



# Upton Snodsbury CofE First School

## Health and Safety Policy

[Roles and responsibilities](#)  
[Construction and maintenance of the premises](#)  
[Training](#)  
[First-aid](#)  
[Contacting the emergency services](#)  
[Fire safety](#)  
[Accident reporting](#)  
[Significant accidents](#)  
[Reporting procedures](#)  
[Reporting hazards](#)  
[Accident investigation](#)  
[Our active monitoring system](#)  
[Bomb threat procedure](#)  
[Evacuation](#)  
[Visitors to the school](#)  
[Personal protective equipment \(PPE\)](#)  
[Any other clothing](#)  
[Maintaining equipment](#)  
[Hazardous materials](#)  
[Asbestos management](#)  
[Medicine and drugs](#)  
[Smoking](#)  
[Housekeeping and cleanliness](#)  
[Infection control](#)  
[Allergens and anaphylaxis](#)  
[Risk assessment](#)  
[Slips and trips](#)  
[Security and theft](#)  
[Severe weather](#)  
[School trips and visits](#)  
[Manual handling](#)  
[Working at heights](#)  
[Lone working](#)  
[Stress management](#)  
[Monitoring and review](#)

## Statement of intent

At Upton Snodsbury CofE First School we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## Roles and responsibilities

The governing board, in conjunction with the headteacher, will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the members of staff.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.

- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities using the Health and Safety form.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **Construction and maintenance of the premises**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Acivco will be the project manager for any building projects.

## **Training**

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Headteacher will ensure that there is an appropriate number of first-aid trained staff members working in school.

Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

## **First aid**

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or teaching assistant. If a minor accident occurs in the playground and a first aid is required, then the staff on duty in the playground should send the child into school to find a first aider. The first aider may be called to the playground if the injury is more serious and the child should not be moved.

## **Contacting the emergency services**

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is by the stage in the playground. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **Fire safety**

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. All classrooms have a door leading directly onto the playground. Staff to ensure that fire doors are closed.

Office staff check the toilets and leave through the fire doors in the corridor.

The registers will be brought to each class by the office staff. The attendance of the children is checked.

Nobody is to go back into school. If a child is missing it must be reported.

Staff to ensure children walk in and out of school sensibly, and line up quietly.

If a normal exit is blocked for any reason, use the nearest available exit.

### **Lunchtime Fire Procedure**

Lunchtime staff on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.

Staff on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.

Staff in classrooms with children shall evacuate them from the building and ensure on the way out that any toilets are vacated.

The Head Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

### **Accident reporting**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Headteacher

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

### **Significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma

- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

## **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

## **Reporting hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Headteacher.

## **Accident investigation**

All accidents, however minor, will be investigated by the Headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

## **Our active monitoring system**

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Annual examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **Bomb threat procedure**

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from. Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA. The headteacher will decide whether or not to evacuate the building.

Once evacuated, all children and adults must remain outside.

Only when the all clear has been given will children and adults to re-enter the premises.

If necessary, all children and adults will leave the playground to assemble on the car park at the village hall.

## **Evacuation**

If an evacuation is deemed necessary, the Evacuation Policy will be followed.

## **Visitors to the school**

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **Personal protective equipment (PPE)**

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

## **Maintaining equipment**

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

## **Hazardous materials**

Executive cleaning is responsible for ensuring all cleaning products that may be hazardous to health are risk assessed before being used. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.

No chemicals or other hazardous materials will be used without the permission of the Headteacher.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

Executive Cleaning will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school for cleaning.

## **Asbestos management**

In accordance with HSE guidance, an asbestos management survey will be organised by Acvico on behalf of the school. This survey will be undertaken again following any changes of use to a location or prior to any significant building work. School will enrol with LA advice over training with asbestos management.

A clear plan will be kept to share possible area of asbestos.

## **Medicine and drugs**

The school's Supporting Pupils with Medical Conditions Policy will be read, understood, and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **Smoking**

The school is a non-smoking premises and no smoking will be permitted on the grounds.

## **Housekeeping and cleanliness**

Contract cleaners will be monitored by the Headteacher and a monthly meeting scheduled. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

When leaving the premises the last person on site (Including contract cleaners) will ensure:

- ❖ All the windows are closed
- ❖ The entrance doors are locked and secure

- ❖ The security alarm is set
- ❖ All gates are locked

Waste collection services will be monitored by the Headteacher.

The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999.

The Head Teacher and cleaner in charge are the designated key holders and are responsible for the security of the building. Firesafe Security provide and maintain the alarm service.

### **Infection control**

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.

All staff are subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

## **Allergens and anaphylaxis**

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The catering team will ensure that all pre-packed foods for direct sale (PPDS) made off the school site meet the requirements of Natasha's Law.

The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## **Risk assessment**

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

## **Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

## **Security and theft**

Large amounts of money are not held on-site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to the Headteacher.

The school will install access control and security measures to ensure the safety of the school. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent graffiti attacks.

## **Severe weather**

The Headteacher will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

## **School trips and visits**

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

## **Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner. In order to manage these risks, we have adopted policies and procedures.

## **Working at heights**

Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

## **Lone working**

Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy. Policy.

## **Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Staff are all regularly sent links to support with MHWB which include:

<https://www.headspace.com/educators>

[www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk) and their support line on 08000 562 561 (which provides confidential telephone counselling and coaching).

## **Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately. The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident. The next scheduled review date for this policy is December 2025