



Name of policy: Health and Safety

Version	Date	Approved by governors	Description
1.1	July 2010	01/07/10	Approval version of Health & Safety Manual for Governors
1.2	June 2015	08/06/15	Policy Statement updated. Headteacher responsibilities updated. Employees responsibilities updated Risk Assessment template added as an appendix. Medicine procedures updated. Use of Evolve for educational visits updated. Safety co-ordinator changed to safety co-ordination team.
1.3	Oct 2016	17.10.16	Policy reviewed no changes made
1.4	Oct 2017	16.10.17	Policy reviewed no changes made
1.5	Oct 2018	16.10.18	Policy reviewed and no changes made
1.6	Oct 2019	14.10.19	Policy reviewed and some minor changes made
1.7	Oct 2020	19.10.20	Amendment made to electrical safety which is now organised by in house. Amendment to Security regarding visitor sign in. Please also refer to the COVID-19 risk assessment on the website
1.8	October 2021	19.10.21	Policy reviewed no changes made
1.9	Jan 2023	23.02.23	Policy reviewed no changes made

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Policy statement	3
Organisation	3
Head Teachers Responsibilities	3
Governors.....	4
Safety Co-ordination Team.....	4
Employees - responsibilities for health and safety.....	5
Risk Assessment	5
Arrangements and Procedures in School	6
Safety Problem Reporting	6
General Fire Safety.....	6
Accident and First Aid procedures.....	6
Medication.....	7
Electrical Safety	7
Safe use of chemicals	8
Manual Handling	8
Security	8
Safety in the school office	9
New and expectant mothers	9
Contractors	9
Educational Visits.....	9
Hirers	10
Supervision of pupils	10
Health and Safety in the curriculum	10
Non accidental injury	11

Policy statement

The Headteacher and the governing body recognise their responsibility for giving effect to the safety policy of Wokingham Borough Council in relation to all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the school.

In association with the Governing body, the Headteacher will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Headteacher exercises control. Applying the principles of risk management, the Headteacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Headteacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff to co-operate with the Headteacher and governing body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school. The Headteacher and the Governing Body recognise and accept their responsibilities for putting the Wokingham Borough Council Health and Safety Policy into effect by:

Organisation

Head Teachers Responsibilities

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head Teacher will work with the Governing Body and keep them fully informed of the authorities' policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Head Teacher:

1. Ensuring at all times the health, safety and welfare of staff pupils and others using the school premise or facilities or services or attending or taking part in school sponsored activities
2. Ensuring safe working practices and procedures throughout the school;
3. Day-to-day responsibility for all health and safety matters in the operations of the school.
4. Ensuring the school's health and safety files stored in the school office are kept up-to-date;
5. Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
6. Ensuring compliance with the policy and procedures of Wokingham Borough Council as set out on the LA website;
7. Ensuring that the school produces an action plan which is kept up to date by regular review;
8. Ensuring effective communications on health and safety matters exist between the school and the LA. Appendix 1 lists the current LA support network.
9. Providing Governors with a termly update through safeguarding committee meeting minutes and Headteacher reports, on all matters affecting health and safety in the school.

10. In accordance with the WBC policy on risk assessment, ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
11. Ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
12. Periodically evaluating the need for health and safety training of staff and arranging its delivery.
13. Bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved or are of imminent danger to any person.
14. Ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff. Co-ordinating health and safety arrangements, carrying out programmes of audits and checks;
15. Ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
16. Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, so far as is reasonably practicable;

The Headteacher will be advised and guided in these responsibilities by specialists appointed by the authority.

Governors

The governing body will be responsible for monitoring the school's arrangements for health and safety management. This will be achieved by ensuring:

1. that a member of the Governing Body should be nominated for health and safety;
2. that health and safety is considered regularly, at least termly, (and more frequently should circumstances require), on the agenda of Resource committee meetings;
3. consideration of the school safety action plan presented annually by the Headteacher, to the full Governing Body;
4. consideration of any report of a health and safety audit or inspection carried out by the authority and for ensuring follow through on the recommended actions;
5. that adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;
6. that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body;
7. periodical review of accident statistics by the Governing Body;
8. regular fire alarm checks and evacuation drills are carried out by the school;
9. that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

Safety Co-ordination Team

The Headteacher, will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual. He will be supported and take advice from the School Business Manager and site controller – They will form a safety

coordination team. Together they will set objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved. Members of the safety co-ordination team will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordination team will be responsible for:

- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all incidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed to risk.

Employees - responsibilities for health and safety

Each **employee** is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

All Employees;

1. must use safety equipment or clothing in a proper manner and for the purpose intended;
2. must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
3. must work in accordance with any health and safety instruction or training that has been given;
4. must co-operate fully with the Headteacher to assist in him/her fulfilling their responsibilities for health and safety;
5. must not take part in any task for which they have not been authorised and for which they are not adequately trained;
6. must bring to the attention of the Headteacher or Safety Co-ordinator any perceived shortcoming in our safety arrangements; and
7. have a duty to familiarise themselves with this policy.

In addition, members of staff are responsible for:

1. reviewing risk assessment for which they have responsibility (classrooms and communal areas around the school);
2. reviewing off site activity risk assessments for their year groups on an annual basis.
3. Undertaking Annual training on Fire Awareness, Slips, trips and falls, Working at Heights, and H&S in Education.

Risk Assessment

The management of Health and Safety and Work regulations requires every employer to make a fully recorded, suitable and sufficient assessment of risks to health and safety of employees. Detailed guidance on risk assessment may be found in the Wokingham Borough Council online safety manual.

Head Teacher and Governors are responsible for ensuring suitable and sufficient risk assessments (appendix A) and safety audits are carried out in relation to all school activities. These should be reviewed at least annually but more frequently if there are significant changes in buildings, machinery, equipment, work practices, or personnel. Training will be provided for staff who undertake this assessment role.

Each risk assessment will be led by a member of staff with some expertise or experience in the area. Thus the PE co-ordinator will lead the PE risk assessments and other staff will contribute by discussion etc.

The annual safety plan will establish targets for carrying out and reviewing risk assessments. A copy of the completed Risk Assessment records shall be filed in the safety manual for the information of all employees.

Arrangements and Procedures in School

Safety Problem Reporting

Staff have a responsibility for their own areas of work. This involves making sure that health and safety issues are addressed. Staff can address many problems themselves. Where the member of staff involved cannot solve problems the safety co-ordinator should be informed. This may be a verbal report initially but may need to be put in writing. Where the risk is immediate and significant, it is not enough for staff to report the issue and leave it at that. The member of staff responsible for the area must ensure that action is taken to address the issue. Where the problem cannot be addressed satisfactorily in the short term then action may be required to cordon off the area, change or stop the activity. The member of staff responsible for the area will make the decision in consultation with the safety co-ordinator or a senior member of staff. Where the safety co-ordinator is not available the members of staff may need to make that decision themselves.

General Fire Safety

All staff are expected to make sure that they are familiar with the fire evacuation procedure which is displayed in school and given to all new employees at the school in their induction pack. The main aim of the procedure is to raise the alarm, evacuate the building and notify the emergency services.

Staff are also expected to familiarise themselves with any fire fighting equipment available for use.

A fire evacuation drill will be carried out once per term and a record kept in the fire logbook.

The site controller will test the fire alarm system each week and a record will be kept in the fire log.

Fire doors must not be blocked, locked or permanently propped or wedged open.

Flammable liquids may not be stored in classrooms and must be kept in the flammable liquid's cupboard in the external store.

Accident and First Aid procedures

Employees and visitors must report all injuries or near misses to the School Business Manager immediately after treatment. Accident and Incident forms located in the school office must be fully completed for all injuries incurred by staff or visitors however minor. First Aid books are located in each of the first aid areas for completion following treatment to any children.

Anyone requiring an ambulance should contact the emergency services by dialling 999 using any phone in school. Dial 999 and press ✓.

Anyone requiring first aid treatment should contact the school office who will arrange for a first aider to attend to the injured or sick person.

Staff are reminded that the first aiders in school are there to provide first aid treatment and are not medical practitioners.

Supplies of first aid materials are available from the following first aid posts:

F1 (on the wall between the 2 classrooms)

F2 (in the kitchenette area first aid cupboard)

Playroom (first aid box in the filing cabinet)

KS1 (in the KS1 library room)

KS2 (in the KS2 library medical room)

During lunch break there are first aid boxes in both the KS1 and KS2 playgrounds.

The teacher in charge of an educational visit will be responsible for ensuring that a suitable number of competent first aiders are involved and that the mobile first aid bag is taken. The minimum training for a member of staff providing this support is attendance on an emergency first aid course.

Medication

The school will provide a safe system for administering, monitoring and reviewing the taking of medication. All medication will be kept securely in the first aid cabinet in the school office with the name of the child clearly written on the container. If the medicine requires storage in the fridge, then this will be kept in the staff room kitchen fridge.

Inhalers and EpiPen/Jext pens will be kept in the cupboard in the child's classroom in a bag which is named and clearly shows the photograph of the child to which it is prescribed.

The office staff will usually be prepared to administer prescribed medicines only, after parents have signed the appropriate consent form with written confirmation of the dosage, spoon or similar, and frequency/times when the medicine is to be administered. Full records will be kept and maintained on all medication administered by staff.

Parents will be expected to deliver the medication directly to a designated member of school staff. Children are not allowed to bring medication into school themselves, without prior written agreement. Special arrangements will need to be made and recorded for the use of epi-pens and inhalers on the advice of the school health service.

The school takes note of the DfE circular 14/96 "Supporting pupils with medical needs" and "supporting pupils with medical needs: a good practice guide" (DfE 1996)

Electrical Safety

The school holds an inventory of all electrical equipment on the premises. Staff obtaining new equipment must ensure that the list is updated by informing the school business manager or Site Controller who are responsible.

Staff will be responsible for visually checking all portable appliances as and when used, and a competent person will carry out a thorough electrical test at least annually.

The fixed wiring installation supplying electrical sockets, lighting, etc will be inspected by a competent specialist electrical contractor every 5 years

Any work on electrical systems will be carried out by competent electrical engineers who belong to an appropriate body and comply with all relevant safety standards.

Safe use of chemicals

Some substances have the potential to cause ill health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work. Detailed guidance on the control of substances hazardous to health may be found in section 16.2 of the Wokingham safety manual.

In accordance with *The Control of Substances Hazardous to Health Regulations 1994*,

Our policy will be to avoid the use of harmful substances by looking for suitable and less hazardous substances wherever possible.

Where hazardous substances cannot be avoided, they will be assessed and control measures introduced to prevent risk to employees and others affected by school, activities.

The Head Teacher must be informed of any new substances that are hazardous and COSHH assessments carried out before they are used.

Information, instruction and training will be provided for all employees and others who may be exposed to hazardous substances.

Manual Handling

Staff should be made aware that the school policy is one of avoiding hazardous manual handling where there is a risk of injury. Where this is not possible a risk assessment will be carried out using the guidelines in section 16.11 of the Wokingham safety manual. The manual handling assessment will consider all factors involved including the load, working environment, task and individual capabilities of staff. Particular consideration may be required in relation to the safety of young people and pregnant or nursing mothers. Training in the principles of safe manual handling can significantly reduce the risk of injury and will be provided for staff involved in all operations identified as having a significant risk.

This will include any moving and supporting of people, for example, any disabled pupils in school needing support which involves lifting, supporting, pushing, pulling, standing, sitting.

Security

All visitors will be expected to report to reception immediately on arrival. They will be required to sign the visitor's book. They will then be issued with a visitor's badge. Emergency procedures are detailed on the badge. Any person, (other than a member of staff) on the school site not in possession of a security pass/visitors badge will be challenged, and if necessary, asked to leave.

Safety in the school office

All workstations will be assessed, using the assessment checklist provided in section 16.14 of the safety manual. Those used by employees classified as DSE users will receive priority for corrective measures, if any are needed. Further guidance may be found in section 16.14 of the Wokingham safety manual.

New and expectant mothers

The Management of Health and Safety at Work (Amendment) Regulations 1994 and the Maternity (Compulsory Leave) Regulations 1994 apply to any employees who are pregnant, breast feeding or who have given birth within the last six months.

Risk assessments will need to consider new and expectant mothers. These will be recorded, and employees informed of any additional risks that they may face if they become pregnant or are breast feeding. Staff should inform their Head Teacher as soon as possible after the pregnancy has been confirmed. As additional risk assessment will be made when a woman notifies her manager that she is pregnant. We recognise that new or expectant mothers are entitled to rest facilities which include the facility, where necessary, to lie down.

Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non employees who may be affected by our activities. The school has therefore a responsibility to inform contractors of any risks that they may encounter whilst on site. In particular contractors must be directed to the Asbestos Register and requested to sign they have read it. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. They would therefore need to inform the school of any risk factors and ensure that they were adequately controlled.

The school will only employ competent contractors, who will be selected according to the procedure set out in the contractor safety guidance document in section 14.11 of the Wokingham safety manual.

One of our main duties is to ensure adequate co-operation between the school and the contractor. All staff will be informed before work commences and will be notified of any steps that they may need to take. No contractor will be allowed on site without the permission of the Head Teacher. All contractors must sign in and out when visiting the site.

Educational Visits

All visits must be arranged in accordance with the advice set out in the Off-site and Hazardous Activities Manual and with the prior approval of the Head Teacher. Activities involving an overnight stay or overseas visit must have the prior approval of the governing body.

Staff are expected to follow the policy for offsite educational visits that is available from the school office. There are set guidelines for prior approval and costing calculations and all trips must be entered onto the

EVOLVE system. All trips of over 30 miles and requiring an overnight stay also require LA approval. All such visits must have been subject to risk assessment before the visit takes place.

Annual parental approval is sought for trips within the local area.

Outdoor visits will require consideration in relation to clothing and sunscreens. All pupils involved must be suitably dressed, bring their own waterproof clothing, cap and sunscreen, depending on weather conditions. The sunscreen should be applied by the pupil under staff supervision.

Hirers

It will be the condition for all hirers of school premises or facilities to comply with the following. Hirers shall not:

- a) Remove or obscure fire and safety notices;
- b) Block fire exits or routes;
- c) Alter fixed installations;
- d) Use any equipment on the school site without the prior permission of the Head Teacher or head of department;
- e) Take any action that may create hazards for persons using premises or the pupils of staff of the school.

Supervision of pupils

Gates into the playground are opened at 8.30am. Parents are regularly informed that the school can take no responsibility for children before this time. Children must not play on the school playground before or after school, even under the supervision of a parent/carer. The school's insurance does not cover children on equipment out of school hours.

Children attending The Orchard are met at the entrance to The Orchard where they are supervised by their class teacher from the arrival time of their taxi.

At break times the duty teacher, supported by learning support staff, supervises children on the playground. At the end of playtime, the whistle is blown, and the children line up to be escorted back to class by their teacher.

During the lunch hour children are supervised by the lunchtime controllers who work together to ensure the children are supervised both in the dining hall and playgrounds.

Health and Safety in the curriculum

Teachers are responsible for the safety of children in their classroom during teaching sessions, being mindful of furniture, equipment in use, wet floors, other potential hazards and fire exits.

Children must not stand on chairs, tables or stools.

Each curriculum subject co-ordinator will include more specific sections in their policies or guidance procedures to consider health and safety issues in their subject.

Staff teach health and safety procedures to children during relevant lessons and children are expected to stay within school rules which are regularly reinforced.

Non accidental injury

In the case of non-accidental injury to a child, the school's child protection procedures should be referred to.