**Health, Safety and Wellbeing Policy and Arrangements for   
Bures CEVC Primary School**

**Part 1: General Statement of Intent and Commitment**

**Part 2: Organisation and Responsibilities for Health, Safety and Welfare**

**Part 3: Arrangements and Procedures for Health, Safety and Welfare**

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**Part 1: General Statement of Intent and Commitment**

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing, and that the Governing Body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage this at 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
2. They also have responsibilities to fulfil the duties contained in the scheme of delegation and shall

* support the published policies and aims of the County Council.
* promote continuous improvement in health and safety.
* 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

1. The Headteacher, as Local Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.
2. 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:

1. working conditions and environment
2. substances used
3. equipment provided, and
4. working methods adopted

do not impair the well-being of any employee, or any other person including pupils, 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 Chair on its behalf.

Tin Fairbairn (Chair of Governors)

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

Ruth Slater (Head teacher)

**DATE THAT THIS POLICY WAS ADOPTED BY THE GOVERNING BODY**

11/05/2022

**Part 2: Organisation and Responsibilities for Health, Safety and Wellbeing**

The following Health and Safety organisational structure, roles and responsibilities are approved by the Governing Body and Headteacher of Bures CEVC Primary School.

1. **The Governing Body**

The Governing Body approves the Health, Safety and Wellbeing Policy of the school and monitors its successful implementation. The Governing Body further ensures that sufficient and appropriate resources are allocated to implement Health and Safety procedures. The Governing Body will specifically:

* 1. Include Health and Safety targets in the Building Plan & Accessibility Plan.

Targets may include,

* Provision of facility for health and safety purposes.
* Reductions in accidents/incidents.
* Training for Governors/staff, and
* Revision of policy/procedure
  1. Nominate a Governor (Health and Safety) as a Health and Safety link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly and undertake an annual review using the framework outlined in Appendix 3.
  2. Be informed and updated of Suffolk County Council’s Safety Health and Wellbeing Policy and receive advice and support from relevant Officers of Suffolk County Council or Advisers acting on Suffolk County Council’s behalf.
  3. Ensure that Health and Safety is an agenda item on full Governing Body meetings and receive a termly Health and Safety report from the Headteacher at this time (see Appendix 1). This report should include information on,
* Progress of the Health and Safety targets in the Building Plan and the Accessibility Plan.
* Accident/incident analysis
* Relevant Health and Safety information received from Suffolk County Council or its Advisers.
* Suggestion on future Health and Safety initiatives.

1.5 Facilitate any necessary review of the School’s Health and Safety policy and procedure as may become apparent via the strategies above.

1. **Headteacher**

As Senior Manager for the school premises, and of all on and off-site school related activities, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise Governors of any Health and Safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

* 1. The contents of this policy are brought to the attention of all relevant persons.
  2. A process for risk assessments is applied within the school, and that:
* All appropriate areas/activities are covered, (as per separate risk management procedure document).
* Appropriate control measures are implemented, and that
* Risk Assessments are monitored and reviewed as necessary.
  1. There is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy (see Appendix 2).
  2. Appropriate staffing levels for safe supervision are in place.
  3. An adequate schedule of inspection and maintenance is in place to ensure that the school is in safe condition and is a safe working environment (Appendices 2, 3 and 6). Inspection and maintenance will include:
* The fabric of the building.
* Play equipment.
* Fire appliances.
* Boiler/heating systems.
* Portable electrical appliances.
* Water systems.
* First Aid/medical facility and equipment.
* Premises staff equipment.
* Curriculum specific e.g. gymnastic equipment
  1. An adequate needs analysis of Health and Safety training is undertaken for school staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
* Headteacher Health and Safety awareness
* Health and Safety Induction training (all new and temporary staff – see Appendix 4)
* Emergency/Fire Training for the whole school community.
* First Aid
* Risk Assessment
* Health and Safety Coordinator
* Lifting and Handling
* Working at heights,

and any further specific Health and Safety training identified by the training needs analysis as being necessary and appropriate.

* 1. Adequate and easily retrievable Health and Safety training records are available and up to date.

* 1. The school secures and maintains an arrangement for obtaining competent Health and Safety advice as required by the management of Health and Safety regulations.
  2. A termly Health and Safety report is provided to Governors (Appendix 1).

2.10 The school has in place Health and Safety monitoring arrangements.

2.11 A school’s Educational Visits Co-ordinator is appointed and trained accordingly.

2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.

2.15 The fire risk assessment is updated every year and/or whenever significant changes or building works might affect the means of escape.

2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. a Health and Safety Co-ordinator) who may be tasked with the Health and Safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out. The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher

1. **Health and Safety Co-ordinator**

The School Business Manager has the responsibility of being Health and Safety Co-ordinator providing support for the Headteacher.

Specific functions of the Health and Safety Coordinator include:

* 1. Having an overview of the school’s Health, Safety and Wellbeing Policy and arrangements, bringing amendments to the attention of the Governing Body where necessary.
  2. Overseeing and supporting the school’s Risk Assessment/Risk Management process and advising of any deficiencies.

* 1. Carrying out, with others as appropriate, the School’s accident/incident recording, reporting, and investigation arrangements.
  2. Arranging for termly evacuation drills and weekly fire alarm tests etc.
  3. Advising of any defect in the state of repair of the building or its surroundings which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
  4. To make provision for the inspection and maintenance of work equipment throughout the school. Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
  5. Co-ordinating regular health and safety inspections and the annual general workplace monitoring inspections, ensuring all areas of the establishment and all activities are covered.
  6. Reporting any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
  7. Ensuring that all Senior Leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
  8. Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
  9. To ensure that staff are adequately trained and instructed in safety and welfare matters about their specific work place and the school generally, and to keep a register of training, including induction, and maintain this register.

1. **Senior Leadership Team**

Members of the Senior Leadership Team are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they are responsible for the School Improvement Plan. In particular, Senior Leaders will ensure that:

* 1. The school’s risk assessment process is applied and that control measures are implemented in accordance with the assessment and are monitored and reviewed accordingly.
  2. All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school’s procedure.
  3. All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
  4. Any equipment/appliance which has been identified as being unsafe is removed from service.
  5. Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
  6. The Health and Safety training needs of staff are identified and the Health and Safety Co-ordinator is informed accordingly.
  7. Staff are properly consulted on any matters that may affect their health or safety whilst at work.
  8. Newly appointed, transferred or temporary staff receive appropriate Health and Safety induction training.
  9. First aid provision is adequate.

4.10 Pupils are given relevant Health and Safety information and instruction.

1. **Teaching Staff (Including supply)**

Teaching staff are responsible for the Health and Safety of all pupils under their control and, in particular, must ensure:

* 1. Effective and appropriate supervision of the pupils that they are supervising.
  2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions in which the health, safety or welfare of the child necessitates such instruction.
  3. That they are conversant with the school’s Health, Safety and Welfare policy and any arrangements specific to their own year group/subject/area.
  4. They know the emergency procedures, including fire, critical incidents, injury or first aid.

* 1. Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
  2. That, where relevant, safety devices such as goggles are in good condition and are used in accordance with good practice.
  3. That they report any defective equipment to the relevant person.

5.8 That all accidents and incidents are reported and reviewed or investigated.

1. **Caretaker**

The Caretaker is responsible to the Headteacher / Business Manager, and in particular, will ensure:

* 1. The completion of routine Health and Safety checks and the prompt reporting where equipment or systems do not meet the required standard (such as failure of tests, broken items or potential hazards on school premises). All of these should be reported promptly.
  2. The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
  3. That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
  4. That periodic Health and Safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the School, and the main circulation areas. (These may be carried out with others such as governors, Health and Safety co-ordinator etc)
  5. That persons they supervise only undertake work for which they are competent.
  6. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
  7. That all staff work in accordance with safe working practices issued by the School, the County Council etc.

1. **All Employees (including temporary & volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the School to ensure that all parties comply with their Health and Safety responsibilities. In particular, all employees must:

* 1. Participate in the school’s risk assessment process and comply with findings.
  2. Report any defects in the condition of the premises or equipment of which they become aware.
  3. Report all accidents/Incidents in accordance with the school’s procedure.
  4. Be familiar with the procedure to be followed in the event of a fire/emergency.
  5. Make use, where relevant, of personal protective equipment provided for safety or health reasons.
  6. To follow all relevant codes of safe working practice and local rules.

7.7 To report any unsafe working practices to the Deputy Headteacher / Headteacher.

1. **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

* 1. Exercise personal responsibility for the health and safety of themselves and others.
  2. Observe standards of dress consistent with safety and/or hygiene.
  3. Observe all the Health and Safety rules of the School and in particular the instructions of staff given in an emergency.
  4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

In addition, pupils are expected to adhere to the School’s Behaviour Policy.

1. **School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

1. **Meetings to Discuss Health and Safety**

The Governing Body meets at least termly. Health and Safety issues and procedures are discussed at these meetings. Health and Safety within the school is also discussed at staff meetings - all staff are encouraged to report and discuss any Health and Safety issues with the Headteacher / Deputy Headteacher / Business Manager.

**The Organisation of Health, Safety and Wellbeing Responsibilities at Bures CEVC Primary School**

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| --- | --- | --- |
| **Task** | **Name of person responsible** | **Job title of person** |
| H & S System and Policy Review | Ruth Slater / Jan Plumstead | Headteacher / School Business Manager |
| Health and safety committee and/or governor committees | Leighton Hammett | H & S Governor |
| Communication and information management | Ruth Slater | Headteacher |
| Critical Incident Management | Ruth Slater | Headteacher |
| H&S Training, induction and refreshers | Jan Plumstead | School Business Manager |
| Personal safety – to include challenging behaviour/ lone working | Ruth Slater | Headteacher |
| Planned checks/procedures on premises/equipment | Leighton Hammett / Scott Newstead | H & S Governor / Caretaker |
| Risk assessments for managed moves, EOTAS and excluded pupils | Ruth Slater | Headteacher |
| Infection Control | Ruth Slater | Headteacher |
| Incident reporting/investigation | Jan Plumstead | School Business Manager |
| Coordination of risk assessment work | Tracy Bennie | EVC / SLT Member |
| Fire procedures including personal emergency evacuation plans | Jan Plumstead | School Business Manager |
| Locally organized premises maintenance, repair and improvement | Jan Plumstead | School Business Manager |
| First Aid (training organization and equipment) | Georgie Turner  Jan Plumstead | Attendance Officer  School Business Manager |
| Vehicle control and pedestrian safety on site | N/A |  |
| Educational visits coordinator (EVC) | Tracy Bennie | EVC |
| Stress, Mental Health and Wellbeing | Jan Plumstead | School Business Manager |
| School Minibus | N/A |  |
| Child Protection Co-ordinator | Ruth Slater | Headteacher |
| Supporting pupils with medical conditions in school | Tracy Bennie | SENCo |
| Premises Security | Jan Plumstead / Scott Newstead | School Business Manager / Caretaker |
| Contractors on Site | Jan Plumstead / Scott Newstead | School Business Manager / Caretaker |
| Outside lettings | Jan Plumstead / Scott Newstead | School Business Manager |

**Part 3: Arrangements and Procedures for Health, Safety and Wellbeing**

The arrangements and procedures within this policy are based on advice from the Department for Education on health and safety in schools and the following legislation:

·  [The Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37), which sets out the general duties employers have towards employees and duties relating to lettings

·  [The Management of Health and Safety at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made), which require employers to make an assessment of the risks to the health and safety of their employees

·  [The Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made), which require employers to  
carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

·  [The Control of Substances Hazardous to Health Regulations 2002](http://www.legislation.gov.uk/uksi/2002/2677/contents/made), which require employers to control substances that are hazardous to health

·  [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made) which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

·  [The Health and Safety (Display Screen Equipment) Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2792/contents/made), which require employers to carry out digital screen equipment assessments and states users’ entitlement to an eyesight test

·  [The Gas Safety (Installation and Use) Regulations 1998](http://www.legislation.gov.uk/uksi/1998/2451/regulation/4/made), which require work on gas fittings to be carried out by someone on the Gas Safe Register

·  [The Regulatory Reform (Fire Safety) Order 2005](http://www.legislation.gov.uk/uksi/2005/1541/part/2/made), which requires employers to take general fire precautions to ensure the safety of their staff

·  [The Work at Height Regulations 2005](http://www.legislation.gov.uk/uksi/2005/735/contents/made), which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. **Accident Reporting, Recording & Investigation**

All accidents and incidents that occur on school premises must be officially recorded in the Staff Accident Folder (for staff and all adults on site - parents, governors, contractors, volunteers) and in the Pupil Accident Book (for pupils). The Staff Accident Folder is kept in the School Office. Three copies of the Pupil Accident Book exist in the school and are kept by the School Hall, in the School Office and in the Early Years Office.

It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book/ Folder. In the case of more serious accidents the School Business Manager will complete the SCC Incident Reporting Form. In extreme cases additional reports forms are required to be sent to the Health & Safety Executive. In order that the School Business Manager is provided with all relevant facts following any serious accident, staff are requested to write and sign a statement or complete an incident form (Appendix 5).

1. **Asbestos**

The Headteacher and Governing Body made the decision for the School to be asbestos free as is practicable. This has been confirmed by Suffolk County Council. The Asbestos Survey Record is kept in the School Office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Headteacher and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of un-removed asbestos disturbance, staff should follow the emergency plan as outlined in the Critical Incidents Policy.

1. **Contractors**

All contractors should be made aware of the Health and Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the School. These arrangements should be agreed before work commences and should include Risk Assessments as necessary eg: Working at Height. Any contractors working within confined spaces should complete the relevant form, held in the Premises Log Book. In addition, Contractors and Visitors are required to orally consent to the “Visitors to Bures School Guidance” and to read the “Safeguarding at Bures School” notice before commencing relevant work on the premises.

1. **Curriculum Safety (including out of school learning activity/residentials)**

Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg. AfPE document “Safe Practice in Physical Education and School Sport” for PE.

1. **Drugs & Medications**

Medicines can only be administered if accompanied by written authorisation and instructions from a child’s parent / carer. They will be kept in the Medicine Cabinet in the School Office (or if appropriate in the fridge in the staff room) and must be clearly named with instructions on the dosage. Medicines can only be taken under adult supervision and the administering adult must record the date, name of child, dose and then sign in the medicine record book held in the School Office. For more information, refer to the First Aid and Medicine Policy (including Supporting Pupils with Medical Needs).

1. **Electrical Equipment (fixed & portable])**

Inspection of all school portable electrical equipment is carried out annually by a competent person. The latest certificate can be found in the School Office. No personal electrical equipment should be brought in and used in school unless it has been tested and has a valid report from a competent person. Fixed electrical wiring is tested by a competent person every five years. This report can be found in the Premises Log, held in the School Office. Any defective appliances or wiring should not be used and should be reported to the School Business Manager who will arrange for its repair or disposal.

1. **Fire Precautions & Procedures (and other emergencies)**

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed annually. This responsibility is delegated to the School Business Manager. Fire drills take place termly.

1. **First Aid**

First Aid equipment is appropriately located around the school. A kit is held in the School Office and kits are held in each classroom. The class teacher is responsible for ensuring that their class kit is taken when children are taken off of school premises. Two first aid kits are kept in the easy access toilet and mini kits are held there for each midday assistant to use during lunch duty.

The first aid cupboard and kits are regularly checked and restocked by an appointed member of the office team.

1. **Glass & Glazing**

All glass in doors and side panels should be safety glass. All replacement glass should be of safety standard.

1. **Hazardous Substances COSHH**

Control of substances hazardous to health (COSHH) risk assessments are completed by Vertas and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Data sheets are kept for each substance and CLEAPSS guidelines will be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

1. **Health and Safety Advice**

The School receives Health and Safety advice from Suffolk County Council.

1. **Housekeeping, cleaning & waste disposal**

The Caretaker is to ensure premises are kept clean, fire exits are clear and accumulation of rubbish is minimised. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate locked fenced area. Medical waste is stored in a special bin in the kitchen and is collected for emptying by specialist contractors when required. In bad weather areas will be prioritised and will be gritted or cleared of snow. Sanitary bins that are utilised in the Key Stage Two girls’ lavatories and staff toilets are emptied by a specialist contractor on a regular basis.

1. **Handling & Lifting**

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

1. **Jewellery**

Pupils are not permitted to wear jewellery to play sport or P.E at school.

1. **Lettings/Shared Use of Premises**

Health and Safety information will be given to all users of the premises (“Terms and Conditions for the Hire of Bures CEVC Primary School”). There will be restrictions on use of equipment and areas accessible and the School enters into a written agreement with the lessee. Staff will be on site either opening/closing duty or in some instances for the duration of the letting, except in regular-use events. Details of first aid provision, telephone provision, fire and emergency arrangements and emergency lighting will be provided.

1. **Lone Working**

Staff working on their own should notify a second person who will seek to contact them if they do not ‘check-in’. If no suitable second person is available, the Headteacher will act as the second person. Lone workers should avoid hazardous activities. See the Lone Working Risk Assessment.

1. **Long Term Evacuation Plan**

See Critical Incidents Policy for full details.

1. **Maintenance / Inspection of Equipment**

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix 6 for details of what equipment requires periodic inspection, examination or testing.

1. **Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

**Handwashing**

·  Wash hands with liquid soap and warm water, and dry with paper towels

·  Always wash hands after using the toilet, before eating or handling food, and after handling animals

·  Cover all cuts and abrasions with waterproof dressings

**Coughing and sneezing**

·  Cover mouth and nose with a tissue

·  Wash hands after using or disposing of tissues

·  Spitting is discouraged

**Personal protective equipment**

·  Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

·  Wear goggles if there is a risk of splashing to the face

·  Use the correct personal protective equipment when handling cleaning chemicals

**Cleaning of the environment**

·  Clean the environment frequently and thoroughly.

·  Clean the environment, including toys and equipment, frequently and thoroughly

**Cleaning of blood and body fluid spillages**

·  Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

·  When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer’s instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

·  Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

·  Make spillage kits available for blood spills

**Clinical waste**

·  Always segregate domestic and clinical waste, in accordance with local policy

·  Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in

foot-operated bins

·  Remove clinical waste with a registered waste contractor

·  Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

**Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

**Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

1. **Playground Safety**

Daily inspections of play equipment and the grounds are undertaken by the Caretaker. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and equipment is checked via an annual inspection organised by the School.

1. **Reporting Defects**

Defects should be reported to the School Business Manager, who will arrange appropriate repair.

1. **Risk Assessments**

The Headteacher will make arrangements for risk assessments relating to the School premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

1. **Child Protection and Safeguarding**

A Child Protection and Safeguarding Policy is in place and is reviewed annually. Staff receive the appropriate training to safeguard the children and adults within the School against abuse, sexual exploitation and radicalisation.

1. **School Trips/ Off-Site Activities**

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy for information on planning school visits, who to obtain approval from, when to seek approval from the County Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

1. **Smoking**

Smoking is not permitted anywhere on school premises or in the grounds.

1. **Staff Consultation**

Staff are consulted and briefed on the Health, Safety and Wellbeing Policy.

1. **Staff Health and Safety Training and Development**

New staff are briefed about Health and Safety arrangements during their induction (see Appendix 4) establishing minimum Health and Safety competencies for certain activities (eg use of hazardous substances, working at height) and who hold certain roles (Health and Safety Co-ordinator, Caretaker). Relevant training courses will be made available as required.

1. **Staff Well-being / Stress**

The wellbeing of all staff is extremely important.

It is the School's intention to ensure that staff members who experience stress are offered help, whatever the cause of the stress. Negative stress reduces performance, creativity and productivity. The School subscribes to the Suffolk County Council Wellbeing Service, which provides specialist information and counselling services aimed at helping staff understand and recognise the nature and causes of negative stress, and to take positive steps to manage it.

In order to help minimise the risk of work-related stress, staff should:

- ensure good communication with colleagues at all levels, especially at times of organisational and procedural changes.

- support colleagues by providing appropriate information and by sharing knowledge and resources where appropriate.

- engage in discussion about performance / training needs and act on feedback.

- raise issues of concern at an early stage and seek constructive solutions.

- make use of support and other resources available.

- ensure that bullying and harassment are not tolerated, and are reported should they arise.

- seek advice and support at an early stage if difficulties arise.

Staff well-being audits are carried out regularly, identifying areas of concern for staff members. Strategies are then implemented to address any areas of concern.

This School acknowledges that any staff member, at whatever level, can experience negative stress at work. This School considers that seeking help and support is a positive approach, to be encouraged and dealt with without prejudice, and will not be viewed as an admission of weakness.

1. **Supervision (including out of school learning activity/study support)**

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as outlined in the Educational Visits Policy. All staff, governors and other volunteers (in regulated activity) are required to have enhanced Disclosure and Barring clearance in line with the guidance in ‘Keeping Children Safe in Education’.

1. **Swimming Pool**

Pupils from the school attend Kingfisher Swimming Pool in Sudbury to swim. The school adheres to the procedures, safeguards and policies given to the school by Norse. The school completes an annual risk assessment.

1. **Use of VDU’s / Display Screens**

Staff using VDUs/Display Screens for a significant part of their working day should complete a Display Screen Equipment Workstation Assessment Form.

1. **Vehicles on Site**

The School has no parking on site. It has access to a public car park which is across the road from the School. All cars should park in this car park during term time when pupils are or may be in school. On days where pupils are not present at the School, cars may be parked on the school playground. If vehicles need to enter the playground when children are on site, this should be done in lesson time. All deliveries should be reported to the School Office.

1. **Violence to Staff / School Security**

External gates are kept shut at all times whenever possible to maintain site security. For 15 minutes, between 7:45am and 8:00am, the school gates are opened for pupils to arrive for Breakfast Club. At 8:00am the gate is locked until 8:40 am at which time a member of staff will open the gate and stand by it. At this time the School Rear Playground gate is also opened. All gates are locked at 9am. Gates are then reopened at 15:10.

All visitors are required to sign in at the School Office and must wear a Visitor Lanyard. All staff have an identification badge which should be worn at all times. Children are told to report to a known adult if they see an adult on site without a badge or lanyard.

Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher.

1. **Working at Height**

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Caretaker may need to work at height in the course of their duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

1. **Work Experience**

Arrangements are in place for allowing certain work placements. Students on work placement are given induction training and are fully supervised. Placements tend to be Initial Teacher Trainees and students from Thomas Gainsborough School, through the Gainsborough Learning Partnership. Where placements are for a limited time i.e. less than four weeks, a non-DBS visitor risk assessment will be undertaken and shared with staff to ensure that everyone is aware that this visitor should not be left to supervise children on their own.

1. **Monitoring the Policy**

This Health, Safety and Welfare Policy follows the 9 term PLAN-DO-CHECK-ACT system recommended by Suffolk County Council in order to ensure best practice. See Appendix 2 for details.

As part of this, members of the Governing Body, together with the Headteacher / Health and Safety Co-ordinator and the Caretaker, will carry out termly workplace inspections and monitor the implementation of this policy by staff, monitoring accident reports/trends and complaints.

# **Appendix 1: Headteacher’s Termly Report to Governors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TOPIC | **SUBJECT** | NUMBER | **ADDITIONAL COMMENTS** |
|  | Incident / Accident reporting | 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 relating to students | Number of incidents recorded |  |
|  | Numbers of Inspections | 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, particularly where significant financial implications exist or school policy needs to be amended or extended |
| Carried out by/for trade union health and safety representatives |  |
|  | Health and Safety Governor Visits | Report on proceedings with update on items/actions outstanding |  | Append minutes of any meetings since Headteacher’s previous report to the governing body |
| Report on Progress of the H&S targets in the Building Plan and the Accessibility Plan. |
|  | Health and Safety training | Any induction and other health and safety related training undertaken by staff (including, personal safety training / positive behaviour management, 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 |
|  | Information received from LA | 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. |
|  | Updates from external consultants and advisers | Reports on health and safety 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). |

**Appendix 2: 9 term PLAN-DO-CHECK-ACT**

The school’s Health, Safety and Wellbeing policy is reviewed annually as part of the 9 term PLAN-DO-CHECK-ACT. At each review the school formally adopts the new policy and renews the relevant signatures.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Term one** | **Term two** | **Term three** | **Term four** | **Term five** | **Term six** | **Term seven** | **Term eight** | **Term nine** |
| **PLAN (timings for, etc)** | A health and safety audit (full every three years)  The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits | The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits | A health and safety audit  The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits  Next term’s fire risk assessment |
| **DO** | Local inspections  Fire drill  Lockdown drill  New fire risk assessment (FRA)  H&S report to Governing Body  Log school trips on EVOLVE | Health and Safety Audit (full every three years)  Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE | Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE | Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body |
| **CHECK** | H&S policy and risk assessment review  H&S training  review  Asbestos review with Corporate Property Advisor | Maintenance review with Corporate Property Advisor | Check all actions from the audit have been carried out  Condition survey review with Corporate Property Advisor  School trip and EVC review | H&S policy and risk assessment review  H&S training  Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review | Maintenance review with Corporate Property Advisor  Review Health and Safety Audit | Condition survey review with Corporate Property Advisor  School trip and EVC review | H&S policy and risk assessment review  H&S training  Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review | Maintenance review with Corporate Property Advisor  Review Health and Safety Audit | Check all actions from the audit have been carried out  School trip and EVC review |
| **ACT** | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections |

**Appendix 3 - Bures C.E. Primary School – ANNUAL HEALTH AND SAFETY MONITORING CHECK LIST**

|  |  |
| --- | --- |
| Date of inspection: |  |
| Monitored by: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Procedures** | **Y** | **N** | **N/A** |  | **To Action Plan** |
| Are there sufficient Fire Action Notices displayed to inform staff of the action to take in the event of fire? |  |  |  |  |  |
| Is fire fighting equipment readily available? |  |  |  |  |  |
| Are first aid boxes readily available? |  |  |  |  |  |
| Is the location of the first aid box clearly signed? |  |  |  |  |  |
| Is the first aid box suitably stocked? |  |  |  |  |  |
| **Fire Prevention** | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Are heaters positioned safely? |  |  |  |  |  |
| Are quantities of paper and combustible materials stored safely? |  |  |  |  |  |
| Are fire escape routes clear and fire doors not wedged open? |  |  |  |  |  |
| Electrical Safety | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Does all electrical equipment within the room look safe to use? (pay particular emphasis to the integrity of cables, plugs and fixings) |  |  |  |  |  |
| Equipment | Y | **N** | **N/A** | **Comments** | **To Action Plan** |
| Are any items of mechanical cutting equipment (such as paper guillotines or shredders) adequately guarded to prevent contact with potentially hazardous moving parts? |  |  |  |  |  |
| Is access to equipment provided where needed? |  |  |  |  |  |
| Is this equipment suitable for the task and well-maintained? |  |  |  |  |  |
| Are doors and windows working correctly? |  |  |  |  |  |
| **General/Welfare** | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Are floors clean? |  |  |  |  |  |
| Are floor coverings intact? |  |  |  |  |  |
| Are desks/worktops intact and easily cleaned? |  |  |  |  |  |
| Is lighting adequate and in working order? |  |  |  |  |  |
| Is the standard of heating affording an adequate level of comfort? |  |  |  |  |  |
| Is there sufficient circulation space within the office/classroom to allow staff and pupils to move around safely? |  |  |  |  |  |
| Is there an adequate supply of soap, towels (or hot air drying) where hand washing facilities are located? |  |  |  |  |  |
| Is all equipment safely stored? – cupboards and shelving stable |  |  |  |  |  |
| **Office Housekeeping** | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Are passageways, traffic routes, clear of tripping hazards e.g. cables, boxes, stock, rubbish, etc? |  |  |  |  |  |
| Are rubbish receptacles emptied regularly? |  |  |  |  |  |
| Is an effort made to ensure that the storage of empty cardboard boxes is kept to a minimum? |  |  |  |  |  |
| Are the tops of lockers/filing cabinets/cupboards clear of stored items, such as cardboard boxes, which may fall or add to the fire loading of the area? |  |  |  |  |  |
| **Outside Areas** | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Is external lighting adequate and working? |  |  |  |  |  |
| Are tree branches and shrubbery overgrown / appear unstable? |  |  |  |  |  |
| Are paths and steps in good / safe condition? Are leaves, ice and moss cleared from these areas? |  |  |  |  |  |
| Are drains clear? |  |  |  |  |  |
| Are fences and gates in a good state of repair? |  |  |  |  |  |
| Are there any hazards on the playground? – (Litter / broken glass etc…) |  |  |  |  |  |
| Is all playground equipment / matting around it in good working order and hazard-free? |  |  |  |  |  |
| Is the pond safely covered and the area hazard free? |  |  |  |  |  |
| Is the bin / smoking area safe? (No fire hazards / safe storage) |  |  |  |  |  |
| **Registers / Paperwork** | **Y** | **N** | **N/A** | **Comments** | **To Action Plan** |
| Is register of fire alarm testing up to date? |  |  |  |  |  |
| Is the ‘Asset Register’ (Inventory) up to date? (Annually + Spot check) |  |  |  |  |  |
| Is the asbestos register kept up to date? |  |  |  |  |  |
| Is the ‘Hazard Book’ available and in use? |  |  |  |  |  |
| Is first aid and accident record effectively used? |  |  |  |  |  |

**Appendix 4: Health and Safety Checklist for Staff Induction**

All staff must 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 could include the following, which includes both basic and more specialised criteria. Those in bold are seen as crucial for all staff.

* **Overview of the school’s Health and Safety policy and organisational structure**
* **Tour of the premises**
* **Current health and safety priorities for the school**
* **Communication and relationships with other departments, schools and Suffolk County Council.**
* **General health and safety advice, including the school’s own guidance and that from the Local Authority**
* **The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.**
* **Where appropriate, curriculum specific guidance (e.g. PE, Art, Science etc…)**
* **For certain staff (head teacher, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available to ALL staff**
* **Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment**
* **Smoking restrictions around the school site.**
* **Fire evacuation and emergency procedures**
* **Critical Incident procedures**
* **The arrangements the school has for managing visitors (signing in, 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 (for example: a narrow drive shared by pedestrians and vehicles)**
* **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)**
* **Fire extinguishers and blankets – location and use**
* **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)**
* **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 - specific duties and responsibilities for the management of staff welfare – the Employee Assistance Programme
* 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
* Work permit systems (for example, arrangements for visits and trips)
* Physical examinations relating to statutory maintenance requirements eg. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors

### 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

**Appendix 5 – Serious Pupil Accident / Incident Reporting Form**

This report is to be completed by the adult in charge of the child at the time of the accident / incident.

|  |  |
| --- | --- |
| Incident description |  |
| Site location |  |
| Person involved |  |
| Nature of injury |  |
| Location of injury e.g. right eye |  |
| Date of incident |  |
| Time of incident |  |
| Name of witnesses (if any) |  |
| Action taken |  |
| Staff reported to |  |
| Action going forward |  |

Please hand this completed form to the Business Manager, as soon as possible after the accident / incident. If she is not on site, then give to the Headteacher / Deputy Headteacher.

This form must be handed in at the latest no longer than 24 hours after the incident.

**Appendix 6 – Equipment Testing**

|  |  |
| --- | --- |
| **Equipment** | **Frequency** |
| Portable Appliance Equipment | Annually |
| Fixed Wire Testing | Five Yearly |
| Emergency Lighting | Daily visual check by Caretaker, Quarterly by Chubb |
| Lightning Protection | Annually |
| Fire Alarm | Daily panel check by Caretaker, Quarterly by Chubb |
| Fire Call Point testing | Weekly by Caretaker |
| Fire Extinguishers | Weekly by Caretaker, Annually by Chubb |
| Smoke detectors | Weekly by Caretaker |
| Security Alarm | Annually |
| Gym Equipment | Annually |
| Water Testing | Monthly by caretaker |
| Legionella | Annual update of risk assessment |
| Boilers | Annually |
| Hall fans / heaters | Annually |
| Energy rating | Annually |
| Solar Panels | Annually |
| Early Years Air Conditioning | Annually |