


Risby CEVC Primary School

Health & Safety at Work Policy

Prepared by:	H&S and Safeguarding Committee Headteacher
Approved by:	Suzy Stennett Chair of Governors
Signature of Chair of Governors:	
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The Law: Introduction

In a maintained school in Suffolk, the employer's legal duties are placed on Suffolk County Council. In turn, through a formal Scheme of Delegation, certain responsibilities are placed on governing bodies and Headteachers. In order for the system to work effectively, a school should set out its arrangements and this is most conveniently done in the Health & Safety at Work (HSW) Policy. Whilst having a policy is not strictly a maintained school's legal responsibility, the County Council considers it to be an essential element of a school's HSW management system. It is a document the County Council always looks for in its monitoring activities.

Health and Safety Law in England is dictated by **the Health and Safety at Work Act (etc.) 1974** and its subsidiary Regulations such as the **Management of Health and Safety at Work Regulations 1999**.

General Statement of Intent and Commitment

The governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the County Council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and:

- To support the published policies and aims of the County Council;
 - To promote continuous improvement in the health and safety performance;
 - To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local HSW Coordinator, must ensure the implementation of guidance, codes of practice and other advice from Suffolk County Council.
 3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that **working conditions and environment, substances used, equipment provided and working methods adopted** do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

Organisation

The Headteacher has the responsibility in the school for day-to-day management of health, safety and welfare (HSW) issues. The Headteacher is known in Suffolk schools as a Local HSW Coordinator.

All staff should have regard to their own health and safety and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified. This is a legal obligation under the Health and Safety at Work Act 1974

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school. For example, a Subject Leader therefore has an implied higher level of responsibility than a class teacher, even if the HSW policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title of person responsible
HSW System & Policy review	Health and Safety Committee	Governors
Health and Safety committee	Bazil Lawrenson	Governor
Communication and information management	Soo Miller	Headteacher
Critical Incident Management	Suzy Stennett Bazil Lawrenson	Chair of Governors Governor
H&S Training	Soo Miller	Headteacher
Personal safety procedures (also Schoolsafe)	Soo Miller	Headteacher
Planned checks Procedures/Premises/Equipment	Soo Miller Jo Bird Bazil Lawrenson	Headteacher Office Manager Governor
Risk assessments for managed moves, EOTAS and excluded pupils	Soo Miller	Headteacher
Infection Control	Soo Miller	Headteacher
Incident reporting/investigation	Soo Miller	Headteacher
Coordination of risk assessment work	Soo Miller	Headteacher
Fire procedures including personal emergency evacuation plans	Soo Miller	Headteacher
Locally organised premises maintenance, repair and improvement	Jo Bird	Office Manager
First Aid (training and equipment)	Soo Miller	Headteacher
Vehicle control and pedestrian safety	Soo Miller	Headteacher

Educational visits coordinator (EVC)	Adele Jones	Deputy Headteacher
Stress and Wellbeing	Soo Miller Governors	Headteacher Personal Development
Child Protection Co-ordinator	Soo Miller	Headteacher
Supporting pupils with medical needs	Soo Miller	Headteacher
Premises Security	Soo Miller Jo Bird	Headteacher Office Manager
Contractors on site	Soo Miller Jo Bird	Headteacher Office Manager
Outside lettings	Soo Miller Jo Bird	Headteacher Office Manager

¹ Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

Arrangements

HSW Policy Review

- The school's HSW Policy will be reviewed and updated annually;
At each review the governors will formally adopt the new policy and renew the relevant signatures.
- Targets included in the policy document will be reflected in the School's Improvement Plan (SIP);
- The school's policy document will be displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

Governors Premises / Health, Safety and Welfare Committee

- The school has a H&S and Safeguarding Committee including the HSW Coordinator, members from the school staff and governors;
- The Committee meets termly to discuss progress towards meeting the targets identified in the current edition of the schools HSW Policy.
These discussions should involve all Health, Safety and Welfare matters and not be solely concerned with the condition of the premises.
- The Terms of Reference for the committee are reviewed annually by the Full Governing Body to ensure they adequately cover the functions that the school needs for the HSW system to be effective and complete;
- The proceedings of the meetings are formally recorded and action points are brought forward for review;
- The Headteacher presents a termly report in the recommended format for health and safety to the whole governing body;
- The committee will review the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention;
- The Committee should regularly review the Governors' web site (**Governor Hub**) and bring updates to the attention of the governing body.

Communication and Information Management:

- The Headteacher and HSW Coordinator are responsible for regularly checking the Suffolk Learning Website for updates to the Health and Safety guidance;

- Current Health and Safety information is passed on to the relevant people within the school by the HSW Coordinator. Curriculum subject specific information is kept in the subject files in the main school office for reference. Subject Leaders are responsible for managing curriculum subject specific information and keeping the staff and the Headteacher informed about new information and guidance received;
- The HSW Coordinator will be responsible for passing the information on to the Health & Safety Committee and for ensuring that all staff who do not use the staffroom (e.g. MDSAs, caretaker etc) are briefed about the H&S policy and any updates;
- The HSW Coordinator is responsible for physically keeping the “Education Health and Safety – Local Management of Schools” manual up to date;
- All staff will be consulted on Health and Safety matters relating specifically to them.

Critical Incident Management and Temporary Staffing Absences

- The school has adopted the County’s Critical Incident Management guidelines (see separate document) and this will be reviewed annually with all staff;
- The school will make reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or ‘emergencies’ of any kind.

Health and Safety Induction Training

All staff will receive appropriate induction training. Training will be matched to a member of staff’s specific work and responsibilities.

- Overview of the school’s HSW Policy and organisational structure;
- Tour of the premises;
- For certain staff (Headteacher, Office Manager, caretaker etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available;
- Fire evacuation and emergency procedures;
- Fire extinguishers and blankets: location and use;
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk);
- The school is a no-smoking / vaping site and operates a no-smoking / vaping policy;
- Trained first aid personnel and first-aid facilities: staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds;
- Critical Incident procedures;
- Incident Reporting procedures for incidents, hazards, work-related injuries, illnesses and fires;
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans;
- The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school);
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment (see **Appendix B**);
- Information on hazards that are specific to the school, and established controls or precautions (for example: exiting staff car park);
- Procedures and arrangements for organising educational visits;
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare;
- Grievance procedures (as they relate to health & safety);
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant);

- Materials and substances in use: handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets;
- Access to well-being advice, counselling and other staff support schemes;
- Security;
- Manual lifting and handling: general advice and risk assessment (**Appendix D**);
- Safe storage and stacking of materials;
- Safety procedures for use of equipment, including IT and design technology equipment;
- General housekeeping and maintenance of access and egress;
- Infection Control arrangements.

Routine Updating Training

- Refresher training for staff on health and safety matters is undertaken, including first aid training which is a special case, at least once every three years;
- Records are maintained for all health and safety training attended by staff.

Personal Safety Procedures and Control of Violence

- The school will not tolerate aggressive or abusive behaviour (including verbal abuse) directed at staff;
- The school has adopted the LA guidance for dealing with violence, threats and abuse towards staff. All staff have been advised about the LA guidance “Dealing with abuse, threats and violence towards school staff”. This includes detailed procedures advising how staff should deal with an incident where an adult has displayed aggressive behaviour, threats or any kind of assault including verbal abuse. All incidents will be reported to the Headteacher and will be investigated.
- Visitors must use the main entrance to the school. This is indicated by signs outside of the building;
- All visitors entering the building are monitored. They must sign in and out at reception. All visitors are issued with a badge, which must be worn at all times whilst they are on the school premises. Short-term visitors will be escorted around the building;
- All work experience students and long term visitors will be given induction training;
- The key holders are Tracey Gray (Caretaker), Mrs Miller (Headteacher), Mrs Jones (Deputy Head), Mrs Trish Grenfell (BSC & ASC), Mrs Louise Filby, Miss Elhana Toms, Mrs Natalie Masson, Mrs Sophie Wharf and Miss Lizzie Wyatt;
- The school has Lone Working guidance (see **Appendix A**). **Lone working should be avoided wherever possible.**

Planned Safety Checks

These can be broken down into three separate groups as follows:

- Procedures
- Equipment
- Premises

Procedures

- The HSW Coordinator and the H&S and Safeguarding Committee will be responsible for monitoring all Health and Safety issues. Safety inspections, a review of incident report forms and progress towards the school’s H&S objectives will be undertaken termly;
- The members of staff on playground duty will subject the outdoor play equipment to a visual check before use each day;
- The HSW Coordinator will inspect the surface of the playing field weekly and it should be checked before first use on any day. All staff using the field should maintain awareness and report any new damage to the HSW Coordinator immediately. Pupils should be regularly made aware of the need to exercise caution when using the field;
- Termly fire evacuation training is given to all staff and pupils;
- A fire evacuation simulation is carried out at least termly.

Equipment

- All indoor and outdoor **sports** and **play** equipment is inspected annually by an outside provider. All new equipment is added to the schedule. All equipment likely to be used is suitably sited, even if only temporarily, with a safety surface if required;
- The school's water system(s)- temperatures are taken monthly by the Caretaker and hygiene and legionnaires disease checks are carried out periodically by an LA contractor;
- Electrical Portable Appliance Testing is carried out annually by LA recommended contractors;
- Fire Safety Equipment is tested annually by LA recommended contractors;
- Exhaust ventilation equipment (eg. ventilation for toilets and the kitchen) are checked annually by LA recommended contractors;
- Catering equipment is checked periodically by approved contractors arranged by the third party catering service provider;
- Ladders and stepladders are checked monthly by the Caretaker;
- Door closers and catches are checked monthly by the Caretaker;
- Printing and reprographics machines are serviced by a qualified technician;
- In all areas the Local Authority advice is followed and the school makes use of the Core Maintenance Package centrally organised by Corporate Property;
- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. It has been advised that staff perform this task prior to the start of lessons;
- Staff report any concerns with regard to the condition of plugs, sockets and mains leads to the Office Manager for action;
- It is suggested that electrical equipment be grouped together on the basis of the risk, which can then lead to the development of a system in which the more vulnerable equipment is checked more often and more thoroughly. Low risk equipment, such as that which is not often moved and safer by design (eg. double insulated) may not need to be tested more than once every few years.

Premises

- The whole school site is inspected at least once a term by the HSW Coordinator and a member of the H&S and Safeguarding Committee;
- Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits form **part** of the school's arrangements for checking the school, but inspections should take activities into account as well as the structure of the buildings etc.). Records should be kept for at least three years;
- Visual checks on certain items are carried out daily. For instance, fire exits and routes, fire and/or security alarm systems, external access gates and external doors. **Such checks are essential to ensure that safety critical facilities operate as planned every day.**

Infection Control Arrangements in School

- The school follows Department for Education and Health and Safety Executive guidance on infection control.
- The school ensures advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs (separate documents).
- These policies are monitored and reviewed by the Headteacher and the H&S and Safeguarding committee.

Incident Reporting/Investigation

- The LA Guidance is available to all staff and the LA Incident Report procedures are followed.
- All staff are aware of the school's procedures for reporting incidents;
- The procedure is documented and available to all. Relevant staff have seen the 'What is a Significant Incident' guidance and updated advice is circulated as it is received. Refer to <https://suffolklearning.com/safety-health-wellbeing/incident-reporting/>

- The Headteacher, or a designated and competent member of staff, checks every incident record before it is submitted to the authority;
- Every incident is subject to investigation as appropriate with a view to preventing recurrence;
- The school will review relevant risk assessments after any incident or near miss;
- Where appropriate the findings of the investigation are shared with the staff, the authority and other people with a relevant interest;
- The school's H&S and Safeguarding committee periodically review the incident history for the school and plans actions to reduce the likelihood of future incidents.
- Any incidents that occur will be referred to the H&S and Safeguarding Committee.

Coordination of Risk Assessment Work

- Risk assessments may be required under many circumstances, but LA advice is that in general they will only need to be completed in schools when published guidance or recommended practice is not relevant;
- An overview of the school premises and activities may assist with the general risk assessments and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented. Examples could be: the school may have limited space for pedestrian and vehicle access, creating a serious incident risk.

Fire Procedures

- Fire risk assessment is carried out annually by a LA recommended contractor. (See separate document);
- A supplementary fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned;
- Notices detailing the evacuation procedure and assembly points are displayed in every room and are included in the guidance leaflet given to long-term visitors and work experience students;
- An evacuation practice (fire drill) is carried out once per term, as is a 'no-notice' fire drill;
- All fire extinguishers and equipment are examined during annual maintenance checks by a LA recommended contractor;
- All staff have undertaken fire awareness and use of a fire extinguisher training;
- The Caretaker will conduct a weekly alarm test;
- The alarm and emergency lighting are checked quarterly by a LA recommended contractor;
- Details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the Fire Log Book kept in the school office;
- The Caretaker undertakes daily checks of all fire exits and doors. If public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. Records **must** be kept in a fire precautions log book;
- Wheelie bins are **anchored** so that they cannot be used to set fires close to the school building(s);
- Fire safety arrangements will be comprehensively checked with a competent adviser from a LA recommended contractor every 3 years;
- When the situation arises, arrangements will be made for people who may need assistance for example, wheel chair users to evacuate the building(s) in an emergency. A personal evacuation plan will be required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements. Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use. Information about the EVAC Chair can be obtained from <http://www.evac-chair.co.uk/>

In the event of a fire being discovered

1. **In the event of a fire being discovered, the alarm should be raised immediately by sounding the fire alarm at the nearest activation point, or on the main panel in the entrance lobby.**
2. **The school should be evacuated by nearest possible exits.**
3. **The assembly point is on the school playing field.**

4. **The Office Manager, will bring attendance registers, visitors log, mobile telephone, the green pupil and staff contact files and Staff Signing In Sheet out to the assembly point.**
5. **The Headteacher or member of SLT working in the Headteacher's office, if the Headteacher is not in school, will check the staff toilets, children's toilets in the corridors, the staff room and the activity room on their way out of the building.**
6. **Teaching Assistants will check toilets in the classrooms and ensure both internal and external classroom doors are shut once room has been evacuated.**
7. **The Headteacher or member of SLT working in the Headteacher's office, if the Headteacher is not in school, will ensure evacuation has taken place.**
8. **On arrival at the assembly points, the class teachers or supply teachers will call registers and report to the Headteacher.**
9. **The Headteacher will check that all staff and visitors are present (including kitchen staff).**
10. **The Office Manager will telephone 999.**

Locally Organised Premises Maintenance, Repair and Improvement

- The Form 13 procedure is followed when any major building repairs or alterations take place;
- An asbestos survey report is available in the main office and must be consulted before any repair or alteration takes place;
- The relevant staff (Office manager and caretaker) and governors know the asbestos procedures. They have been advised about the asbestos survey report;
- Advice and assistance will be sought from the County Council Property Advisor if alterations to the asbestos survey report are necessary and all such alterations will be notified to the County Council;
- The school procures services (such as catering and grounds maintenance) from LA recommended providers to ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

First Aid: Training and Equipment

- First aid equipment is located in every classroom with additional supplies in the stationery cupboard situated in the main office. Each class also has a portable kit available to be taken out on the playground or on educational visits;
- Class Teaching Assistants monitor stock levels in first aid kits and asthma inhalers weekly;
- Classroom Teaching Assistants must report low stocks immediately to the Appointed First Aid Coordinator, Mrs Amanda Hartley, who will ensure replenishment orders are placed promptly;
- Lone workers, including the Caretaker, must be trained to enable them to deal with their own minor first aid needs and they must have ready access to a first aid kit;
- Sanitary disposal bins are placed in both staff toilets, the disabled toilet and in one of the cubicles in the Yr5/6 pupil toilets. These are refreshed under contract on a monthly basis;
- All school staff are trained in Emergency First aid with 5 staff additionally trained in Paediatric First Aid. One member of staff is trained in Forest School first aid;
- The Headteacher keeps a record of training with expiry dates monitored;
- All injuries must be reported. There is a First Aid Book in each classroom, which must be completed for all pupil injuries. Wherever possible minor injuries should be reported in person to the adult collecting the child at the end of the day. More serious injuries, but which do not require medical attention, should be reported to the parent by telephone as soon as possible after they have happened. Staff speak to the child who sustained the injury to ascertain how the injury occurred and any other children involved are spoken to so a full picture of the event is achieved;
- All 'head bumps' must be recorded in the 'head bump' books and the top copy of the duplicated record must be sent home in the child's book bag. Parents will also be sent an email informing them of a minor head bump. A telephone call must be made to the parents or carers as possible for a more serious head bump;

- Injuries that have required medical attention (i.e. doctor, ambulance, hospital) should be reported to the Headteacher and an LA incident form should be completed. These are kept in the main office;
- Emergency contact numbers for staff and pupils are kept in the green binder in the stationery cupboard in the main office. This includes next of kin details and GP numbers.
- On occasions when the ambulance arrival times are likely to be long (>30 minutes), the relevant staff have access to health centre / GP telephone numbers for emergency use. They also have, from all parents, a signed authority on each pupil's file that the child can be taken to hospital in an emergency. The school has a procedure for calling a local GP surgery or for an ambulance where this may be necessary.
- Staff planning an educational visit should ensure that at least one qualified paediatric first aider is included in the accompanying staff. A first aid kit should be taken on all educational visits, as should any inhalers or emergency medication (e.g. epi-pens) that may be required by individual pupils. The school contact number and emergency contact details for all children and adults going on the trip should be taken along with the school mobile telephone. A list of pupils and adults who are on the educational visit, along with emergency contact numbers, should also be available in the school office).

Premises Security and Visitor Safety

- The school follows current county council guidance – refer to DfEE guide 'Managing School Facilities;
- The Headteacher **or member of SLT working in the Headteacher's office, if the Headteacher is not in school**, checks the perimeter fence daily to ensure the school site is secure. All gates are locked at 8.45am and at 3.45pm;
- Staff will lock the perimeter gates when taking children to the Village Hall, MUGA or community field;
- Visitors must use the main entrance to the school. This is indicated by signs outside of the building.;
- All visitors entering the building are monitored. They must sign in and out at reception. All visitors are issued with a badge, which must be worn at all times whilst they are on the school premises. Short-term visitors will be escorted around the building. Visitors will be asked to read the school's safeguarding information and fire evacuation procedures.

Vehicle Control and Pedestrian Safety

- Only staff, visitors, delivery and other authorised vehicles are allowed on the school grounds. Parents collecting or dropping off children are asked to park outside the grounds with due regard for the safety of pedestrians and other road users. The school actively encourages pupils to walk to school;
- **Vehicles brought onto site should be parked in such a way as to not restrict access to school for emergency vehicles;**
- As well as the small car park at the front of the school the school has permission from the Risby Village Hall Charitable Trust for staff, parents and visitors to make use of the village hall car park, which the school encourages. Otherwise, parking is allowed along the road immediately outside the front of the school with the exception of the area marked with the zig zag 'school' yellow markings, and along School Road, Risby;
- A member of staff supervises the loading and unloading of the school bus at the start and end of the school day;
- There is a high volume of vehicle and pedestrian traffic in Aylmer Close at the beginning and end of the school day. The school encourages parents to ensure that all children are closely supervised in this area and that children are accompanied across the road and into/from the village hall car park;
- Due to the high volume of vehicle and pedestrian traffic at the beginning and end of the school day visitors and contractors are deterred from arriving or leaving the school at these times;
- In order to ease congestion in the car park, children may arrive in school from 8.45am. The classroom doors are closed at 9.00am, so children arriving after this time have to be brought around to the main entrance;
- Children are despatched from their classroom by the class teacher directly to their parent or authorised adult at the end of the school day;

- Where no authorised adult is present, children are not allowed to leave their classroom at the end of the day unless parents have completed a written request for their child to walk or cycle home from school alone (Upper Key Stage 2 only);
- If a parent is late; the child is brought to the school office where they sit and wait for the parent to arrive.

Education Visits Coordinator (EVC)

- The school subscribes to Evolve, the LA's website for organising educational visits;
- The school has a nominated Educational Visits Coordinator who has completed the LA training. The coordinator is responsible for ensuring that staff are kept aware of the current LA advice and that it is being followed;
- The school has adopted an Educational Visits policy, which follows the model provided by the LA (see separate document);
- Teachers must ensure that permission for all planned trips is sought from the Headteacher and Governing body. They must also ensure that the appropriate planning and risk assessments are completed and the EVC is kept informed.

Stress and Well Being

- The Schools Advisory Service provide staff with a free and confidential counselling service, as required by recent legal developments and case law.

Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work should carry out a periodic display screen equipment (DSE) assessment.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request by a qualified optician (and corrective glasses provided if required specifically for DSE use only)

Child Protection Procedures

- The school follows current LA guidance;
- The school has a Safeguarding and Child Protection Policy (see separate document);
- The Headteacher is the Child Protection/Safeguarding Senior Designated Person and the Deputy Headteacher is the Alternate Designated Person;
- The Headteacher has completed Richard training;

Supporting Pupils with Medical Needs

- The school follows the latest County Council guidelines;
- The school has a Medical policy documenting the arrangements for the administration of medicines and for the management of medicines within the school;
- It is the responsibility of the HSW Coordinator to ensure that County Council and DFE guidelines for dealing with pupils and staff with medical needs are followed;
- The school works closely with parents and the school nurse to ensure that individual pupils' medical needs are met and that staff are appropriately trained;
- The school has written procedures for the management of medicines within school and for their administration. Forms which must be completed by a parent are kept in the main office;
- The school and LA advisors work closely with individual staff members to ensure their medical needs are met.

Contractors on Site

- On arrival at the school all contractors must report to reception where they must sign in and be given a 'Visitor' lanyard badge;

- On arrival contractors are briefed with regards to the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc;
- All contractors making deliveries to the school must report to the main entrance where the delivery will be received and signed for. Should the delivery be large and bulky a member of the admin staff will accompany the delivery driver to the receiving point;
- The HSW Coordinator, or in her absence the Office Manager, will be responsible for verbally briefing **all** school staff (including the caretaker who may be on site earlier or later than teaching staff etc) about areas to be avoided for the duration of the work. This advice should also be displayed on the notice board in the staffroom. Where appropriate, safety signs will be clearly displayed. Formal records of information given and when are recommended;
- The HSW Coordinator is responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc. The HSW Coordinator will, as far as possible, ensure the contractor is behaving reasonably safely in respect of his/her own staff ie. following common sense safety precautions, avoiding reckless behaviour and restrictions on access to site.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy and will have a responsibility for complying with it.

Lock Down Situation

In the event of an emergency situation, other than a fire situation when the alarm would be sounded, all classrooms have a hand operated air horn which a member of staff would sound in order to alert the rest of the staff. The horn will signal a 'lockdown' situation to all staff and pupils and will mean everyone must remain in their classrooms i.e. there should be no movement around school and all windows and doors should be closed securely and blinds drawn. The Headteacher or Office Manager will call 999 and the situation will be dealt with in an appropriate manner, with the safety of the pupils and staff being of utmost importance.

Additional Procedures

The school also operates an emergency flash situation to summon assistance. In every room there is a red emergency flash card with the classroom or area name written on it. In the event of an emergency or difficult situation the emergency flash should be sent direct to the office to summon assistance. Children have been taught how to use these emergency flashes, so that they are aware of what to do if they are asked to help, or alternatively should an accident occur to the class teacher, the children themselves would be able to summon help.

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will be subject to revision as new topics arise and as further procedures develop which are needed in order to assist in the process of managing health and safety for staff, contractors and other visitors to our school's premises.

Headteacher's Termly Report To Health and Safety Committee

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the Headteacher and senior manager with delegated responsibility and/or governing body, health and safety committee etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher 's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on H&S audits, inspections, fire risk assessments etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

	Term one	Term Two	Term three	Term four	Term five	Term six	Term seven	Term eight	Term nine
PLAN	A Health and Safety audit The year's risk assessments for school trips	Risk assessment review/ update	The year to follow's Property Advisor visits	The year's risk assessments for school trips	Risk assessment review/ update	The year to follow's Property Advisor visits	The year's risk assessments for school trips	Risk assessment review/ update	The year to follow's Property Advisor visits Next term's fire risk assessment
DO	Local inspections Fire drill Lockdown drill New Fire risk assessment Log school trips on EVOLVE H&S report to GB	Local inspections Fire drill Lockdown drill Full Health and Safety Audit Site security H&S report to GB	Local inspections Fire drill Lockdown drill Risk assessment review/update Incident and first aid records review H&S report to GB	Local inspections Fire drill Lockdown drill Log school trips on EVOLVE H&S report to GB	Local inspections Fire drill Lockdown drill Site security (safeguarding) risk assessment H&S report to GB	Local inspections Fire drill Lockdown drill Risk assessment review/update Incident and first aid records review H&S report to GB	Local inspections Fire drill Lockdown drill Log school trips on EVOLVE H&S report to GB	Local inspections Fire drill Lockdown drill Site security (safeguarding) risk assessment H&S report to GB	Local inspections Fire drill Lockdown drill Risk assessment review/update Incident and first aid records review H&S report to GB
CHECK	H&S Policy and risk assessment review Asbestos review with Corporate Property Advisor (CPA) H&S training review	Maintenance review with (CPA)	Condition survey review with CPA Check all actions from the audit have been carried out School trip and EVC review	H&S Policy and risk assessment review Asbestos review with CPA H&S training review FRA review	Maintenance review with CPA Review H&S audit	Condition survey review with CPA School trip and EVC review	H&S Policy and risk assessment review Asbestos review with CPA H&S training review FRA review	Maintenance review with CPA Review H&S audit	Check all actions from the audit have been carried out School trip and EVC review
ACT	On all recommendations, actions and advice from incidents, drills and inspections								

Appendix A - Lone working guidance

Definition

Lone working is defined as

1. When working outside normal working hours. These are deemed to be between 8am and 6pm, Monday to Friday during term time.
2. During normal hours at a remote location.

Risk Assessment

It is the responsibility of the HSW Coordinator to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working.

The risk assessment for lone working will take into account;

1. The type of tasks undertaken,
2. The environment and equipment to be used,
3. Health and safety instruction and training received
4. The individual's medical history.

Hazards identified will be evaluated by the HSW Coordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the HSW Coordinator to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

Controls

It is the responsibility of the individuals concerned to ensure all necessary precautions or work methods are adhered to at all times. Any person who becomes aware of circumstances involving lone working, where existing control measures may not be fully effective, must inform the Headteacher or the Health and Safety Governor, as soon as possible. Staff must

- Seek the permission of the Headteacher to work alone in the building outside of normal school hours. This may be agreed on a termly or yearly basis as long as circumstances are unchanged;

- Not work alone if they have medical conditions that might cause incapacity or unconsciousness;
- Try to coordinate out of hours working with another member of staff;
- Inform the Headteacher upon arrival and departure from the school;
- On entering the school, secure the door behind them;
- Keep their mobile phone charged and with them at all times;
- Try to avoid working at heights but, if it is necessary to do so, they must follow the guidelines set out in the Health and Safety policy and the guidance on Working at Heights;
- Not move heavy or bulky items in accordance with the guidelines on Manual Handling;
- Make sure the building is secure on departure;
- Consider the importance of maintaining a healthy work/life balance.

Appendix B

Expectant and New Mothers

The phrase '**expectant or new mother**' means an "employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding;" In the interests of their own health and safety and that of their unborn child, employees must inform their employer as soon as possible when they are pregnant. The school will complete a specific risk assessment when a member of staff notifies the school that they are pregnant. The school will create and keep up to date records of the control measures in place. The Headteacher is responsible for ensuring the risk assessment is completed. Adjustments will be made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby. In some cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave.

Risk Assessment

The Headteacher will assess risks arising from work activities and those presented by the workplace. It is not necessary to assess risks, which arise which are incidental to work, such as those occurring during travel to or from work at the start or end of the normal working day. However, risks arising in travel **during** work should be assessed.

As a general rule, employer's risk assessments are only needed where the risks associated specifically with work would generally be considered to be greater than the risks encountered in normal day to day life outside the work situation. This is particularly relevant in connection with the risk of infections that may exist in the workplace. For example, when considering such risks, pregnant or breastfeeding mothers may well be exposed to infections from other staff, just as they might from their friends and family outside the workplace. Control of these infection risks is not the school's responsibility. However, schools must bear in mind the following **significant** factors:

- Close proximity to large numbers of children who may continuously present a wide range of infection risks (specially chicken pox or rubella);
- School visits to farms etc;
- Work in biology and other sciences;
- Students with special needs may present unusual infection risks (as well as risks related to uncontrolled, unexpected or aggressive behaviour).

Other factors include:

- Exposure to chemicals with potentially significant risks and/or radioactive materials may occur in some schools;
- The movement of large numbers of children around a school or the lifting of equipment, etc. may pose physical hazards;

- Assessors need to bear in mind student, visitor and colleagues' behaviour and the possible need for restraint or other physical interventions;
- Temporary or intermittent hazards such as slippery floors, trip hazards, display screen equipment work, environmental conditions, or prolonged standing need to be noted.

Pregnancy may affect the expectant mother's ability to continue with existing work patterns; fatigue and other factors may require that schedules are adjusted or are more flexible. In lone worker situations, additional support or cover may be required to enable the expectant mother to work successfully and safely. Pregnancy may also affect the woman's tolerance to environmental factors such as noise, smells, temperature and humidity. Where this is the case the school may be able to make adjustments but, when that is not feasible or successful, changes to working patterns may be required. The table below summarises the main factors:

Hazard	Risk	Avoidance measure
Shocks, vibration or movement	Regular exposure may increase risk of miscarriage. May be increased risk of premature birth or low birth weight. Breastfeeding mothers are at no greater risk than other workers.	Avoid work likely to involve uncomfortable whole body vibration or where abdomen is exposed to shocks or jolts.
Lifting, moving and handling of loads	Pregnant workers or volunteers are especially at risk as hormonal changes can affect ligaments and postural problems may increase as pregnancy progresses. There are possible risks for those who have recently given birth, especially after a Caesarean section because there are limitations lifting and carrying activities. Breastfeeding mothers are at no greater risk than other workers	Varies according to circumstances. Alter tasks to reduce risks, or address specific needs of the individual or provide aids to reduce risks. Consider assigning some duties to other employees. Offer assistance with lifting.
Noise	No specific risk but prolonged exposure to high noise levels may lead to increased blood pressure and tiredness. There is no evidence of noise affecting who have recently given birth or who are breastfeeding.	Pregnant women should avoid working in noisy environments for prolonged periods.
Ionising Radiation (X Rays etc)	If nursing mothers work with radioactive liquids or dust, these can cause exposure of the child, particularly through contamination of the mother's skin. Significant exposure to ionising radiation can be harmful to the foetus. Also there may be a risk to the foetus from significant amounts of radioactive contamination breathed in or ingested by the mother and transferred across the placenta.	Pregnant women should avoid exposure to ionising radiation where possible.

<p>Non-ionising Electromagnetic Radiation (PC Screens)</p>	<p>Pregnant women are at no greater risk than other workers. Radio frequency radiation (within current recommendations) is not known to cause harm to the foetus or the mother.</p>	<p>Avoidance measures are unlikely to be required.</p>
<p>Extremes of Heat or Cold</p>	<p>When pregnant, women tolerate heat less well and may more readily faint or be liable to heat stress. Breastfeeding may be impaired by dehydration. No specific problems from working in extreme cold.</p>	<p>Avoid exposure to periods of prolonged heat. If a pregnant woman does have to work in a hot environment, rest facilities and access to refreshments should be provided.</p>
<p>Fatigue and Stress</p>	<p>Fatigue is associated with miscarriage, premature birth and low birth weight. Excessive physical or mental pressure may cause anxiety, stress and raised blood pressure. Standing for long periods can cause dizziness, faintness and fatigue. It can also increase chances of premature birth or miscarriage. Sitting for long periods increases the chance of thrombosis.</p>	<p>Ensure that hours, volume and pacing of work are not excessive and that, where possible, workers have some control over how their work is organised.</p> <p>Provide seating where appropriate and ensure that the woman is not expected to stand or sit in one position for long periods of time. Provide regular rest breaks.</p> <p>Provide clean and comfortable facilities for rest and, where appropriate, breastfeed or express and store milk. Is there somewhere to lie down?</p> <p>Ensure regular toilet breaks are available. Review playground/break duties, visits, attendance at after school meetings.</p>
<p>Hazardous Substances / infection risks and chemicals</p>	<p>Listeria In pregnant women it may terminate the pregnancy or damage the foetus. Biological Agents eg Hepatitis B, HIV, herpes, tuberculosis, chicken pox, typhoid</p>	<p>Ensure that food and personal hygiene guidance and precautions are provided. Consider hygiene measures or vaccinations. If there is a high risk of exposure to a highly infectious agent, the worker should avoid exposure completely.</p>

	<p>If infected during pregnancy, the unborn child can be affected. For most workers, the risk of infection is not higher whilst at the school than in the community although the exposure may be higher in a school environment.</p> <p>Chemical Agents eg Pesticides, benzene, mercury, lead Organic mercury compounds could have adverse effects on the foetus, slow the growth of the unborn baby, disrupt the nervous system and cause the mother to be poisoned. Carbon Monoxide Carbon monoxide readily crosses the placenta and can result in the foetus being starved of oxygen, both the level and duration of exposure are important factors in assessing the risk.</p>	<p>Please contact Health and Safety if there is likely to be exposure to chemical agents whilst at the Academy. Please contact Health and Safety if there is likely to be exposure to carbon monoxide.</p>
Contact with virus	<p>If there is a possibility that the pregnant woman may be exposed to the rubella virus, COVID 19, chickenpox, measles or Slapped Cheek Disease (Parvovirus) in the early months of pregnancy there is the potential for harm to the unborn child.</p>	<p>Early warning where possible. Inform pregnant woman of any outbreaks in the school. Consult with doctor.</p>
School trips	<p>Consider risks associated with farm visits, in particular sheep, and swimming trips.</p>	<p>Risk assessments to be undertaken</p>
Ergonomics	<p>Workplace design, layout of workstation and design of work equipment may affect the safety of pregnant workers. Hormonal changes during and shortly after pregnancy can affect ligaments and increase risk of injury.</p>	<p>Consider effects of pregnancy on the body e.g. increase in size/problems with reach/ability to bend or stretch. Regular workstation assessments should be conducted and consideration of any aids required as appropriate. Consider particular risks associated with teaching PE/swimming and carry out risk assessments</p>
Violence	<p>Potential miscarriage or premature birth.</p>	<p>Risk assessments should be made. Teachers are normally considered to be high risk. Consider</p>

		restriction to some duties/team working/personal alarms etc as appropriate.
Evacuation of Premises	Pregnant women may find it more difficult to evacuate premises due to mobility issues or congestion of exit routes	Re-assess building evacuation procedures for the employee's circumstances. Consider assigning another individual responsibility for assisting a pregnant employee in building evacuation.
Working at Heights	Because of the risk of fainting and high blood pressure, it is hazardous for pregnant women to work at heights.	Avoid climbing up and down ladders and stepladders where possible

Changes that may have be put in place include:-

- A reduction in the amount, or type of, manual handling and similar work;
PE teachers will need to more careful about their active involvement in some activities in class, but as a general rule, there should be no need for them not to continue teaching as long as they feel able and the medical adviser agrees.
- Variation in workload or type of work to reduce pressure and stress;
- Changes to workplace layout or workstation including seating, etc to allow for altered mobility and other physical changes to the expectant mother as the pregnancy progresses;
- Alteration to the hours of work to compensate for early onset of fatigue and other effects associated with the pregnancy;
- Easy access to a toilet or other privacy may prove helpful.
- Arrangements to ensure lone working activities are more closely monitored.

In all cases, the pregnant woman should keep the school informed of any advice she receives from her medical adviser(s)

Appendix C

Working at Heights

The appropriate means of access within school are stepladders or kick stools. Staff are not expected to use a ladder in the course of their work. Chairs, tables, boxes, shelving and other non-load bearing objects are not an appropriate means of access and therefore must not be used.

Falls from a height account for around 70 deaths and 4000 major injuries in the UK every year. The education sector as a whole produces a significant number of falls – five deaths over the last six years and more than 3000 injuries. Most major injuries in schools are caused by ‘low’ falls (below two metres) and involve stairs. But other activities are also involved, such as falls from desks/chairs while putting up displays and falls from ladders while putting up stage lighting. Falls can and do happen anywhere in schools. They are most likely to happen when you are under pressure towards the end of term. You can be more at risk in older schools, as they may have high ceilings, stone stairs that can become slippery and windows that do not open easily.

What you can do to cut the risk and protect yourself.

- Always ask yourself if you can avoid or minimise work at height if possible, eg use lightly weighted strings to pull display items up over beams, prepare displays as far as possible before putting them up;
- Always use suitable equipment for working at height, eg ‘kick-step’ type stools, properly designed and maintained low steps, poles for opening high windows etc. Your school should have this sort of equipment. If you still can’t reach without overstretching, ask for help from a premises manager;
- Be aware of your school’s health and safety policy and risk assessment, which should cover the possibility of falls from height;
- Always think of your personal safety and assess the risk from what you propose to do;
- Remember that school furniture was not designed for you to stand on;
- Be aware of obstructions at all times;
- Wear suitable footwear;
- Report poor maintenance, such as damaged window mechanisms, which could create hazards;
- Be aware of slippery surfaces, particularly stairs;
- Reduce accidents on stairs by encouraging people not to run or push;
- If you are worried about the lack of equipment or its poor quality, inform your Headteacher.

Alertness is the key

Keep your mind on what you should be doing and how you should be doing it.

Appendix D

Manual Handling Guidelines

You should consider the following before moving loads and aim to minimize any risk.

The Task

- How far the load needs to be moved;
- Whether it needs to be moved by hand.

The Load

- How heavy is it, can it be split to make it lighter?
- Consider the size and shape and whether it has any sharp edges.
- Discard any wrapping materials that could become loose.

The Environment

- Ensure the route is free from obstructions.
- Make sure pupils are not in the area.
- Avoid steps if possible.

Your Capability

- Consider your health. Pregnant or new mothers and those with some existing health problems should carry out a risk assessment before they carry out any manual handling task.

How to minimize risk:

- Whenever possible use a mechanical device to move loads e.g. a trolley;
- Think before you start, wear suitable footwear;
- Get help if you are unsure of your ability to handle the object safely;
- When lifting stand close to the load, leading leg forward and bend your knees, keeping your back straight. Do not twist;
- Use your legs to take the strain as you lift or lower a load;
- Do not jerk- keep the whole action as smooth as possible;
- Keep the load close to your body with your arms tucked in;
- Make sure you can see where you are going;
- Never change your grip whilst carrying, always rest the load on a firm surface if you need to adjust your grip;
- Push rather than pull where possible.