are fully and effectively implemented
- Ensuring that any necessary remedial actions identified in Health and Safety reports are carried out promptly and effectively
- Ensuring that Health and Safety processes are improved in a timely fashion
- Reviewing health, safety, fire and risk assessment policies and procedures annually or earlier when significant changes are required, with the Executive Headteacher
- Ensuring that this policy is amended promptly when significant changes are required by the DfE, in partnership with the Executive Headteacher
- Liaising with the DfE, Directors, Executive Headteacher and Lead Teachers and staff throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of Health and Safety.

## **Specific responsibilities of the Lead Teacher**

The Lead Teacher is specifically responsible for:

- Ensuring that their school is a safe learning environment by undertaking regular, frequent and robust checks are carried out including in relation to accommodation/premises matters, learning activities (including educational visits) and any local considerations
- Ensuring that levels of pupil supervision and day to day vigilance of welfare, health and safety are effective
- Ensuring that all staff are well trained and accredited as required in Health and Safety matters
- Ensuring that their school implements the company's Health and Safety Policy and Procedures
- Ensuring that all required documentation eg. Risk Assessments for existing and new activities planned are completed and sent to the Executive Headteacher for approval
- Ensuring that any necessary remedial actions are carried out promptly
- Ensuring that Health and Safety processes are improved in a timely fashion
- Liaising with the Executive Headteacher, Health, Safety and Maintenance Manager and staff at their school throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of Health and Safety.
- Ensuring that they support their staff to discharge their duties in relation to Health and Safety
- Ensuring that staff in their line management control and any volunteers and temps are aware of this policy.

## **Specific responsibilities of Staff**

Staff are specifically responsible for:

- Ensuring that they have read, understood and are committed to the company's Health and Safety policy
- Ensuring that their school is a safe learning environment by undertaking regular, frequent and robust checks are carried out including in relation to accommodation/premises matters, learning activities (including educational visits) and any local considerations
- Ensuring that pupils are supervised diligently and with due care for their safety and well being
- Ensuring that they attend accredited training as required by Willow House School in Health and Safety matters
- Ensuring that any necessary remedial actions they are asked to carry out in relation to health and safety are completed promptly
- Liaising with the Lead Teacher, Executive Headteacher and the Health, Safety and Maintenance Co-ordinator throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of Health and Safety
- Ensuring that any weaknesses they feel exist regarding the company's policy and procedures are promptly reported to their line manager.

## **Reporting injuries and accidents**

Willow House School recognises that certain work-related injuries to a member of staff or a pupil must, by law, be recorded and reported. Willow House School is responsible for this, but staff may be asked to prepare the report.

Guidance for schools on what, how, where and when to report is explained in the HSE education information sheet: Incident reporting in schools.

Willow House School recognises that it has a statutory duty to report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than consecutive days;
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances);
- and specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#).

## **Adventure activities using licensed providers**

Willow House School will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 when planning an activity that will involve caving, climbing, trekking, skiing or water sports, all schools.

## **Parental consent to off-site activities**

Written consent from social workers from placing local authorities is not required for pupils to take part in the majority of off-site activities organised by a Halliwell school as most of these activities take place during school hours and are a normal part of a pupil’s education at school. Social workers from placing local authorities will be told where their pupil will be at all times and of any extra safety measures required. Written consent will only be requested for activities that need a higher level of risk management or those that take place outside school hours.

## **Role of the educational visits coordinator (EVC)**

The Head Of Education is the EVC for Willow House School. Where required they liaise with the local authority's outdoor education adviser and manage risks. More specific advice can be found from the Outdoor Education Advisers' Panel (OEAP) which is made up of expert practitioners from local authorities and is one of several organisations that offer training. The OEAP's website also provides schools with details of local authority outdoor education advisers.

## **Further sources of Information**

- The Management of Health and Safety Regulations 1999
- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries Health and Safety Executive, information on a range of health and safety issues
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
- Outdoor Education Advisers' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- CLEAPSS,
- Advice on science safety Association for Science Education, for advice on science safety Association for PE, for advice on safety in PE and school sports
- Council for Learning Outside the Classroom, information on 'school trips' including accreditation

## **Related Policies/Documents**

Fire Policy

Risk Assessment Policy

First Aid and Administering Medicine Policy

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## **Policy review**

This policy document will be reviewed by the Executive Headteacher on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: April 2014

Date last reviewed: September 2024

Next review (or before): September 2025

Signed: 

Position: Education Director

## **Staff Acknowledgement**

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Executive Headteacher.

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

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Date:

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**Appendix 1**

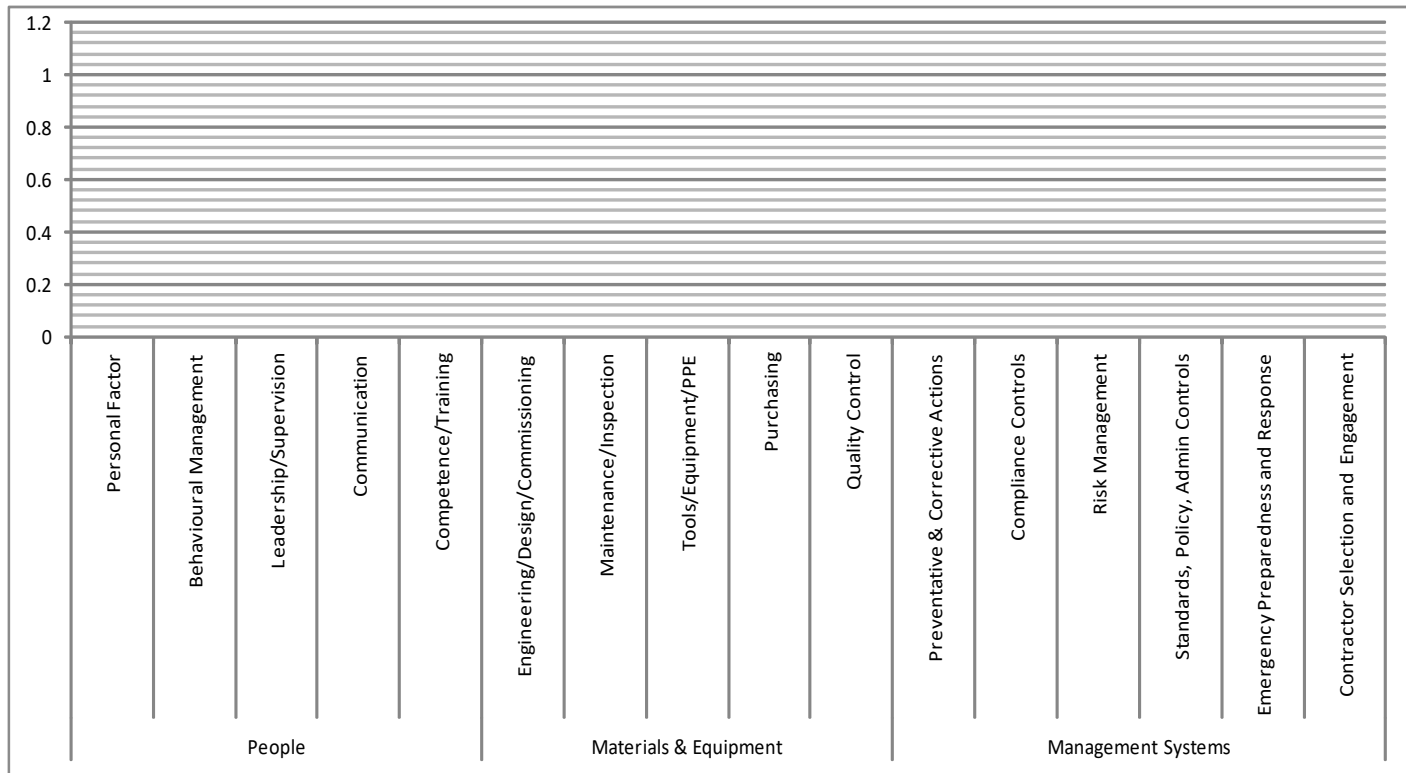
**Accident/Incident Statistical Report – “Property Name” – “Month – Year”**

Overview:

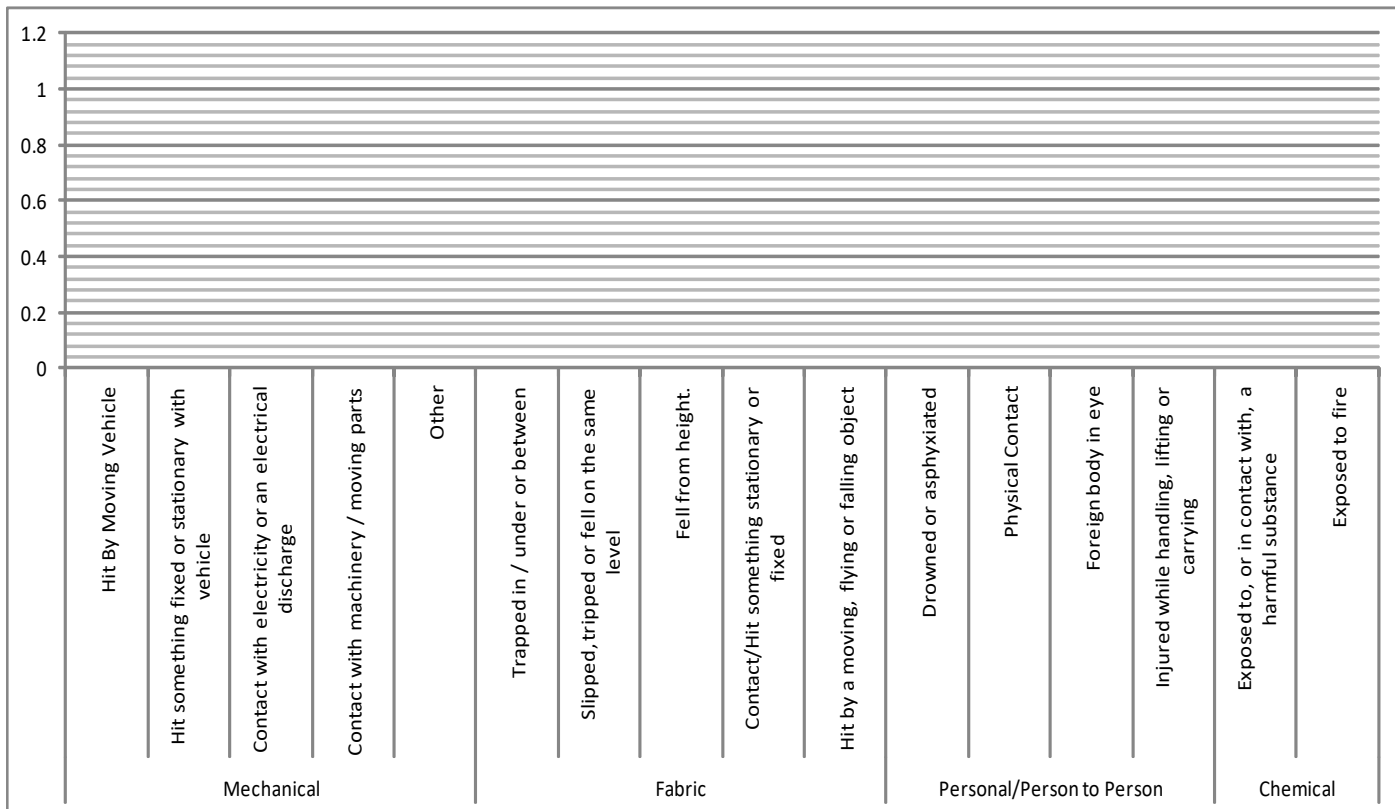
Brief Overview of Statistics

Statistical data:

Root Cause Definitions		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
People	Personal Factor												
	Behavioural Management												
	Leadership/Supervision												
	Communication												
	Competence/Training												
Materials & Equipment	Engineering/Design/Commissioning												
	Maintenance/Inspection												
	Tools/Equipment/PPE												
	Purchasing												
	Quality Control												
Management Systems	Preventative & Corrective Actions												
	Compliance Controls												
	Risk Management												
	Standards, Policy, Admin Controls												
	Emergency Preparedness and Response												
	Contractor Selection and Engagement												



Type of Accident/Incident		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mechanical	Hit By Moving Vehicle												
	Hit something fixed or stationary with vehicle												
	Contact with electricity or an electrical												
	Contact with machinery / moving parts												
	Other												
Fabric	Trapped in / under or between												
	Slipped, tripped or fell on the same level												
	Fell from height.												
	Contact/Hit something stationary or fixed												
	Hit by a moving, flying or falling object												
Personal/Person to Person	Drowned or asphyxiated												
	Physical Contact												
	Foreign body in eye												
	Injured while handling, lifting or carrying												
Chemical	Exposed to, or in contact with, a harmful												
	Exposed to fire												
	Exposed to Gas release												



Conclusions:  
 Conclusions drawn on any Trends or Spikes