

WREN PARK PRIMARY SCHOOL



HEALTH AND SAFETY POLICY 2024-2025

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October 2024	17/10/24	Headteacher
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Next scheduled review: Autumn 2025

WREN PARK PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

SECTION 1. STATEMENT OF POLICY

- The Governing Board of our school accepts the provisions of the Health and Safety at Work Act 1974 which states that it is the duty of every employer to conduct his or her business in such as to ensure, as far as is reasonably practicable, that persons who are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The aim of the Governing Board is “To provide a safe and healthy working and learning environment for staff, pupils and visitors”.
- The arrangements outlined in this statement and the various other provisions made by the Governing Board cannot prevent accidents or ensure safe and healthy working conditions. The Governing Board believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The Governing Board will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

SECTION 2. ORGANISATION FOR IMPLEMENTING THE POLICY

1.THE DUTIES OF THE GOVERNING BOARD

- In the discharge of its duty, the Governing Board has delegated this responsibility to the Resources Committee who will in consultation with the Head:
 - Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992.
 - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - Identify and evaluate all risks relating to
 1. Accidents
 2. Health
 3. School-sponsored activities
 - Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

- Create and monitor the management structure
- In particular the Governing Board undertakes to provide:
 - A safe place for staff and pupils to work including safe means of entry and exit
 - Plant, equipment and systems of work which are safe
 - Safe arrangements for the handling, storage and transport of articles and substances
 - Safe and healthy working conditions which take into account of all appropriate:
 1. Statutory requirements
 2. Codes of practice whether statutory or advisory
 3. Guidance whether statutory or advisory
 - Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Governing Board will ensure, within the financial resources available, that such training is provided.
 - Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
 - Adequate welfare facilities.
- So far as is reasonably practicable, the Governing Board, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:
 1. This policy
 2. All other relevant health and safety matters
 3. The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

1. THE DUTIES OF THE HEADTEACHER

- As well as the general duties which all, members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this end.
- The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full.
- In particular the Head will:
 1. Be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
 2. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.

3. Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
4. Ensure safe working practices and procedures throughout the school so that each task is carried out to the required standards and so that all risks are controlled.
5. Consult with members of staff on health and safety issues
6. Arrange systems of risk assessment to allow prompt identification of potential hazards
7. Carry out periodic reviews and safety audits on the findings of risk assessment
8. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
9. Encourage staff, pupils and others to promote health and safety
10. Ensure that any defects in the premises, its plant, equipment or facilities which relate to, or may affect the health and safety of staff, pupils and others are made safe without delay.
11. Encourage all employees to suggest ways and means of reducing risks.
12. Collate accident and incident information and, when necessary, carry out accident and incident investigations.
13. Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
14. Monitor first aid and welfare provision
15. Monitor the management structure, along with the Governors

2. THE DUTIES OF ALL MEMBERS OF STAFF

- All staff will make themselves familiar with the requirements of the Health and safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility
- In addition to the general duties which all members of staff have, they will be directly responsible to the Head for the implementation and operation of the school's Health and Safety Policy within their relevant areas of responsibility.
- They will take a direct interest in the school's Health and Safety Policy and in helping members of staff, pupils and others to comply with the policy's requirements.
- As part of their day-to-day responsibilities they will ensure that:
 1. Safe methods of working exist and are implemented
 2. Health and safety regulations, rules, procedures and codes of practice are being applied effectively
 3. Staff, pupils and others under their jurisdiction are instructed in safe working practices
 4. New employees are given instruction in safe working practices
 5. Regular safety inspections are made of their area of responsibility as required by the Head or as necessary

6. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
7. All plant, machinery and equipment in the area where they work is adequately guarded
8. All plant, machinery and equipment in the area where they work is in good and safe working order
9. All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
10. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
11. Toxic, hazardous and highly flammable substances are correctly used, stored and labelled
12. They monitor the standard of health and safety and encourage staff, pupils and others to achieve the highest possible standards
13. All the signs meet the statutory requirements
14. All health and safety information is communicated to the relevant persons
15. They report, as appropriate, any health and safety concerns to the appropriate individual

3. HIRERS, CONTRACTORS AND OTHERS

- When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in section 3 of this document
- The Head or the co-ordinator will seek to ensure that the hirers, contractors and others who use the school premises conduct themselves and carry out operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the school premises or facilities are being used out of school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons outside the employ of the Governing Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Board and that they will not, without the prior consent of the Governing Body:
 1. Introduce equipment for use on school premises
 2. Alter fixed installations
 3. Remove fire and safety notices and equipment
 4. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.4-4 of the Health and Safety at Work Act 1974.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head will take such actions as are necessary to prevent persons in their care from risk or injury.

- The Governing Board draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

5.CODES OF PRACTICE AND SAFETY RULES

From time to time the DFE, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of the Head and others who are in control of educational premises, who will normally incorporate such codes into health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Governing Board, that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

6.RISK ASSESSMENT

The Head will ensure that a risk assessment survey of the premises, methods of work and all school activities is conducted annually or more frequently if necessary. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Board.

7. EMERGENCY PLANS

The Head will ensure that an emergency plan is prepared to cover all foreseeable major incidents which put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

1. Save life
2. Prevent injury
3. Minimise loss

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Board and be regularly rehearsed by staff and pupils. The results of such rehearsals will form part of the regular Risk Assessment Survey and the outcome will be reported to the Governing Board.

8. FIRST AID

- The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents.
- The number of certified First Aiders will not, at any time, be less than the number required by law.
- At the discretion of the Governing Board other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.

- Supplies of First Aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

To comply with the Health and Safety (First Aid) regulations 1981 it is the duty of the Head to ensure that there is a minimum of one “Appointed Person” on duty at all times whilst employees are at work. This person will normally be the most senior member of the SLT during normal school hours.

The “Appointed Person” will:

1. Take charge of the injured person and summon the appropriate help e.g. doctor, ambulance if necessary.
2. Maintain stocks of First Aid equipment and ensure First Aid boxes are adequately equipped.
3. Ensure a record is kept of each incident and that appropriate forms are completed.
4. Maintain notices of First Aid arrangements
5. Inform new employees of First Aid arrangements.

Please see First Aid arrangements in the Staff Handbook.

ACCIDENTS AND REPORTING PROCEDURES

All accidents and first aid treatments must be recorded in the book kept for this purpose in the front office. The book is located on the cupboard to the right of the Reception window.

Any accidents of a serious nature must be reported as outlined in Derby City’s Reporting Procedures. Please see any member of the senior staff if you are not sure. Copies of all reports are kept. There is also a separate Accident Book for employees and a form must be completed by any employee after an accident.

All staff should be informed of any serious accidents in order that they can take steps to avoid future accidents of a similar nature.

MEDICINES

Medicines are all kept in a locked cupboard in the front office or in the fridge in the staffroom. Parents need to complete the details of medication form which is also in the front office. However the exception to this is that the children keep their medication for asthma with them at all times.

ILLNESS AT SCHOOL

If a child is ill at school parents or the emergency contact should be informed and children should be taken home as soon as possible. A folder with details of contacts is stored in the front office.

INFECTIOUS DISEASES

If a member of staff feels that a child may have an infectious disease, he/she should report it to the Head who will arrange for the child to be sent home as soon as possible. If staff think that a child may have head lice, thread worms etc. the parent will be informed and asked to remove the child until he/she has been treated. Parents of other children in that class will need to be informed by letter or text to ensure they are vigilant.

CONTROL OF SUBSTANCES (COSHH)

All flammable substances will be kept locked in the caretaker's room. All substances with harmful properties will wherever possible, be stored in the same cabinet. Any substances with harmful properties which are used in the classroom will be kept under close supervision. A register of COSHH assessments containing information on the safe use of these products is kept in the caretaker's room.

SAFETY TRAINING PROVISION AND PROVISION OF INFORMATION AND INSTRUCTION

All staff will be provided with relevant health and safety information, instruction and training appropriate to their job. All information received will be passed on to the staff concerned, eg. COSHH assessments. Training will consist of:

1. General health and safety training eg. Fire evacuation practice.
2. Specific health and safety training eg. Use of new equipment

Training will be requested from the LA Health and Safety department if this is considered necessary.

CONTRACTORS AND VISITORS ON SITE

A visitor book is provided in the reception area which everyone visiting the school is required to sign. This will be consulted in the event of an emergency evacuation of the premises.

Before a contractor starts work, a meeting will be held to discuss work to be carried out and equipment to be used. Decisions will then be made as to the extent of the school closure or segregation of staff and pupils from work activities.

OUT OF SCHOOL ACTIVITIES

For visits away from school we will aim for a 1:10 adult/child ratio for most KS2 activities and up to 1:6 for KS1/FS. These ratios are guidance and will be subject to risk assessment of hazards/activities. Coaches will be hired from a reputable company. We will ensure all children will wear a seat belt. Any staff using their own vehicle to transport children will be covered by insurance for business use.

SECTION 3. ARRANGEMENTS FOR CARRYING OUT FUNCTIONS

EQUIPMENT

All equipment will be visually examined before use and will not be used if any defects are found. All electrical equipment will be tested by a competent electrician on an annual basis. All relevant details of the test will be logged with a signature and a date. The log will be kept in the office.

Gymnastic equipment will be inspected annually. Details of inspections and repairs are logged in the Health and Safety File.

All equipment bought will be suitable for the task and equipment no longer required will be disposed of through the appropriate channels.

EMERGENCY ESCAPE AND FIRE PROVISION

A fire evacuation practice will be carried out twice a year. The time of the practice will vary to take into account employees working at different times of the day. The fire alarm will be tested on a weekly basis. All alarm tests and evacuation practices will be logged and the log is kept in the Health and Safety file. Fire extinguishers will be annually. Notices of evacuation procedures are displayed in all buildings. Fire exits will be kept unlocked and clear of obstruction at all times when the buildings are occupied.

ENVIRONMENTAL CONDITIONS

A suitable working temperature will be maintained on the premises. This may mean installation of temporary heaters in the winter. Suitable and sufficient lighting will be provided. Defects in heating, lighting or ventilation should be reported to the Head, the School Business Manager or the caretaker.

HOUSEKEEPING

Premises should be kept tidy. Equipment should be returned to its proper place after use to prevent accidents. Packaging materials should be disposed of quickly to avoid them becoming fire hazards or obstructing exits.

WELFARE FACILITIES

Staff are provided with toilets and handwashing facilities with warm water, soap and paper towels. Facilities are provided to make drinks and hot snacks and a staffroom is available for breaks and lunch. There is a school safe for valuables.

ANIMALS

Animals are not kept in school for long periods of time. When animals are brought into school, consideration must be given to the health of those who come into contact with them eg. Asthmatics, people with allergies. Children must be adequately supervised and ratios will depend on the type of animal and the age of the children.

RECORDS OF INSPECTION AND TESTING

A record of all inspections and tests will be kept in the Health and Safety file stored in the Red Box in the back office. Records will be kept of tests and inspections of:

- Fire extinguishers
- Fire alarms
- Evacuation practices
- PE equipment
- Electrical equipment