



Rikkyo School

Health and Safety in the Curriculum: Part 2 of 3

Date	Review Date	Coordinator	Nominated Governor
14/07/2023	14/07/2024	Dr Okano	Mrs Bunday

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe this policy should be viewed in **conjunction** with the following policies:

- Health and Safety Part 1
- Health and Safety Part 3 of 3: Safe Procedures

We realise we have a statutory duty of care to pupils and school personnel by ensuring that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

We are aware that we may be legally liable if negligence is established against the school if a child is injured. Therefore, we must ensure that control measures have been put in place for all identified risks.



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We do not wish to develop an over-cautious health and safety culture within the school. We work hard to keep children safe from harm but we will not enforce bans on conkers or yo-yos or other such activities as we want children to broaden and enrich their minds.

We need to develop a culture that distinguishes between real and imagined risk. We believe we cannot 'insulate our pupils from every bump, germ or bruise as this will limit their opportunity to take full advantage of the freedom of childhood and to explore the world around them.' (Amanda Spielman, Chief Inspector of Schools)

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To ensure that control measures have been put in place for all identified risks.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;



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- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- periodically report to the Premises, Health, Safety and Security Sub-committee;
- ensure that all school personnel fulfill their duties to co-operate with the policy;
- work closely with the link governor and the Health and Safety Representative and Site Manager;
- provide leadership and vision in respect of equality;
- ensure risk assessments are undertaken by the Health and Safety Representative, Site Manager and other competent members of the school personnel;
- ensure risk assessments are in place and cover all the main aspects of the school:
- ensure risk assessments are accurate and suitable;
- ensure risk assessments are reviewed annually;
- ensure risk assessments are easily available for all school personnel;
- ensure once a new hazard has been identified then a thorough risk assessment is undertaken and all school personnel are notified;



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- ensure advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- ensure training is provided for the appropriate school personnel so that they are aware of the process of completing a risk assessment;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- report any accidents or dangerous occurrences;
- ensure medical and first aid procedures and facilities are in place;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- regularly review safety arrangements;
- ensure that new school personnel will undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy

Site Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Representative;
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes



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Role of the Health and Safety Representative

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher, Site Manager and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- carry out their duties in accordance with the Health and Safety Policy;
- take reasonable care of themselves and others whilst at work;
- ensure pupils:
 - wear appropriate clothing in art and D&T lessons;
 - tie their hair back when undertaking art, D&T and science lessons
 - wear appropriate clothing and footwear in PE;
 - do not wear jewelry or watches during PE or swimming;
 - wear sun protection when taking part in summer PE field activities;
 - consume sufficient water to prevent dehydration during PE activities;
 - wash their hands before and after handling food;
 - tie their hair back when handling food;
 - sit correctly when using computers;
 - pupils are not affected by loud music;
- teach pupils about hazards, risks and control in science, design and technology, information technology, art and design, physical education and swimming so that risk awareness forms an integral part of their learning and development;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;



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- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and survey

Role of Parents/Carers

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog



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Training

We ensure:

- all school personnel receive appropriate training undertaken by a registered training provider and will cover:
 - All aspects of this policy
 - Curriculum
 - Health and Safety
 - Risk Management and Risk Assessment
 - Health and Safety - Responsibilities
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - COSHH
 - Accidents and Emergencies
 - Hygiene
 - Medical and First Aid
 - Sun Protection
 - Voice Care
 - Asthma
 - Food
 - Equal opportunities
 - Inclusion
- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- we can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
- we have in place evidence for all staff:
 - that highlights the knowledge gaps in the training;
 - that shows how those knowledge gaps were corrected

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.



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Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Curriculum
- Health and Safety
- Risk Management and Risk Assessment
- Health and Safety - Responsibilities
- Reporting of Injuries, Diseases and Dangerous Occurrences
- COSHH
- Accidents and Emergencies
- Hygiene
- Medical and First Aid
- Sun Protection
- Voice Care
- Asthma
- Food

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form



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We believe this policy:

- has been reviewed thoroughly by the governor responsible for health and safety and the Headteacher has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library

Headteacher:		Date:	
Chair of Governing Body:		Date:	