

STAYING SAFE...

# Red Hill C of E Primary School

## Health & Safety Policy 2025



### Amendment history

Date	Issue	Status	Reason for Amendment	Person responsible
08.03.23	1	New Policy	N/A	DS
24.01.24	2	Annual Review	No changes	DS
03.11.25	3	Annual Review	No Changes	DS

*Excellence & Enjoyment, Everyone & everything*

At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for excellence and enjoyment in all that we do. We believe that everyone is unique, and everything is celebrated.

Ephesians 2:10- God created you to be amazing.

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## **Red Hill CE Primary School**

### **HEALTH and SAFETY POLICY With ARRANGEMENTS**

#### **1. THE STATEMENT**

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## 1.1 General Requirements

The Governors of Red Hill CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors		24.01.24
Health and Safety Governor		24.01.24
Head teacher		24.01.24

Next review date: January 2025
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## 1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

## 1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the

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staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

## **1.4 The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

## **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

## **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992 as amended,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

## **1.7 Acknowledging Responsibility**

The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In practice this will be the Chair of Governors and the Headteacher.

A copy of the Statement (not the whole policy) should be posted in the staff room.

A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy. This can easily be done by including it the Staff Handbook, making it available on the school internal intranet system, hard copy on the H&S notice board or boards. If this is not practicable, the whole policy must be freely available at any time and the Statement should specify where it can be seen by staff. School to keep a record of the fact that staff have received the policy by a signature and date.

## **2. THE ORGANISATION**

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## 2.1 Who to include

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school. Depending on the arrangements in force at the particular school, it will be necessary to define the role of all or any of the following:

The Local Authority

The Governors

The Headteacher

The School Safety Officer\*

Heads of Faculty / Department / Subject Co-ordinators in areas of particular risk (i.e. Art and Ceramics, Design and Technology (including Food and Textiles), Drama, Physical Education and Science).

Other Teaching, Teaching Assistant and Technician Staff

The Sites and Buildings Manager / Caretaker / Cleaner in Charge

The First Aider / Appointed Person

Any other persons who may have been given specific responsibilities for any aspects of health and safety, e.g. the Minibus Manager or Lunchtime Supervisors.

## 2.2 Employer's Responsibilities

Worcestershire County Council (in Community or Controlled schools)

or

The Governing Body (in Foundation or Voluntary Aided schools)

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Red Hill CE Primary School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

## 2.3 Governors' Responsibilities

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The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

## **2.4 Head Teacher's Responsibilities**

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.

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- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

**(NB. Any major property problems should be notified to the school's allocated Property Agent and H&S Advisor in the first instance.)**

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Heads of Faculty / Department / Subject Co-ordinators** are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).

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- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

## **2.6 Other Teaching, Teaching Assistant and Technician Staff** are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

## **2.7 The Sites and Buildings Manager / Caretaker / Cleaner in Charge** is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

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- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

## **2.8 The First Aider / Appointed Person** is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

## **2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)**

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

## **2.10 Catering / Kitchen Manager** (if employed by the school) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.

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d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

## **3. THE ARRANGEMENTS**

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**3.39 Working at Height**

**3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**

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- The school is cleaned on a daily basis by school and contract cleaners. As the hall is used for lunches, this is cleaned and any lunchtime waste is disposed of by the lunchtime supervisors.
- During wet floor cleaning, the appropriate signs are used by whoever is cleaning the floor, to minimise risks of slips.
- Glass and other sharp objects are wrapped carefully and disposed of accordingly.
- Snow shifting is done by the caretaker and other support staff using appropriate equipment. In icy conditions, the paths and car park are treated by the caretaker.
- Leaves on pathways are cleared by the caretaker and the grounds maintenance contractor.
- External waste bins are located away from the building in the carpark. All site gates are locked out of hours..
- Hazardous waste such as fluorescent tubes and computers are disposed of following advice from WCC.

## **3.2 Accident reporting, recording and investigation**

All serious accidents that occur on the site should be notified to (Jolanda Simmonds, Headteacher, Sarah Price Deputy Headteacher or Daniel Sparkes, Business Manager) who will record the information via the Worcestershire County Council accident/incident reporting system (My Cority)

All minor accidents should be recorded either in the schools own minor accident book or on My Cority. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is made secure and cordoned off until an investigation has been done (Jolanda Simmonds, Headteacher, Sarah Price Deputy Headteacher or Daniel Sparkes, Business Manager) are responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

## **3.3 Contractors (Management of)**

- Business Manager to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- How contractors are selected (use the OIC Handbook for information)
- Arrangements for induction of contractors to exchange information and agree safe working arrangements.
- Who is responsible for checking method statements and risk assessments prior to commencement of work
- How and who staff should report concerns to.
- The need for adequate segregation of construction workers and pupils.

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- Provision for adequate day to day communication between school and contractors
- Provision of adequate facilities for workmen (not by school).

## 3.4 Contractors (Management of Asbestos)

- Our Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from your WCC H&S Advisor and Property Agent.

## 3.5 Contractors and Visitors on Site

### Arrival on site

- All contractors will wear an id badge; sign in and out; be advised on safeguarding procedures if during school hours.
- The Business Manager will inform them of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc)

## 3.6 Control of substances hazardous to health (COSHH) –including radiation

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The caretaker maintains the COSHH file?
- It is kept in the school office.
- COSHH products are purchased by the relevant contractors.
- All COSHH materials have got a safety data sheet.
- The WCC COSHH Policy is followed for risk assessments etc..
- The caretaker is responsible for the safe storage of the COSHH products
- All staff are made aware of how to identify COSHH materials when appropriate.
- Provision and instruction on the use of specific Personal Protective Equipment is given when necessary.
- Any Hazardous substances are stored and transported safely.
- Emergency procedures for cleaning spillages/escape are included in the COSHH sheets.
- Waste, unwanted or spilt substances are disposed of appropriately.

## 3.7 Defect reporting procedures

- Staff report any defects to the caretaker in the defect report book kept in the staff room, or directly to the business manager.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

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- The business manager monitors that the defect has been rectified.

## 3.8 Display screen equipment (DSE)

- All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The Safety Officer will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

## 3.9 Electricity at work

- All hardwired equipment is checked every 5 years via P R Associates or an external competent contractor.
- The Business Manager is responsible for ensuring the hardwiring checks are carried out
- Portable appliances testing (PAT) is carried out annually by the caretaker.
- All staff / hirers / donated equipment is tested before use.
- PAT registers are kept in the school office.
- All defective items are removed, replaced or repaired.
- Defective equipment is reported to the Business Manager.

## 3.10 Fire Precautions and Emergency Plans

- The SLT is responsible for undertaking and reviewing the fire risk assessment, emergency plans, including bomb threats/explosion/floods/intruders/dogs in playground etc.
- For procedures for dealing with the worst foreseeable contingency refer to critical incident plan.
- Arrangement for emergency evacuation drills, including staff with special responsibilities and frequencies of drills (at least termly), assembly points, etc are displayed in all rooms.
- The caretaker is responsible for inspection and maintenance of fire exits/escape routes?
- The Business Manager and the caretaker are responsible for checking and updating the Fire Evacuation Notices.
- The caretaker (regularly) and external contractor (annually) are responsible for regular inspections and maintenance of fire extinguishers.
- ‘In the line of fire’ training is given to staff annually.
- Office staff are responsible for calling the emergency services and the SLT for co-ordinating the evacuation. They will make themselves known to the emergency services.
- Fire wardens should make checks and the adult in charge of the class will take registers etc.
- The caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept in the office.
- An external contractor (Firesafe) carries out the six monthly inspections and maintenance of the systems.
- The business manager liaises with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency planning Dept etc.

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## 3.11 First Aid and Medication

### First Aid

- We have 7 members of staff who are 'First aid at work or paediatric' trained (1 days 3 days),
- The Business Manager is responsible for checking when staff require refresher training, but staff also have the responsibility to ensure their certification is current.
- There is a small first aid kit in every class; all classes have class containers for the storage of inhalers, epi-pens etc.
- Each First aider is responsible for checking and restocking their class first aid kit.
- The office staff (or whoever is available) summons an ambulance and a member of staff will accompany children to hospital (if parent or legal guardian is not available)
- First Aid kits should be taken offsite when necessary.
- Catherine Wood acts as First Aid -Coordinator in school

### Medication

- Any first aider can administer the medication, except for controlled medication eg. Ritallin, which is locked in the school safe and administered by relevant trained staff
- The safe location (locked) for chilled medication is the RAP room fridge.
- Ritalin is stored in a safe
- Other medication is stored in the relevant classroom
- No medication is given without signed consent from parent / guardian on the appropriate form.
- For any special requirements, a Care Plan is completed, all school staff are notified and details may be displayed on Scholarpack on the child's record
- All medication given is documented.
- Medication that is prescribed 3 times per day can be refused in school; however 4 doses per day should be accepted
- Two members of staff should sign to say they have given dose of controlled medicines.
- Should a student require personal care, 2 members of staff will be present and staff sign "Record of Personal Care" document.

## 3.12 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement

## 3.13 Information dissemination procedure

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Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

## Employees

- Staff are informed about any updates of the existing information held on the site by a memo and asked to sign to confirm they have received, read and understood the information and know where the document can be accessed ( on the school system)
- There is a section in the staff handbook on Health and Safety which is updated by the SLT annually.
- New information is disseminated via a memo to all staff.

## Pupils

- It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information in lessons and/or assemblies etc.

## Visitors / contractors

- The School business manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- The information will be disseminated verbally. Fire drill information is printed on the reverse of visitor badges.

## Governors

- The Head will ensure that governors are informed of any existing and new health and safety information via e-mail or during Governor meetings.

## Trade unions

- Staff will ensure that Trade Union health and safety representative are informed of new health and safety information.

### **3.14 Kiln N/A**

### **3.15 Lettings/Shared use of premises/Extended Services**

- The Business Manager is responsible for discussing and agreeing health and safety arrangements
- A written lettings agreement is in place, signed by the hirer and the school holds a copy.
- Any letting is for a designated space and not for any of the school equipment.
- The hirer is responsible for their own staffing, first aid and emergency arrangements.
- The Head is responsible for agreeing to and overseeing school fetes and other fund raising events.

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- Emergency lighting is available at all times.
- The hirer is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003? (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)
- The hirer is responsible for their own insurance which will be checked by the Business Manager and a copy held in school.
- The hirer is responsible for ensuring the access door is kept closed at all times. If there are any security issues, these should be reported to the caretaker/business manager as soon as possible.

## **3.16 Lifting equipment (including lifts and hoists)**

- The school has one lift
- This is serviced bi- annually by an external contractor.
- The Business Manager will ensure this service is conducted
- The company will provide the relevant training to school staff

## **3.17 Lone working and Personal Safety**

- Staff are referred to WCC Guidance for All: Lone working.
- Where possible, lone working is limited to the Caretaker or senior leaders..
- Discussions from the Head, Safety Officer or Business manager are held with staff who are expected to work alone
- Personal safety awareness information is discussed with staff
- Refer to the Lone Worker Policy

## **3.18 Maintenance/Inspection of equipment**

- P.E., Fire extinguishers, Electrical equipment which require periodic inspection, examination, testing are checked annually.
- Ladders and steps are checked by the caretaker.
- PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms are checked by external contractors as appropriate.

## **3.19 Manual handling**

- Individual risk assessment are carried out where needed by individuals to identify precautions to minimise manual handling tasks.
- Staff are advised of the safe procedures for manual handling and, where appropriate, any lifting aids are encouraged to be used.

### **3.20.1 Minibuses**

We do not have one

## **3.21 Monitoring Arrangements**

The caretaker completes daily and weekly health and safety checks. The business manager or Safety Officer will complete termly health and safety checks with the caretaker.

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The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented. The governing body recognise the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher /Site Manager / Business Manager

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

## **3.22 Noise at Work**

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen the Business manager carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

## **Offsite and Educational Visits**

- All staff are expected to complete EVL safety training.
- The Headteacher or Business ManagerE co-ordinator are the school's Educational Visits Co-ordinator (EVC)
- The school use EVOLVE offsite visit software system by Visit leaders to set up visit requirements and forward this information onto the school EVC.
- EVC to via the EVOLVE software system to monitor request for visits and respond accordingly.
- Head teacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Requirements when planning school trip, the need for pre-site visits are all considered for the risk assessment.
- Teaching staff carry out risk assessments and will record risk assessments before activity
- Staff will obtain approval from the EVC co-ordinator.
- Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision are all considered in the risk assessment.
- Adequate Insurance is taken out for offsite visits annually.

## **3.24 Outdoor Play Equipment**

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- Any outdoor play equipment is checked by the caretaker and the inspection records, equipment specifications etc are kept in the school office.
- If necessary, a formal inspection and by WCC Health and Safety (schools) team is undertaken.
- The caretaker will carry out the daily visual inspections
- Staff are responsible for carrying out a Risk Assessment for the use of equipment.

## 3.25 PE equipment

- PE equipment is inspected annually by an external contractor.
- Staff are responsible for carrying out pre-use visual checks, and any further action taken and reported to the business manager.
- The Association for Physical Education (afPE) guidance on safe use of the equipment will be followed published 2012.
- Make reference to any school PE policy.
- Inspections of the PE equipment are carried out by Sports Safe. The gymnasium equipment must only be used when a PE specialist teacher is with the pupils. The PE specialist will oversee the equipment being put out. The following recommendations should be followed in order to ensure the safety of all those participating in P.E lessons and any extra curricular sporting activities.

1. All jewellery to be removed.
2. Long hair to be tied back.
3. Appropriate clothing to be worn, including footwear.
4. Instructions to be given in the setting out and putting away of games/ equipment with special care taken with the Vaulting Box and the Badminton Posts and weights
5. Extra care is essential when Athletics is undertaken and UK Athletics regulations should be followed at all times. See afP.E (BAALPE) Handbook for further information.
6. Instructions to be given for the lifting, carrying and setting down of all equipment.
7. Ensure pupils :
  - Bend their knees
  - Keep a straight back
  - Use legs to lift up
  - 2 people at a time to lift large pieces of equipment (more if necessary)

- Should an accident occur follow the following procedure :

1. Minor injuries - such as blisters, cuts, grazes, bruises treat in the department. Then report in accident book as laid out in 3.2.
2. More serious injuries—such as sprains, strains and nose bleeds, treat in the department and send for—designated first aiders : see 3.2
3. Serious injuries—including bumps on the head (with or without bleeding), spinal injuries, broken bones, asthma, epilepsy and diabetics. Immediate action must be taken, following this procedure. Use of the TA's as applicable e.g., they may be able to return rest of group back to their classroom or changing rooms in order to remove rest of the pupils.

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- a) Stop the lesson
- b) Sit the group down (if inside) and away from the casualty. If outside stand away from casualty.
- c) Send for help -designated first aider
- d) DO NOT give anything by mouth

- Suspected injuries - Follow procedures for calling an ambulance; see 3.11

## Spinal Injuries

Telephone 999 (112 on mobile)

1. DO NOT move the casualty, support head and neck so casualty cannot move
2. Advise casualty not to move and reassure that it is a precautionary measure
3. Support limbs/body with rolled jumpers/towels etc to stop any movement

## Broken bones

1. If arms, casualty will hold in a comfortable position. Reassure and treat for shock. If able to move then take pupil into school.
2. If legs, leave casualty where they are and send for help. Treat for shock.

## Bump on the head

Suspected concussion:

1. Keep monitoring (do not leave alone).
2. Contact Nurse/Office about advising to go home and visit doctors.

## Serious head injury

1. Get help—contact SLT/Nurse, Telephone 999 (112 on mob) as per 3.11
2. Gently examine head, apply gentle but firm pressure to stop bleeding.
3. Treat for shock.
4. If suspected fracture—fluid from ear, nose or plates moved on head—GET URGENT HELP . 999/112. Treat for shock Keep an eye on breathing, pulse and responsiveness. Time every change if possible.

## Asthma

1. Pupils should have their own medication. Get them to take it. 4 doses over 1 minute.
2. Sit casualty up and slightly forward to ease breathing. Is better within 10 minutes = ok.
3. If no better—repeat—4 doses over 1 minute (through spacer if possible). Is better in further 10 mins = ok.
4. If no better—repeat—4 doses over 1 minute (through spacer if possible) AND CALL THE AMBULANCE. As per 3.11

## Epilepsy

1. Move everyone else away.
2. If available and if enough time put a mat, blanket or large towel down to protect whilst fit is occurring.
3. Let them get on with it.

# STAYING SAFE...

4. Time how long it lasts and when they come around monitor airways and breathing. If in doubt send for Nurse/First Aider.
5. Reassure and arrange for pupil to go home.
6. Pupils on specific medication will each have a care plan and individual teams of staff will be aware of these.

## Diabetes

Medication in medical room i.e. blood kits and emergency food etc. All hypos must go to Nurse/designated first aider to be recorded. If out of school hours, child must be accompanied home and information must be passed on next day to Nurse.

- Epi Pen –for children with allergies kept locked in classroom. If trained –use it, if not get someone who is! Pupil must then go to hospital.
  - First Aid Boxes can be found in the Medical Room, Office, the Gym Cupboard, Staffroom.
  - All accidents to be reported in the accident book and appropriate forms to be completed
- All staff work to the codes of practice as outlined in BAALPE handbook. The BAALPE document is kept in the PE store cupboard and is available to download from the Internet.
    - All staff must teach safety to pupils and teach subjects in a safe and appropriate manner. Any queries or uncertainties staff should consult the BAALPE document or liaise with the PE subject co-ordinator.
    - In the event of forgotten kit spare kit can be provided which is washed regularly to ensure hygiene. Children are taught safe practice when lifting and moving equipment. Red Hill insists on no jewellery and in exceptional circumstances jewellery may be taped. Primary pupils use classrooms as changing areas, years 5/6 pupils change separately in the changing room within the gymnasium. Senior pupils also use the designated changing rooms. Trainers are required for all outside activities and bare foot for gymnastics and dance, unless there is a medical reason for footwear being required.
    - Transport to sporting venues is usually provided by school or Local Authority minibus.

Risk assessments must be completed for each physical education facility taking into account the range of physical activities to take place, incorporating the equipment to be used. (Use standard WCC risk assessment form). Risk assessments will be updated annually.

### **3.26 Personal Protective Equipment**

Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment which will be identified by the caretaker or any other staff member who

# STAYING SAFE...

deems it necessary. This will be ordered by the Business Manager, stored in a central location and checked annually. The Safety Officer will make periodic checks on their proper use and any maintenance/wear and tear.

## 3.27 Pond

The pond is fenced off and fully supervised by a member of staff when children are outside in the vicinity. The fencing is of adequate height with a lockable gate. A pre site risk assessment is conducted prior to the pond being used for an activity. The Business Manager will coordinate any maintenance of the pond required.

## 3.28 Risk Assessments

- There is a need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The leader of any activity is responsible for ensuring risk assessments are undertaken (Head Teacher, Governors, head of departments, managers, these are the responsible persons)
- A Risk Assessment for New and Expectant Mothers is undertaken by the Head or Deputy- see WCC Policy & Risk Assessment Guidance.
- Staff carry out the risk assessments and the risk assessor to sign and date it as well as the responsible person, these are kept on the school system.
- Risk assessments are kept on the system or in the H&S file and are checked annually by the Health and Safety Officer.
- All risk assessments are shared with the relevant staff they effect.
- Staff to sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

## 3.29 Sports pitches / playing fields

- The caretaker and grounds maintenance contractor maintain the sports field.
- Daily visual inspections are carried out by the caretaker, all staff are responsible for reporting any concerns regarding these areas.

## 3.30 Staff Consultation / Trade Unions

Refer to general policy statement at beginning of health and safety policy

- Health and Safety committee meetings are held during the Buildings Staff and Finance committee termly
- Staff can raise concerns to the SLT or by using the defect reporting book housed in the Headteachers office.
- The Headteacher is responsible for informing and consulting “in good time” with trade union health and safety representatives on:

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- Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will to comply with health and safety requirements
  - Risks to employees health and safety and preventative measures
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- The law poster is displayed in the staff room

## **3.31 Stress and Staff Wellbeing**

- Anyone experiencing problems should refer to their line manager who may refer the individual to the school advisory service wellbeing service who have a confidential helpline that staff can ring.
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Employees may be referred to Occupational Health Service
- Expectant mothers are encouraged to report as soon as possible so an appropriate Risk Assessment can be undertaken.
- General staff facilities are available e.g. staff room, rest rooms, prayer room etc

## **3.32 Swimming lessons (Public Pool)**

- Swimming lessons take place at Perdiswell Leisure Centre, and the children are transported by hired coach, accompanied by staff.
- The level of supervision is dependent on the class.
- Life guards and first aiders employed by the leisure centre are present during the swimming lessons.
- A risk assessment is to be carried out by the class teacher of the class who are swimming.

## **3.33 Swimming pools / hydrotherapy pool (School's Own) – N/A**

## **3.34 Training and Development related to Health and Safety**

- The business manager and the safety officer are responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height)
- A member of the SLT is responsible for new staff inductions and briefings.
- The Head and Safety Officer are responsible for establishing minimum health and safety competencies for certain roles.
- Training records are kept updated by the office staff.
- Staff are responsible for ensuring any training is updated in the appropriate timeframe.

## **3.35 Vehicles on Site/car park arrangements**

# STAYING SAFE...

- The Business Manager is responsible for management of vehicles on site
- There is a specific pedestrian access to ensure segregation of large vehicles from pedestrian areas
- Large deliveries have to pre-arrange a specific time.
- Refer to the premises circulation area risk assessment.
- Disabled car parking spaces available

## 3.36 Violence to Staff / School Security

- Rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements are made clear to all staff, contractors, hirers and visitors.
- There is a requirement for all staff to report all incidents of verbal & physical violence to the head.

## 3.37 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy.

- The school Caretaker keeps water records.

## 3.38 Work experience pupils

- The Deputy Head will give the induction and carry out the risk assessment
- A mentor will be assigned to them who will supervise them.
- The school will check relevant DBS detail and log on SCR.

## 3.39 Working at Height

- Ladders are available and kept in the hall out of the reach of the children.
- The caretaker will carry out the annual inspections
- Whoever is using the ladders will carry out pre use checks and carry out risk assessments.
- Ladder training is required for staff using equipment such as ladders (the caretaker)
- Staff using the equipment (who have been ladder trained) are responsible for wearing appropriate clothing / footwear.

Responsible Person	Print Name	Signature	Date
Chair of Governors	Kevin Ruff		24.01.24
Head Teacher	Jolanda Simmonds		24.01.24

Review Date: January 2025