

Stanton Community Primary School

Nurture, Enjoy, Aspire, Achieve



Safety, Health and Wellbeing Policy

Date of Governor Approval:	February 2024	Date for Next Review:	February 2027
Signed by:	(Chair of Governors)		

Statement of Intent and Commitment

The governors and headteacher of Stanton Community Primary School acknowledge and accept that:

1. 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. 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 fulfill the duties contained in the scheme of delegation and shall

- Support the published policies and aims of the County Council, and
- Promote continuous improvement in the health and safety performance and
- 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 Coordinator, 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.

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

Karen Sewell

(chair of governors)

The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

Liz Bonnelykke

(head teacher)

DATE THAT THE POLICY WAS ADOPTED BY THE GOVERNING BODY

VERSION NUMBER:

20.02.2024

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**THE ORGANISATION of SHaW RESPONSIBILITIES' AT STANTON COMMUNITY
PRIMARY SCHOOL**

Task	Name of person responsible	Job title of person responsible
SHaW System & Policy review	Liz Bonnelykke	Head teacher
Health and safety governor	Mark Margrave Tony Stroud	Governor
Communication and information management	Liz Bonnelykke	Head teacher
Critical Incident Management	Liz Bonnelykke	Head teacher
H&S Training induction and refreshers	Liz Bonnelykke	Head teacher
Personal safety procedures to include challenging behaviour and lone working	Liz Bonnelykke	Head teacher
Planned checks Procedures/Premises/Equipment	Judi Johnson	Office Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Liz Bonnelykke	Head teacher
Infection Control	Danny Fordham	Caretaker
Incident reporting/investigation	Liz Bonnelykke	Head teacher
Coordination of risk assessment work	Liz Bonnelykke	Head teacher
Fire procedures including personal emergency evacuation plans	Liz Bonnelykke	Head teacher
Locally organised premises maintenance, repair and improvement	Judi Johnson	Office Manager
First Aid (training and equipment)	Liz Bonnelykke	Head teacher
Vehicle control and pedestrian safety	Liz Bonnelykke	Head teacher
Educational visits coordinator (EVC)	Liz Bonnelykke	Head teacher
Stress, Mental Health and Wellbeing	Liz Bonnelykke	Head teacher
Child Protection Co-ordinator	Liz Bonnelykke	Head teacher
Supporting pupils with medical needs	Julia Campbell Liz Bonnelykke	Head teacher
Premises Security	Liz Bonnelykke	Head teacher
Contractors on site	Liz Bonnelykke	Head teacher

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health And Safety Coordinator**.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school.

Safety, Health and Welfare Policy Review

- The school's health, safety and welfare policy will be reviewed annually and at each review the school will formally adopt the new policy and renew the relevant signatures
- The view process incorporate views from the staff gained from staff representatives
- Any targets included in the policy document will be reflected in the school's health, safety and welfare development plan
- The school's policy document will be displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans

Safety, Health and Welfare Governor

- The school has a termly visit by a governor/s that consider safety, health and welfare issues. The governors monitors progress regarding any targets identified in the current edition of the school's SaHW policy and other information. The governors report their findings to the Head teacher and Office Manager on the day and to the governing body at the next full governing body meeting.
- The Terms of Reference for this have been reviewed and adequately cover the functions that the school needs for the system to be effective and complete.
- The proceedings of the meetings are formally recorded and action points brought forward for review
- The health and safety governor/s present a termly report in the recommended format for health and safety to the whole governing body
- The health and safety governors review the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention

Communication and Information Management:

- If / when the head teacher receives updates either from the LA or from other sources they will inform the Health and Safety governor.
- When the Health and Safety governors receive updates they will bring these to the attention of the Head teacher or raise them at the next meeting depending on the urgency.
- The school passes on to the relevant people within the school relevant health and safety information. Subject leaders must acknowledge their specific responsibility for managing

curriculum subject specific information and keeping the school's health and safety committee or local health and safety coordinator informed about new information and guidance received.

- The school health and safety policy is emailed to all school staff and made available to staff by placing a copy of the policy on the staff room noticeboard. Cleaners, caretakers and midday supervisors will also have access to a printed copy of the policy.
- There is a specific notice board, for general health and safety information that any member of staff may refer to at any time. Items include:
 - The school's health and safety policy
 - A copy of the "Health and Safety Law poster
 - Notes from the school's health and safety committee meetings
 - Poster displays or other awareness raising, etc. campaigns
 - Incident reporting procedure

Critical Incident Management and temporary staffing absences

- The county's guidelines are followed and staff are aware of the advice
- The school will make 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.

Health and Safety Induction Training

All staff will receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees may include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted.

- **Overview of the school's health and safety policy and organisational structure**
- **Tour of the premises**
- **Current health and safety priorities for the school – safety policy targets**
- **Communication and relationships with other schools and Suffolk County Council.**
- **General health and safety advice, including the schools own guidance and that from the LA**
- **The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.**
- **Where appropriate, curriculum specific guidance**
- **For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the local Asbestos Management Plan is available to ALL staff.**
- **Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment**
- **Smoking ban on all Council premises.**
- **Fire evacuation and emergency procedures**
- **Critical Incident procedures**

- 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)
- Information on hazards that are specific to the school, and established controls or precautions
- 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 whilst on the school grounds.
- The policy around positive behaviour management (challenging behaviours shown from pupils)
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)
- Fire extinguishers and blankets – location and use
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.
- Introduction to recognised unions and the local representatives
- Infection Control arrangements
- Employee problems and concerns – the Employee Assistance Programme which the school buys in to and / or access to wellbeing advice, counselling and other staff support schemes
- Grievance procedures (as they relate to health & safety)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Risk assessment systems (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment.
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress

Routine Updating Training

- Whole staff training is updated as appropriate
- Managers consider refresher training for their staff on health and safety matters, including first aid training which is a special case, at least once every three years
- Records are maintained for all health and safety training attended by staff.

Personal Safety procedures, to include assault, abuse, threats and harm caused through involuntary behaviours

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, will be trained on Safer Handling
- The school has a policy advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). The policy includes clear procedures on reporting and investigating such incidents.
- All staff are kept informed about current national guidelines and standards including Safeguarding requirements
- Staff will be advised about the recently published "Dealing with abuse, threats and violence towards school staff" guidance
- Visitors and people are allowed entry to the building via the office reception - they sign in at reception and are issued with a badge or label.
- Visitors are clearly directed to use the main entrance to the school.
- The key holders are the Caretakers, cleaners and the Senior Leadership Team. The relevant authorities are promptly advised of changes to key holders
- Specific risk assessments are available for the safety of lone workers for these potentially higher risk activities.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures

Equipment

Premises

Procedures

- The health and safety governor monitors health and safety issues termly including progress towards completion of the school's objectives for the year, safety inspections and review of incident report forms
- The caretaker makes a visual check of the environment at the beginning of each day. Duty staff make a visual check of outdoor equipment before use each day.

Equipment

All equipment is subject to a **formal, appropriate, programmed** and **recorded** maintenance check. For example:

- All indoor and outdoor **sports** and **play** equipment.
- The school's water system(s)- hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in design technology
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment

- Door closers, running gear and catches
- Printing and reprographics machines
- All electrical equipment is safety tested annually

The school will make use of an externally organised contract and act upon their recommendations

- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.
- The school ensures there is annual PAT testing of all electrical equipment

Premises

The whole school site should be inspected once a term by the health and safety governor/s who report to the head teacher and the governing body.

Condition survey reviews are conducted by the LA.

Visual checks are carried out on a daily basis by the caretaker.

Infection Control Arrangements in school

- The school ensures advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs. We provide an area where health and dignity can be preserved for intimate care and staff are trained as required.
- The school follows Department for Education and Health and Safety Executive guidance on infection control.
- We have an Administering Medicine policy and health care plans for children with specific medical needs which have clear procedures on what to do in an emergency.
- The school SENCo monitors and reviews children's health care plans.

Incident Reporting/Investigation

- The school has an incident reporting system in place that meets the local authority's specification
- The SMT has been briefed on when and how to use the school's incident reporting system.
- The headteacher, or deputy headteacher checks every incident record before it is submitted to the authority.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence
- Findings of the investigation are shared with the staff and the authority and other people with a relevant interest if relevant
- The school reviews relevant risk assessments after any incident or near miss
- The school's health and safety governor periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents

First Aid – Training and Equipment

- The first aid room is located in the main school office.
- First aid kits are located close to sites likely to need it most – hall, near to the playground, in the playground at lunchtime.
- The caretakers and cleaners are employed by Vertas who are responsible for training them in with dealing with their own first aid and health risks with chemicals. They do have access to the school first aid kits.
- The school Admin Assistant monitors stock levels in the first aid kits.
- Procedures are in place for the disposal of clinical and sanitary waste.

- All teaching assistants are trained in first aid. The office maintains the list of trained staff. It is displayed in the staffroom and the main office.
- Non serious injuries are noted in an accident book and slips are sent home. More serious injuries are reported to the LA via their documentation. This is monitored by the SHaW governor.
- GP surgery contact details are displayed in the main office.
- First aid kits as well as any individual medication are always taken on trips. Individual medication needs are added to the risk assessment.

Coordination of Risk Assessment Work

Schools must control the risks in the workplace. To do this we think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. These risk assessments should be recorded and communicated clearly.

Where risk assessments have been undertaken these are communicated to all staff and all visitors as required. We talk to the children about why some 'rules' are put in place e.g. to keep them safe. Risk assessments are completed for all school trips.

Fire Procedures

- A fire risk assessment has been completed by a competent external provider and is reviewed annually
- The fire risk assessment will be reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom
- A personal evacuation plan will be required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements. Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use. Information about the EVAC Chair can be obtained from <http://www.evac-chair.co.uk/>
- An evacuation practice (fire drill) is carried out once per term. At least twice per year is the absolute minimum.
- There is a check to ensure all fire extinguishers have been examined during annual maintenance checks
- All 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
- All staff adequately trained in fire extinguisher use to enable them to escape in an emergency
- The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems)
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book
- Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly. However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. Records **must** be kept in a fire precautions log book.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit
- The fire safety arrangements have been comprehensively checked with a competent adviser within the last 3 years

Procedure for Purchasing New Substances

When staff consider purchasing new, potentially hazardous substances to be used in the workplace, they must complete the table below before seeking approval from the Head teacher. The purpose of this is to minimise the risks associated with substances that could be potentially hazardous. Substances that are hazardous to health can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents

This form can be found in appendix 1

Locally Organised Premises Maintenance, Repair and Improvement

- Procedures in place to ensure the Landlord's Permission procedure is followed
- All staff are made aware of the local Asbestos Management Plan and understand the limitations and restrictions on undertaking any repairs or improvements to the fabric of the building.
- Arrangements are in place to ensure any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from your county council's Property Adviser
- Schools that procure services (such as cleaning, catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

Vehicle Control and Pedestrian Safety

- Only staff vehicles are permitted to enter and park on site. Deliveries can call the office if they need to access the car park.
- The car park is locked from 8.30 a.m. until 3.45 p.m.
- Refuse collection takes place during the morning when there are no pedestrians.
- Pedestrians are advised to use the paths when walking around the carpark.
- Contractor vehicles are directed not to access the school site between 8.30 - 9.10 a.m. and 3.00 - 3.30 p.m.

Education Visits Coordinator (EVC)

- The school has a trained School Visit Coordinator (Mrs. Liz Bonnelykke)
- The school has adopted a policy which follows the model provided by the county council

- The school purchases Evolve Suffolk's online educational visits notification system
- There are clear written procedures that have to be followed before any child can leave the school premises for the purpose of an educational visit

Mental Health, Stress at Work and Well Being

- The school belongs to the Employee Well-Being Cover run by Schools Advisory Service.
- The school works alongside the Professional Unions to manage staff stress and workload
- Stress and workload management issues can be discussed during performance review discussions
- and will be recorded
- When a member of staff informs the school that they are suffering from stress then a risk assessment will be undertaken and wherever possible, the school will aim to reduce the factors causing the problem and will provide an opportunity for free and confidential counselling.

Child Protection Procedures

- The current county council guidance is followed (see Safeguarding Children policy)

Supporting Pupils with Medical Needs

- The latest county council guidelines are followed (see policy for Supporting Children with medical needs)
- The headteacher has delegated the SENCo the tasks of monitoring and reviewing the school's policy and practice relating to the supporting of student with medical needs.

Protection from the Sun

The school recognises that when the sun risk factor is high we must ensure nobody, particularly children, spends too long unprotected in the sun. The risk of sunburn can be significant after as little as 15 minutes in the UK's strongest sunshine.

In order to minimise the risk to both adults and children, the school adheres to the following guidelines:

- Parents are encouraged to prepare their children for outdoor activity in school during sunny weather by applying a high factor, all day sunscreen
- If children bring their own sunscreen, their parents must ensure that their children can apply their own cream
- Children **must not** offer their sunscreen to other children in case they are allergic to it
- Care needs to be taken against cross-contamination as some creams and lotions may contain nut oils and other allergens
- The wearing of sunhats is also encouraged for people who may be out in the sun
- Children with no sunhats will be encouraged to play in the shade
- Medical research suggests that drinking insufficient plain water may be connected with a variety of conditions ranging from poor concentration, headaches and obesity. Therefore the school has a policy of unlimited access to drinking water.

Premises Security and visitor safety

- Current county council guidance is followed.
- There are suitable arrangements in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site
- Risk assessments are written for children who may abscond.
- Perimeter checks are made by the caretaker as required.

Contractors on Site

- All contractors must sign in at reception and will be issued with an identification badge before being allowed into the main school
- There are written instructions for contractors outlining relevant health and safety issues, including fire, smoking and asbestos procedures
- The caretaker, head teacher and all other staff have responsibility for monitoring the contractors safety performance in order to prevent danger to people other than the contractor' staff

Lettings

- Any party wishing to let all or part of the school building will be issued with a 'Lettings Pack' which provides information on any relevant health and safety issues
- The school will then enter into a written agreement with the lease.

Appendix 1

Procedure for Purchasing New Substances

Name of substance

	Yes	No	N/A	Comments
Do we need to purchase this product?				Why?
What is it for?				Use?
Have we used it before?				
Is it already on our CoSHH list with the risk assessment and data sheet?				
Does it have a hazard label?				
If so, is there a safer option?				
Have we got somewhere to store it correctly?				Where
Do we need to do an additional risk assessment and maintain the safety data sheet?				
Are we purchasing it from a reputable supplier?				Who?
Can they tell us what safety measures are required?				Safety measures?
Once we've bought it, who will use it?				Staff names
Are they trained in using this type of product (as required)?				
Have we told relevant staff about the new product?				

When complete please return to Head teacher for approval.

Signed.....(Head teacher)

Date.....

APPENDIX 2

Governors Termly Report - Recommended minimum content

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting to Schools' Health and Safety Advisor	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents	Number of incidents recorded		
2.	Numbers of Inspections and types	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union H & S representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from with a SHaW relevance	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on h&s audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

9 Term Plan. "**PLAN-DO-CHECK-ACT**" is a term from the HSE's management system guidance. See [HSE](#) for further guidance)

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8	Term 9
PLAN Audit H&S policy check	plan major project for next 3 yrs For example do you have a new SEN student coming to the school ?	Check updates to LA guidance Particularly the A to Z guide	DO Review H&S policy check	Site security review	Check updates to LA guidance Particularly the A to Z guide	CHECK Assess H&S policy check	Term 1 audit report - final check for recommendations not yet implemented	Check updates to LA guidance Particularly the A to Z guide Are we better than we were in Term 1?
Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill
Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP
Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review
Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser
Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work

