



**Guildhall Feoffment Community Primary  
School**

**Safety, Health and Wellbeing Policy**

Approved by the Governing Body

Signed: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be 'R. King', is written over a horizontal line.

Chair of Governors

<b>Document Title</b>	Safety, Health & Wellbeing Policy
<b>Description of Document</b>	Policy
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<b>Reviewed By</b>	Full Governing Body

## Statement of Intent

Guildhall Feoffment Community Primary School believes that safety, health and wellbeing is paramount in all areas of its school activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and wellbeing. The school is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupils, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment
- Setting targets and objectives to encourage continuous organisational health and safety improvement
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing, and that the Governing

Body and Headteacher have specific responsibilities to manage this at 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 fulfil the duties contained in the scheme of delegation and shall

- support the published policies and aims of the County Council, and
- promote continuous improvement in the health and safety performance, and
- 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 Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.

3. The governing body will ensure that the headteacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its

own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

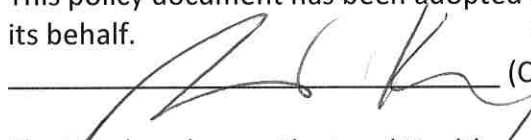
This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

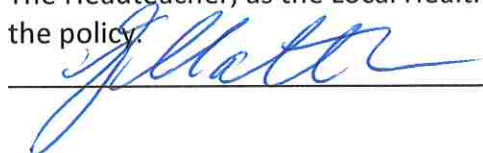
do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

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

This policy document has been adopted by the governing body and is signed by the Chair on its behalf.

  
\_\_\_\_\_ (Chair of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

  
\_\_\_\_\_ (Headteacher)

## **Organisation and Responsibilities for Safety, Health and Wellbeing**

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### **1. Governing Body Chair**

The Governing Body will comply with any directions issued by the Local Authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Local Authority carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Local Authority will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

### **2. Headteacher**

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision
- 2.4 The delegated responsibility for maintenance of the premises
- 2.5 The purchase of equipment to meet appropriate safety standards
- 2.6 The repair, maintenance and testing of school equipment
- 2.7 The provision of appropriate protective clothing where necessary
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances
- 2.9 The funding of necessary safety training for staff
- 2.10 The arrangements for securing health and safety assistance from a competent source
- 2.11 The appointment of a site manager
- 2.12 The provision of appropriate health and safety information to governors

- 2.13 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed
- 2.14 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff
- 2.15 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises
- 2.16 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements Ensure that all staff within the school are aware of their specific roles in case of fire and/or emergency
- 2.17 Arrange for termly evacuation drills and weekly fire alarm tests etc
- 2.18 Advise the Local Authority of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in-house local health and safety termly property check and take whatever local action is necessary to minimise the risk until repairs can be arranged
- 2.19 Co ordinate the termly health and safety termly property check, ensuring all areas of the establishment and all activities are covered
- 2.20 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Local Authority , CLEAPSS, DfES, AfPE, Evolve etc, and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format
- 2.21 Consult with all staff on any matters which may affect their health or safety whilst at work
- 2.22 Ensure that appropriate safe working rules and procedures exist within the school and that these are brought to the attention of everyone concerned
- 2.23 Carry out Key Stage induction training including any specific information and training that may be necessary because of activities which are peculiar to the Key Stage
- 2.24 Ensure that all accidents are investigated with a view to preventing a recurrence
- 2.25 Oversee all arrangements for educational visits and school journeys.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

### **3. Deputy Headteacher**

In the absence of the Headteacher the above responsibilities will be covered by the Deputy Headteacher.

### **4. Key Stage Leaders**

All Key Stage leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their key stages. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all other members of staff in their respective key stages.

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, hall, STEM room etc., and off site e.g. school trips. Class teachers shall:

- 5.1 Ensure that adequate levels of class supervision are available at all times
- 5.2 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered
- 5.3 Be aware of the school's Safety, Health and Wellbeing policy and any local rules and arrangements which may apply specifically to the department concerned
- 5.4 Ensure that safety instruction is given to all pupils prior to commencing practical sessions
- 5.5 Know the location of the nearest fire fighting equipment and first aid kits, and know the emergency procedures in respect of fire/first aid/evacuation etc
- 5.6 Ensure that pupils follow school safety rules and that protective equipment is worn where appropriate
- 5.7 Ensure that all personal protective equipment is suitable and in good condition prior to issue
- 5.8 Ensure safety devices e.g. hand tools are in good condition and are used
- 5.9 Report any defective equipment to the site manager/Headteacher
- 5.10 Investigate all accidents (in conjunction with Headteacher), which occur through activities organised/supervised by teachers
- 5.11 Propose for consideration by the Headteacher any improvements, which they consider, would improve health or safety standards within the school
- 5.12 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits
- 5.13 Ensure that levels of first aid provision remain adequate for the activities being undertaken
- 5.14 Ensure that good standards of housekeeping are maintained.

## **6. Site Manager**

The Site Manager is responsible to the Headteacher. Duties include:

- 6.1 Arranging for the repair, replacement or removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe
- 6.2 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- 6.3 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc
- 6.4 Participating in the termly health and safety termly property check paying particular attention to the building structure, services, access to/ from the school, main circulation areas etc
- 6.5 Ensuring that other site staff are adequately supervised

- 6.6 Identifying any particular health and safety training needs of site staff in the group
- 6.7 Ensuring that staff within the group are not involved in activities outside their limitations
- 6.8 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment
- 6.9 Ensuring that all staff work in accordance with safe working practices issued by the school, the LA etc
- 6.10 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary
- 6.11 Inspect the evacuation chairs (termly).

## **7. Safety Co-ordinator – Headteacher**

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc
- 7.5 Advise the Local Authority of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged
- 7.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe
- 7.7 Co ordinate the termly health and safety property check, ensuring all areas of the establishment and all activities are covered.

## **8. All Employees [including temporary & volunteers]**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required to:

- 8.1 Participate in the risk assessment process and comply with findings
- 8.2 Report all defects in the condition of the premises or equipment to which they become aware
- 8.3 Report all accidents according to the school procedures
- 8.4 Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see below)



- 8.5 Make use of all necessary personal protective equipment provided for safety or health reasons
- 8.6 Where necessary, make use of all control measures made available to them, e.g. fume cupboards etc
- 8.7 Follow all relevant codes of safe working practice and local rules
- 8.8 Report any unsafe working practices to the Headteacher/Deputy Headteacher/site manager.

## **9. Pupils [this section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. Pupils should be encouraged to manage their own risk. All pupils will:

- 9.1 Follow all instructions issued by any member of staff in the case of an emergency
- 9.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc
- 9.3 Inform any member of staff of any situation, which may affect their safety.

## **10. Governors Monitoring**

The school has established a Resources FGB meeting, which will focus on all premises matters including Health and Safety. One of the main purposes of the Committee is to develop and implement measures to ensure the health and safety and wellbeing of all employees, pupils and others who may be affected by the schools activities. Monitoring reports will focus on key identified areas from Health and Safety audits, Condition surveys and Premises action plans.

Subject link Governors will also explore and report on any Health and Safety matters linked to their subject monitoring visits.

## **Inspections and Audits**

The school will carry out a thorough annual audit of the schools' Health and Safety provisions with the support of the Local Authority assessor. In addition, a Link Governor for Health and Safety will make termly monitoring inspections to highlight concerns and assist in the identification, control and management of risk. Competent specialists will undertake inspection of appropriate equipment.

The Link Governor for Health and Safety is responsible for:

- Monitoring accidents, accident records and trends so that corrective action plans can be formulated
- Carrying out regular inspections of the school
- Examining inspection reports and other relevant reports submitted by the safety representative or site manager
- Reviewing and developing safety rules and safe systems of work
- Considering reports and information from the LA and Health and Safety
- Monitoring the adequacy of Health and Safety training for staff and safety instructions for pupils
- Monitoring the effectiveness of communication and publicity relating to Health and Safety in the workplace
- Providing reports to the Governing body.

## **11. Safety Specialists**

In order to maintain the health, safety and welfare of staff, pupils and visitors to the school, and to minimise the risks on the premises, the following assessments will be carried out:

- Site checks by the site manager/headteacher (daily)
- Grounds maintenance contractors
- Electrical PAT testing (every two years)
- Fixed wire testing (every 5 years)
- Fire Fighting Equipment (annual)
- Bell testing (monthly)
- Property Management Inspections
- Alarm system servicing (annual)
- Emergency lighting testing (every 6 months by school and annually by a specialist maintenance engineer). The date, result and any action required will be noted on the emergency lighting system log sheet
- Equipment Security systems/ inventory (annual)
- Lightening conductor (annual)
- Boiler (annual)

## **12. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

12.1 to investigate potential hazards and to examine the causes of accidents in the workplace

12.2 to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work

12.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees

12.4 to carry out workplace health, safety and welfare inspections

12.5 to attend any safety committee meetings

12.6 to co-operate with their employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **13. Competent Assistance**

The competent assistance and advice is provided by:  
Suffolk Maintained Schools Health and Safety Advisor

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

Contact Details:  
Nina Bickerton  
Nina.bickerton@suffolk.gov.uk

## **Arrangements & Procedures for Safety, Health and Wellbeing**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

All staff should read and understand points 1,4,5,9,10,14-20, 22, 24 & 25. Other sections should be understood by the Headteacher, Deputy head and the Site Manager.

### **1. Accident Reporting, Recording & Investigation**

All pupil accidents are recorded in the accident book and a copy sent home to parent/ Carers. Staff accidents are recorded in a book held in the office.

Employees must report all serious accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure to the Headteacher.

- All accidents, dangerous occurrences, and near misses must be reported to the County Council. Violent incidents and verbal abuse must be reported to the County Council.
- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen incident forms before they are sent to the County Council. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone.
- The Incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work.

### **2. Asbestos**

The school keeps a clearly marked Asbestos register, with maps of the whole school identifying dangers. All contractors are required to view and sign to say that they've read this file before undertaking any works. No member of school staff will disturb any areas where there is doubt or suspicion of asbestos.

### **Site Management Staff**

Site management staff undertake a wide variety of tasks and are an essential part of the school's management of health and safety. Site management staff will be provided with sufficient information and training to carry out their tasks competently, safely and without endangering themselves or others.

### **3. Contractors**

Contractors are selected according to the financial regulations and through the Vertas approved contractors list. The site manager and the Headteacher are responsible for: the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with contract supervisor, reference to the County Council systems, the school will endeavour to ensure that all building and maintenance work is carried out during holidays or weekends whenever possible. Work will not be allowed to commence unless the Headteacher is satisfied that safety on the site will not be compromised and the contractors have signed the hazard register.

## **4. Curriculum Safety [including out of school learning activity/study support]**

### **Risk Assessments**

There is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities and ensure that health & safety is written into the lesson scheme of work when appropriate. The risk assessment process, which includes issues such as display equipment, control of substance hazardous to health (COSHH), manual handling etc will comply with published standards, codes of Practice and Guidance provided by the Local Authority. The Senior Management team will monitor staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. Safety in PE.

Hazards and their associated risks will be recorded together with action taken to control or reduce the hazard. Reviews of risk assessment will be carried out, in particular at the time of any changes to working practices.

### **Electrical Safety**

Inspection, testing and monitoring will be carried out on a regular basis by competent persons and in accordance with the Electricity at Work Regulations 1989. Our approved contractor will ensure that an up to date register of portable equipment is maintained.

All staff can assist by visually checking that:

- Cables are gripped tightly where they enter the plug or equipment
- Electrical sockets are not overloaded.
- Equipment is suitable for the job and the working environment.
- Faults are reported immediately and the equipment withdrawn from service and labelled as defective.

- Cables and wires do not cross walkways causing a hazard.
- Plugs and sockets are kept away from liquids.

### **Physical Education**

Staff involved in teaching PE have appropriate qualifications and training. The guidelines provided by the DfE and established teaching practices and procedures are adhered to and the teacher will be trained to recognise and anticipate hazards and to prevent unsafe practices.

### **Physical Intervention**

The governing body and the Headteacher are committed to ensuring that all staff deal professionally with all incidents involving aggressive behaviour to ensure minimal risk of injury to pupils and staff. The complex nature of behaviour and background of some children means that staff must be aware and trained to deal with the aggressive behaviour. Staff who are likely to encounter the need to use restraint are given guidance and training in physical intervention.

## **5. First Aid**

First Aid kits are available in the First Aid corridor and in the Medical room.

A First Aid Kit is made available for groups taking part in activities off-site or away from easy access to first aid facilities.

First Aid provision is made available for those using the school premises out of normal school hours.

The names of First Aiders are given to each member of staff and displayed on the First Aid room door, in the First Aid corridor and in the staff room.

An appointed person is responsible for checking and replenishing the contents of the First Aid room.

The Medical room provides a safe, quiet and comfortable place to keep a casualty whilst awaiting an ambulance, medical attention or collection by a parent/guardian.

Medicines are stored in the school office. All parents are informed about the procedures regarding medication in school. All parents are responsible for ensuring any medication left at school for their child remains in date. It is recommended that as much as possible medication is administered at home but if children require medication during school hours parents must provide a letter containing full instructions and the medicine must be in its original container with dosage instructions. Please see the Administration of Medicine Policy for more details.

## **6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

### **Fire Evacuation**

- In the event of a fire or other emergency incident requiring emergency evacuation, evacuation of site and children in accordance with procedures to the assembly point is the first priority.
- Staff must not use fire extinguishers unless confident to do so. Pupils and visitors must never be allowed to use fire-fighting equipment.

- In the event of a fire, a continuous alarm will sound. All staff will immediately leave the building, escorting the children and any visitors or contractors, and assemble away from the buildings in the agreed places identified on the evacuation plan. No one should re-enter unless authorised to do so by the headteacher. Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.

There will be a fire evacuation practice drill each term. This drill will be overseen by the Headteacher or Deputy Headteacher with a view to assessing if any improvements are needed.

Please refer to the Emergency Evacuation Procedures and Critical Incident Plan.

### **Fire Prevention**

- Rubbish, waste paper and other combustible materials must not be stored in boiler rooms or other heated places as they may spontaneously ignite.
- Flammable materials, electrical items and substance must not be left near a heat source.
- Electrical equipment should be checked regularly for faults or damage and switched off when not in use.

Safe procedures must be followed in science, craft, and technology and other areas of the curriculum which may be at an increased risk of fire.

Smoking is not permitted anywhere on the school site.

### **Fire Fighting Equipment**

All portable fire extinguishers will be inspected annually by a competent contractor. Equipment will have an affixed label noting the date of the last inspection and the date, result and any action required will be noted on the firefighting equipment inspection log.

Fire blankets are available in the school kitchen and food tech room and are also regularly inspected.

## **7. Hazardous Substances**

A risk assessment must be carried out before the use of any substance that may be hazardous to health and appropriate steps must be taken to prevent or, where this is not reasonable practicable, adequately control exposure to any such substance.

In schools, hazardous substances are likely to be found in cleaners' store cupboards, practical class activities, playing fields and kitchen areas. The container of any substance must be labelled appropriately and consideration must be given to any likely risk caused by any by-product of practical activity.

## **8. Health and Safety Advice**

The school has obtained competent health and safety advice from Vertas. This policy is written following the guidance from the LA Health and Safety Management in Schools team.

## **9. Handling and Lifting**

Most staff are involved in the lifting and handling of materials and equipment as part of their normal working activities. Staff will be given instruction in correct lifting and handling techniques and should use the following guidelines:

- Survey the load and the environment where item is placed and where it is to be moved to – look for obvious problems and restrictions
- Relax – tension can lead to a rigid, and damaging lifting technique
- Position your feet close to the load and comfortably apart to aid balance
- Bend your knees not your back and maintain your balance through the lift.
- Keep your back as straight as possible, and maintaining your balance through the lift.
- Grip the load securely taking the weight in your palms, not your fingers alone.
- Lift using your thigh and calf muscles.
- Carry the load to its location keeping it close to your waist.
- Avoid jerky movements.

Handling also refers to continual repetitive movement and not just items to be lifted. It is a requirement to ensure that any repetitive task is minimised and that where there may be continual repetitive movement, sufficient breaks are taken. It is essential that all staff consider performance of any activity and ensure that where operating procedures are in place, these are followed.

## **10. Jewellery**

Pupils are not permitted to wear jewellery at any time in school unless written permission has been granted. Any earrings must be removed for PE or covered with tape, regardless of permission to wear them to school.

## **11. Lettings/shared use of premises**

Should the school let its premises to outside hirers, all external hirers would be required to complete a booking form for the hire of school premises. School arranged insurance via the LA can be arranged for hirers who do not have their own insurance.

## **12. Monitoring the Policy**

The Governors and Headteacher monitor the effectiveness of the Health and Safety arrangements and their overall performance to ensure that:

- Physical controls are in place and working satisfactorily
- Staff are carrying out the functions allocated to them.

### **Methods:**

- Collecting accident/incident data for periodic review with the staff responsible
- Inspections of the premises by member of the Governing Premises working party
- Annual audit of the school's Health and Safety provision
- Presentations of inspection and audit reports to the Governing body
- A review of health and Safety records and reports
- A review of the Premises plan and statutory maintenance reports
- Monitoring the hazards reported by staff, pupils, parents and others
- A review of a sample of the risk assessments

- Monitoring the minutes of the Resource FGB Governing meetings and the effectiveness of and follow-up procedures
- Actions arising from specialist LA Audit reports and OFSTED reports in relation to health and safety matters.

### **13. Reports**

The Headteacher will present reports to the Governing body regarding risk, monitoring procedures and serious concerns and incidents. In addition, the committee will inform governors of any reports arising from visits or inspections by the Health and Safety Executive, Fire Authority, Environmental Health Office, DFE guidance or advice affecting local policy.

### **14. Safety Training**

Fire Safety – all staff will be instructed in general fire safety and evacuation procedures  
 First Aid – First aid training will be to the standard approved by the HSE and be delivered by an HSE registered organisation.  
 Induction – all new staff will receive an induction briefing that includes details of Health and Safety  
 General Safety Briefings – all staff will be given health and safety updates on a regular basis.  
 Lifting and Handling – all staff will be given instructions in correct lifting and handling techniques.

### **15. School Trips/Off-Site Activities**

School Visits will be conducted in accordance with the Educational Visits Policy and Guidance issued by Evolve. Teaching staff receive training.

### **16. School Transport**

The school does not have its own transportation and staff with business insurance are authorised to use their own vehicle in certain circumstance. Permission from parents/carers is always obtained before children are transported. Occasionally parents/carers transport children – see guidance for checks and procedures.

### **17. Staff Health & Safety Training and Development**

New staff have a mentor and are informed about Health and Safety during their induction. Training is arranged for all staff when required.

### **18. Staff Well-being/Stress**

Line managers monitor staff moral and performance reviews assess well being. Staff surveys also monitor staff well being. The school supports all staff in line with its Stress Management Policy.

### **19. Supervision [including out of school learning activity/study support]**

Pupils must not be left unattended when in the care of school. R/KS1 have a ratio of 1 adult to 8 children for visits. All other classes have adult: child ratios according to the needs of the children. Break and lunchtime ratios can be seen on the playground risk assessment.

### **20. Use of VDU's/Display Screens**



There are prescribed minimum standards set for display screen equipment workstations and the health and safety for those who use the equipment as part of their normal work activity. The regulations do not apply to persons not at work (unless lone working from home) i.e. pupils, however, many ergonomic arrangements would be considered good practice.

In compliance with the regulations, it is a requirement to:

- Identify the 'users'
- Assess all work stations
- Provide eye sight testing and corrective appliances where applicable
- Provide information and training for 'users'

Assessments of workstations is completed using the County Workstation Self-assessment form.

### **21. Vehicles on Site**

Vehicle movement within the school's premises is restricted during the school day and contractors' vehicles are not allowed on site when the children are likely to be present. The school playground access gates are locked throughout the day. Staff and visitors are strongly discouraged from entering or leaving the car park between 8:30-9:00 and 15:00-15:30.

### **22. School Security**

Doors are kept shut. All visitors to the school, including Governors, sign in and out at the School Office and wear a badge. Visitors are made aware of safeguarding procedures, safety measures and emergency procedures on arrival. Hosts are responsible for ensuring that visitors are escorted from the building in the event of an emergency.

Staff are issued with fobs to open doors leading into school. Office staff take children to classrooms/buzz them through if they are late. Playground gates are kept locked during the day. A member of staff will ordinarily stand at each gate in the morning and at the end of the school day.

### **23. Violence and Aggression Towards Staff**

Violence and aggression directed at employees within schools is totally unacceptable. The severity of these incidents will range from relatively minor to serious, possibly requiring medical attention, reporting to the HSE or even Police involvement.

The Governors of the School recognise their Health and Safety responsibilities and will take all reasonably practicable steps to safeguard members of staff, pupils and visitors to the premises. In dealing with violence and aggressive behaviour the Governors will, to the best of their ability to deal with a problem which is giving increasing cause for concern.

Staff who have been subjected to assaults, in the form of physical or verbal abuse, will be fully supported by the schools senior management team, and incidents will not be regarded as an inability to perform their duties satisfactorily.

All incidents reported by members of staff will be fully investigated by a member of the school's senior management team. The police will be contacted (with the agreement of the member of staff) should any staff member feel that a criminal offence has been committed.

Staff will be encouraged to involve the representative of their recognised trade union or teaching association if necessary. Legal advice will be made available, in cases which the police will not prosecute, and which the individual wishes to pursue themselves. Warning letters will be prepared and issued as appropriate to people who threaten or verbally abuse members of school staff. Senior members of school staff will ensure that all assaults on members of staff (including those made via social media) are investigated and reported to the County Council.

As part of the strategy to combat incidents of violence and aggressive behaviour the Head teacher will arrange for a Risk Assessment on Violence and Aggressive Behaviour to be maintained. This document will be brought to the attention of all staff employed in their establishment. On completion of the risk assessment exercise, review and revise arrangements as required.

The Governors will ensure that all incidents of violence and aggressive behaviour are reported to and investigated by the Headteacher and that the relevant assault and accident report forms are completed. Any preventative measures arising from the incident will be considered by the Governors and implemented where practicable.

In the event of an assault or serious incident the Head teacher will contact the police and make arrangements for suitable interviewing facilities to be made available. It is important that the designated member of staff is fully aware of the circumstances in which the police are to be contacted.

Headteachers/Governors should consider the reports and the circumstances surrounding the incident and look for trends in terms of the personnel involved, particular rooms or areas of school, pupils involved etc. If the strategies for dealing with the problem appear to be ineffective, Governors should consider their arrangements and amend them as appropriate.

All staff in school will be made aware of systems to deal with incidents of violence and aggressive behaviour and the school's senior management will be accessible and able to provide support and assistance to staff who have been involved in such an incident.

This process is supported by an Acceptable Parental Behaviour Policy, which is shared on the school website.

#### **24. Waste Disposal**

General waste will be collected in black bags for collection. As much as possible waste is recycled using council bins.

#### **25. Working at Height**

Restricted use of two stage ladder (contractors and site manager). Site manager will be trained in ladder awareness. Contractors who work at height provide their own scaffold tower. Staff use the step ladder and guidance has been provided.

## **26. Work Experience/volunteers**

The school encourages work experience placements and volunteers and each placement is allocated to a named member of staff during their induction to the school. The head teacher interviews all applicants before they begin and provides them with written guidance.

### **Responsibilities of the Governing Body**

The Governing Body remains responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

Where the designated Health and Safety Governor is unavailable to support in their usual role, the Chair of Governors and/or Vice-chair may take on the health and safety governor responsibilities.

Where required, the Governing Body will seek advice and support on health and safety matters.

### **Responsibilities of all staff**

As is always the case, staff are responsible for complying with and supporting the safe implementation of the Health and Safety Policy.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils.

