



Slyne-with-Hest C of E Primary School Health and Safety policy

Policy:	Health and Safety policy
This statement was approved:	November 2025
This statement will be reviewed:	November 2026
Governor committee responsibility:	Full governing body

Incorporating the Local Health and Safety Arrangements for:

Slyne-with-Hest St Luke's Church of England Primary School

888/3543 Lancashire District 1 School 29

Shady Lane, Slyne, Lancaster LA2 6JL

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;

- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.

All the policies of the school embody the statements in the school mission statement:

Listen, learn, love and laugh as part of God’s family.

Philosophy

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Key Aims of the Health and Safety Policy are:

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency



Informing people of this policy

This health and safety policy is kept in the school office and a copy is also available in the staff room. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Signed: 	Signed:  On behalf of the Governing Body
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Head Teachers name: Paul Bowden	Chair of Governors name: Paul Beach
Date: November 2025	Proposed Review date: November 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Paul Bowden (Headteacher) and Katherine Waterhouse (Deputy Headteacher)
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Business Manager = Caroline Lindsay HS Coord = Paul Bowden Tony Hall (Site supervisor) has day to day responsibility for all site issues
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits	Premises issues : Site supervisor Fire safety – annual fire risk assessment carried out EVCs Glenys Cunningham and Paul Bowden
The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Paul Bowden
The documented Health & Safety objectives and any associated action plan(s) can be found	
All employees within the school have a responsibility to:	
1. Co-operate with the Headteacher and his nominated representatives on all	

- matters relating to health and safety;
2. Not interfere with anything provided to safeguard their health and safety;
 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Health & Safety Objectives will be set each year for improvements in the management of health & safety within the school. **Those for 2025 - 2026 are:**

- To review related H&S procedures – e.g. lockdown policy
- To review site security

These relate to the issues within the school as identified by sources outlined above. The progress towards meeting the objectives will be monitored and reviewed by the Management Team throughout the year to ensure they are achieved.

Health and Safety Risks Arising from Work Activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	A general risk assessment related to the building formed by Paul Bowden (HT)
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Every educational visit will have a formal risk assessment carried out by classteacher and EVC (Paul Bowden / Glenys Cunningham)
The significant findings of risk assessments will be reported to:	Head Teacher and in the case of EVC type B visits to the County EV team
Action required to remove/control risks will be approved by:	Head Teacher
The responsibility for ensuring the action	Head Teacher:

required to reduce risks is implemented is that of:	
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Head Teacher
Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Paul Bowden for general risk assessment If a contractor is on site for a major project they (through Cowans) will be asked to form a full site risk assessment

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected

employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>All staff</i>
Consultation with employees is provided via:	<i>Annual Health & Safety meeting and as raised on staff meeting agendas</i>

Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Paul Bowden (HT) / Katherine Waterhouse (DHT)	Is responsible for identifying all equipment/plant needing maintenance
Paul Bowden (HT) / Katherine Waterhouse (DHT)	Is responsible for ensuring effective maintenance procedures are drawn up
Paul Bowden (HT) / Katherine Waterhouse (DHT)	Is responsible for ensuring that all identified maintenance is carried out

Any problems found with equipment should be reported to:	Paul Bowden (HT) / Katherine Waterhouse (DHT)
Paul Bowden (HT) / Katherine Waterhouse (DHT)	Will check that new equipment meets any required health and safety standards before it is purchased

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location:</i> School staffroom
Health and safety advice is available from:	Paul Bowden or from the County H&S executive or from the Schools Portal
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	Paul Bowden

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work, this will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Paul Bowden (Headteacher) at school
Job specific training will be provided by:	Site management – input from Buildings and grounds team at County
Specific jobs requiring special training are:	<i>Catering / Kitchen (provided by LCC under contract) Site staff provided by Richard Wood from County</i>
Training records are kept at/by:	<i>In school HS file</i>

Training will be identified, arranged and monitored by:	Paul Bowden (Headteacher)

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available:	KS1, School hall and The Base
The first aiders and appointed person(s) is/are:	Glen Cunningham / Adele Metcalfe / Mollie Towers/ Aimee Walker (Paediatric 1 st aid training) Paul Bowden / Emma Pennington / Katherine Waterhouse / Jo Jennings / Emma Chippendale / Liz Overfield / Emma Ashwin / Alison North are all 'Emergency First Aid at work/in schools' trained (03/10/2024)
All accidents and cases of work-related ill health are to be reported to:	Reported using the school accident books Liz Overfield (minor incidents at lunchtime) Paul Bowden /Caroline Lindsay for completion of records
Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities:	
Health surveillance will be arranged by:	Paul Bowden

Health surveillance/records will be kept by/at:	Paul Bowden
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Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by:	Daily / weekly by site supervisor Health and Safety inspections carried out by a member of the Governing Body
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Paul Bowden (HT) Caroline Lindsay (Bursar)
Responsible person(s) for investigating work-related causes of sickness absences:	Paul Bowden (HT)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Paul Bowden (HT)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Paul Bowden (HT) Caroline Lindsay (Bursar)

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all

concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Buildings Com of the Governing Body
Escape routes are checked by/every:	Tony Hall (Site Supervisor)
Fire extinguishers are maintained and checked by/every:	Chubb as organised by TPMS contract
Alarms are tested by/every:	Tony Hall (Site Supervisor) weekly
The emergency evacuation procedure is tested every	Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Paul Bowden and a small group of governors

Responsibilities of individual class teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/ or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies

- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safely tools and equipment
- Report any incidents, assaults or ‘near misses’
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Ensure that pupils’ bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PHSE and curriculum.

- Make parents/ volunteers aware of safety procedures in the classroom/ work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

Responsibilities of post-holders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the headteacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The headteacher or school site supervisor is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor and headteacher
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

Responsibilities of the Headteacher

- To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- To regularly review the safety and security of the school building during an annual Governors' meeting

- To undertake risk assessments as and when required and review regularly
- To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
- To act upon referrals from employees
- To ensure staff and pupils comply with agreed procedures
- To record and inform relevant external agencies as and when appropriate
- To ensure access to this policy and other health and safety information as legally required
- Advise and inform the Governing Body as to health and safety practice, legislation and compliance
- To ensure that appropriate logs and records of incidents are completed and acted upon
- To ensure policies and employees are updated as to new legislation and guidance
- To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
- To ensure that temporary/ supply staff are informed of health and safety practice
- To meet with the health and safety representative of the governing body termly to discuss health and safety issues and 'walk the school'
- To report on any audits/ inspections to the governing body and follow-up any necessary actions
- To ensure that procedures are in place to ensure the safety of contractors and hirers
- To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensure adequate first aid cover is provided

Responsibilities of visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the school bursar.

The Governing Body and Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

- 1) Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the School Administrator or Headteacher
- 2) The Administrator, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, i.e. by notifying the site supervisor, contacting property services via the hotline, school technical services or other competent contractor
- 3) Details of the defect will be noted
- 4) Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register
- 5) The contents of the defect book will be checked weekly by the site supervisor



of Health and Safety

Many of these areas also have a specific Risk Assessment in the Health and Safety file in the headteachers office.



Abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach (e.g. the small grp room / the school library). It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

Accident reporting

All serious accidents that occur on the site should be recorded on a County Council accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Asbestos

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.



Contractors and visitors

All contractors and visitors entering the premises are required to sign in at the school office and wear a visitors badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

COSHH (Control of Substances Hazardous to Health)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept in the site supervisors office. All COSHH materials have a data sheet which is kept in Site Supervisors room.

All staff are reminded annually of COSHH materials



Display Screen Equipment

All work stations used by staff require a risk assessment. Staff should have training in the use of the DSE.



Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residentials and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, LA and school staff are involved in the preparation.

Our EVCs are Glenys Cunningham / Paul Bowden (HT) – both have been through the full County training. They will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the line manager responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of

inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential visits need approval from the LA and governing body.

Further details are included in our 'educational visits policy'.

Electricity

Our school ensures the testing of portable appliances takes place on an annual basis. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Administrator. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

Pupils in years 5/6 are allowed to connect/ disconnect electrical equipment (under supervision), they are not allowed to push the TV sets around school.

Stage lighting is checked annually.



Fire

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

Responsibilities during fire drill

Headteacher/ deputy headteacher	Supervision of evacuation Evaluation of procedures Training and guidance
Administration assistant/ member of office staff	Calling the fire brigade
Teachers (teaching assistant/ mid-day supervisor)	Roll call

Office staff	Registers Checking visitors
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Responsibilities for classteachers (or teaching assistant/ mid-day supervisor if classteacher not onsite)

During the **first day of school** all classteachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the playground standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way

Reporting – registers will be taken out on to the playground by office staff and handed over to classteachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see ‘Emergency procedure’ document. This also provides information about the notification of staff, parents and LA in the event of school closure.

Tests and checks

Daily (the caretaker)	<p>On arrival Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working</p> <p>On leaving Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed</p>
Weekly	Test fire alarm systems and record in caretaker’s log

(the caretaker)	Test one alarm each week on a rota
Monthly (the caretaker)	Check extinguishers are in the correct place
Termly (the headteacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Six monthly (the caretaker)	Check emergency lighting and record in log
Annually (Governor)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers

Fire notices are contained in each room.

First Aid

RESPONSIBILITIES

The following people currently hold a first aid qualification:

Teaching staff: Paul Bowden, Glenys Cunningham (Paediatric), Emma Pennington, Katherine Waterhouse, Jo Jennings

Teaching assistants: Adele Metcalfe, Mollie Towers and Aimee Walker (Paediatric 1st Aid), Liz Overfield, Emma Chippendale, Alison North, Emma Ashwin

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

EQUIPMENT

The first aid box is kept in the hall. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid satchel available – staff must ensure that this is taken on a trip.

Office staff should check and replenish stocks as necessary.

PROCEDURES

In case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the classteacher and or head/ secretary as necessary
4. parents are informed when necessary

Levels of action include:

- treatment on school premises for minor ailments/ accidents – Minor Accident Book
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Minor Accident Book
- parents contacted immediately – Accident Book – LA informed if sufficiently serious
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

In each case every attempt should be made to:

- check the injury to the best of our ability
- inform the relevant people in the case of more serious incidents. This includes:
 - the headteacher
 - the parents
 - the LA
- keep accurate records of the injury, events leading up to the injury and actions subsequently
- err on the side of caution
- consider the needs of the child as central to all actions



Headlice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools.

We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs. As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures:

Parents are reminded through the school prospectus and letters at the beginning of term of the need to be vigilant and ways of dealing with head lice when they are identified.



Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary



Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible

- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

Lone working and personal security

The Governing Body, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Staff working alone in the building:

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is locked and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher’s room, main office or mobile phone
- Always be alert when leaving the building



Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

Medication

There are no legal or contractual requirements for teachers to administer medication and the school policy is that they should not do so, unless they are administering medication for a child with SEN whose condition may suddenly require specific medication that is held in school. If children need medication for short periods (after illness) parents will be offered the facility of coming in to school to administer it. Where, regular, demanding needs are required to be met, special arrangements may be made via the headteacher/SENCO.



PE equipment

The PE equipment is inspected annually. The PE co-ordinators (Jo Jennings and Hayley Winder) keep a regular check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Photographs and Videos

Our policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents:

- will be asked for permission for the taking of photographs by the media

- will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school parents will be informed of school policy and permission requested for use of pictures within the establishment.

Annually parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.



Reporting Incidents

Use an incident form to report all incidents, however, minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

Risk assessments

Risk assessments are completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the administration file in the headteacher's office. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.



Science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully

- inform your teacher of any breakages
- if you're not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix and children with special needs
- room dynamics

Where there are any concerns or queries the science coordinator should be consulted.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields. This is in keeping with new Government Legislation (April 2007)

Swimming

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

Supervision

Children should go to the toilet, blow their nose and shower before going onto the poolside.

Children and teachers should not chew anything during the lesson.

There should be no outdoor footwear on the poolside and all teachers must carry a whistle.

Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure.

Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

Class size

It is not expected that there should be more than twenty learners per teacher during the actual swimming sessions.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.



Trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.



Weapons in school

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Work experience

We welcome work experience students to our school. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment
- ensure an appropriate match between the student and the activity
- ensure appropriate supervision at all times

Work experience students are co-ordinated by the headteacher. Their classteacher is responsible for ensuring their induction and mentoring them whilst on site.

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and well being of staff we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school (staff meetings are held at different times of the day / week and a maximum of one formal meeting is scheduled each week)
- that length of meetings is agreed and where possible adhered to (meetings are kept to one hour where possible)
- that notice is given of cancellations
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances (discussed and agreed at staff meetings)
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time

- that evening events are timetabled where possible so that no one member of staff constantly misses their PPA time
- that no meeting is scheduled on Fridays after school (only Friday events are organised by the PTA and as such staff attendance is optional)
- that where possible INSET days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable and may be completed off site
- that working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- that TAs are deployed to support teachers where possible

Please also see the Staff Wellbeing Policy (agreed at Full Governors March 2020)

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/ migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say 'no'
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation

- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the health and well-being policy.

Fitting in with families

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments
- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school
- attempting to accommodate staff preferences for early starts/ late starts, early finishes/ late finishes

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

Monitoring arrangements

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from health and safety link Governors

Policy review

This policy will be reviewed and amended in November 2026

Head Teacher's Responsibilities and Duties as Premises Manager of their School

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes; asbestos survey reports, associated plans, etc. In the case of schools within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Head Teacher. The Head Teacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility.

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the school premises in compliance with the County Council's Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

- Asbestos
- Management of Contractors including Client duties required by the Construction, Design and
- Transport Safety
- Oil/Fuel Storage

Management Regulations

- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure Systems
- Security
- Water including the control of Legionella bacteria and lead in water
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic Doors
- CDT Equipment
- Other premises issues as appropriate to the building

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County Council guidance and are made available to interested parties for their use including those using the premises out of school hours;
- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc working on site e.g. the Asbestos Survey Report;
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management Guidance and Record to the extent to which they may affect their work or responsibilities;
- Ensuring that communication and co-operation is established between all occupants if the school is shared with other users, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager, Head Teachers or Senior Designated Officer are required to undertake Health & Safety Competency training in the following areas:-

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a - Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness & Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene

- Mandatory H&S Competency 10d – Management of Asbestos
- Mandatory H&S Competency 10e – Electricity at work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all the competencies via the [Health, Safety and Wellbeing Learning and Development Pages](#)

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the school will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems & Audit) Team.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	School office
Asbestos management plan	✓	
Bodily Fluids (urine; blood; faeces; vomit)	✓	
Catering		LCC kitchen
Cleaning/caretaking	✓	
Control of contractors	✓	School office
Disability access – H&S implications	✓	School office
Display Screen Equipment and eye tests	✓	School office
Driving at work	✓	
Electrical safety, for example,	✓	School office

installations, PAT tests, visual checks, local policy on bringing electrical items into school etc		
Emergency Procedures other than Fire e.g. flood, services failure	✓	School office
Extended school and community use	✓	School office
Finger traps (internal and external)		
Falling Objects/Safe storage	✓	School office
Fire Safety	✓	Fire safety log book and records Fire safety risk assessment
First Aid	✓	School office Accident books in KS1 and hall
Gas safety	n/a	
Health and Safety Induction (checklist available on website)	✓	School office
Infection control, including needles		
Information communication	✓	School office
Lettings to non school groups		None at present
Manual Handling	✓	
Minibuses	n/a	
Mobile phones (the use of)	✓	
Personal safety including lone working and violence and aggression	✓	
Play Equipment installations inspections	✓	
Playgrounds and external areas	✓	Richard Wood (grounds team at LCC) carried out termly inspection – report in H&S file
Ponds and Water features	✓	
Premises Management	✓	
Pupil moving and handling (Special needs)	✓	
Pregnant employees and nursing mothers	✓	County guidance adopted / followed – on school portal
Reporting of H&S concerns/faults	✓	Staff report to headteacher and it is auctioned from there
Shared use of buildings	n/a	
Sharps e.g. broken glass either in school building or external grounds		
Slips and trips	✓	
Stress	✓	
Substances – COSHH	✓	
Swimming pools	n/a	
Vehicle and pedestrian traffic	✓	

Visitor and volunteers safety	✓	
Waste storage and disposal	✓	
Water hygiene (Legionella, lead etc.)	✓	
Work equipment and machinery	✓	
Working at height – ladders, access equipment etc.	✓	
Workplace Inspection	✓	

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	School brochure Medicines Policy and Procedures
Educational Visits	✓	All stored on EVOLVE EVC file in headteachers office
Food safety and hygiene	✓	
Outdoor activities	✓	
PE Equipment	✓	Annual inspection – under TPMS scheme
Pupil handling and restraint	✓	Policy file
Grounds maintenance	✓	LCC contract
Pupil movement and flow	n/a	
School transport	n/a	
Science (where not covered by curriculum safety procedures set down in CLEAPS)	✓	
Smoking	✓	No smoking policy / statement in school brochure
Special needs of pupils Health & Safety issues	✓	
Stage and drama activities	✓	
Supervision of pupils	✓	Ratios for off site visits in EVC policy
Technology rooms and equipment	n/a	
Wearing of jewellery	✓	School brochure
Work experience	✓	

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic

activities for example special school and community events such as school fetes, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).