

Sonning Church of England Primary School Health and Safety Policy



Aim of Policy: Sonning Church of England Primary School is committed to identifying, then eliminating or controlling as far as reasonably possible, any potential hazards in the school or on the school site. The School is also committed to the safety of our school community and local area, endeavouring where possible to ensure the safety of anyone who visits the school site or has involvement with the school.

Description: This Policy outlines measures in place to ensure the safety of those in our school.

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Approval by:	FGB	Team Reviewing:	Resources
Based on Model Policy?		Date uploaded to website:	

Approved by:	FGB	Date:	March 2021
		Next Review Date:	March 2022



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1.0 Introduction

Sonning Church of England Primary School is committed to identifying, then eliminating or controlling as far as reasonably possible, any potential hazards in the school or on the school site. The School is also committed to the safety of our school community and local area, endeavouring where possible to ensure the safety of anyone who visits the school site or has involvement with the school.

This Statement, together with the following Health and Safety Policy, outlines measures in place to ensure the safety of those in our school.

This policy statement is issued in accordance with the Health and Safety at Work Act (1974). It is based on the model Health and Safety Policy written by Wokingham Borough Council and works in partnership with the School's Critical Incident (Rainbow Plan) and other health and safety related policies to safeguard our school community.

2.0 General Guidelines

It is the policy of the Headteacher and Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the School
2. establish and maintain safe working procedures among staff and pupils
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
5. maintain all areas under the control of the Governors and the Headteacher, in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place of work that are safe and without risk
6. formulate effective procedures for use in case of fire and for evacuating the School buildings, locking down the school site or evacuating the school site.
7. lay down procedures to be followed in case of accident
8. teach safety as part of pupils' duties, where appropriate
9. provide and maintain adequate welfare facilities and seek advice from Wokingham Borough Council, as appropriate.

3.0 Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular, they will:

1. monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
2. prepare an emergency evacuation procedure for the School and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded
3. make arrangements to draw the attention of all staff employed at the School to the School's safety policies and procedures and of any relevant safety guidelines and information issued by the Authority
4. make arrangements for the implementation of the School's accident reporting procedure and draw this to the attention of all staff at the School as necessary



5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed
6. ensure that regular safety inspections are undertaken. (The Site Controller, Premises Lead Governor, Headteacher and/or Operations Manager will inspect all school premises and property at least once a term)
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe during this Health and Safety inspection
8. report to The Keys Academy Trust any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the School. Such delegated responsibility must be defined as appropriate.

4.0 Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, School Operations Manager shall:

1. assist the Headteacher in the implementation, monitoring and development of the Health and Safety Policy within the school
2. monitor general advice on safety matters given by The Keys Academy Trust, the Local Authority, Diocese and other relevant bodies and, with the assistance of the Site Controller, advise on its application to the School and its Grounds
3. co-ordinate arrangements for the design and implementation of safe working practices within the School and its Grounds
4. with the Site Controller and/or appropriate consultant, investigate any specific health and safety problem identified within the School and its Grounds and take or recommend (as appropriate) remedial action
5. ensure methods of working are provided when appropriate and arrange cessation of activity on a temporary basis for further consideration by the Governors and Headteacher should such methods be thought to be insufficient or inadequate
6. assist in carrying out regular health and safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
7. ensure that staff with control of resources (both financial and other) give due regard to health and safety
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils, and visitors on safety matters and to make recommendations on the extent to which staff are trained.

5.0 Responsibilities of Staff

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils
2. be aware of and implement safe working practices and set a good example personally



3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
5. provide written job instructions, warning notices and signs as appropriate
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
8. evaluate promptly and, where appropriate, report health and safety concerns through appropriate channels
9. provide the opportunity for discussion of health and safety arrangements
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
11. where private vehicles are used to transport children to and from school functions, ensure that child restraints and seats appropriate to the age of the children concerned are used and business insurance is in place.
12. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
13. co-operate with the Governors and Headteacher and others in meeting statutory requirements and not interfere with or misuse anything provided in the interests of health, safety and welfare
14. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the Headteacher
15. ensure that tools and equipment are in good condition and report any defects to the Headteacher
16. use protective clothing and safety equipment provided and ensure that these are kept in good condition
17. ensure that offices, general accommodation and vehicles are kept tidy
18. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should report the problem to the Headteacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please also note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of staff.



6.0 Parents and pupils - awareness of health and safety

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils
2. to adhere to the school uniform policy; ensuring clothing is in appropriate condition e.g. footwear is in suitable condition to avoid slipping
3. observe all the safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices. Staff will receive regular (at least annually) H&S safety updates

7.0 Visitors

All visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the School. These are community upon entry.

8.0 Lettings

The Governors and Headteacher will ensure that:

1. the means of access and exits are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed
4. hirers using any equipment or facility provided by the School are familiar with its safe use and, if necessary, briefed accordingly
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

9.0 Arrangements

9.1 Accidents and Incident Reporting

The accident reporting procedures will be based on guidance from Wokingham Borough council. www.wokingham.gov.uk

9.2 Fire and Emergency Evacuation Procedures

1. The School's procedures for fire and emergency evacuation are appended. They are also posted throughout the school site.
2. These procedures will be updated as appropriate.

The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

The condition of all Fire prevention equipment is regularly monitored by an appropriate agent. This includes the regular visual inspection of fire extinguishers and any fire alarm systems. Where appropriate, this would be undertaken by the school.



9.3 First Aid and Accident Reporting Procedures

1. First aid is available in the School and first aid boxes are available in the school reception and in communal areas around the school. e.g. hall, library, entrances
2. The names of the first aiders/appointed person/s for Sonning CE Primary School are appended.
3. Each Teacher is responsible for following the accident reporting procedure. They should notify the Headteacher, of serious accidents causing death or major injury and dangerous occurrences. The Headteacher will then file a report with/contact the Health and Safety Executive and the Keys Academy Trust. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee are to be found in the Headteacher's office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the Specialist Education Trust.

9.4 Administration of Medicines

Details of how the school administers medicines can be sourced in the school's Administration of Medicines Policy

9.5 Asbestos

- All staff have been made aware of the location of any asbestos in school and a register is kept
- All contractors must sign to say they have seen the register before starting work on site
- Asbestos condition is evaluated at termly site visits by the allocated premises governor

9.6 Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Site Manager (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site
- The associated procedures and control measures will be funded and enforced

9.7 Display Screen Equipment

- For members of staff with 'desk-based jobs' the carrying out of workstation self-assessments will be conducted when required
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be encouraged to adhere to current guidance on their use

9.8 Educational Visits

- All off-site trips will be subject to risk assessment. Advice provided by the Trust, Wokingham Borough Council, Educational Visits Adviser which will be closely followed.
- Where appropriate, risk assessments will be reviewed and approved by the Headteacher prior to the off-site trip



9.9 Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually (PAT tested).

9.10 Employee Health and Wellbeing

- The school will utilise a variety of occupational health support the school and staff are referred as outlined in the school's Sickness Absence Policy

9.11 Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by trained fire wardens / Headteacher
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually by Trinity fire services
- Independent fire audits/assessments are completed by Trinity fire services

9.12 First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip

9.13 Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

9.14 Legionella

- The school will act on advice provided by Wokingham Borough Council. This includes assistance with the preparation of the school's Legionella risk assessments and sample water testing arrangements as per the risk assessment

9.15 Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely

9.16 Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- A risk assessment has been completed for the adventure playground
- In inclement weather (damp / icy) the equipment maybe become unsafe to use. If this is the case, the decision will be made to 'close' the equipment
- Equipment is assessed daily as part of routine inspection by the site controller



9.17 Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds during break times

9.18 Pregnant Members of Staff

- Wokingham Borough Council's procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

9.19 Risk Assessments

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)

9.20 Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

9.21 Snow and Ice

- The school has a separate policy outlining school actions during snowy and icy conditions. Wherever possible the school will endeavour to stay open.
- During cold weather, access routes are gritted and guidance followed regarding pupil exposure to extreme cold outdoors

9.22 Stress at Work

- The school has a separate stress management plan
- Proactive - the school works with staff with the intention to reduce stress and anxiety levels where possible
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's stress policies and, if necessary, by accessing the Employee Health and Wellbeing Service.
- A school governor is dedicated to staff wellbeing and meets with staff regularly to evaluate stress and workload

9.23 Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times



9.24 Training

- Health and Safety training needs are assessed annually
- Training needs may also be identified as part of any risk assessment process
- Health and Safety training records are kept on the school Single Central Record

9.25 Working at Height

- A Working at Heights risk assessment has been completed for the school, as well as a Ladder Inspection Schedule
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on a half day training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - ❖ Use appropriate access equipment - step ladders, kick stools etc.
 - ❖ Wear flat shoes whilst putting up displays
 - ❖ Not climb on furniture to put up displays



APPENDIX - Staff responsible for Health and Safety at Sonning Church of England Primary School

Signed: 

Mr Luke Henderson- Headteacher

Signed: 

Mrs Clare Borsberry-Lewis - Chair of Governors

Signed:

Mr Ted Baker- Premises Governor (Lead)

Signed: L.Wilson.....

Mrs Louise Wilson- School Operations Manager

Signed: 

Mr Stephen Andrews- Site controller

First Aider trained staff

- Mrs Valerie Backhouse
- Mrs Helen Hall
- Mrs Mandy Brown
- Mrs Lesley Astbury

Fire Wardens

- Mr Stephen Andrews
- Mrs Louise Wilson
- Gill Kelsall
- Gisele Reid
- Luke Henderson

