

ST ANDREW'S PRIMARY SCHOOL

HEALTH & SAFETY POLICY



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HEALTH AND SAFETY POLICY

CONTENTS

1.	INTRODUCTION	3
2.	STATEMENT OF INTENT	3
3.	DELEGATION OF TASKS	3
3.1	THE DUTIES OF THE GOVERNING BODY	3
3.2	THE DUTIES OF THE HEADTEACHER	4
3.3	THE DUTIES OF SUPERVISORY STAFF	6
3.4	THE DUTIES OF ALL MEMBERS OF STAFF	6
3.5	THE DUTIES OF SCHOOL MAINTENANCE STAFF	7
4	ARRANGEMENTS	
4.1	HIRERS, CONTRACTORS AND OTHERS	7
4.2	RISK ASSESSMENTS	8
4.3	STAFF CONSULTATIVE ARRANGEMENTS	9
4.4	EMERGENCY PLANS	9
4.5	SOURCES OF ADVICE AND TECHNICAL ASSISTANCE	10
4.6	FIRST AID	10
4.7	FIRE DRILLS	10
4.8	REPORTING INCIDENTS OF VIOLENCE/AGGRESSION TO STAFF	11
4.9	USE OF SCHOOL EQUIPMENT/FACILITIES OUTSIDE HOURS	11
4.10	MONITORING AND REVIEW	11
4.11	SPECIFIC GUIDANCE AND ADVICE	12
4.12	LOCAL RULES	13
4.13	SAFEGUARDING AND CHILD PROTECTION	14

1.0 INTRODUCTION

Health and Safety is very much at the core of the whole school management and needs to be integrated into a wide range of management processes. Effectiveness of risk control depends on careful planning, the co-operation of all those involved in managing risks, clear lines of communication and careful monitoring to ensure the control measures continue to be adequate. It is of paramount importance that all those involved have a clear idea of what these responsibilities are and what is expected of each individual.

2.0 STATEMENT OF INTENT

- 2.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 2.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and security of the pupils, staff and others that use the school premises or who participate in school- sponsored activities.
- 2.3 The Governing Body will take all reasonable steps to identify and reduce risks to a minimum. All staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.
- 2.4 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

3.0 DELEGATION OF TASKS

3.1 DUTIES OF THE GOVERNING BODY

- I. The Board of Governors are responsible for the Health and safety of the schools employees, pupils and visitors. In partnership with the Headteacher the Governing Body will:
- II. Take reasonable steps to make sure that the school is following the Local Education Authority's Health, Safety and Welfare Policy and procedures through regular discussion at governance meetings.
- III. Ensure staff receive adequate training to enable them to carry out their responsibilities.
- IV. Promote a sensible approach to health and safety, making use of competent health and safety advice when required.

- V. Work in close partnership with the Headteacher to support sensible health and safety management and to challenge as appropriate.
- VI. Periodically assess the effectiveness of this policy and ensure that any necessary revisions made are to the Full Governing Body (FGB) as well as ensuring that policy is also reviewed at least annually. A copy of the policy is signed and dated by the Headteacher and Chair of Governors) following an annual FGB review.
- VII. Ensure there is an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters; ensuring an up-to-date risk assessment register is maintained by the Headteacher (scrutiny should take place at least annually).
- VIII. Bring to the attention of the LA any health and safety concern which is out of their control or any Health & Safety responsibility they are unable to meet.
- IX. So far as is reasonably practicable the Governing Body, through the Headteacher will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed term contracts to receive comprehensive information on:
 - (I) This Policy.
 - (ii) All other relevant Health and Safety matters
 - (iii) 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.

3.2 THE DUTIES OF THE HEADTEACHER

- I. The Headteacher is required to take all necessary and appropriate action to ensure that the proper Health and Safety standards are maintained at all times.
- II. In addition to the general duties of all members of staff have (see Section 3.4), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- To comply with LA policy and duties under the Local Management of Schools Scheme;
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the LA;

And specifically –

- III. To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- IV. To develop and distribute school-specific policies on local health and safety issues;
- V. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- VI. To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- VII. To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger (this includes a weekly fire risk assessment check)
- VIII. To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- IX. To investigate all accidents, near misses and episodes of work-related ill-health and report to the Governing Body;
- X. To monitor and evaluate the health and safety performance of staff;
- XI. To have and practice emergency and contingency plans; carrying out a fire emergency evacuation practice at least three times a year;
- XII. To provide the means for consultation with staff on health and safety matters.

3.3 THE DUTIES OF SUPERVISORY STAFF

As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all health and safety information is communicated to the relevant persons;
- (ix) they report any health and safety concerns to the Headteacher.

3.4 THE DUTIES OF ALL MEMBERS OF STAFF

3.4.1 All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

3.4.2 All staff have a responsibility to:

- (i) Take reasonable care of their own Health and Safety and any other persons who may be affected by their acts or omissions at work.
- (ii) Follow agreed working practices and safety procedures.
- (iii) Report any accident, near miss, incidents of violent including verbal abuse or any hazard to the Headteacher.
- (iv) Ensure Health and Safety equipment is not misused or interfered with and is maintained.

3 THE DUTIES OF SCHOOL MAINTENANCE STAFF

School maintenance staff are expected to:

- I. provide health and safety competence in particular areas of work;
- II. identify the need for relevant knowledge, skills, equipment and materials;
- III. work within the relevant LA and school policy;
- IV. report any situation that significantly compromises health and safety;

- V. If given the delegated task, to provide general supervision to contractors working on the school site.

4.0 ARRANGEMENTS

4.1 HIRERS, CONTRACTORS AND OTHERS

- I. The Headteacher will seek to ensure that the 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 safety requirements are met at all times.
- II. When the premises are used for purposes not under the direction of the Headteacher, the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in section 4.1 of this document.
- III. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- IV. 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 comply with all safety directives of the Governing Body and that they will not, without prior consent of the Governing Body:
 - Introduce equipment for use on school premises;
 - Alter fixed installations;
 - Remove fire and safety notices or equipment;
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- V. All contractors who work on the school premises are required to ensure that their own employees adhere to safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

- VI. In the instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such action as is necessary to prevent persons in his or her care from being exposed to risk or injury. This may include requiring the contractor to stop work or leave the site.
- VII. The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to sections 8 of the Health and Safety at Work Act 1974, which states that "No person shall intentionally or recklessly interfere with or misuse anything, which is provided in the interests of Health, Safety or Welfare".

4.2 RISK ASSESSMENTS

- I. The Headteacher is responsible for carrying out appropriate risk assessments and putting into place control measures to reduce risk to an acceptable level;
- II. A record of all risk assessments will be kept and maintained by the Headteacher;
- III. Risk assessments will be reviewed by the Headteacher if conditions change;
- IV. Any significant residual risk remaining after the implementation of control measures will be recorded within this policy and notified to the Governing Board;
- V. Areas for risk assessment will include but not limited to:
 - Teaching Rooms
 - Common Areas
 - Toilets and washrooms
 - Offices and General rooms
 - Kitchens
 - Playgrounds
- VI. The Governing Body and the Headteacher will ensure that any written procedures (method statements) required by the risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

4.3 STAFF CONSULTATIVE ARRANGEMENTS

- I. The Governing Body, through the Headteacher, will make arrangements for the full and proper consultation with employees responsible for Health and Safety matters. The nominated safety

representatives of each accredited union or staff association will be offered a role in these consultations.

4.4 EMERGENCY PLANS

- I. 8.1 The Headteacher will ensure that an Emergency Plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - save life;
 - prevent injury;
 - minimise loss.

The plan must be fully distributed to ensure all key staff are aware of their roles.

- II. The plan will be agreed by the Governing Body and be staff are to understand the policy.

4.5 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- I. Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.
- II. The school will use the LA Health and Safety service in the roll of competent advisor. Contact details:
Email: schoolshealthandsafety@wiltshire.gov.uk
Tel: 01225 713185

4.6 FIRST AID

- I. The arrangements for First Aid provision will be adequate to cope with all foreseeable incidents.
- II. Supplies of First Aid materials are stored in a cupboard in our kitchen area (labelled with a sticker). This location will be made known to all

staff and parents. The materials will be regularly checked against an inventory and replenished if necessary.

- III. Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.
- IV. A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

4.7 FIRE DRILLS

- I. Procedures for Fire drills will be carried out as laid down in the Wiltshire Health & Safety Manual, Points 1-5.

It has been agreed that the school shall:

- have a drill once per term
- occasionally simulate real conditions i.e. blockading an escape route
- keep a record of drills undertaken and record any issues arising

- II. All children will be evacuated onto the playground. In case of bad weather or a critical incident, children they will then be taken to St. Andrew's Church and parents will be contacted from there.

4.8 REPORTING INCIDENTS OF VIOLENCE AND AGGRESSION TO STAFF

- I. Any incidents of violence or aggression to staff shall be reported in accordance with Wiltshire Council guidelines and policies held by the Headteacher.
- II. Any member of staff encountering what, in their opinion, is an incident of violence or aggression shall at the earliest opportunity discuss the incident with the Headteacher to determine the appropriate course of action.

4.9 USE OF SCHOOL EQUIPMENT AND FACILITIES OUTSIDE OF NORMAL SCHOOL HOUR

- I. No school equipment and facilities shall be used outside school hours unless approved by the Headteacher and/or the Governing Body.

- II. If approval is given for use of facilities or equipment, each occasion shall be risk assessed and approved if appropriate in accordance with the Lettings Policy and procedures.

4.10 MONITORING AND REVIEW

- I. The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.
- II. The Governing Body will monitor health and safety performance, by regularly reviewing accident and incident information.
- III. A health and safety “walk round” check will be made each main term by a nominated competent person from the Governing Board.

4.11 SPECIFIC ADVICE AND GUIDANCE

- I. The advice and guidance, which makes up the remainder of the school policy, is contained in the Wiltshire Council School Health and Safety Manual provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff. The manual can be found by navigating on line to <https://rightchoice.wiltshire.gov.uk/> and searching Health and Safety using the Resources tab. A copy can be obtained from the Headteacher.
- II. This school adopts all of the guidance within the Manual as applicable within the school and to all staff. The following list represents topics covered by the Manual which the school will follow as applicable.
 - **Storage and administrations of medicines**
 - **Provision of First Aid**
 - **Fire and other emergency evacuations**
 - **Organising outdoor education activities.**
 - **Unexpected loss of utilities**
 - **Site security**
 - **Reporting of accidents, incidents, hazards and near misses.**
 - **Use of dangerous tools, equipment, machinery**

- Use of exposure to any hazardous substances or materials
- Maintenance of dangerous equipment and electrical equipment
- Access to any height liable to cause injury
- Lone working
- Use of contractors
- Safety inspections
- School managed projects
- Stress and employee well-being
- Swimming
- Violence to staff
- Public performances
- Work experience for pupils/students
- Out of hours use of school buildings and facilities
- Vehicular movements on site
- High risk activities with the curriculum or school sponsored events

4.12 LOCAL RULES

There are additional simple and specific 'rules' for staff giving instructions for the use of:

- Personal electrical equipment: is used at the owners own risk (it should not be used by pupils) and must comply with electrical safety standards and the ICT user statement.
- Personal use of school equipment: must be agreed in advance with the Headteacher.
- Personal food preparation facilities: must not include nuts (alcohol must not be

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- Personal use of school equipment: must be agreed in advance with the Headteacher.
- Personal food preparation facilities: must not include nuts (alcohol must not be consumed on the premises by staff – except at social functions held with the agreement of the governors of the school).
- Use of private vehicles for work purposes.

4.13 SAFEGUARDING & CHILD PROTECTION

St Andrew's primary school is committed to safeguarding and promoting the welfare of children. How St Andrew's meets its obligations in this respect is set out in the Safeguarding and Child Protection Policy.

Signed *J Fevri*
(Headteacher)

Date *29.11.23*

Signed *P. Bassindale*
(Chair of Governors)

Date *29-11-23*