

STOW-on-the-WOLD PRIMARY SCHOOL

heart hand mind

Health and Safety Policy



Approved by: Full Governing Body

Date: 5th February 2024

Last reviewed on: 1st February 2024

Signature: T. A. Bartlett

Next review due by: 1st February 2025

Chair of Governors

HEALTH AND SAFETY POLICY

Stow on the Wold Primary School

1. STATEMENT OF INTENT

- 1.1 The Governing Body accepts that it has responsibility to take all reasonably practical steps to secure the health of pupils, staff and others using the school premises or participating in school sponsored events
- 1.2 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All pupils and staff will appreciate that their own safety and that of others depends on their individual conduct and vigilance whilst on the school premises or while taking part in school sponsored events
- 1.5 The advice and guidance that is contained in the Gloucestershire County Council Health and Safety manual will be adhered to.
- 1.6 The Head teacher will ensure that all staff and others using the site are aware of the Health and Safety policy, the contents and implications including contractors and supply teachers, parents and governors.
- 1.7 The Governing Body 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 and pupils.
- 1.8 This document was drawn up by the Head teacher in consultation with all staff and Governors.

2.0 The Duties of the Governing Body

2.1 In the discharge of its duties, the governing body in consultation with the head teacher will:

- Make itself familiar with the LEA's Health and Safety Policy and the guidance and advice provided by the LEA.
- Ensure that there is an effective and enforceable policy for Health and Safety provision throughout the school.
- Assess the policy annually and make any necessary amendments
- Identify and evaluate all risks relating to the premises, school activities and school-sponsored events.
- Ensure risk assessment procedures are identified and in place in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Create and monitor a management structure to enable the implementation of Health and Safety. The Governing Body has Premises, Health and Safety committee including a named Governor with responsibility for Health and Safety, Mr Mike Clarke. The staff has a named Health and Safety Coordinator Mrs Rebecca Scutt. In the absence of Mrs Scutt Mrs Clough will assume the role of co-ordinator.

- Ensure health and safety issues are included in each Termly Governors meeting agenda, and at staff meetings where appropriate.
- Be responsible for managing the stress levels and work life balance of the headteacher

2.2 In particular the Governing Body will undertake to provide:

- A safe place for all staff and pupils including a safe means of entry and exit. □
Equipment and systems that are safe.
- Safe arrangements for the handling storage and transport of equipment and substances.
- Safe and healthy working conditions which take account of statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff, pupils and governors and parents (parent volunteers and PTA in particular) can perform their school related activities in a healthy and safe manner. Staff will receive Health and Safety training which is appropriate to their duties. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure that such training is provided. Pupils will receive instruction as considered appropriate to the school related activities that they are carrying out. All training will be updated regularly.
- The required safety and protective clothing together with information on its use.
- Adequate welfare facilities.

2.3 So far as it is practicable the Governing Body through the Head teacher, will make arrangements for all staff including supply, temporary, volunteers and helpers to receive comprehensive information on:

- This policy
- Other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Head teacher

3.1

As well as the general duties of all staff (see section 4) the Head teacher has responsibility for the day today maintenance and development of safe working practices and conditions for staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Head, alongside the other staff members will take all reasonably practical steps to achieve this end.

3.2 The Head teacher is required to take all necessary and appropriate action to ensure that Health and Safety is maintained at all times.

3.3 In particular the Head teacher will on a day to day basis be responsible to:

- Ensure safe working conditions of the school premises and facilities

- Ensure at all times the health and safety of staff, pupils and others using the school premises or facilities, or attending or taking part in school-sponsored activities.
- Ensure that volunteer helpers, parent helpers, work experience students and supply teachers are informed of this policy
- Ensure safe working practices and procedures throughout the schools that risks are controlled.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and LEA are made aware of the findings.
- Identify the health and safety training and instruction needs of staff and pupils, and ensure those needs are met.
- Ensure that any defects in the premises, plant, equipment or facilities that relate to health and safety are made safe in a timescale commensurate to the risk.
- Collate accident, incident and near miss information, and where necessary carry out accident, incident and near miss investigations.
- Keep and maintain records of health and safety training
- Monitor the standards of health and safety throughout the school, including all school-based activities.
- Monitor the management structure in consultation with the governors. □
Consult members of staff on health and safety issues
- Encourage staff and others to promote health and safety.
- Ensure supply teachers are aware of the contents of this policy.
- Be responsible for managing the stress levels and work life balance of all members of staff by providing appropriate training and ensuring entitlement to PPA time and suitable breaks in the school day.

4.0 The Duties of all staff members

4.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

4.2 All staff have a responsibility to ensure that safe working practices exist and are implemented throughout their areas of responsibility. Staff may not put up displays without the use of a stepladder, and should not attempt to put up displays over 6ft without the advice of the Head.

4.3 All staff must ensure that health and safety regulations are being applied effectively

4.4 Staff must conduct risk assessments in their area of responsibility as required by the Head teacher and to plan risk assessments for their lessons particularly for science, Design and Technology and PE. Staff will ask the members of staff responsible for those areas or the headteacher for guidance if required.

4.5 All staff have a responsibility to:

- Take all reasonable care of their own health and safety and that of any other people who may be affected by their acts or omissions.
- Follow agreed working practices and safety procedures
- Report any incident, accident or near miss and any incidents of violence including verbal abuse or any hazard
- Ensure health and safety equipment is not misused or interfered with.

- Report when First Aid Supplies may be likely to need restocking.

5.0 Hirers, Contractors and others

5.1 The Head teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory requirements are met at all times.

5.2 When the premises are used for purposes not under the direction of the Head teacher, then the principle persons in charge of the activities for which the premises are in use will be expected to maintain the safe working practices as indicated in section 3 of this policy.

5.3 When the school premises are being used out of normal school hours for school sponsored activity then the person in charge of that activity even if an employee will be treated as a hirer and as such will comply with the requirements of this section.

5.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they will comply with all the safety directives of the Governing Body and that they will not without the prior consent of the governing body:

- Introduce equipment for use on the school premises.
- Alter fixed installations
- Remove fire safety notices or equipment
- Take actions that may create hazards for persons using the premises or the staff or pupils of the school.

5.5 All contractors who work on the site are required to ensure safe working practices by their own employees under the provision of Health and Safety at Work Act 1974 and must pay due regard to all persons using the premises.

5.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head teacher will take such actions as are necessary to prevent persons in her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

5.7 The Governing Body will draw attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work Act 1974 which states that no person shall intentionally interfere with or misuse anything which is provided in the interests of Health and Safety.

6.0 Staff Consultation

6.1 The Governing Body, through the Head teacher, will make arrangements for full and proper consultation with employees regarding health and safety issues. Health and safety issues may be discussed at full staff meetings, Premises, health and safety committee meetings and full Governing Body meetings, as appropriate.

7.0 Emergency Plans

7.1 The Head teacher will follow the guidance in the LEA document “Managing Crisis” and will draw up an emergency plan to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. The plan will indicate actions to be taken in the event of a major incident so that everything possible is done to Save life

Prevent injury

Minimise loss

7.2 The plan will be agreed by the Governing Body and will be rehearsed by pupils and staff as appropriate, as part of risk assessment procedures.

7.3 In the case of an emergency, the Head teacher and Safety Coordinator will take action.

7.4 In the case of snow and ice the morning cleaners will be responsible for ensuring that paths and pedestrian routes in school are gritted and cleared. Cleaning staff will be responsible for ensuring an adequate amount of salt is kept in school for such a purpose

7.5 Where it is deemed unsafe for the school to open due to adverse weather conditions such as snow or due to other unforeseen circumstances such as power failure, the school will put its closure phone call system into action to close the school. The head teacher will inform the relevant authorities as in the emergency closure guidelines issued by the county. If the school has to close during the school day for some reason then parents will be informed by the same procedures and staff supervise until all children have been safely returned home.

8.0 Educational Visits

8.1 The school will adopt the LEA procedures as set out in “Educational Visits and Journeys” handbook. Risk assessments will be conducted prior to any educational visit or activity by the member of staff responsible for the activity and will be checked and signed by the EVC. Risk assessment forms will be completed by staff and retained by the trained Educational Visits Coordinator, Mrs Rebecca Scutt. Risk assessments will be updated regularly and as necessary.

8.2 Transport to and from educational visits will also be subject to risk assessment. Only coaches fitted with seatbelts will be used and pupils will be instructed to wear them. Staff will check that belts are worn. Where transport is provided for school-sponsored activities by a parent, the parent must complete a Volunteer Drivers Form. The Head teacher will maintain these. Parent volunteer drivers for the minibus will have passed their tests in accordance with county guidelines. Written permission will be obtained by the school from parents before any child travels by car or coach to a school activity.

8.3 First Aid equipment and educational visits booklet with emergency procedures, names and phone numbers, contacts etc. must be taken on all visits out of the school grounds.

9.0 School bus/ car park

9.1 Pupils who travel to school on the school bus may enter the school via the car park and walk to the front door where a member of staff will supervise them until 8.45 when the pedestrian gates are opened.

- 9.2 Children travelling to and from school on the school bus will be escorted to the bus after school by an adult in school. The adult will supervise the use of seat belts prior to departure. The school bus will park as near as possible to the exit doors.
- 9.3 Pedestrians must enter school via the pedestrian gates only. The school car park is for staff cars, school buses and for other site staff such as those in the nursery and children's centre.

10 Security

- 10.1 On entering the car park visitors are directed to the Main Entrance by a sign. When visitors reach the front door they are permitted to enter the foyer where they can be seen by the school secretary through a window. Most business can be transacted through the window. Those who need to enter the school will be admitted through the security door that is kept locked. **Visitors will be admitted to the school by prior arrangement with the office only. Those who are unexpected will be asked to remain in the entrance hall until met by an appropriate member of school staff.**
- 10.2 All visitors to sign in and be given a 'Visitors' pin badge that should be numbered. Visitors are requested to sign out on leaving. Any intruders such as teenage children on site will be asked to leave by the most senior member of staff on site, if it is deemed safe so to do. Police will be informed of any suspicious movements of strangers on or near the school premises. Staff will not approach any intruders if there is felt to be any risk.
- 10.3 All other entrances to the school are to be kept locked while the school is in session. At lunchtime the junior entrance only is unlocked. **If there is no one available in reception the main entrance is locked and visitors will have to wait in the foyer until they can be attended to by a member of staff.**
- 10.4 LONE WORKING When staff are involved in staff meetings after school or working in school at other times outside the school day, all doors including the main door will be kept locked. Staff may not climb ladders without another member of staff on site. Access to a mobile phone at all times is strongly recommended when working alone. The last member of staff to leave should consider the time of day and the risk of leaving unaccompanied.
- 10.5 Pupils are not permitted to leave the school unaccompanied during the day unless directed by a member of staff. A parent must collect those who leave the school premises at lunchtime or for appointments from the entrance hall. A member of staff will be directed to collect the child and bring them to the entrance hall for signing out, Rather than parents going to classrooms to collect children.

10.6 General security notes:

The school is situated in a low crime area and experiences only a few cases of trespass or vandalism of a minor type.

The school is overlooked from roads and surrounding houses on three sides. The boundaries are well defined with fences and gates but can be entered by determined intruders.

The car park, entrances, footpaths and building facades are well lit from dusk until 10.00p.m. and no buildings are detached from the main block. It would be difficult for intruders to hide and break in unobserved.

The building has adequate fire compartmentation, fire/smoke barriers and doors. There have been no reported problems from use of school facilities in out of hours use.

We are part of the locally linked schools system that passes on information about suspicious people or operations taking place in the neighbourhood.

There is an intruder alarm system using passive infrared detectors operating in all vulnerable rooms throughout the building.

All valuable property is marked with ultra-violet pen and stickers. There is a secure method of dealing with cash in operation.

11.0 First Aid

11.1 The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents. There are several paediatric First Aiders in schools who are deployed wherever there are children aged under 5 present.

11.2 Supplies of first aid materials will be kept in white boxes with a green cross in the infant and junior stock cupboards, the MDSA's box in the kitchen that is taken outside at lunchtimes, and in the staff room.

11.3 A named member of staff Mrs Alison Swallow will be responsible for the regular checking and update of supplies in line with LEA guidelines for First Aid box contents.

11.4 Adequate and appropriate first aid provision will form part of the arrangements for out of school activities.

11.5 Wounds are to be bathed by a member of staff only, using cold running water and paper towels.

11.6 Disposable gloves to be used and any soiled materials should be disposed of in the sanitary bins.

11.7 Ice is kept in the staff room in the freezer compartment.

11.8 No equipment other than that found in the first aid boxes should be used i.e. no plasters, creams, antiseptics, medicated wipes etc.

11.9 If the injury is in need of further medical attention then the parents will be informed by telephone. In a serious case an ambulance will be called. **No member of staff will transport a pupil to hospital in their car.**

11.10 All staff have received First Aid training. This will be updated regularly. The named member of staff responsible for adult First Aid is Mrs Alison Swallow, who has had additional training and can also be called upon if a child or adult is seriously injured beyond the scope of usual first aid.

12. Accident and Illness Procedures

12.1 If a pupil becomes unwell then the parent will be requested to collect the child. In the case of sickness the pupil will be positioned near a sink. Granules are available in the office for cleaning vomit.

12.2 In the event of an accident or injury at break times, or before or after school an older child will be sent to alert another member of staff to assist the member of staff on duty. At lunchtimes when more than one adult is on duty then a member of staff may bring the pupil inside for treatment.

12.3 Any accident should be recorded in the Accident/Bump book in the staff room e.g. grazes, scraped knees etc. More serious accidents and incidents or near misses must also be recorded using the LEA Accident, Incident and Near Miss Report form. A copy will be retained by the Head teacher in the office and a copy will be sent to

the Health and Safety Department at Shire Hall. All staff have received instructions as to the definition of an accident, incident or near miss.

Parents are always informed by a letter or phone call in the event of a bump to the head or in the case of an accident which may require the child to be sent home. **12.4** In the case of infectious and /or contagious diseases the child or adult concerned will not be allowed back into school until the disease is no longer present and any child or adult suspected of carrying an infectious disease eg conjunctivitis, chicken pox etc will be sent home. In the case of a sickness bug or similar the school requests a **48 hours post illness** time lapse before return to school.

12.5 Medicines in school

Parents are encouraged to give medicines at home or to come to school to administer medicines themselves. **In exceptional circumstances staff will agree to administer medicines and forms are available in the heads office for parents who request this service.**

Medicines will be kept securely in a locked drawer in the office or in the fridge in the staff room. No pupil will have access to the medicines.

Instructions for special cases will be pinned up in the staff room for all staff to be aware of.

Inhalers for asthma will be kept by older children in their possession at all times.

Younger children will have their inhalers close at hand and easily accessible in their classrooms instead.

13 Child protection

13.1 There is a named person responsible for child protection in the school. This is normally the head teacher, but s/he may delegate this responsibility in some circumstances. In our school it is Mrs Rebecca Scutt.

13.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns. Mrs Scutt keeps a record of concerns in a locked filing cabinet.

13.3 The school's named child protection officer works closely with social services and the GSCB Gloucestershire safeguarding Children's Board when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

13.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

14 Theft or other criminal acts

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

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

14.3 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 he or she wishes the matter to be reported to the police. The same applies to violent and threatening behaviour and verbal abuse against any member of staff or member of the school community

15 Fire Precautions

15.1 For detailed and more general guidelines on Fire Safety see relevant section in School Management Health and Safety Manual

15.2 Fire procedure instructions to be displayed prominently at key areas. Fire Drill is as follows -

If fire is detected, alarms are sounded

Each class leaves by fire door in classroom.

Fire drill will be conducted once a term and a different alarm point will be tested each time. Record is kept of the drills.

15.3 All equipment will be checked annually by specialists. School staff will also make their own regular check to ensure that equipment is in position and has not suffered damage.

15.4 Pupils with mobility difficulties will have the specific help of a named member of staff. The named member of staff (class teacher or TA) will be responsible.

15.5 The school will consider how to evacuate the playground and make an emergency entry to the school if required.

16 TOXIC MATERIALS AND SUBSTANCES HAZARDOUS TO HEALTH

16.1 Cleaning materials are kept in the Caretakers stockroom and are locked securely away with access restricted to those staff requiring them.

16.2 Cleaning materials are the responsibility of the nominated cleaning contractors. All materials are kept in a locked cupboard.

16.3 Staff are aware of the dangers of solvent materials and of their use in ventilated areas. All sprays and fixatives will be of a non toxic nature.

16.4 Staff will seek the advice of the Head or Health and Safety teacher before planning their lessons with regard to Health and safety issues.

17. EQUIPMENT

17.1 New Equipment should be purchased with safety in mind. Items should be approved by BSA, BEAB or other such bodies.

17.2 Initial installations should be carried out by an approved installer and any safety aspects should be noted and made know to the users.

17.3 Inspection of equipment, such as electrical items and large P.E. equipment, should be carried out regularly by qualified testers and records kept. These records will be noted in the Maintenance Log, located in the School Secretary's Office. Any item that is not sound should be removed at once. Ladders will be checked under the supervision of the Head.

17.4 Names and addresses of companies employing recognised qualified maintenance and repair technicians can be provided by the LEA.

17.5 The condition of electrical leads, plugs and sockets must be checked visually at all times.

- 17.6 If wear/damage is reported, the item should be taken out of use and the fault reported and corrected before use.

18 RISK ASSESSMENTS

- 18.1 Recorded risk assessments are available in the office risk assessment file along side model risk assessments for coach travel etc

- 18.2 Lesson planning takes into account risk assessment of activities especially in PE Science and DT

- 18.3 Risk assessments are being developed at the time of writing by the premises committee for : furnishings and fittings, mechanical and electrical equipment, hazardous substances, display screen equipment and manual handling. These will be stored in the school risk assessment folder

- 18.4 Maternity- in the process of development at the time of writing.

19 Monitoring and review

- 19.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

- 19.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

- 19.3 The head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

- 19.4 The head teacher reports to governors annually on health and safety issues and outstanding issues will form the basis of a school safety action plan

- 19.5 An annual review of safety performance will be conducted on an annual basis by the premises committee

This policy will be reviewed at any time at the request of the governors, or at least once every year.

Specific advice and guidance is available in the Gloucestershire County Council Health and Safety Manual