



## ST. GREGORY CEVC PRIMARY SCHOOL

# HEALTH, SAFETY AND WELFARE POLICY

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| <b>Date of Policy:</b>             | <b>January 2022</b>                       |
| <b>Date of Review:</b>             | <b>January 2024</b>                       |
| <b>Written by:</b>                 | <b>Daniel Woodrow (Headteacher)</b>       |
| <b>Approved by Governing Body:</b> | <b>Damian Thomas (Chair of Governors)</b> |
| <b>Signed:</b>                     |                                           |
| <b>Date Minuted:</b>               |                                           |

### General Statement of Intent and Commitment

The governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage health, safety and welfare at the 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

- To support the published policies and aims of the county council, and
  - To promote continuous improvement in the health and safety performance.
  - To 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 Co-ordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;
  3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare 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 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.** NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.

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

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

The Headteacher, as the Local Health and Safety Co-ordinator for the workplace, also signs the policy.

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

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

All staff should have regard and responsibility for their own Health and Safety and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) or to the Headteacher so that hazards can be dealt with quickly. (For individual responsibilities see Appendix 1.)

**1. Communication and Information Management:**

- A system is in place to ensure relevant Health and Safety information is passed on to the relevant people within the school.
- Records about curriculum subject specific information is kept in the staffroom and Subject Champions have responsibility to ensure this information is kept up to date and that it is communicated to relevant staff members.
- The policy is available via the school website to all school stakeholders.

**2. Critical Incident Management and Temporary Staffing Absences**

- In the event of a critical incident, the county's guidelines will be followed. *See Critical Incident Policy.*
- The school has procedures in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

**3. Health and Safety Induction Training**

- All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities.
- A checklist for use with employees is in place to ensure induction is comprehensive. (*Appendix 2*)

**Routine Updating Training**

- Training plans for each individual member of staff are updated annually.
- The Senior Leadership Team consider refresher training for staff on Health and Safety matters at least once every three years.
- Records are maintained for all Health and Safety training attended by staff.

**4. Personal Safety Procedures, Schoolsafe and Control of Violence**

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard or an equivalent recognised standard.
- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating incidents.
- Staff been advised about "Dealing with abuse, threats and violence towards school staff" guidance.
- Visitors and people entering the building are monitored. All visitors sign in at reception and are issued with a badge.
- Visitors are directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.
- The schools' security monitoring company are advised of school key holders' contact details and are promptly advised of changes to the list.

- Arrangements are in place to ensure the safety of lone workers and outreach staff. Specific risk assessments are completed for these potentially higher risk activities.

## **5. Planned Safety Checks**

The implementation and recording of safety checks is monitored by the Governing Body. The Health and Safety action plan is reviewed accordingly.

### **Equipment**

- All equipment (not otherwise covered under other headings) is subjected to formal, appropriate, programmed and recorded maintenance checks in accordance with Local Authority and HSE requirements. These include:
  - o All indoor and outdoor sports and play equipment.
  - o The school's water system(s)- hygiene, temperature and legionnaires disease checks.
  - o Catering equipment, including ventilators.
  - o Ladders, stepladders and mobile scaffold/access equipment.
  - o Door closers, running gear and catches.
  - o Printing and reprographics machines.
- Electrical equipment and appliances are checked in compliance with the Local Authority and HSE guidance - Portable Appliance Testing and Fixed Wire testing is scheduled within the required timescales.
- All staff have responsibility for visually checking that electrical appliances and play equipment is maintained in good repair. Any concerns are reported immediately to the Headteacher.
- Once a term the Health and Safety Committee conduct a visual check of school equipment. This is recorded and reported to the full Governing Body and any action identified is addressed within an appropriated timescale, which is depended on the nature of the concern.

### **Premises**

- Each of the three areas of the whole school site (upstairs, downstairs and outdoors) is inspected annually by the Health and Safety Committee. The resulting reports identify action and level of importance. Progress on the resulting action plan is reported to the full Governing Body.
- Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits) may form part of the school's arrangements for checking the school.
- Daily line checks are carried out by the Custodian. On the main school security alarm system.

### **Infection Control Arrangements in School**

The school ensures that advice is available to staff on infection control, intimate care arrangements and managing medicines and pupils with medical needs. For more information, see the Supporting Children in School with Medical Conditions Policy (Intimate care plan)

## **6. Incident Reporting/Investigation**

- The Suffolk County Council Incident Report Form is completed in accordance with Local Authority guidance.
- All staff are briefed on when and how to use the Suffolk County Council Incident Reporting Form.

- The Headteacher signs and checks every Incident Report Form before they email it to the Local Authority.
- Every reported incident is subject to investigation as appropriate with a view to preventing recurrence. This includes the review of relevant risk assessments after any incident or near miss.
- Incidents are reported to the school's Health and Safety Committee by the Headteacher, who periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents.

## **7. Co-ordination of Risk Assessment Work**

Risk assessments may be required under many circumstances, but in general they will only need to be completed in school when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Risk assessments that are required due to the need for specific locally arranged precautions are completed. These include;

- First aid arrangements, (numbers of trained staff, level of training and equipment).
- Lone working situations, including custodian security checks and locking up.
- New students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare.
- Staff stress and well-being.
- Educational visits and trips.
- Tree maintenance.
- Display screen equipment/workstations.
- Manual handling.
- New and expectant mothers.
- Level of supervision in playgrounds and for play equipment.
- Working at height.
- Hinge protectors for doors.
- Clinical waste.
- Supervision of swimming on or off-site.
- School fundraising events and performances.
- Pedestrian safety where vehicles may be moving.

## **8. Fire**

Routine checks

The Headteacher and Health and Safety Committee are responsible for undertaking a fire risk assessment on an annual basis. Fire safety arrangements are checked with a competent external adviser every year.

- Fire drills are carried out termly and evacuation times recorded.
- Fire extinguishers are examined during annual maintenance checks with a competent external engineer. Monthly checks of all fire extinguishers are carried out by the Health and Safety Committee. Records are kept in the Fire Safety Precautions Log Book. Termly checks of all internal and external doors are carried out by the Health and Safety Committee.
- Fire exits and doors are checked routinely. External doors are checked on a daily basis by the Site Manager as part of the unlocking and locking of the school building. Monthly checks

of all fire escape routes are carried out by the Site Manager and records are kept in the Fire Safety Precautions Log Book.

- Public events (plays, parents' evenings etc.) fire exit route doors are checked specifically for such events.
- Full systems call point checks are carried out monthly and individual checks are carried out weekly by the Site Manager. Emergency lighting checks are carried out monthly by the Site Manager.
- The fire system control panel is checked and serviced in accordance with guidance timescales. Records are kept in the Premises Log Book.

The details of the evacuation drills and fire precautions training are recorded in Fire Safety Precautions Log Book.

#### Procedures

- An Evacuation Policy and procedure is in place - this is reviewed following the termly evacuation drill. Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.
- A personal evacuation plan is completed for any person requiring assistance to evacuate the building. Appropriate training will be given to all staff to ensure the plan can be fully implemented.
- Wheelie bins are kept in a locked area so that they cannot be used to set fires close to the school building.
- 'Hot Works' is not undertaken in the school without a permit.
- The Critical Incidents Policy outlines procedures in case of an emergency.
- The fire safety arrangements are checked with a competent advisor at least every three years.

#### Training

- A list of those staff trained in the use of firefighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire is maintained in the school office.
- Staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.

### **9. Locally Organised Premises Maintenance, Repair and Improvement**

- Procedures are in place to ensure the Landlord's Consent Form is used and the guidance therein adhered to.
- The school ensure that any procured services are checked to ensure that service specifications are adequate and that contractors work to appropriate standards. Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit, for example noise, vibration hazardous substances and pesticides.

### **10. Asbestos**

Relevant members of staff are aware of the asbestos survey report and the procedures to be followed. An Asbestos register is held in the school office and all contractors must sign the record sheet BEFORE commencing work. As Landlords, Suffolk County Council maintains and updates the asbestos register as appropriate. Prior to any work to the school building which has been organised by the school, Suffolk County Council will be informed.

## **11. First Aid - Training and equipment**

- The first aid equipment is appropriately located. All classrooms have a first aid kit to enable them to deal with minor cuts. First aid kits are located in every activity area within the schools' main building, the breakfast club kitchen area and the medical room. In the mobile classrooms they are located in the kitchen area cupboard in each of the classrooms. In the nursery building it is located in the kitchen area. At lunchtime the children are taken into the Medical Room to be treated for injuries. All kits are checked weekly and replenished. Records are held in the First Aid Folder which is held in the Admin cupboard in the Main School Office.
- All staff have a duty to report low levels of stock in the first aid kits to Mrs Risley who retains an overview of stock. The Administration Assistant orders items as required by Mrs Risley to ensure all kits are appropriately stocked.
- There is a clinical waste bin in the Medical Room and there are also bins outside the main school boiler house which are used for nappies disposal by Apple Class and the school nursery, the female Year 5 and 6 toilets and the female Apple class toilets have facilities for the safe disposal of sanitary items. The school uses a contractor to ensure that these are replaced and emptied regularly.
- Records are kept by the Headteacher on those staff trained in First Aid and the qualifications they hold. This is monitored to ensure that qualifications are kept up to date.
- All incidents requiring first aid are logged, recording the nature of the injury, how it was acquired, treatment given and the signature of the person who administered the first aid. A slip detailing the injury and treatment is completed and passed to parents. In the case of a head injury verbal contact is made with the Parent/Carer of the child.
- First aid kits are taken on every activity not on the school site, any additional needs relating to first aid are considered in the trip risk assessment form.

## **12. Vehicle Control and Pedestrian Safety**

- Routine deliveries are properly programmed and controlled to ensure that they occur outside school drop off and pick up times. This includes grounds maintenance vehicles and refuse collection vehicles.
- The car park entrance and exit is controlled by an electric gate. All visitors must press the intercom button to speak to the office staff to be allowed to gain access to the car park.
- Speed restriction of 5 mph.

## **13. Education Visits Co-ordinator (EVC)**

The school has based their policy on the model provided by Suffolk County Council to ensure full compliance with guidance and recommendations. The school has a nominated co-ordinator and they have received adequate training for their role. The school has an Educational Visits Policy.

#### **14. Stress and Wellbeing**

- The school does provide all members of staff with access to wellbeing support and medical treatment through the Schools Advisory Service. This includes; stress counselling, physiotherapy, 24 hour GP helpline and cancer support services.
- The school takes positive action to manage stress and wellbeing issues, through regular review of stressors in the environment, the release of staff to undertake school directed tasks and regular staff social activities.

#### **15. Child Protection Procedures**

- Current county council guidance is followed and supported by a specific school policy.

#### **16. Supporting Pupils with Medical Needs**

- Current local and national guidance is followed and supported by a specific school policy.

#### **Supporting Children in School with Medical Conditions Policy.**

#### **17. Premises Security and visitor safety**

- Current county council guidance followed.
- External doors are closed during school hours and the school gates are locked with the exception of 8:25 a.m. - 8:50 a.m. and 2:50 p.m. - 3:30 p.m.
- Arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes security doors into the main reception area, and the entrance lobby which leads into the main school.
- All visitors are required to sign in and wear a badge.
- Visitors are not left unsupervised in areas where they may come into contact with children unless they hold a clear Enhanced DBS check. Regular visitors and contractors all hold a DBS certificate.

#### **18. Contractors on Site**

- Upon arrival at the school all contractors are required to sign in at the Office and wear a Visitor Badge. They are also required to sign the Contractors On Site log book and the Acknowledgement Form regarding the asbestos register.
- Prior to contractors commencing any work on site the office staff ensure that the Contractors are aware of safe working arrangements to avoid danger to people other than the contractor's staff. This includes fencing off the area of the site being worked in and the safe storage of the contractor's materials. It is also ensured that the contractor is behaving reasonably safely in respect of his/her staff.

## Appendix 1 - Staff Roles and Responsibilities

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will subject to revision as new topics arise.

| <b>Task</b>                                                    | <b>Name of person responsible</b>   | <b>Job title of person responsible</b>             |
|----------------------------------------------------------------|-------------------------------------|----------------------------------------------------|
| H&S Policy review                                              | Health, Safety & Premises Committee | Chair of Committee                                 |
| Health and safety committee and/or governor committees         | Chair/Clerk                         | Chair/Clerk                                        |
| Communication and information management                       | Chair of Health, Safety & Premises  | Chair of Health, Safety & Premises                 |
| Critical Incident Management                                   | Daniel Woodrow                      | Headteacher                                        |
| H&S Induction Training                                         | Daniel Woodrow<br>Matthew Kittle    | Headteacher / Deputy                               |
| Programmed updating training                                   | Daniel Woodrow                      | Headteacher                                        |
| Personal safety procedures (also Schoolsafe)                   | Daniel Woodrow                      | Headteacher                                        |
| Planned checks (procedures)                                    | Kevin Gossage                       | Site Manager                                       |
| Planned checks (equipment)                                     | Vanessa Gane<br>Claire Smith        | Finance/Admin. Officer<br>Administration Assistant |
| Planned checks (premises)                                      | Health, Safety & Premises Committee | Chair of Committee                                 |
| Incident reporting/investigation                               | Daniel Woodrow                      | Headteacher                                        |
| Co-ordination of risk assessment work                          | Daniel Woodrow                      | Headteacher                                        |
| Fire procedures including personal emergency evacuation plans  | Daniel Woodrow                      | Headteacher                                        |
| Locally organised premises maintenance, repair and improvement | Daniel Woodrow                      | Headteacher                                        |
| First Aid (training)                                           | Daniel Woodrow                      | Headteacher                                        |
| First Aid (stock)                                              | Claire Smith                        | Administration Assistant                           |
| First Aid kits throughout school                               | Claire Risley                       | TA                                                 |
| Vehicle control and pedestrian safety                          | Daniel Woodrow                      | Headteacher                                        |
| Educational visits coordinator (EVC)                           | Daniel Woodrow                      | Headteacher                                        |
| Stress and Wellbeing                                           | Daniel Woodrow                      | Headteacher                                        |
| Safeguarding (Child Protection) Co-ordinator                   | Daniel Woodrow                      | Headteacher                                        |
| Supporting pupils with medical needs                           | Debbie Nice                         | SENCo                                              |
| Premises Security                                              | Kevin Gossage                       | Site Manager                                       |
| Contractors on site                                            | Daniel Woodrow                      | Headteacher                                        |
| Outside lettings                                               | N/A                                 | N/A                                                |

## Appendix 2 - Health and Safety Induction Checklist

| Name:                                                                                                                                                                                                                                                                                                   | Date | Signature |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|
| Tour of the premises                                                                                                                                                                                                                                                                                    |      |           |
| Overview of the school's health and safety policy and organisational structure.                                                                                                                                                                                                                         |      |           |
| Current health and safety priorities for the school – safety policy targets                                                                                                                                                                                                                             |      |           |
| General health and safety advice, including the schools own guidance and that from the LEA                                                                                                                                                                                                              |      |           |
| Introduction to recognised unions and the local representatives                                                                                                                                                                                                                                         |      |           |
| Access to well-being advice, counselling and other staff support schemes                                                                                                                                                                                                                                |      |           |
| Security                                                                                                                                                                                                                                                                                                |      |           |
| The use of the Incident Reporting form for incidents                                                                                                                                                                                                                                                    |      |           |
| Where appropriate, specific curriculum guidance.                                                                                                                                                                                                                                                        |      |           |
| For certain staff (Headteacher, Bursar, Business Manager, Caretaker etc.) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.                                                                                      |      |           |
| Smoking restrictions around the school site.                                                                                                                                                                                                                                                            |      |           |
| Fire evacuation and emergency procedures                                                                                                                                                                                                                                                                |      |           |
| Fire extinguishers and blankets - location and use                                                                                                                                                                                                                                                      |      |           |
| Critical Incident procedures.                                                                                                                                                                                                                                                                           |      |           |
| Legal responsibilities and rights                                                                                                                                                                                                                                                                       |      |           |
| The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)                                                                                                                                |      |           |
| Infection control arrangements                                                                                                                                                                                                                                                                          |      |           |
| Safe stacking of materials                                                                                                                                                                                                                                                                              |      |           |
| Employee problems and concerns – specific duties and responsibilities for the management of staff welfare                                                                                                                                                                                               |      |           |
| Information on hazards that are specific to the school and established controls or precautions. i.e. car park                                                                                                                                                                                           |      |           |
| Manual lifting and handling - general advice and risk assessment                                                                                                                                                                                                                                        |      |           |
| Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)                                                                                                                                                                                                 |      |           |
| Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance while on the school grounds. |      |           |
| Work permit systems (for example, arrangements for visits and trips)                                                                                                                                                                                                                                    |      |           |
| Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets                                                                                                                                                  |      |           |
| Grievance procedures (as they relate to health & safety)                                                                                                                                                                                                                                                |      |           |
| Restricted areas and equipment                                                                                                                                                                                                                                                                          |      |           |
| General housekeeping and maintenance of access and egress                                                                                                                                                                                                                                               |      |           |