# Health and Safety Policy

This has been prepared taking into account *Health and safety, Department for Education advice on legal duties and power for local authority, head teachers, staff and governing bodies as well as Health and safety of Pupils on Educational Visits (HASPEV 1998 and Health and safety: advice for schools 2014).* The health and safety of all students, staff and all other persons who use the school premises is a major concern for the school. The governing body recognises that management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at work act 1974 requires all staff, including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person’s health and safety. ‘Other persons’ includes staff, pupils and visitors to the school.

**The school will:**

* Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statuary requirements
* Maintain the cleanliness and state of repair of the building
* Provide safe systems of working to ensure, so far as is responsibly practicable, the health and safety at work of all staff/pupils
* Provide safe equipment
* Manage and maintain the use of personal protective equipment
* Provide adequate information and training on health and safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the school safety procedures
* Provide safe storage for dangerous materials and substances
* Provide adequate statuary first aid facilities
* Establish, practice and maintain effective emergency evaluation procedures. If the school is used for community activities outside of the school day variations to emergency procedures will apply. These should be included in this policy. It is advisable to work closely with the fire service in such a case and comply with all of their requirements.
* Provide consultative measures to monitor and review the effectiveness of health and safety measures
* Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence
* Liaise with the LA and health and safety executive and other official bodies with the aim of improving all aspects of health and safety at work.

1. **Responsibilities**

* The Management Committee (MC) accepts the responsibilities stated in the Tower Hamlets Health and Safety Policy.
* The MC is responsible for ensuring that information is disseminated and monitor and review the school’s Health and Safety Policy.
* The MC acknowledges its legal duty to notify the LA and the Health and Safety executive to major accidents and dangerous occurrences. The mc must ensure that a high standard of health and safety is maintained in the school –this implies financial commitment. The trustee member responsible for the health and safety is **Abdur Rahman Madani.**
* The principal is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a needs/requirement basis to the MC. The principal retains the overall responsibility for the implementation of the school’s health and safety policy. This includes:
* Regular inspections and risk assessments
* Liaising with contractors
* Initiating with actions on reported hazards and accidents
* Fire and emergency procedures
* Maintaining an accurate record of completed training on health and safety issues for current staff.
* Staff must be informed of their responsibilities and the school agreed policy prior to the commencement of their duties.
* All staff have a duty to report any health and safety risks to the principal.

**All staff have a responsibility to:**

* Complete a risk assessment before a lesson starts if needed.
* Control the health and safety by regular checks
* Check that areas and equipment are safe before commencing activity
* Ensure safe procedures are followed and use protective equipment as required
* Report hazards to safety rep/line manager as described in the staff handbook
* Encourage pupils and visitors to comply with the health and safety policy

1. **Risk assessment**

**There are several aspects to risk assessment:**

* Annual health and safety audit to be undertaken by principal and the MC member responsible for health and safety
* Continuous identification of hazards and risks on daily basis by all staff.
* Assessment of any substance material introduced into the school and to ensure compliance with COSHH regulations
* Assessment of health and safety should be carried out of any new activity or procedure introduced into the school.
* Testing of electrical equipment will take place annually or as appropriate.
* Governors will carry out risk assessments in respect of the building.

1. **Pupil supervision**

* Members of school teaching staff will be on duty during lunch time to maintain discipline.
* No medicine will be dispensed at the school except what has been prescribed by the doctor of a pupil and the parental permission is given.
* The school will follow any guidance issued by appropriate authorities by relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety procedures:
* ICT (See appendix 1)
* Science
* P.E

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. this record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents will be contacted and asked to meet their child at hospital. If the parent/carer is not available a member of staff is to accompany the pupil to the hospital and wait until relieved by the parent/carer.

Governors will comply with any guidance issued by the appropriate authorities on:

* conduct of outdoor pursuits
* the use of mini-buses and coaches
* residential and trips abroad
* The principal will submit to the MC a report on the arrangements for the managements of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place.

**Reports will detail:**

* The transport arrangements
* Risk assessment
* Clear information given to parents about the trip and consent if trip arranged outside school hours
* The arrangements for supervision of pupils (including the staff/adult: pupil ratio)
* The arrangement for first aid cover
* The level of qualified instruction and the supervision that will be available for activities of special risk
* Any emergency arrangement

**Monitoring and reviewing of Health and Safety**

Governors or the person/ body appointed by them will carry out health and safety inspection, comply with guidelines of educational authorities, carry out appropriate maintenance work, review and implement the health and safety policies.

**Reviewed June 2025 Next Review: September 2026**

***Document will be updated if there are any alterations to legislation between the scheduled reviews.***

**Appendix 1.**

Summary of online safety requirements within KCSIE

• The DSL has overall responsibility for safeguarding and child protection, including online safety and

understanding the filtering and monitoring systems and processes in place; they can be supported by

appropriately trained deputies and should liaise with other staff as appropriate, but this responsibility

cannot be delegated.

• DSLs should evidence that they have accessed appropriate training and/or support to ensure they

understand the unique risks associated with online safety, can recognise the additional risks learners

with SEN and disabilities (SEND) face online, and have the relevant knowledge and up to date

capability required to keep children safe online.

• All staff (including governors and trustees) should receive appropriate safeguarding and child protection

training, including online safety at induction. This should amongst other things, include an

understanding of the expectations, applicable roles, and responsibilities in relation to filtering and

monitoring.

• Online safety should also be addressed as part of regular (at least annual) child protection training and

staff should receive updates, as appropriate.

• Children should be taught about online safety, including as part of statutory Relationships and Sex

Education (RSE), however schools and colleges should recognise that a one size fits all approach may

not be appropriate, and a more personalised or contextualised approach for more vulnerable children

e.g., victims of abuse and SEND, may be needed.

• Schools/colleges should be doing all that they reasonably can to limit children’s exposure to risks from

the school’s or college’s IT system and should ensure they have appropriate filtering and monitoring

systems in place and regularly review their effectiveness. The leadership team and relevant staff should

have an awareness and understanding of the filtering and monitoring provisions in place and manage

them effectively and know how to escalate concerns identified. When making filtering and monitoring

decisions, schools/colleges should consider those who are ‘potentially at greater risk of harm’ and how

often they access the IT system along with the proportionality of costs versus safeguarding risks.

• Schools/colleges should recognise that child-on-child abuse, including sexual violence and sexual

harassment can occur online. School/colleges have an essential role to play in both preventing online

child-on-child abuse and responding to any concerns when they occur, even if they take place offsite

and should have appropriate systems in place to support and evidence this.

• Schools/colleges should ensure their child protection policy and wider safeguarding policies specifically

address online safety, especially with regards to appropriate filtering and monitoring on school devices

and school networks, child-on-child abuse, relationships on social media and the use of mobile and

smart technology.

• Schools/colleges should consider carrying out an annual review of their approach to online safety,

supported by an annual risk assessment that considers and reflects the specific risks their children face.

Online Safety within ‘Keeping

Children Safe in Education’ 2024

What this means for DSLs and leaders

• Online safety should be viewed as part of your school/college statutory safeguarding responsibilities

and will require a whole school/college approach.

• Ensure your DSL is recognised as having overall responsibility for online safety, and that they access

appropriate training and support to enable them to keep up to date.

• Ensure your safeguarding policies (including your child protection policy), education approaches and

staff training address the breadth of online safety issues as identified in KCSIE; content, contact,

conduct and commerce.

• Update your child protection (and/or online safety policies if you have a standalone document) and

behaviour policies to address appropriate filtering and monitoring on school devices and school

networks, online child-on-child abuse, and the use of mobile and smart technology on your premises.

• Ensure your staff behaviour policy specifically covers acceptable use of technologies, including the use

of mobile devices, staff/pupil relationships and communications, including the use of social media.

• Work with curriculum leads (especially RSE leads) to ensure there is a range of opportunities within the

curriculum for children to be taught about online safety in a way that is appropriate to their age and

needs.

• Ensure all staff, including governors and trustees are provided with appropriate and up-to-date online

safety information and training at induction, and as part of regular child protection training and updates

• Staff training should include an ‘understanding of the expectations, applicable roles and responsibilities

in relation to filtering and monitoring’.

• All staff should be made aware of the policies and procedures to follow with regards to responding to

online safety concerns, including online child-on-child abuse issues.

• DSLs should access the UKCIS ‘Sharing nudes and semi-nudes: advice for education settings working

with children and young people’ and the DfE ‘Harmful online challenges and online hoaxes’ guidance to

ensure they are familiar with its content and when it should be followed.

• Schools/colleges should ensure appropriate filtering and monitoring approaches are in place which are

suitable for the local context and use of technology. The leadership team and relevant staff should have

an awareness and understanding of the appropriate filtering and monitoring provisions in place,

manage them effectively and know how to escalate concerns when identified.

• DSLs and school/colleges leaders should access the DfE ‘Filtering and monitoring standards for

schools and colleges’ and ‘Cyber security standards for schools and colleges’ and consider how the

school/college is meeting the requirements, and if any further action is required.

• The school/college recruitment process should be transparent and ensure that shortlisted candidates

are aware that online searches may be done as part of due diligence checks.

• There should be regular and appropriate parental engagement in online safety, and specific concerns

should be responded to in line with child protection policies.

• DSLs should ensure online safety approaches are regularly reviewed and supported by an annual risk

assessment that considers and reflects the specific risks their children face.

**Reviewed June 2025. Next Review June 2026**

***Document will be updated within the review period if legislation is altered in any way.***