



Children and learning at the heart of  
our CARE-ing community

## Old Fletton Primary School Health & Safety Policy

Version 8 - February 2023

### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>Health &amp; Safety</b>	Taking the responsibility for protecting the health and safety for everyone in school.
<b>Purpose</b>	The purpose of this policy is to further our aim to provide a secure and safe environment for all in which to learn and work.
<b>Linked policies</b>	Teaching and Learning Policy Outdoor & Educational Visits Policy Accessibility Plan Safeguarding & Child Protection Policy First Aid Policy

<b>What is the policy for?</b>	This policy is to ensure a common understanding regarding all health and safety procedures.
<b>Who has devised and contributed to this policy?</b>	This policy was originally prepared by the Headteacher and Governors.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	This policy will be reviewed annually inline with the policy monitoring schedule in addition to an annual health and safety audit carried out by the school Premises Officer and FReSH committee Governor.

## 1. Rationale

- The purpose of this policy is to further our aim - to provide a secure and safe environment for all in which to learn and work.
- The Governing Body, together with the LA, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- All staff and governors have contributed to this policy, which is based on the LA's model. The content has also been influenced by guidance from the DFE and the Health and Safety Executive.
- This policy should be read in conjunction with other policies, e.g. policies for Charges & Remissions, Safeguarding & Child Protection, Behaviour & Expectations, Educational Visits and Supporting Children with Medical Needs.

## 2. Roles and responsibilities

2.1 The Headteacher is responsible for ensuring that all health and safety procedures are followed. They will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- Staff, pupils and others are encouraged to promote health and safety
- Risk assessments are carried out for activities on and off the school site
- LA and DFE guidance is followed for all school trips and visits
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose
- Specialist advice is sought as and when necessary
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents. The log is held in the school office.

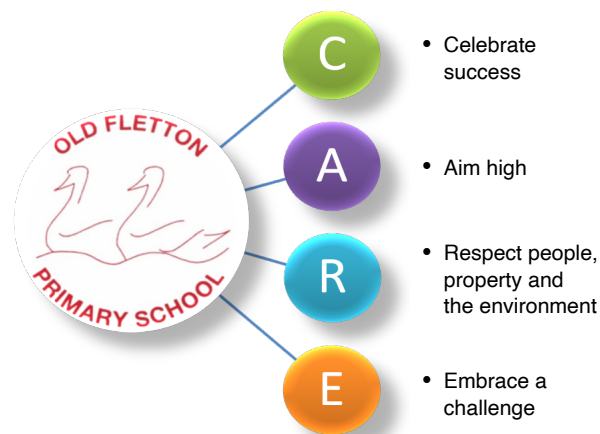
2.2 The Governing Body will:

- Promote high standards of health and safety within the school through regular monitoring and challenge at FReSH committee
- Will ensure that resources and expertise are provided to achieve high standards of health and safety
- Assign responsibilities, including designating a governor for health and safety
- Monitor health and safety through a link Governor
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- Evaluate the measures taken to minimise or eliminate risks or hazards
- Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day
- Ensure that hirers are aware of their duty to arrange insurance cover for their activities
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- Review this policy and update it annually

2.3 All staff will:

- Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- Only use equipment that they are competent to use
- Follow instructions when using any machinery, equipment, dangerous substance or safety device
- Take an active interest in promoting health and safety and suggest ways of reducing risks

All pupils and visitors to the school will be expected to take reasonable care of their own health and safety and that of others who may be affected by their actions. Everyone is expected to follow the core values of CARE.



### 3. Health and the Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in science, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.
- Our school promotes a healthy lifestyle. At break time fruit is available to all children in KS1. Fresh water is freely available for staff and pupils.
- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of a qualifying benefit, they may claim free school meals for their children. We ensure that all menus provided meet the required nutritional standards in line with regulations 2015. All KS1 children are entitled to Universal Infant Free School Meals. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

### 4. Safety of children

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.
- We do not take any child off the school site without the prior permission of the parent unless the visit is within normal school hours where parents will have been notified in advance.
- If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned. We keep a first aid box in the sensory room and midday supervisors carry essential items when on duty. Staff who are trained first aiders are listed in the sensory room.
- Should any incident involving injury to a child take place, one of the listed trained first aiders will be called to assist. If necessary, a member of staff will telephone for emergency assistance.
- We record all incidents involving injury in the school log, and we inform parents where necessary. Should a child be quite seriously hurt, or we consider it necessary to seek the views of parents, contact is made through the details they have provided.

- Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day, other than preventative treatments for documented conditions. Exceptions may be applicable in exceptional circumstances. All medicines must be booked in to school via the school office. Only prescribed medicines required four times a day or those for documented conditions, labelled with correct administration details may be administered in school and kept either in the locked cupboard or fridge in the medical room. Medicines must NOT be stored in the food/drink fridge.

## **5. Safety on the premises**

- While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.
- We require all adult visitors / contractors to the school who arrive in normal school hours to sign the visitors' book in the reception area and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them, or they are not accompanied by a member of staff.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police. It is the responsibility of all staff to question the presence of unknown adults in school.
- The school undertakes at least a termly fire drill to monitor procedures in the event of a fire. A critical incident management plan will be put in place by the FReSH committee for a serious emergency. Evacuation procedures are clearly displayed in each room.
- It is the responsibility of all staff to report hazards relating to the building to the Headteacher.
- Safety inspections are carried out regularly in accordance with the advice provided by the LA.
- Deliveries to school will usually be moved by the site officer who has training for lifting and carrying heavier items.
- All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the caretaker, or by staff using appropriate safety equipment.
- Waste management is the responsibility of the caretaker together with the Headteacher and company employed for waste disposal in our school.
- Food handlers should be trained to the appropriate level in food safety.
- The site is secured by the site officer or Business Watch in the site officer's absence.

## **6. Lone Working**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. Lone working is where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

- **Risk Assessment**

A risk assessment must be undertaken for each Lone Worker / lone working episode. Hazards identified will be evaluated by the Headteacher/Lead Governor with responsibility for Health and Safety for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given a copy of the Lone Working section of the H&S Policy & Risk Assessment and will be required to complete an assessment relevant to the work they are undertaking before starting work. The Contractor is required to fully comply with all aspects of the relevant Health & Safety Legislation whilst working on the school site.

- **Controls**

- Staff should seek the permission of the Headteacher/Lead Governor with responsibility for Health and Safety to work alone in the building outside of normal working hours.
- Key holders are: Office Manager, Deputy Headteacher, Caretaker and Business Watch who provide cover for the Caretaker.
- The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a partner.
- Staff should not enter the school premises if there are signs of a break in or intruders. Normally the intruder alarm will have been activated.
- Staff should lock doors when lone working and ensure that areas of the school not in use are kept secure.
- Staff must not approach, or let into the school, unauthorised persons when lone working.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- All lone working staff should establish and record on their risk assessment their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Deputy Headteacher or Office Manager) to call if the lone worker fails to return home at the expected time.
- Staff working alone have a responsibility for making themselves familiar with and following the school's health and safety procedures and location of first aid equipment.
- Contractors should have access to their own first aid kit suitable for treating minor injuries.
- If lone workers rely on mobile phones to communicate with their check in / check out contact, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- All school personnel are reminded about the importance of maintaining a healthy work/life balance.
- It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work related risks.

The Headteacher/Lead Governor with responsibility for Health and Safety will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

## **7. Smoking & Vaping**

- The school is a no-smoking and no-vaping site and signs are around school to support this commitment.

## **8. Seat belts**

- We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.
- Staff are responsible for ensuring seatbelts are fastened before the start of each journey and are included on any risk assessment.

## **9. Violent incident**

- Should any incident involve physical or threatening abusive action against a member of staff, we will report this via the Local Authority Portal and support the member of staff in question if he or she wishes the matter to be reported to the police.

## **10. Arrangements for monitoring and evaluation**

- The Governing Body's FReSH committee has responsibility for health and safety matters. They will inform the Governing Body of new regulations regarding health and safety, and ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The committee in question monitors that the school liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.
- The Governing Body, in consultation with professional advisors, monitors risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits. Training in risk assessment is carried out regularly and risk assessments are reviewed frequently.
- The Governors receive health and safety reports to monitor the safety of the environment.
- The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- The Headteacher's termly report to governors includes relevant health and safety issues. The report will address accidents that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Body will evaluate those outcomes and will consider whether any further action should be recommended.

## **Appendices:**

1. Risk Assessment support & guidance (paper copy available in school)
2. Risk Assessment form
3. Fire and emergency evacuation procedures

Risk assessments are collated and held in the school office. Copies of risk assessments for school visits are kept for reference with the Educational Visits and Outdoor Learning (EdVOL) Leader. A Risk assessment summary is updated when new risk assessments are added.

## Risk Assessment Form

**RISK ASSESSMENT AND RISK MANAGEMENT RECORD OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS**  
**OLD FLETTON PRIMARY SCHOOL October 2018**

Establishment		Location and Activity	
Visit Leader		Date	
Year Group		Class	

Has guidance from LA been used including 'Learning beyond the classroom'?	yes / no
Has there been a pre-site visit?	yes / no
Has the establishments guidance/assessments been used?	yes / no

Identifying Significant Hazards - Assessing the Risk Consider: Site and its environment/group/leader and activity arrangements/ specific children/transport/first aid	Acceptable/ unacceptable	Control Measures - How You Manage the Risk	Acceptable/ unacceptable
Environment/Activity :			
Transport:			
Children			
Child Voice: What risks are there? What can you do to ensure that you are safe?			
<b>Learning Objectives</b>			
<b>Learning Outcomes</b>			
<b>Data Protection Risk:</b>	Identify children that <b>cannot</b> appear in any photographs from trip or in-school activity: (List available in school office)		

**Useful numbers**

Name	Number	Name	Number
School	01733 554457		

**EVC/Headteacher Comments**

Signed:

Date:

**Key Things to think about**

- Who is leading the visit?
- Does every member of staff/volunteer have a list of children who are in their care?
- Do staff/volunteers know the high profile children and have they been put with an appropriate adult?
- Have the ratios of adults to children been checked?
- Who is attending (adults and children)? - has a list been left in EVC's office on notice board
- Do the children attending need any medicine?
- Who has these?
- Who has the first aid kit?
- Has parental/carer permission been given for all children?
- Have parents/carers been informed about arrangements for the end of the visit?
- Do you have mobile phones? And have the numbers been left along with the pupil list in the EVC's office on the notice board?
- Are parents/carers aware of transport arrangements?
- Do staff/volunteers know their role for the visit?
- Have children been spoken to about expectations for the visit?
- Have children attending the visit got appropriate clothing for the activity?
- Who is responsible for ensuring that parent helpers are supported by members of staff?

**Visitors in school**

- Does the visitor have DBS clearance?
- Who is responsible for ensuring that the visitor is accompanied by a member of staff whilst in school with children?

**Walking along public streets/crossing roads**

- Children to walk in pairs
- Children to walk on the pavement away from the road
- Adult to lead the party and an adult to be at the back of the party - in larger groups adults to be in the middle as well
- When crossing the road adult to choose an appropriate place to cross e.g. a purpose built crossing or where there is good visibility and the children can be managed safely
- Adult to model good road crossing - stop - look both ways - listen etc
- Adult to lead children across at appropriate time and when traffic is clear
- Children to congregate in pairs at an appropriate and safe place on the other side of the road

**Travelling in cars**

- Have parent's given permission for travel in either staff/volunteer cars?
- Do staff/volunteers have the appropriate insurance?
- Have children got access to booster seats if needed?
- Children should not travel in car seats where there is a lap strap only

Ongoing Risk Assessment (make this section 1 page to allow for notes, all staff and volunteers who are in charge of a group must complete their actions in response to identified risks - see example in italics)

<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome (RAG &amp; Notes)</b>
<i>Pool of water on the floor</i>	<i>Stopped children, made them aware of the water, guided children past it.</i>	



## Fire Evacuation Procedures

All employees, pupils and visitors should familiarise themselves with the sound of the fire alarm and emergency exits where the break glass points are located.

The assembly point is on the playground near the double gates leading to the car park.

Exits routes are displayed in each room – please familiarise yourself with the designated route.

### Procedure:

- If you discover a fire, activate the nearest fire alarm break glass point.
- Evacuate the building using designated route.
- Office staff will contact Fire & Rescue Service.
- Office staff to take out registers and visitors book to assembly point for conducting roll call. (If the fire alarm sounds before registers have been returned to the office, TEACHERS MUST TAKE THEIR OWN REGISTER TO ASSEMBLY POINT)
- Building to be checked to ensure all rooms have been evacuated as follows:  
Headteacher - main building upstairs and nursery  
Deputy Headteacher - main building corridor/toilets and new building downstairs  
Office Manager - toilets by lost property, reception classrooms, hall & toilet
- Carry out roll call and inform Fire & Rescue Officer if any person is missing.
- Do not re-enter the building for any reason until instructed by the Fire Officer that it is safe to do so.