



## Health and Safety policy

<b>Approved by:</b>	Full governing body	<b>Date:</b> 15 <sup>th</sup> November 2021
<b>Previously reviewed on:</b>	November 2020	
<b>Next review due by:</b>	November 2022	

Chair of governor's signature and date:

A handwritten signature in black ink, appearing to be 'Carl Logan', with a horizontal line extending to the right.

Carl Logan

15 November 2021

The policy is also signed by the Headteacher as the Local Health and Safety Coordinator for the school.

A handwritten signature in black ink, appearing to be 'Mrs Deborah Shipp', with a large loop at the end.

Mrs Deborah Shipp (Headteacher)

15 November 2021

## 1. STATEMENT OF INTENT

The Governors and Headteacher acknowledge that Suffolk County Council has the prime responsibility for health and safety and that the Governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. The Governing body and Headteacher also have responsibilities to support the published policies and aims of the County Council in improving in the overall health and safety performance of schools. Please see Appendix 1; SCC Health and Safety Policy Statement.

The Headteacher, as Local Health and Safety Coordinator, has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council and at a local level. 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 will be made available to all staff by circulation via the Governors and a copy will be displayed on the Staff room notice board.

This policy document has been adopted by the whole Governing Body and is signed by the Chairperson on its behalf.

## 2. SAFETY ORGANISATION

The objectives of Moulton CEVC Primary School's Health and Safety policy are as follows:

- To promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and the HSE's approved Legal Series
- To promote the National Healthy School Status initiatives within school.
- To ensure that methods of work are safe and healthy through the arrangements set out in section 3, which are reviewed when appropriate to changing circumstances.
- To protect personnel, whether they are employees, pupils, members of the general public visiting school, or contractors and their employees, from any foreseeable hazards.
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a safe and healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- To ensure that awareness with regard to all aspects of safety is fostered by all personnel.
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to safety.
- The health and safety responsibilities will be incorporated into job descriptions

General responsibilities of individuals within school are as follows:

**The Headteacher** has the responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator. This encompasses the effective implementation of the health and safety policy and encouraging staff to implement health and safety arrangements. In the absence of the Headteacher the responsibility for health and safety is delegated to the Senior Teacher. They are to ensure that all new members of staff and pupils under their control are instructed with regard to their own individual responsibility and that they make frequent inspections of their own area of responsibility, taking prompt action where necessary.

**The Governing Body** will encourage and support the Headteacher in the provision of a positive safe culture within school and assist in the identification, control and management of risk.

**The Health and safety advisory groups/ sub committee of Governors** monitor health and safety performance and recommend action necessary should this performance appear or prove to be unsatisfactory. Please see appendix 2.

**Teachers** have the responsibility of applying safety procedures on a day to day basis. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the advisory group so that the associated risks are addressed and any precautions deemed necessary are implemented. All accidents will be investigated in accordance with current procedures, in order that the cause of any accident can be identified and any remedial action taken as appropriate. Similar to the Headteacher, they are to ensure that all new members of staff and pupils under their control are instructed with regard to their own individual responsibility and that they make frequent inspections of their own area of responsibility, taking prompt action where necessary.

**All other employees and pupils** have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of school, contractors and members of the

public. They are required to co-operate with teachers, line managers and advisory groups and adhere to safety guidance given to help maintain standards of health and safety within school.

**Contractors, sub-contractors and their employees** have responsibility to adhere and comply with the school's rules for contractors.

**Pupils** have a responsibility to ensure that they consider the health and safety of themselves and all others that their acts might affect in their time at the school. They must co-operate with the requests of all staff and professionals

**No person** shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

**All staff** should communicate any concerns to the appropriate person(s) below so that hazards can be dealt with quickly

**Individual members of staff are responsible for, or will appropriately delegate the particular areas below. Delegation can only occur if thorough training and understanding of the subject is in place. Professional advice can be sought at any time.**

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
H&S Policy review	Deborah Shipp	Headteacher
Health and safety committee and/or governor committees	Resources Committee	Headteacher
Checking content of Schools' Choice	Deborah Shipp	Headteacher
Checking content of Governor Website	Deborah Shipp	Headteacher
Communication and information management	Deborah Shipp	Headteacher
Critical Incident Management	Deborah Shipp	Headteacher
H&S Induction Training	Deborah Shipp	Headteacher
Programmed updating training	Deborah Shipp	Headteacher
Personal safety procedures (also Schoolsafe)	Deborah Shipp	Headteacher
Planned checks (procedures)	Deborah Shipp	Headteacher
Planned checks (equipment)	Contractors	Headteacher
Planned checks (premises)	Suffolk CC Governors Resources Committee	Headteacher
Incident reporting/investigation	Deborah Shipp	Headteacher
Coordination of risk assessment work	Deborah Shipp	Headteacher
Fire procedures including personal emergency evacuation plans	Deborah Shipp	Headteacher
Fire Risk Assessment	Deborah Shipp	Headteacher

Locally organised premises maintenance, repair and improvement	Suffolk CC	Headteacher
First Aid (training and equipment)	Deborah Shipp	Headteacher
Vehicle control and pedestrian safety	Deborah Shipp	Headteacher
Educational visits coordinator (EVC)	Nuala Gilmore	Deputy Headteacher
Stress and Wellbeing	Deborah Shipp	Headteacher
Child Protection Co-ordinator	Deborah Shipp	Headteacher
Supporting pupils with medical needs	Deborah Shipp	Headteacher
Premises Security	Deborah Shipp	Headteacher
Contractors on site	Deborah Shipp	Headteacher
Outside lettings	Deborah Shipp	Headteacher
Swimming pool	Deborah Shipp	Headteacher
Other (specify)	Deborah Shipp	Headteacher

### **3. SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The safety arrangements set out below are for the information, guidance and compliance of all personnel at Moulton CEVC Primary School.

#### **3.1 Health and Safety Policy Review**

- The Headteacher has overall responsibility for ensuring that statutory requirements are met and that the Health and Safety Policy of the Local Education Authority is followed.
- The Health, Safety and Welfare Policy will be reviewed, updated and adopted by the Governors no less than annually and will be signed by the Headteacher and the Chair of Governors.
- This policy will be given to all staff for comment before adoption by the Governors at the full Governing body meeting.
- Significant health and safety targets will be included in the school's development plan or any other prime strategic documents.

#### **3.2 Health, Safety and Welfare Committee or Governor Groups/Committees**

- The school has a termly meeting where health, safety and welfare issues are considered. The Premises Committee will monitor progress regarding the targets identified in the current edition of the School's Health and Safety Policy. The Premises Committee are entering into a monitoring role with set targets related to the School Development Plan. Please see appendix 2 for the terms of reference for this Committee.
- The proceedings of the all meetings will be formally recorded and action points brought forward for review.

#### **3.3 Communication and Information Management**

- The Headteacher presents a termly report on health and safety to the full Governing Body.
- The Headteacher will regularly check the Suffolk Learning health and safety information and relay this information to relevant persons.
- Formal minutes are kept and action points made and reviewed when the Premises Committee and/or Governing Body consider health and safety matters and progress made towards identified targets for health and safety.
- Prior to each termly full Governing body meeting, the Health and Safety Governor will check health and safety pages on the Suffolk Learning and the Governor Centre pages, for updates. A briefing note for the Headteacher will then be prepared, which will be incorporated into the Headteacher's termly health and safety report to the full governing body.
- This health and safety document will be made available to all staff in the school by displaying on the Staff room notice board and a copy will be available in the Headteacher's Office.
- This specific notice board will also display the Health and Safety Law leaflet and will be used as an effective method of communicating new information and for the periodic reminder of appropriate issues e.g. incident reporting procedures.

- Important information will also be relayed to staff via staff meetings, SLT meetings, Key Stage meetings and Midday Supervisors meetings.
- Subject coordinators are responsible for subject specific health and safety aspects and should keep the Headteacher, Premises Committee and staff members up to date with new information and guidance received.
- All policies are in the process of being updated and will all be dated and available in the Headteacher's Office.

### **3.4 Critical Incident Management and temporary staffing absences**

- The school follows the county's guidelines and is relayed to staff via staff meetings, SLT meetings, Key Stage meetings and Midday Supervisors meetings. This policy is updated as necessary to reflect occasional possible emergency procedures.
- The school makes reliable arrangements 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.

### **3.5 Health and Safety Induction Training**

- All new staff will receive appropriate induction training. From this initial training, further training to match their specific work and responsibilities is identified.
- Training is organised if staff feel that there is a need to gain more expertise in health and safety issues.
- Staff training encompasses:
  - biannual shallow water (when the swimming pool is in use)
  - appropriate risk assessments
  - 3 yearly Safeguarding Children but with regular short updates
  - Food hygiene as required
  - Fire awareness and evacuation procedures
- Each member of staff receives an annual appraisal where ongoing training needs are updated and assessed.
- Health and safety refresher training will be provided to all staff at least once every three years dependent on the topic.
- Fire awareness training will be undertaken by key personnel who assist in emergency procedures.

### **3.6 Personal Safety procedures, Schoolsafe and control of violence**

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, will be trained to the Schoolsafe standard.
- Visitors and people entering the building have to sign in and wear a badge/lanyard whilst in school. The main reception is clearly marked. Visitors are usually escorted to a specific place.
- Children are reminded regularly (at least half-termly) in assembly to alert an adult if there is an adult in school without a visitor lanyard.

- There is a list of keyholders together with contact details and this list is also to be sent to the Area Education Office in case of an emergency. This list is regularly updated.
- A code of conduct for adults is in place which encompasses volunteers and parents.
- A Threatening Behaviour Policy is to be written advising how staff deal with incidents by adults of aggressive behaviour, assault and verbal abuse. All incidents are reported on the relevant Local Authority Incident Report Forms, thoroughly investigated and if necessary action is taken.
- Arrangements are made for the safety of lone workers at all times.
- Records of training are held in the School Office

### **3.7 Planned Safety Checks**

#### **3.7.1 Procedures**

- Health and safety is included in the terms of reference of the Premises Committee.
- An independent body will undertake a full health and safety audit/survey annually and results will be discussed at committee level and improvements made in the recommended time scale.

#### **3.7.2 Equipment**

- All equipment (not otherwise covered under other headings) is inspected and maintained to current required standards mainly by County Contracts. Details of these inspections are given in Appendix 3. If County contracts are not used the Headteacher will ensure that the same standard of safety, competence, record keeping, quality assurance and insurance cover is obtained. Details of their relevant insurances, safety policies and risk assessments will be held on site and updated annually.
- All staff are aware of the need to undertake regular visual checks of electrical equipment; any faulty equipment is reported immediately for action.
- Staff are prohibited from bringing in electrical equipment to use in school unless it is new equipment and has been authorised by the head teacher.

#### **3.7.3 Premises**

- A termly inspection is undertaken by the Premises Committee and Headteacher.
- All staff are aware of the internal formal hazard reporting process in school which is adhered to.
- The school's Property Advisor carries out one inspection a year.
- A lettings and hiring of school premises policy is in place.

### **3.8 Incident Reporting/Investigation**

- The correct Schools' Incident Report Form (IRF) is used in school together with the Local Authority guidance. These forms and SCC guidance are kept in the office and can also be found on Suffolk Learning.
- The school will telephone the School's Health and Safety Advisor immediately an incident is recognised as notifiable to the HSE. A SCC Schools IRF will then be completed and submitted by

email or first class mail the same day. The Health and Safety Advisor will notify the HSE within the period of time set out in the regulations through the HSE's email/internet system.

- In all cases where there is an incident or near miss, the IRF is completed, a copy is held securely in school and the original sent to the Health and Safety Advisor. In the case of violence against staff the relevant form is completed. The Health and Safety Advisor will also need to know about such incidents-
- The Headteacher or a designated and competent member of staff, sign and check every Incident Report form before it is sent to the Health and Safety Advisor.
- Every incident is subject to investigation as appropriate by the Headteacher with a view to preventing recurrence, including near miss incidents. Any relevant risk assessments will be reviewed after any incident or near miss. The Health and safety advisory groups/ sub committee of Governors periodically review the incident history and plan actions to reduce the likelihood of future incidents.
- All contractors must ensure that incidents involving their personnel are reported to school as well as their own reporting chain.
- The kitchen staff must ensure that incidents involving their personnel are reported to school as well as their own reporting chain.

### **3.9 Coordination of Risk Assessment Work**

- An assessment of risk is a careful examination of the activities undertaken within school and should assist employers to determine what measures should be undertaken to comply with relevant statutory requirements.
- All persons undertaking risk assessments will be suitably trained and competent.
- All risk assessments will be reviewed annually.
- Good consultation within school is maintained to ensure that risk assessments are effectively communicated to all those that would reasonably be expected to be involved or affected by the activity assessed.
- Risk assessments are held in the Risk Assessment File.

### **3.10 Fire Procedures**

- The fire risk assessment is a separate document, see appendix 6, Associated Policies/guidance
- Notices detailing evacuation and assembly points are placed around the school and in all classrooms.
- A fire drill is carried out each term, recorded and action taken if problems arise.
- All in-house fire related checks are recorded in the school Premises Log book.
- All fire related statutory checks for fire prevention and minimisation are undertaken by competent persons and recorded in the Premises Log book.
- Fire awareness training, including hands on extinguisher training, is undertaken by staff according to the guidelines from SCC.
- Care plans are in place for any pupils requiring assistance in their evacuation of the building.

- The lettings policy details the fire procedures which pertain to all hirers.

### **3.11 Locally Organised Premises Maintenance, Repair and Improvement**

- The Form 13 procedure is followed for all alterations and repairs.
- The Asbestos Survey is kept in the Asbestos File available in the main office. All contractors are advised about the asbestos survey report.
- Asbestos removal will be dealt with by qualified contractors and completed work will be accompanied by the necessary paperwork. SCC Property Division and the Site Supervisor are responsible for ensuring that the legislative process is carried out.
- If County contractors are not used the Headteacher will ensure that the same standard of safety, competence, record keeping, quality assurance and insurance cover is obtained. Details of their relevant insurances, safety policies and risk assessments are held on site and updated annually.

### **3.12 First Aid – Training and equipment**

- Sufficient persons are trained as appointed persons to cover the needs of the school.
- First aid equipment is appropriately located in the office area; kits are available for school visits.
- A specialist waste disposal company is employed to dispose of all clinical waste.
- A set procedure is in place for calling for further medical help when necessary as well as informing parents/guardians. An ambulance can take approximately 10 minutes to reach the school. There is a doctors' surgery in Newmarket.
- All medical matters are reported, monitored and investigated if necessary. The Incident Report Form (IRF) is used when appropriate.

### **3.13 Vehicle Control and Pedestrian Safety**

- There are separate entrances to the school for pedestrians and vehicles. The main gates are closed as far as possible during the time when pupils are on site. The front entrance and the back drive through are areas where pupils are not allowed during school hours and so there are no restrictions on deliveries or waste removal.
- Pupils arriving by bicycle or scooters are only allowed to walk with their bicycles or scooters to the cycle/scooter storage area. Children are reminded about this regularly in school assemblies.
- A responsible person supervises access to the coach or minibus which parks in the road at the front of the School when off-site visits take place.

### **3.14 Education Visits Coordinator (EVC)**

- The Deputy Headteacher is the Education Visits Coordinator
- All SCC guidance is followed and a separate policy is available.

### **3.15 Stress and Well Being**

- Moulton Primary School takes its staff well-being very seriously and as such all staff have access to a free and confidential counselling service as required by recent legal developments and case law.
- Additionally, wellbeing information is displayed notice board.
- Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions.
- Appraisals do not include numerical data targets for pupil achievement.

### **3.17 Child Protection Procedures**

- The current County Council guidance is followed and supported by a specific school policy.
- The Headteacher is the senior designated professional on site. The Headteacher and Governors involved with recruitment have undertaken safer recruitment training.

### **3.18 Supporting Pupils with Medical Needs**

- The latest DfE and County Council guidelines are followed. The Headteacher and the appropriate NHS doctor/consultant/nurse are responsible for care plans for individual pupils.
- Parents are asked to update pupils' medical information annually and if necessary provide a care plan and the school's administering medicines policy.

### **3.19 Premises Security and visitor safety**

- Current County Council guidance is followed.
- There is an intruder alarm, good front door security and keypad locks for all publically accessed external doors.

### **3.20 Contractors on Site**

- A conscious effort is made to use contractors on the premises out of school hours where possible. All staff are notified verbally of contractors work.
- Clear signage is in place to ensure that all contractors report to the main reception on arrival and sign in. All contractors wear badges. The Headteacher or office staff in her absence explain verbally about procedures in connection with fire, smoking, vehicle movements etc. This information is also clearly set out in the visitors' signing in book.
- SCC Site Supervisor in collaboration with the Contractors employed would arrange the timing and routes to be used for all deliveries of materials and equipment to the site during building work.
- SCC Site Supervisor would monitor contractors' safety performance in order to prevent danger to people other than the contractor's staff including checking the contractor's site is adequately fenced, materials are stored reasonably safely, and that the contractor is behaving reasonably safely in respect of his/her own staff.

### 3.21 Lettings

- Set conditions of hire and additional security measures are in place including fire related lettings guidance.

### 3.22 Curriculum

- Safety education is reinforced through a range of curriculum areas as appropriate.
- Personal safety is often referred to in school assemblies.
- All SCC swimming guidance is followed. Supervisors are trained to County guidelines and a risk assessment is in place.

### 3.23 Attendance

- There is a policy on dealing with attendance issues.
- A signing in book is held in the School Reception for all visitors and contractors.
- Pupil registration is updated twice a day.
- An on-site register for staff is in place.

### 3.24 Defective tools and equipment

- All defects found in hand tools or any other equipment must be reported **immediately** to the subject coordinator, who will in turn inform the Headteacher.
- The equipment concerned will be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until the repair has taken place.

### 3.25 Use of substances hazardous to health

- Whilst it is preferable that the use of such substances is eliminated and that less harmful ones are used, it is acknowledged that this is not always possible, depending on the task.
- When using such substances, all personnel will ensure that adequate precautions are taken to prevent injury to anyone's health. This may include training on the use of the substance, moving children (specifically) away from an area or simple use of PPE.
- No new materials or substances are to be brought into use unless a COSHH assessment has been carried out. A Safety Data sheet is also required. All these documents will be reviewed yearly (or more often if required) and will be available to any personnel involved.

### 3.26 Waste Disposal

- Specialist contractors are used where necessary and consignment notes (waste transfer notes) are kept in accordance with legislation.
- Recycling bins are in operation.

- All staff will take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use non-latex disposable gloves and hand washing facilities, and will take care when dealing with blood or other body fluids and disposing of dressings or equipment. Any breach of infection control must be reported via the SCC Schools Incident Form to the Advisor.

## APPENDIX 1

### Health and Safety Policy Section 1 - General Statement of Policy

Suffolk County Council is fully committed to comply with the Health and Safety at Work Act etc 1974 and associated legislation.

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to be exemplary in all matters relating to the health, safety and welfare of our staff and all those who may be affected by our activities . To this end we will:

- benchmark our health & safety performance against other similar organisations;
  - provide adequate control of the health and safety risks arising from our work activities;
  - consult with our employees on matters affecting their health and safety;
  - provide and maintain safe plant and equipment;
  - ensure safe handling and use of substances;
  - provide information, instruction and supervision with adequate professional advice;
  - ensure all employees are competent to do their tasks, and give them adequate training;
  - prevent incidents, injuries and cases of work-related ill health;
  - maintain safe and healthy working conditions;
  - commit to progressive improvement in health & safety performance using current
- 
- review and revise this policy as necessary at regular intervals.

## APPENDIX 2

The Health and Safety (premises) committee meet termly and also have an input into the School Development Plan meetings.

### The Terms of Reference are:

- To ensure, that Health and Safety issues are appropriately prioritised
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises (*links to SFVS evidence 14/17*)
- To oversee arrangements for repairs and maintenance (*links to SFVS evidence 14/17*)
- To make recommendations to the Finance Committee on premises-related expenditure (*links to SFVS evidence 14*)
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises (or liaise with those stakeholders who carry those out) and ensure that the results of these are actioned and reported to relevant people
- To review and agree policies relating to Premises and Health and Safety as delegated (Health & Safety Policy)
- *Additional items which individual Governing Bodies may wish to include*

**APPENDIX 3****Statutory and in-house checks and inspections.**

Item	Service interval	Test date	Contractor	Telephone number
Burglar alarm				
Fire alarm				
Emergency lights				
Fire Extinguishers				
Boiler				
Portable electric appliances				
Fixed wiring				
Water Hygiene				
Swimming pool Hygiene				
PE Equipment				
Kiln				
Reprographics				
Mechanical equipment ( curricular)				
Ladders				
Door closures, running gear and catches				
Pest Control				
Other				
Other				

## APPENDIX 4

<b>Risk Assessment</b>	<b>Date written</b>	<b>Date for review</b>	<b>Responsible person</b>
DSE for defined users			
Manual Handling			
COSHH			
Pedestrian/vehicular access			
Lone Working			
Fire to include personal evacuation plans as required			
Working at height			
Expectant mothers			
Young persons			
Curricular			
PTA organised events			
Sports Day/tournaments			
Swimming pool usage			
School Visits			
Cleaner assessments			
Other			

## **APPENDIX 5**

### Associated policies/guidance

These are available in the staffroom in the policy folder

- Staff Handbook
- Critical Incident Policy
- Educational Visits Policy
- Lettings and Hiring school Premises Policy
- Contractors on Site
- Maintenance Log
- Reporting of Incidents
- Whole School Safeguarding Policy
- Fire Evacuation Plan
- Attendance
- Threatening Behaviour Policy