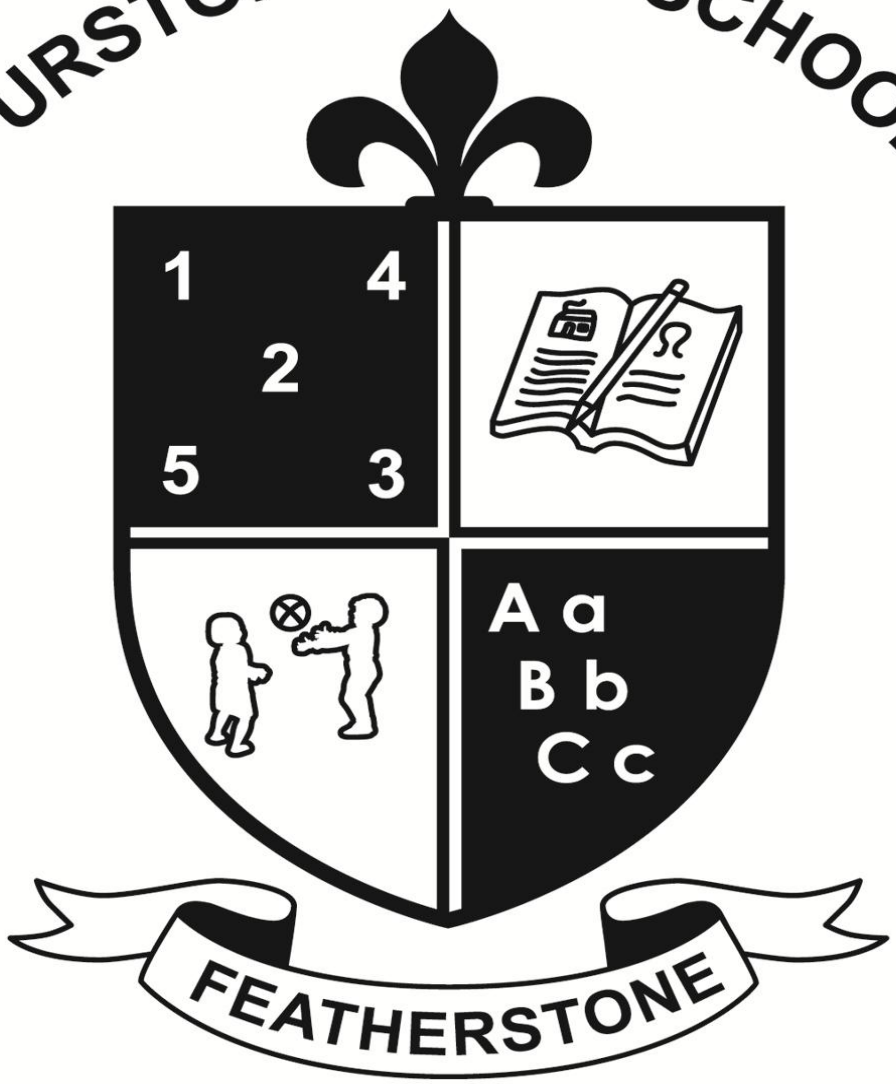
PURSTON INFANT SCHOOL



Health & Safety Policy

Health and Safety Policy

Introduction

This is a statement of organisation and arrangements for Purston Infant School. This does not replace Wakefield (LA) Health and Safety policy statement but is in addition, for the benefit of all users of the premises.

This statement deals with those aspects over which the Governing Body has control and covers safety associated with the School Premises and equipment belonging to the school and services for which other officers of the Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school
- to establish and maintain safe working procedures among staff and pupils
- to make arrangements for ensuring safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances which are hazardous to health
- to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when required
- to maintain a safe and healthy place of work with safe access and egress
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- to lay down procedures to be followed in case of accident
- to provide and maintain adequate welfare facilities

Responsibilities and Duties

Local Management of Schools requires that school staff, Governing Body and the Local Authority will work together to ensure their health, safety and welfare objectives are achieved.

The Governing Body

The Education Reform Act 1988 gave Governing Bodies powers and duties in controlling school premises and managing school's health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Governing Body is responsible for;

- Ensuring that the LA's Health and Safety Policy is implemented and monitored within the school;
- Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. The LA recommend that this is best achieved by making health and safety an integral part of the school's development plan;
- Ensuring that the school has a clear written policy statement and produce with the Headteacher, a specific school health and safety policy. Establishing systems to effectively manage risks. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety and will periodically satisfy themselves that the policy is appropriate and being implemented as agreed;
- Receiving health and safety guidance and information distributed by the Department for Education and ensuring that proper arrangements are made within the school for complying with the guidance;
- Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- Ensure that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through;
- Ensuring that all reasonable inspection facilities and information are provided on request to the Safety officers of Wakefield Council, Inspectors of the Health and Safety Executive (HSE) and any other bona fide officials;
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- Ensuring that procedures exist for checking that items offered for the school by the school are safe;
- Ensuring that school journeys for which they give guidance and approval are arranged and properly supervised in accordance with the LA's own guidance and the DfE guidance;
- Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- Ensuring that induction training includes temporary, part-time and supply staff.

Nominated Health & Safety Governor will:

- Act as a champion for health & safety, co-ordinating health & safety arrangements and be a point of contact.
- Take part in the health and safety inspections of the school
- Support the headteacher and school staff in undertaking general risk assessments
- Support the caretaker for managing asbestos, legionella, carrying out basic repairs, work at height etc.
- Undertake regular health & safety audits (of systems) and inspections (of premises and grounds) around the school and report findings to the head teacher, and where appropriate, to the governing body.

Head teacher

The day-to-day responsibility for all school health, safety and welfare rests with the Headteacher, who will;

- Be the focal point for reference on health and safety and welfare matters and give advice or indicate source of advice;
- Implement the school and LA's health and safety policy;
- Report any problems in implementing health and safety policy to the LA;
- Make clear any duties in respect of health and safety which are delegated to members of staff;
- Make arrangements for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, updating the assessments to reduce and reflect new risks. Ensuring that they are kept informed of any accidents and hazardous situations;
- Review periodically – Emergency procedures, provision of first-aid in school and any risk assessments and make any appropriate recommendations to the Governing Body.
- Put in place procedures to monitor the health and safety performance of the school, including making sure there are adequate resources in both staffing and finance to safely supervise the pupils and ensure the school premises are safe and regularly inspected;
- Provide adequate health and safety training for school staff;
- Report all known hazards immediately to the LA and Governors and stop any practices or the use of any tools, equipment he considers to be unsafe, until satisfied as to their safety. Make recommendations to LA for improvements to any plant, machinery or equipment etc which present hazards;
- Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises, such as cleaning contracted staff;
- Report to the Governing Body at the termly meetings on the health and safety performance of school.

All Employees Responsibilities

All employees regardless of their position within the Council have specific legal duties placed upon them by the Health and Safety at Work Act 1974. This includes but is not exhaustive, that employees will:

- Take reasonable care of their own safety and that of others for the work they are carrying out.
- Not recklessly interfere with, or misuse equipment or anything provided in the interest of health, safety, and welfare.
- Not access any area that has temporary or permanent health safety restrictions in place or is designated Authorised Personnel Only. To take note and abide by all Safety Signs and Signals as posted. Familiarise themselves with Asbestos plan.
- Co-operate with management to enable compliance with all statutory and Council safety policies and procedures.
- Support School Leaders in providing Fire Warden, First Aider, PEEP, and any other local safety representative support as able to do so.
- Work as trained and instructed, following risk assessments and safe systems of work. To request training on any work activity where it is felt the employee is not competent to undertake.
- Familiarise themselves with all health safety arrangements associated with work activities and their work environment.
- Not initiate, or continue, any process or activity that places themselves or others, in danger, or is in breach of statutory obligations with respect to health and safety policies and procedures.
- Report all accidents, injuries and incidents including near miss occurrences to their line manager/Headteacher as soon as is possible and complete relevant forms. Notify SHEQ via the online accident and incident reporting system on the day of the incident or as soon as is reasonably practicable.
- Report all unsafe incidents including verbal/physical abuse and instances of threatening behaviour to their manager and into the online accident and incident reporting system.
- Report all defects noted of property, plant, equipment, and related processes to their line manager and the Councils Corporate Landlord Team centrally on the day of the observation or as soon as is reasonably practicable.
- Attend health surveillance and health and safety meetings as invited within works time.
- Observe standards of dress consistent and appropriate with safety and/or hygiene. Wear appropriate personal protective equipment as provided reporting defects and concerns to their manager with immediate effect

Caretaker Responsibilities

- Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Will establish and maintain safe working procedures including (referring to relevant documents such as asbestos management, legionella and fire) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher. (Caretaker task sheet)
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees, pupils and external contracted staff (e.g.

Cleaners, Contractors on site) to avoid hazards and contribute positively to their own health and safety, as part of the schools' health and safety training requirements.

- Will, where appropriate ensure relevant advice and guidance on health and safety matters is sought.
- Will advise the Headteacher on requirements for health and safety equipment and any additions or necessary improvement to plant, tools, equipment or machinery.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Ensure that contractors have sight of the school asbestos reports and Legionella reports and they sign to confirm this.
- Conduct health and safety assessments together with the Health and Safety Governor on a termly basis.
- Maintain a record of hazardous substances used for cleaning and similar purposes, ensure it is updated with any new products.

Classroom Teacher responsibilities

The health and safety of pupils in classrooms is the responsibility of class teachers.
Class teachers are expected to:

- Check classroom area is safe
- Check equipment used is safe before use
- Ensure safe procedures are followed. Children will be taught how to use specific crafts, DT and science equipment safely beforehand.
- Ensure children are taught how to handle PE equipment and apparatus safely as well as how to move safely and perform specific movements.
- Give clear instruction and warnings to pupils, as often as necessary
- Report defects to the Headteacher
- Not introduce personal items of equipment (electrical, mechanical not checked or PAT tested) into school without authorisation from the headteacher
- Follow safe working procedures personally
- Ensure that risk assessments are in place and followed for any activities undertaken and new risk assessments are completed prior to new activities, trips or visits in advance
- Ensure that when children leave their class, they move around the building only in pairs and must not run.
- Follow the duty roster for playtime duty which defines who is responsible for supervising the children at morning break. At no time will children be allowed to play games or indulge in behaviour likely to cause a serious risk to their safety. The activity trails must be monitored at all times. When playing on the field the children must be supervised on the outdoor gym equipment and tyre area at all times.
- Ensure that the children enter and exit the building away from any work being completed by contractors and that any gates are locked if going outside. Office staff will alert staff members to this fact and ask contractors to work safely ensuring all gates remain locked.

Lunchtime Supervisor responsibilities

Lunch supervision is the responsibility of the Lunchtime supervisors. At lunchtimes each class will have their own supervisor and a minimum of 2 Lunchtime staff will be in the hall and on the playground or field at any one time. Supervisors are expected to:

- Ensure the field or playground is safe before the children use. e.g all gates locked, weather appropriate, no stray animals, no contractors working or if so that it is safely cordoned off.
- Ensure safe procedures are followed. Outdoor gym equipment, tyre area and trim trails must be monitored at all times by at least one lunchtime supervisor.

- At no time will children be allowed to play games or indulge in behaviour likely to cause a serious risk to their safety.
- Children must not access the Conservation area.
- Ensure the children move safely to and from the class, lining up and behave safely at the dining tables whilst eating.
- Report any health and safety concerns to the Headteacher.
- Undertake first aid at lunchtime as necessary, logging any incidents/ and or accidents, completing an accident form and inform the class teacher

Parents/Visitors/Contractors and any other users of the school

- Visitors and other users of the premises will be required to observe health, safety and welfare rules of the school. Volunteers and work experience users will be made aware of the health and safety policy applicable to them by the Headteacher/Administration Officer at their induction/entry.
- All people must sign in and out of the school inventory login and wear a badge to identify themselves.
- Support the school in any health and safety matters reported to them.
- Adhere to school rules and expectations when picking up and dropping off children, complying with school's collection and non-collection of children procedures.
- Inform the Headteacher of any health and safety concerns they have.
- Contractors must conduct themselves in such a manner that all statutory and advisory safety requirements are met at all times.
- Contractors other than Council provided contractors must provide evidence of safe working practices before school enters into a contract. The Business Manager will request policies, safety arrangements and procedures to ensure contractors and sub-contractors comply with Council contractor policies
- Grounds maintenance will attend periodically, no mowing is permitted where children are present.

PART 2: Health & Safety of the School Community

The Health and Safety of Pupils

Pupils are expected to:

- Observe standards of dress consistent with safety and / or hygiene
- Follow the safety rules, in particular the instructions of teaching staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their safety
- Exercise personal responsibility for the safety of themselves and others

The School Day:

- The school complies with the appropriate staffing ratios and maintains good discipline, safeguarding the health and safety of all. No child will be left unsupervised.
- A member of staff will oversee the opening of classroom doors in the morning and will hand over children to parents at the end of the day.
- Teachers are directly responsible for their class during lesson time. Support staff are responsible for any groups of children they work with, outside of the classroom.
- The same duty of care applies when staff are supervising after school clubs

- If a parent fails to collect their child after school, children will be taken to the office and parents contacted. If parents cannot be contacted staff will go to the next person on the contact form. If this fails, the police will be informed.
- The parent of any children arriving late must sign them into the Inventry electronic system at the main reception.
- Children must be brought to school and collected at home time, or anytime during the day if the children are leaving early with permission, by a responsible adult.
- At morning break times the duty roster clearly defines who is responsible for supervising the children each day.
- Lunchtime supervision is the responsibility of the appointed Dining Room Assistants
- Risks are assessed when staff supervise specific curriculum areas, such as DT, PE etc- see separate risk assessment file

Road Safety:

- Children and adults are encouraged to use safe places to cross roads, eg zebra crossing, dinosaur steps on path, etc.
- It is considered important that the children attending Purston Infant School are made aware of road safety , dangers of the school drive and car park from an early age through assemblies, visitors into school and the curriculum.
- A 5mph speed limit is imposed on school site.
- Children are encouraged to follow the footsteps on the school path whilst walking to and from school, and not the road.

School Trips:

- Written consent from parents is not legally required for pupils to take part in the majority of off-site activities (with the exception of nursery) as most of our activities take place during normal school hours. However we feel it is important to keep parents informed at all times. Therefore we inform parents when children are taken off site during the school day and ask for written permission when the activity is thought to carry a higher risk or when the activity extends beyond the school day.
- The school's policy on Health and Safety with respect of off- site visits, including educational and residential visits is in line with the Wakefield LA policy and adheres to the DfE guidance the ' Health and Safety of pupils on Educational Visits'. (see separate policy for Education Visits)

Health and Safety of Staff

The Health and Safety Law poster is displayed in the staffroom

Violence to Staff:

Any form of abusive behaviour, including verbal will not be tolerated. The school's Behaviour policy accessible for parents via the school website, outlines expected behaviour on site. A home school agreement is in place and parents sign it to agree they accept conditions of the policy.

- Staff will take reasonable precautions to ensure they do not put themselves into a position where they could be confronted.
- Visitors will not have access into classrooms or offices except with the permission of the Headteacher.
- Serious misbehaviour should be reported to the Headteacher.

Occupational Health and Managing work-related stress
Work related stress can have negative effects on health and performance and needs to be considered as part of good health and safety management. Policies and procedures are in place to reduce any undue work related health issues. We follow the LA policies, procedures and risk assessments for Sickness Absence, Work/Life balance, Pregnancy and Managing Work Related Stress.

Information for staff related to health and well-being can be found on the staffroom notice board.

Use of Physical Intervention or Restraint
Use of physical restraint and intervention on pupils is undertaken in accordance with DfE guidance and should always be a last resort wherever possible. In certain circumstances it may form part of an approved behavioural plan or is necessary to prevent the pupil seriously harming themselves and others. The use of force must be justified, reasonable and proportionate. Trained, designated staff should use minimum force necessary to prevent injury and maintain safety, consistent with their appropriate training. Refer to the behaviour and exclusion policy. Any restraints will be recorded in the bound and numbered book.

Visitors
All visitors are required to read and follow the guidance from the 'Information for Visitors' leaflet in order to keep themselves and others safe. It can be located in the school entrance foyer. The Administration officer will inform all visitors to read this before access is granted.

Part 3 : Recording & Reporting First Aid/ Accidents/ Medical Needs

First Aid

- The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders throughout school
- First aid kits are in the staff room, caretakers room as well as all wet areas and nursery kitchen.
- Portable first aid kits are also taken on educational visits
- All teaching staff are first aid trained and some are paediatric trained. There will be a first aider attending on every educational visit
- The admin officer will ensure the maintenance of the contents of the first aid boxes and other supplies around school
- All staff will be trained in any aspects of first aid deemed necessary. E.g. asthma, epilepsy, the use of an epi-pen

Illness or Accident

- First aid should be administered, but only as far as knowledge and skills allow. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

- All cases of illness and injury of an employee, visitor or contractors must be reported to the admin officer and Headteacher. In the case of a pupil, where an illness or accident is other than minor the incident will need reporting to the Headteacher to decide if further action is required to contact parents etc.

- Transport to hospital - if an ambulance is required the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. There will be cases of a less severe nature than those requiring transport by ambulance. If a child needs hospital treatment every effort is made to contact the child's parents. A child will always be accompanied by a member of staff who will remain with the child until the parent/nominated adult arrives.

- All accidents/incidents should be recorded on the appropriate forms.
  - Accident / incident bound book for any accident or injury in school to children
  - Numbered accident record for staff or visitor accidents/incidents or injuries
  - Any accidents requiring further treatment, ie, Drs or Hospital, will require fully and accurately reporting to the Wakefield Council Health and Safety team (QR code displayed around school).
  - All violence and aggressive incidents must be recorded on the Wakefield Council Health and Safetys QR code and witness statements uploaded if necessary.
  - Serious injuries/ill health or dangerous occurrences involving staff and children are reported to the Health and Safety Executive using the 2013 RIDDOR form, this will be completed by the Headteacher.

- Bump notes are kept in the Shared Area and Lower Foundation office and should be completed by the person supervising the child at the time the accident occurs or, in the case of accident to an adult, by the adult concerned. A bump note must be completed for all pupil accidents, however minor and sent home on the same day with the child.

Administration of medicines (see also Managing medicines policy)

- Any child needing medication prescribed by a doctor as part of a course of treatment, more than 3 times a day, must leave all medicines at the school office.

- No medication will be given to children unless it has been provided by the child's parent/guardian and with written permission from them and instructions as to dosage, in accordance with Dfe guidance and school policy.

- Parents and staff should familiarise themselves with these arrangements

- Staff should be aware of all children with allergies as detailed on the staffroom wall. This ensures that everyone will be aware should any problems arise.

- The School Nurse will update staff on current procedures, such as the use of inhalers or epi-pens when necessary.

- It is the responsibility of a healthcare professional, alongside the class teacher and/ or SENDCo to write individual health plans for individual pupils. A copy will be in the medical file.

- Further guidance can be seen in the managing medicines policy on the school website or Dfe guidance on 'Supporting pupils at school with medical conditions' (Sept 17)

HIV/AIDS

- Protective gloves must be worn when treating a child who is bleeding. These can be found in the first aid kits.
- Paper towels are used to clean cuts. Any cold compress used will be covered over first before usage. Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination
- In the event of any needles being found on the premises, an assessment should be made as to whether it is safe to pick up. If in doubt, seek the advice of the Headteacher. If it is thought safe to pick up the needle, it needs to be placed in a sharps disposal box and collected by cleansing services. If it is not safe to pick up, staff need to make sure the needle is in a secure position and

there is no danger of children coming into contact with it. Cleansing services should be contacted to arrange collection as soon as possible and informed of the problem. If there is a danger of children coming into contact with the needle, there should be a member of staff present at all times until it is removed

Headlice

- Parents will be informed if eggs or lice are noticed in a pupil's hair parents allowing them the opportunity to treat appropriately.
- The school nurse no longer carries out regular checks so it is important that parents remain vigilant. A general letter is sent out to the parents of all pupils in a class if there is a case of head lice in the class

Policy and Procedures for off- site visits, including educational visits (see also Educational Visits policy)

- The school's policy on Health and Safety with respect of off- site visits, including educational and residential visits is in line with the Wakefield LA policy and adheres to the DfE guidance the 'Health and Safety of pupils on Educational Visits'. (see separate policy for Education Visits)
- Written consent from parents is not legally required for pupils to take part in the majority of off-site activities (with the exception of nursery) as most of our activities take place during normal school hours, however we feel it is important to keep parents informed at all times. We therefore inform parents when children are taken off site during the school day and ask for written permission when the activity is thought to carry a higher risk or when the activity extends beyond the school day.
- Contract transport used at school is usually a coach/bus for taking children on visits/journeys.

Health and Safety Emergencies

- School has an emergency plan in place in line with School Financial Value Standards (SFVS) requirements. This includes shelter and emergency evacuation procedures. It can be located in the Headteacher's office, Admin office, staffroom and nursery office.
- Staff are familiar with the above procedures and know where to find them.
- Emergency procedures are tested once a term.

Part 4: Premises

Security

- All gates to the school are locked at approx. 5:30pm, or when the last member of staff leaves.
- The main gate is opened from 6:00am.
- Pupil access gates are opened from 7.30 am until 9:05am when they are locked by the Caretaker. They are then opened again at 3:00 pm. Nursery gates are opened for picking up at 11.30am by Nursery staff, locked, then opened again at 12.30pm for afternoon nursery, before being locked again for the afternoon.
- All gates are padlocked, all staff members have a key which opens every gate.
- The main entrance has a coded entry system through 2 doors.
- All windows are fitted with security mechanisms.
- The school is protected by a motion sensor security alarm.

Site inspections

- The Caretaker inspects the site as part of their daily routine.

- Urgent matters are referred to the Headteacher and are actioned as soon as possible.
- Less urgent matters are discussed at premises meetings and reported back at Governing Body meetings where necessary.
- A premises inspection is held termly with the health and safety governor, the findings are reported back to the full governing body.

Manual handling

- Pupils, the staff and any other supervising adults should only lift equipment and furniture within their own individual capability. (see separate risk assessment)
- Heavy objects should be moved around school by the caretaker, using appropriate equipment
- All staff have had manual handling training annually as a reminder

Working at Height

- All staff have annual training as a reminder
- Staff and other supervising adults should use step ladders when working at height – e.g. when putting up displays. Chairs and tables should not be used for this purpose. Step ladders are kept in the outside store. (see separate risk assessment) Ladder checks must be completed prior to use

Slips trips and falls

- Staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables etc to the Caretaker.
- Accident forms should be completed as per first aid guidance.

On-site vehicle movements

- Anyone using a vehicle is asked to be extra vigilant when driving into the school grounds as the car park is near to the children's walk way.
- A 5mph speed limit is imposed on school grounds
- When space is available, contractors come on to the premise when loading/uploading equipment and park in the staff car park.
- Contractors can only gain access to the playground during school hours by contacting a member of staff to open the gate for them.
- The Headteacher will make all staff aware of contractors working on the school premises as and when appropriate.

Management of Asbestos

- An asbestosis register is held in the school office, available at all times on the desk and will be given to every contractor attending site by either the Caretaker or Admin officer.
- Staff are made aware of where asbestos is in the school, training has been completed by staff and a refresher is undertaken annually.
- The Wakefield LA premises team, currently Robertson, ensures that regular asbestos inspections take place and that the report is kept up to date.
- Amendments to the register following works are added to the file as soon as received.
- Responsibility for keeping the file up to date lies with school.

Control of hazardous substances

- The caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances and instructions for their safe use.
- The Risk Assessment file, held in the main office, contains all COSSH assessment and safety data sheets. Including those used by the cleaning contractor as they are held on our site.

Electrical testing

- All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.
- All Fixed electricals are checked as per the councils' programme, currently via Robertson and the information is available through Evolution Reach. Certificates for works complete are kept in the Health and Safety checklist file which is shown to Governors annually.

Selecting and Managing Contractors

- School mainly use the WMDC for contracted premises work in school. They follow Health and Safety regulations, in line with WMDC guidance. Occasionally it may be necessary to use an outside contractor, in this case the Business Manager will provide them with site details, an induction pack containing health and safety information and the asbestos plan where necessary. They provide school with their Health and Safety Policy, Insurance and RAMS for the activity they are carrying out.
- Contractors for other works such as, sports, IT etc, the Business Manager will provide them with site details, an induction pack containing health and safety information and the asbestos plan where necessary. They provide school with their Health and Safety Policy, Insurance and Risk Assessments for the activity they are carrying out.

Fire and Emergency Procedures

It is the duty of all members of staff to carry out the procedure as follows:

- In the event of a fire operate the nearest alarm
- When the fire alarm rings, staff should ask all children to quietly stand, line up, and vacate the premises, in a quiet and orderly fashion, using the nearest fire exit.
- Lead all children to the assembly point on the field.
- Staff should acquaint themselves with fire procedures in all classrooms and in the school hall.
- Staff should bring with them the class register and, on reaching the assembly point, check that all the children are present and/or accounted for.
- Fire exits are clearly labelled
- Plans showing exit routes are displayed by the door of each classroom
- The fire bell, fire doors and emergency lighting are tested weekly by the caretaker and admin officer
- A fire drill is practised once a term and reported by the Headteacher to the Governing Body
- The fire extinguishers are checked monthly by the caretaker and annually by an approved body
- Door wedges may be used to prop open fire doors when necessary, during the school day but closed on an evening
- When cooking with children appropriate fire safety equipment is available near to the kitchen area in Key Stage 1. Staff ensure that pupils receive instructions and training to enable them to be safe during a cooking activity and handling of very hot substances and materials is always carried out by adults.
- In accordance with Government legislation, we operate a no smoking policy on the whole of the school site, this includes the use of e-cigarettes.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Chair of Governors and Director, Children's Services. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head will then initiate appropriate remedial action when it is reasonably practicable. If it proves impossible for the Head to resolve the matter they should then report the matter to the Programme Manager, Capital & Buildings Development. Hazardous situations should also be reported immediately and the same procedure followed.

The nominated Health and Safety Representative is Miss J Procter (Caretaker).

In your own interest please look at the Health and Safety Law Poster displayed in the Staffroom. A Health and safety file with all risk assessments can be found in the main office.

REVIEW

A review of the procedures, should take place each year in time for the commencement of the new academic year.

Reviewed: July 2026
Mrs J Coney
Business Manager

Appendix 1: Risk Assessments/ Health & Safety Management Areas

Additional to the Health and Safety Policy, there are a number of areas that require a separate risk assessment. Below is a list of the areas that require a risk assessment most can be found in the Health and Safety file, in the main office.

Activities
Educational visits
PE
School Fayres
Concerts
Outdoor Activities / events
Breakfast and After School Clubs

Staff & Community
Manual Handling
New or Expectant Mothers
Individual pupils
Working at Height
Lone working
Work –related Stress

Premises/ Buildings
Classrooms
Kitchen Areas
Playgrounds
Buildings

Specific Areas
Fire
Asbestos
Legionella