

Worlingham CEVC Primary School



HEALTH AND SAFETY POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Headteacher: Mrs Holly Marchand

School No. 935 3111

Date approved:	12.11.2024
Name of Committee:	Health and Safety
Chair of Committee signature:	Martyn Fitt
Date of next review:	Autumn 2025

Worlingham CEVC Primary School

HEALTH AND SAFETY POLICY

INTRODUCTION

The Governors and Headteacher acknowledge that Suffolk County Council has the prime responsibility for Health and Safety and that it is fully committed to comply with the Health and Safety at Work Act 1974 and associated legislation.

RESPONSIBILITIES

The Governing Body and Headteacher have specific responsibilities to manage Health, Safety and Welfare at school level. They also have responsibilities to support the published policies and aims of the County Council, and to promote continuous improvement in the Health and Safety performance of schools.

The Headteacher is the designated Local Safety Co-ordinator under the terms of the Statement of Health and Safety policy. The Headteacher has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council. 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 their work.

ORGANISATION

The Headteacher has responsibility for day-to-day management of Health and Safety issues and is known as the Local Safety Co-ordinator.

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 Headteacher immediately so that hazards can be dealt with quickly.

Responsibilities for particular areas are as follows;

TASK	FREQUENCY	NAME OF PERSON/ROLE RESPONSIBLE
H&S Policy review	Annual	HT/H&S Committee
Critical Incident Management Policy	Annual	HT
H&S Induction Training	Ongoing	HT/Bursar
Programmed updating training to include COSHH, First Aid and Food Hygiene	Ongoing	M Brown (Deputy HT)/Bursar
Personal safety procedures (also Schoolsafe) To include all relevant Safeguarding and managing pupils safety.	Annual	M Brown (Deputy HT)

Visual checks (equipment)	Ongoing	All Staff
Premises/Planner checks	Daily, Weekly, Monthly, 3 Monthly and Annual (Appendix A)	Caretaker
Incident reporting/investigation	Ongoing	HT/H&S Committee
Fire procedures including personal emergency evacuation plans	Annual under Fire RA	H&S Committee

Health and Safety Policy Review

The review is carried out annually by the Health and Safety Committee in the first term of the academic year. The committee meets termly and the minutes are circulated to the full Governing Body.

- The meetings are formally minuted and action points brought forward for review.
- The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention.

Communication and Information Management:

All school staff are aware of the systems implemented to ensure relevant Health and Safety information is passed to the Headteacher or Administration staff. All Health and Safety records, are located in the school office and a copy of the Health and Safety policy can be found in the Bursar office, Staff room and the school website and are updated on a pro rata basis.

A copy of the Statutory Health and Safety poster and school policy are displayed on the Health and Safety notice board in the Staffroom, copies of the Health and Safety Committee minutes are located in the Bursar's office.

Notes from the school's Health and Safety committee meetings can be found in the Minute book located in the Bursar's office.

A representative of a trade union is invited to Health and Safety Committee meetings as an observer to allow consultation on Health and Safety matters relating to staff.

Critical Incident Management

The Critical Incident Policy is reviewed annually and located in the school Bursars office and Staff room.

Health and Safety Induction Training

All new staff members/volunteers or Students receive Health and Safety training as part of their school induction by the school Bursar Appendix B (1) Appendix B (2). Specific training relating to their school duties, are identified and managed during their induction programme.

Routine Updating Training

- A record of health and safety training of all relevant training i.e. First Aid, COSHH, Food Hygiene, Shallow water and Manual Handling is held by the Deputy Headteacher and Bursar.

Personal Safety procedures, Schoolsafe and control of violence

- The school ensures that relevant training for staff takes place so that they are at the School Safe standard.
- The School has a separate policy for Harassment and Bullying. The policy outlines how to deal with difficult situations and is reviewed annually.
- Visitors are required to sign in and wear a visitor's lanyard so that they are easily identifiable. Visitors are clearly directed to use the main entrance to the school and are instructed to report to the front office. Signs are clear and visible from outside of the building and the car park.
- The relevant authorities are kept informed of changes to the list of key holders who need to be contacted in an emergency. A list of key holders is kept in the key register in the office.
- Staff working on their own in the building have been made aware of the safety measures. Staff are instructed to keep doors and windows closed and to ensure that the school is secure when they leave ready for the Caretaker to lock the premises. Refer to the Lone Working Policy.
- When contractors need to access the school site plans are in place to ensure their whereabouts are known, especially when working in remote parts of the school. Specific risk assessments will be undertaken for all potential high-risk activities.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

**Procedures
Equipment
Premises**

Procedures

- All electrical equipment is checked annually as part of the routine maintenance checks. This includes I.C.T., reprographics and cookery equipment.
- As part of the termly Health and Safety inspection walk around school, checks are made of the condition of the plugs, sockets and mains leads. The caretaker is responsible for checking and recording the school's water system, ladders and step ladders. Records of these inspections are kept in the Health and Safety file in the office.
- Caretaker records in a folder in the main School office all regular checks such as fire alarm tests, emergency lighting tests, water checks and flushing of water outlets.

- Risk Assessments are in place for cleaning materials and flammables, display screen equipment, fire, work at height, electrical equipment, portable electrical equipment, playground equipment, cooking and manual handling.

Equipment

- The outdoor play apparatus undergoes an annual Health and Safety check by qualified Safety inspectors. A routine safety check is carried out by the Caretaker on a daily basis and visual inspection by staff before the children are allowed to use it.
- PAT testing is carried out annually, this is arranged by the school bursar.
- Staff are aware (and reminded) to undertake a simple visual and informal inspection of any electrical equipment they (or their class) are about to use.
- The Caretaker undertakes a weekly check of all play equipment which is recorded.

Premises

- The whole school site is visually inspected at least once a term by the Caretaker and reported to the Health and Safety committee, details of which are recorded in the Health and Safety folder. Appendix A
- Visual checks on fire exits, grounds, outside equipment are carried out daily by the Caretaker to make sure that all is in order.

Incident Reporting/Investigation

- Minor accidents (bumped heads, grazed knee etc.) are recorded in the Accident Book within the Medical cupboard for the children and the staff Accident Book is held in the main school office. Governors examine these books for common issues as part of their termly school inspection.
- Major accidents (i.e. major falls suspected broken bones) are recorded on the Schools' Incident Report form which is held electronically by the Office/Bursar. Once this form is complete it is sent electronically to schools.incidents@suffolk.gov.uk. Staff have been briefed on when and how to use the form. All incidents are investigated to reduce a further recurrence and where necessary remedial action is taken and recorded.
- The Headteacher, or a designated and competent member of staff, checks and signs every Incident Report form which is retained in school.
- The Health and Safety committee are informed of every serious incident and are involved in the follow up action that results from an incident.

Co-ordination of Risk Assessment Work

- Risk Assessments will be undertaken and reviewed annually, or where appropriate termly. The School have risk assessments which are located in the main school office.

Fire Procedures

- In the event of a fire, staff and pupils are instructed to leave the building by the closest and safest exit. Details of the evacuation procedure are positioned in every room and attached to this policy.
- A fire practise is scheduled for each half term.
- All fire extinguishers are checked annually by a specialist firm, and a visual check is carried out weekly.

- The caretaker conducts the weekly alarm test and details are kept in the Health and Safety file in the office.
- It is the responsibility of every member of staff to ensure that fire exits are clear of obstruction and operate effectively. Any hazards should be reported to the Headteacher or Bursar straight away.

Locally Organised Premises Maintenance, Repair and Improvement

- The building maintenance programme purchased by the school provides cover for emergency works required to keep the school open. It also covers the procedures for asbestos with the asbestos site survey being held in the front office. Any other repairs are carried out in accordance with recommendations made by the County.

First Aid – Training and equipment

- Records of trained first aiders and dates for renewal are kept in the Deputy Heads office and displayed in the Staff room and offices.
- First aid equipment is appropriately located and stored in the medical/small workroom which is in a central position within school.
- First aid equipment is monitored and updated regularly by trained support staff.
- Procedures for clinical waste are kept under review.
- All staff are aware of reporting procedures for accidents and incidents through regular training. Volunteer helpers are made aware of the procedure before they start volunteering in school by the school Bursar.
- All staff have access to health centre/doctors' telephone numbers which are clearly displayed in the Staff Handbook for staff and on pupil's records for pupils individual doctors'.
- First aid arrangements for educational visits outside the school premises are contained in the Educational Visits policy. First aid boxes and equipment are provided for each visit.

Vehicle Control and Pedestrian Safety

- The vehicular entrance and exit are signed and a one-way system operates. Parking bays are marked and path ways are kept clear for pedestrians.
- Access to the car park and loop area are restricted at busy times to minimise hazards for pedestrians.

Education Visits Co-ordinator (EVC)

- Current advice from the County is being followed for educational visits.
<http://www.suffolklearning.co.uk/leadership-staff-development/policies-guidance/educational-visits> - Password required.
- EVC completes regular training to remain up to date with county procedures.

Stress and Well Being

- The school has a Wellbeing Service which offers support through Saxon Alternative Therapy Centre in Beccles. Full information including the telephone number is held on the staff notice board in the Staffroom.

Supporting Pupils with Medical Needs

- Procedures are in place to support individual pupil's medical needs. Pupil care plans are displayed in the staff room, office and medical room. Appropriate training is given by the school SENDCO or outside practitioners where appropriate to support the individual needs of the children. This training is updated as required.
- The main school office maintains an up to date register of health needs and allergies.

Premises Security and pupil/visitor safety

- All staff are aware of the need to keep doors closed, all doors have key pads on external doors, visitors ring the doorbell and sign in on arrival. The side gate leading to the footpath is locked during the school day, and overnight. The gates on the fields are locked overnight.
Current County Council guidance is followed.
www.suffolklearning.co.uk/do_download.asp?did=13582 - Password required
- Tree survey report is completed annually.
- Internal doors to the main school are kept locked during lettings after school.

Contractors on Site

- All contractors sign in and site meetings are held if there are to be long term works. Contractors are taken to where they will be working. Evacuation procedures are located near to the signing in point. Where possible, contractors will be on site outside of school hours.
- All deliveries are made via the reception area, where security checks are made.
- Communication between cleaning/caretaking staff and the office is through recorded notes and memos. Staff are briefed about any building work/visitors to the site.
- A member of staff or the Governing Body will be appointed to monitor the safety of the work carried out as and when it occurs.

This policy will be reviewed annually by the Health and Safety Committee.

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the wellbeing of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The wellbeing and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.