NEW SEAHAM ACADEMY

HEALTH & SAFETY POLICY 2026 - 2027

Introduction

New Seaham Academy is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- Be healthy;
- Stay safe;
- Enjoy and achieve;
- Make a positive contribution; • Achieve economic well-being.

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. The Trust Board, as an employer, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Section 1 – Statement of intent.

The Board of Trustees of the school recognise their responsibility as employers 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 pupils and other people who come onto the premises.
The Board will take all reasonably practicable steps within their power to fulfil this responsibility.

The Board of Trustees has adopted the Health & Safety Policy of Durham

County Council, as detailed in the School Health & Safety Policy and Procedures Manual. The Academy has an SLA with the H&S Team of Durham CC and will, where reasonably practicable, apply all health and safety instructions and advice issued by them and other enforcing bodies. When required the Board of Trustees and/or Head Teacher will seek competent Health & Safety advice from the H&S Executive of Durham CC

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 Board of Trustees and Head Teacher in fulfilling the schools' statutory duties.

The Board of Trustees will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 - Organisation of Health & Safety Responsibilities

Board of Trustees

Has responsibility as an employer for Health & Safety and has chosen to adopt and implement the health and safety management system of the Local Authority as set out in the Schools Health & Safety Procedures Manual. In order to fulfil its responsibilities the Board 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;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and H&S advice;
- 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 it's procedures;
- the school cooperates with Local Authority auditing and monitoring of Health & Safety;
- The Board of Trustees delegate the monitoring health & safety performance within the school to the Head Teacher and that;
- should the Board of Trustees be unable to meet its duties and responsibilities it will seek competent health & safety advice.

Head Teacher

The Headteacher will co-operate with the Board of Trustees 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 Board of Trustees, 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.

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 pupils in the school.

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.
Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- Accident / incident / ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects
- Confined Spaces
- Design & Technology

- Display Screen Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Induction
- Lifting Operations & Lifting Equipment
- Lone Working
- Mobile Phones
- Manual Handling (Objects)
- Moving & Handling Pupils and Young People
- New & Expectant Mothers
- Noise at Work
- Outdoor Play Equipment
- Personal Protective Equipment (PPE)
- Playgrounds and Outdoor Play Equipment
- Risk Assessment
- Risk Register and Top Level Assessment
- Science Teaching
- Security in Schools
- Traffic Management
- Violence and Aggression
- Work Equipment
- Work at Height
- Workplace Welfare & Premises Inspection
- Young Employees

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 school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

Section 4 – Other school arrangements

The School curriculum

- We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them 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 dangers of drugs

- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in relevant lessons and we reinforce these points as part of our healthy schools 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.
- Our school promotes the spiritual growth and welfare of the children through the SMSC curriculum, RE curriculum, through special events such as harvest festival, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use a variety of strategies to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work with Chartwells to achieve this.
- Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.
- 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 schools promotes a healthy lifestyle and achieves the Healthy School Standard.

Child protection

- There is a named person responsible for child protection in the school. This is the head teacher, but this may be delegated in some circumstances. See child protection policy for details.
- We require all adults employed or having contact with pupils in school (eg staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.

Visitors in school

- The entrance to the school is kept locked to prevent unauthorised access.
- All visitors will sign in using the school's Inventry electronic system and wear a photographic I.D. visitors badge at all times.

- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.

Seat belts

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

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

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.

Governors delegate the Head teacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the Trust Board.

Educational Visits for the previous term will be included in the head teachers termly report.

Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school.

However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves, (after first reporting to the office).

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Internet Safety Policy

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable

material, we provide constant supervision, and we use only a filtered service, selected links, and child friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Theft or other criminal acts

The teacher or headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

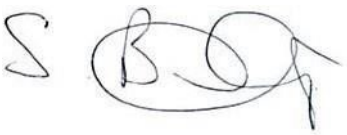
The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in through CPD. We also pay particular attention to the assessment and prevention of work related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with LA's protocol on school and the police.

Signed

Head Teacher Chair of Board of Trustees



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