CHILTON FOLIAT CofE VA PRIMARY SCHOOL

Our School Christian Vision

With thankfulness, courage and love,
we strive to improve heart and mind.

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a **thirst for knowledge**. This is delivered in a safe, thoughtful and nurturing environment promoting self-discipline, motivation and excellence in all that we do. We encourage strong partnerships and inclusive relationships amongst pupils, parents, carers, staff and the wider community. Our children leave Chilton Foliat Primary School with a deep understanding of the impact of living out our school Christian vision and values. As a result, they are well-rounded, confident and able to contribute positively to a wider community. They want to continue to **thirst for knowledge** and strive to improve **heart** and **mind** enjoying a diverse curriculum in their next educational setting.

Health and Safety Policy

Date Reviewed	March 2024
Review Period	Annually/**2 yearly**/Readopted/Other
Review Body	Resources Committee

1. **Statement of Intent**

a) The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

b) The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

c) The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

d) The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2. **Duties of the Governing Body**

In the discharge of its duty the Governing Body will:

a) Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA.
b) Take account of that policy and scheme within budget and other policy considerations.
c) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
d) Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
e) Establish an effective health and safety management structure within the school and monitor and evaluate the Head Teacher's performance on health and safety matters.
f) Bring to the attention of the Diocese or Local Authority any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

a) This policy.
b) All other relevant health and safety matters.

c) The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3. **Duties of the Head Teacher**

As well as the duties which all members of staff have (see 5.0), the Head Teacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are:

a) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
b) To comply with LA policy and duties under the Local Management of Schools Scheme.
c) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Diocese or Local Authority

And specifically –

a) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
b) To develop and distribute school-specific policies on local health and safety issues.
c) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
d) To ensure staff are properly consulted, trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures.
e) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger.
f) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means.
g) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site.
h) To investigate all accidents, near misses and episodes of work-related ill-health.
i) To monitor and evaluate the health and safety performance of staff.
j) To have and practise emergency and contingency plans on a regular basis.
k) To provide the means for consultation with staff on health and safety matters.
l) To supply an annual health and safety performance report of standard indicators to the Local Authority

The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4. **The Duties of Supervisory Staff**

In addition to the general duties which all members of staff have (see point 5), supervisory staff will be directly responsible to the Head Teacher, or the member of staff nominated by the Head Teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

As part of their day-to-day responsibilities they will ensure that:

a) Safe methods of working exist and are implemented throughout their area of responsibility.
b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
d) New employees working within their area are given instruction in safe working practices.
e) Risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary.
f) Regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary.
g) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
h) All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only.
i) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
j) Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
k) They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety.
l) All health and safety information is communicated to the relevant persons.
m) They report any health and safety concerns to the Head Teacher.

5. **The Duties of All Members of Staff**

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

a) Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
b) Follow agreed working practices and safety procedures.
c) Report any accident, near miss, incidents of violence, including verbal abuse or any hazard.
d) Ensure health and safety equipment is not misused or interfered with.

6. **Hirers, Contractors and Others**

The Head Teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Head Teacher then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3 of this document.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

a) Introduce equipment for use on the school premises.
b) Alter fixed installations.
c) Remove fire and safety notices or equipment.
d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7. **Staff Consultative Arrangements**

The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8. **Critical Incident and Emergency Plans**

The Head Teacher will ensure that a Critical Incident and Emergency Plan is prepared to cover all foreseeable major/critical incidents which could put the occupants or users of the school at risk.

A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

a) Threat to safety and welfare of pupils and/or staff
b) Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
c) Serious disruption to the running of the school
d) Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site, Attacks on students and members of staff, Bomb threats, Chemical/toxic/hazardous material spill, Death, Flooding, Fire, Gas leak, Heatwave, Hostage situation in school, Severe storms and adverse weather, Missing child/abduction/runaway, Sexual assault or child abuse, infectious disease, Shooting, Threatening person, Utility failure, Unsafe structure etc.

This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

a) Save life.
b) Prevent injury.
c) Minimise loss.

The plan will be held in the School Office and will be agreed by the Governing Body, reviewed annually (in conjunction with the LA guidance) and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head teacher, or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. They will liaise with the emergency services when they arrive and take advice from them.

The priorities are as follows:

a) To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate;
b) To call the emergency services when appropriate;
c) To safeguard the premises and equipment, if this is possible without putting persons at risk.

9. **First Aid**

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The Head teacher and Governing Body will ensure the following arrangements are in place:

a) The location of first aiders and first aid kits are prominently displayed and communicated.
b) Adequate provision for first aid in all areas of the School premises, including out-of-school hours activities, use of contractors etc.
c) Consideration of first aid provision for off-site activities e.g. educational visits.
d) Ensure that training is provided to maintain competence of first aiders.
e) The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

10. **Administration of Medicines**

The school recognises the need to provide support for children who may require medicines at school.

a) Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.
b) Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health

professional in consultation with other interested parties, the parents cannot themselves produce one in isolation.

c) Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Consultation with School insurers may be required.
d) Training must be refreshed at regular intervals
e) Where required the use of Epi-pens in school should be by trained staff following a care plan.

11. **Accident, Danger Occurrence, Violent Incident and Near Miss reporting**

The school recognises and accepts the need to have robust system in place to report and record all accidents and incidents at school. The school will ensure that Parents and carers of pupils who are involved in accidents/incidents at school are provided with appropriate information.

a) The school will use the CPOMS system to record all relevant accidents/incidents. Accident Investigations will be conducted where applicable and reported in accordance with (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Serious incidents should be reported to the Headteacher at the earliest opportunity.
b) Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.
c) Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.
d) It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion.

12. **Sources of Advice and Technical Assistance**

Whenever required, the Governing Body, Head Teacher and other staff are to seek advice from the LA's Health and Safety Team or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

13. **Review**

The Governing Body and Head Teacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

14. Specific Procedures and Further Guidance

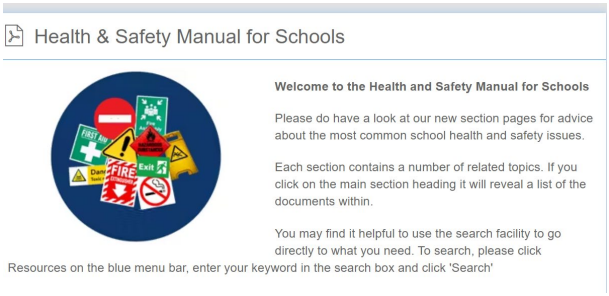
The Governing Body and the Head Teacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

With reference to Wiltshire Local Authority Health and Safety Manual (online) the written procedures in place within the school are as follows:

a) Storage and administration of medicines
b) Provision of first aid
c) Fire and other emergency evacuations
d) Organising outdoor education activities
e) Unexpected loss of utilities
f) Site security
g) Reporting of accidents, incidents, hazards and near misses
h) Use of or exposure to any hazardous substances or materials
i) Lone working
j) Use of contractors
k) Vehicular movements on site
l) Violence and aggression
m) Risk assessments
n) Safety Inspection
o) Behavioural standards
p) Manual handling
q) Working at height
r) Offsite activities
s) Catering & catering equipment
t) Electrical safety and Portable Appliance Testing (PAT)
u) Water Management (Incl Legionella)
v) Outdoor play equipment and play areas
w) Control of Substances Hazardous to Health (COSHH)
x) Display Screen Equipment (DSE)
y) Personal Protective Equipment (PPE)

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LEA and held by the Head Teacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

Right Choice
https://secure2.sla-online.co.uk/v3/Resources/Page/9097



End.