



# HORRIS HILL SCHOOL

## 1. Policy Statement

Horris Hill School is committed to providing a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community. We will:

- Promote a culture of safety and health.
- Provide a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.

# Health & Safety Policy & Procedures

## 2. Aims

- To ensure compliance with relevant legislation including the Health and Safety at Work Act 1974 and related regulations and codes of practice.
- To provide a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.
- To ensure that the school is a safe and healthy place to work and learn.
- To ensure that the school is a safe and healthy place to visit.
- To ensure that the school is a safe and healthy place to live.

## 3. Responsibilities

- 3.1. **Government:** The provision of a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.
- To ensure compliance with relevant legislation including the Health and Safety at Work Act 1974 and related regulations and codes of practice.
- To provide a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.
- To ensure that the school is a safe and healthy place to work and learn.
- To ensure that the school is a safe and healthy place to visit.
- To ensure that the school is a safe and healthy place to live.

## 4. Procedures

- To ensure compliance with relevant legislation including the Health and Safety at Work Act 1974 and related regulations and codes of practice.
  - To provide a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community.
  - To ensure that the school is a safe and healthy place to work and learn.
  - To ensure that the school is a safe and healthy place to visit.
  - To ensure that the school is a safe and healthy place to live.
- Policy reviewed:** Autumn 2025
- Approved:** Autumn 2025
- Date of next review:** Autumn 2025

# Health & Safety Policy

This Health and Safety Policy applies to all schools within the Forfar Education Group. It sets the minimum standards and expectations for health and safety practice across the Group, supported by individual site-specific policies and risk assessments. Each school must ensure compliance with this Group Policy while tailoring arrangements to reflect local contexts.

## 1. Policy Statement

Forfar Education is committed to providing a safe and healthy environment for all pupils, staff, contractors, visitors, and members of the school community. We will:

- Prevent accidents and work-related ill health.
- Manage health and safety risks effectively across all sites.
- Promote a culture of continuous improvement in health and safety standards.
- Promote shared responsibility for health and safety.

This Policy ensures compliance with relevant legislation, including the Health and Safety at Work etc. Act 1974 and related regulations and aligns with guidance from the HSE.

## 2. Aims

Forfar Education aims to:

- Ensure legal compliance with all applicable health and safety legislation.
- Minimise risk by effective hazard identification, risk assessment, and control measures.
- Promote the health, safety and welfare of staff, pupils and visitors.
- Provide training and resources to ensure that staff are competent in health and safety roles.
- Establish clear communication, consultation, and monitoring systems.

## 3. Responsibilities

### 4.1 Governance: The Proprietor of Forfar Hampshire Limited

- Overall accountability for health and safety performance.
- Ensure regular audits, policy reviews and updates.
- Review accident, incident, and compliance data annually.
- Receive termly updates from the Head of each school.

### 4.2 Headteachers

- Responsible for site-level implementation of the Group policy at School level.
- Ensure school-specific risk assessments are undertaken and reviewed.
- Appoint a competent Health & Safety Coordinator.
- Lead local Health and Safety Committees and monitor performance.

### 4.3 Health & Safety Coordinator (H&SC)

- Liaise with the Head and central Governance on H&S matters.
- Maintain risk registers and incident logs.
- Coordinate termly H&S Committee meetings.
- Support training and induction processes.
- Promote a positive H&S culture within the school.

### 4.4 All Staff

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work
- Comply with the Group and local Health and Safety policies.
- Report hazards, accidents and near misses.
- Participate in risk assessments where appropriate.
- Attend required training and implement safe working practices.

### 4.5 Pupils

- Take age-appropriate responsibility for their own safety and respect the safety of others.
- Follow school safety rules and evacuation procedures.
- Report concerns or accidents to staff.

### 4.6 External Advisers and Contractors

- Watson & Watson have been appointed by Forfar as External Competent advisers and will be consulted as required.
- Contractors must provide risk assessments, method statements and comply with site safety protocols

## 5. Risk Management and Assessment

All sites must follow HSE's recommended 5-step approach to risk assessment:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record findings and implement them.
5. Review assessment and update if necessary.

Use of a standardised risk assessment template is mandatory.

Each school is responsible for identifying and updating local hazards.

They must maintain risk registers and review assessments annually or after significant changes.

High-risk activities (e.g., fire safety, asbestos, legionella, working at height) require specific control measures.

## 6. Training and Competence

Staff must complete induction and periodic refresher training relevant to their roles. Training will include where appropriate:

- General H&S Awareness.
- IOSH Managing Safely.

- Asbestos Awareness.
- Fire Safety and Evacuation.
- Risk Assessment Principles.
- First Aid.
- Manual Handling.
- Display Screen Equipment (DSE) Assessment.

Refresher training is mandatory as required by role.

## 7. Health and Safety Committees

The school will maintain a termly Health and Safety Committee meeting led by the Head or Health & Safety Coordinator and including representation from:

- SLT (Senior Leadership Team)
- EYFS representatives (if applicable)
- First aiders
- Teaching and support staff
- Forfar Education representative (Governance link)

The committee will review:

- Accident/incident/near-miss reports and trends
- Fire drills and emergency preparedness.
- Risk assessments and off-site visit records.
- Training records and compliance.
- Maintenance and facilities concerns.

## 8. Specific Risk Areas

### 8.1 Access, Security and Visitors

- All visitors must report to reception and complete the electronic sign-in process.
- Visitors will be issued safeguarding guidance and must wear identification passes at all times.
- Public access is strictly restricted beyond reception areas.

### 8.2 Asbestos

- An Asbestos Management Plan is maintained by School Health & Safety Coordinator.
- All works that may disturb asbestos-containing materials must be cleared in advance through the Facilities/Site department to ensure compliance with safety requirements.
- The asbestos plan will be made available for reference to any persons conducting intrusive works within school.

### 8.3 Catering and Food Safety

- All food provision complies fully with statutory legislation and where applicable relevant boarding standards.
- Procedures are in place to ensure safe storage, preparation, and service of food.
- Staff undertake relevant regular refresher training in Food Hygiene and Food Allergen Awareness.
- Group Catering Policies and Manuals must be available and followed.

#### 8.4 Construction and Contractors

- The School complies with all relevant Construction (Design and Management) Regulations (CDM).
- Contractors must provide detailed risk assessments, method statements and evidence of appropriate insurance cover and require a permission to work before they commence any works.
- Contractor activities are monitored and supervised proportionately to the nature and risk of the works undertaken.
- Schools must produce, explain and have the contractor sign a Contractor Induction document.

#### 8.5 COSHH

- All hazardous substances are controlled and securely stored across sites.
- Safety Data Sheets and COSHH assessments are maintained and readily available.
- Staff handling hazardous substances must be trained and follow the approved procedures.

#### 8.6 Display Screen Equipment

- Workstation assessments are undertaken for all relevant staff.
- Reasonable adjustments are made to meet the needs of staff with additional requirements.
- Guidance is provided to staff on safe and ergonomic use of display screen equipment.

#### 8.7 Dogs

- Dogs are not ordinarily permitted on site.
- Any exceptions require prior approval from the Headteacher.
- A full risk assessment must be undertaken and authorised before permission is granted.

#### 8.8 Educational Visits

- All visits must be approved, with risk assessments and commercial plan completed in advance.
- Residential and overseas visits require senior leadership approval.
- Overseas visits and those involving adventurous or higher-risk activities must also be approved by the Headteacher, the Health and Safety Governor, and the Safeguarding Governor.

#### 8.9 Electrical Safety

- Fixed electrical installations are tested by a competent electrical contractor as required in law and EICR Certificate captured in EVERY Compliance.
- Portable appliances are tested on introduction to the site and in line with statutory guidance thereafter.
- Staff must visually inspect all electrical equipment before use and report any defects immediately.
- Staff must not bring personal electrical equipment onto site unless it has first passed a PAT test.

#### 8.10 Fire Safety

- A compliant fire risk assessment is undertaken and updated at least every two years.
- The school must have sufficient provision of alarms, extinguishers, and emergency lighting.
- Regular fire drills are carried out to test evacuation procedures.
- Fire alarms, extinguishers, and related equipment are routinely tested and maintained.

- All fire risk assessments, testing, and drills are formally recorded within the EVERY compliance system.

### 8.11 First Aid

- First aid provision meets statutory requirements.
- A sufficient number of trained First Aiders and Paediatric First Aiders must be maintained at all times.
- First Aiders undergo refresher training every three years.
- First aid equipment is routinely checked and maintained, and all treatments are recorded in accordance with the First Aid Policy.

### 8.12 Gas Safety

- Gas installations are tested by a competent GasSafe registered contractor at least every year.
- GasSafe Certificates should be logged in the EVERY Compliance System.

### 8.13 Legionella

- Hot and cold water systems are subject to risk assessments.
- Ongoing monitoring is carried out in accordance with the School's Legionella Written Scheme of Control.
- Control measures are implemented to minimise the risk of exposure.

### 8.14 Lone Working

- Lone working must be subject to a written risk assessment.
- Staff must adhere to the school's Lone Working Protocol at all times.
- Systems must be in place for staff to sign in/out and maintain regular contact during lone working activities.

### 8.15 Manual Handling and Lifting Equipment

- Staff are trained in safe manual handling practices in line with HSE INDG143 guidance.
- Mechanical aids such as trolleys are provided to reduce the risk of injury where schools identify these as required.
- Risk assessments are required before undertaking manual handling tasks.
- Lifting equipment, including those subject to LOLER regulations, is regularly inspected and may only be operated by trained personnel.
- Relevant staff undertake regular refresher training in manual handling.

### 8.16 New and Expectant Mothers

- Staff are encouraged to notify HR if they are pregnant or have recently given birth.
- Individual risk assessments are completed and regularly reviewed to ensure their safety and wellbeing.

### 8.17 Noise and Vibration

- Risk assessments are undertaken where exposure to noise or vibration may be significant.
- Appropriate control measures and protective equipment are provided where necessary and exposure time monitored.

### 8.18 Personal Protective Equipment (PPE)

- PPE is provided where risks cannot be controlled by other means.
- Staff are trained in the correct use, storage, and maintenance of PPE.
- Compliance with PPE requirements is monitored and enforced.

### 8.19 Pupil Behaviour

- Positive Behaviour and Discipline Policies are implemented consistently across the school.
- Staff are trained in de-escalation techniques and safeguarding practices.
- Incidents are recorded and monitored to identify patterns and implement preventative strategies.

### 8.20 Science and Technology Safety

- Science and technology teaching and activities comply with CLEAPSS guidance.
- Strict controls are in place for chemical storage and handling, fume cupboard use, microbiological procedures, and radiation safety and tested in accordance with the appropriate regulations.

### 8.21 Slips, Trips and Falls

- Routine inspections are conducted to identify potential hazards.
- Cleaning schedules are followed to ensure surfaces remain safe.
- Spill response protocols are in place and must be followed immediately.

### 8.22 Swimming Pool Safety

- Pool use complies with HSE and Sports Council guidance.
- Normal operating procedures and emergency action plans are in place.
- Staff involved in pool supervision receive appropriate training.

### 8.23 Vehicle and Driving Safety

- Site traffic management prioritises the safety of pedestrians.
- School minibuses must be operated and driven by members of staff qualified as per the Group Minibus Policies.
- Delivery vehicles are directed safely on site in accordance with established procedures.

### 8.24 Work Equipment

- All work equipment is maintained and inspected in line with PUWER and other related regulations.
- Only competent and trained staff may operate work equipment.
- Pupils are only permitted to use equipment under direct staff supervision.

### 8.25 Working at Height

- Work at height is avoided wherever possible.
- Where unavoidable, work must comply with the Work at Height Regulations 2005 (WAHR).
- Only suitable access equipment may be used.
- A risk assessment must be completed before any work at height is undertaken.

## 8.26 Young Persons

- Risk assessments are completed for all individuals under 18 years of age prior to employment or work experience.
- Young persons are not permitted to undertake hazardous tasks, activities or operate machinery.

## 9. Accident and Incident Reporting including RIDDOR

All accidents, near misses and health concerns must be reported. Each site must maintain accident books and investigate incidents.

Any serious accidents should be notified to the H&S Governor and the retained H&S Consultants in the first instance Reportable incidents under RIDDOR are logged and submitted after taking the advice of the H&S Governor and our retained H&S Consultants.

## 10. Safeguarding and Wellbeing

Safeguarding is a priority with DSLs and DDSLs trained and appointed. Stress and wellbeing are monitored, with support plans available. Mental health support systems promoted.

## 11. Monitoring and Review

Annual Group-wide audit led by Forfar Education. Termly school self-assessments submitted to Governance. Policy reviewed annually or in response to legislation change.

Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information will also be considered to improve performance.

## 12. Emergency Procedures

Each school maintains and rehearses an Emergency Plan. Roles clearly defined for key staff (e.g., fire marshals, first aiders). Communication systems in place for alerting parents and emergency services.

## 13. Records Management

Risk assessments, accident reports, and H&S training records will be stored securely (digitally or physically). Retention periods will align with HSE and data protection guidance.

## 14. Practical Safety Rules

In addition to the general responsibilities set out in this Policy, all staff across Forfar Education schools must adhere to the following practical safety rules. These provide clear expectations to support day-to-day safe practice and ensure a consistent approach across the Group.

### Electrical Equipment

- Personal electrical appliances must not be brought onto school premises unless prior approval has been obtained from the Headteacher or Site Manager and the item has passed a Portable Appliance Test (PAT).
- Staff must visually check school-owned electrical equipment before use and report defects immediately.

### Personal Protective Equipment (PPE)

- Where a risk assessment identifies the need for PPE, the school will provide suitable equipment.

- Staff must use PPE correctly, maintain it in good condition, and notify their manager if replacement is required.
- Duty staff supervising outdoor play or off-site walking must wear high-visibility jackets.

### Housekeeping and Hazard Reporting

- Escape routes must be kept clear at all times.
- Rubbish and recycling must not obstruct corridors or fire exits.
- Spillages must be cleared immediately or reported without delay.

### Vehicles

- Staff using private vehicles for school business must provide evidence of valid insurance, MOT, and roadworthiness.
- All passengers must use seat belts; appropriate child seats must be used for pupils under 135cm in height.

### Visitors

- All visitors must report to reception on arrival, sign in using the agreed procedure, and wear an identification badge at all times.
- Visitors must receive safeguarding and health & safety information appropriate to their visit.
- Any unidentified person on site must be challenged in line with school security procedures.

### Smoking, Vaping, Alcohol, and Drugs

- All school sites are strictly no smoking and no vaping environments.
- Alcohol or drugs must not be consumed or brought onto school premises, except where alcohol is expressly authorised for a school event.

### General Conduct

- Staff must only use equipment and machinery they are competent and trained to use.
- Lone working procedures must be followed where applicable.
- Staff must model safe behaviours at all times for the benefit of pupils.

### Signatures

Signed: \_\_\_\_\_

Date: 1/9/25

Helen Wilkinson - Headteacher

Signed: \_\_\_\_\_

Date: 1/9/2025

John Forsyth -- Proprietor with responsibility for Health and Safety

