Leominster Primary School
Health and Safety Policy

Responsible person: **L Paske**
Competent person: **Jamie Fogg, Hoople Ltd**

Rationale

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 Headteacher 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.

Aims

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 schools 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 or incident
- 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 Policy ring binder in the school office. It is also available on the school website and 'common staff' of the schools network. All members of staff are made aware of the policy and know how to locate it.

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

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.

a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
b) Observe standards of dress consistent with safety and/ or hygiene and school dress code
c) Keep good standards of hygiene and cleanliness
d) Know and apply the procedures in respect of emergencies
e) Co-operate with other employees and the safety representative in promoting health and safety measures
f) Report any hazard or breakage
g) Follow health and safety instructions and use appropriate safety equipment and protective clothing
h) Maintain safely tools and equipment
i) Report any incidents or assaults
j) Set a good example to the children in their care
k) Supervise pupils and ensure that they know about emergency procedures and safety measures
l) Ensure that pupils' bags, coats and belongings are safely stowed away
m) Include all relevant aspects of safety in the curriculum according to the science and PSHE Curriculum.
n) Make parents/ volunteers aware of safety procedures in the classroom/ work area
o) Give clear instruction and warning as often as necessary
p) Ensure that relevant risk assessments are completed and followed

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 from each governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Health & Safety Officer and Headteacher as required
- Approve as appropriate arrangements for trips (including residential trips) according to LA guidelines using EVOLVE system
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe
- The governors recognise the Statement of General Policy of Herefordshire Council Children & Families Directorate together with its organisations and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the schools.
- The governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the School's Health

and Safety Provider or the Resilience Team of Herefordshire Council or such other persons as may be necessary.

- The governors recognise the responsibilities to ensure that any significant risks arising from the work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2012, the Manual Handling Regulations 1992, and the Display Screen Equipment Regulations 1992)

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

Responsibilities of the Headteacher

a) To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
b) To regularly review the safety and security of the school building during an annual Governors' meeting
c) To undertake risk assessments as and when required and review regularly
d) To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
e) To act upon referrals from employees
f) To ensure staff and pupils comply with agreed procedures
g) To record and inform relevant external agencies as and when appropriate
h) To ensure access to this policy and other health and safety information as legally required
i) Advise and inform the Governing Body as to health and safety practice, legislation and compliance
j) To ensure that appropriate logs and records of incidents are completed and acted upon
k) To ensure policies and employees are updated as to new legislation and guidance
l) To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
m) To ensure that temporary/ supply staff are informed of health and safety practice
n) To meet with the health and safety representative of the school/governing body as required to discuss health and safety issues and 'walk the school'
o) To report on any audits/ inspections to the governing body' and follow-up any necessary actions
p) To ensure that procedures are in place to ensure the safety of contractors and hirers
q) 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
r) 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
s) Ensure adequate first aid cover is provided

Responsibilities of visitors

Regular visitors and other users of the schools will be required to observe the safety rules of the school. The Headteacher, or his representative, 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.

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

Site Issues

Defects
1) Any members 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 Headteacher or Site Manager.
2) The Schools Administrator, in consultation with the Headteacher, if necessary, will take steps to have the defect rectified, by contacting an approved contractor
3) Any member of staff discarding a faulty or electrical item must inform the Schools Administrators who will remove this item from the Electrical Appliance Register. The Site Manager will remove the item from school use and dispose of appropriately.

Accident reporting
All accidents that occur on the site should be recorded on a Herefordshire Council accident/incident form and the details forwarded immediately or as soon as is possible via a secure transfer method such as AnyComms+. Where necessary, parents/ guardians or other persons should be notified of the accident. Please see First Aid policy and procedures.

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

Electricity
Portable electrical appliances are tested annually. Registers are kept in the Site Manager's 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 Schools 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

Risk assessments
Risk assessments must be 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 proformas are kept in the Risk Assessment file in the school office.

Staff should inform the Headteacher 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.

COVID Risk assessment
The School's COVID risk assessment and school's outbreak management plan, and remote learning plan are held as separate documents.

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 steel pans and music equipment.

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

Staff are reminded 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 effect on their physical health and well-being.

Access equipment for working at height
Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving having undertaken the appropriate training. Consideration should be given to the appropriate clothing and footwear necessary.

PE equipment
PE equipment is inspected annually. The PE Co-ordinator is responsible for overseeing this inspection and the PE Coach is responsible for keeping a weekly 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.

Use of the sports field
Before beginning any activity staff should check the playing area to ensure that it is clear and ready for use. Please call for Premises Staff support if any concerns are identified. Clear signage is on each exit gate reminding visitors to keep off the grass and banks and to keep to the footpaths.

School dog
Please refer to the School Dog policy which includes the school's risk assessment and consent form for staff and parents.

Fire safety

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

Headteachers/ Assistant Heads/ Safeguarding Manager/ Student and Family Support Worker:

- Assembly Point-Co-ordinators (for all assembly points)

- Supervision of evacuation
- Evaluation of procedures
- Training and guidance

School Business Manager:
- Co-ordinate registration information from assembly points
- Recording time for evacuation and any relevant information following drill

Administration assistants/ members of office staff:
- Calling the fire brigade/ Assembly point-Co-ordinator (ground floor) / co-ordinate registration information from assembly points

Fire wardens and Fire Marshals:
- Checking zones in school are clear and reporting to assembly point co-ordinators

Premises Staff:
- Setting off and re-setting the alarm

Teachers (teaching assistant/ mid-day supervisors):
- Roll Call/ class number checking

School Administrators:
- Registers
- Checking visitors

Responsibilities for class teachers (or teaching assistants/ mid-day supervisors if class teachers not on site):

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:
- Fire exits to be used
- Assembly points
- Action on discovering a fire
- Keeping gangways clear

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

Assembly points – These are the Nursery/ Reception, KS1 and KS2 playgrounds and the Turning Circle.

The children will stand in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call if possible or, if not, inform the Reporting Officer who and where they are.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves; staff must activate fire alarm

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way in their cloakroom areas of the classrooms.

Keeping corridors clear – corridors must be kept as clear as possible at all times. Tables and chairs should not be in the corridor on the top floor near Year 5 and 6 classes, or in the Year 1

and 4 corridor. In all other corridors, any items in the corridor must be stored and used in such a way as that it does not impede the main width of the corridor.

Reporting – fire registers will be taken out on to the playground by the class teachers. Once the registers have been checked, teachers should let the School Business Manager know that the classes are all present. Fire registers must also be taken out at lunchtime by lunchtime supervisors.

School dog – if the school dog is present during an evacuation, it will be taken outside by the handler. It will remain with a staff member during the evacuation.

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.

Monthly Site Manager/ Assistant Caretaker	Check extinguishers are in the correct place. Test fire alarm systems and record – test alarm points on a rota
Termly (at least) Site Manager / Headteachers/ School Business Manager	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Annual Site Manager/ Assistant Caretaker	Check emergency lighting and record in log and have checked
Annually (outside contractors)	Test fire alarm system Annual inspection of fire extinguishers

Out of hours/Holiday working procedures

Lone working and personal security
The LA, 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. See separate Lone Working policy.

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 eg asking if it is a single or multiple activation
- 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 or better still, do not go alone.

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 or visible lights or other signs of life
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

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
- Do **not** undertake higher risk activities when working alone e.g. working at height
- 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

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

Site Security

Contractors and visitors
All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. In addition, contractors are advised about the location of asbestos (none) and asked to sign to acknowledge that they have received this information.

In the event of 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 and the Headteacher 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.

In the event of a break in on site
Remember personal safety is far more important than the protection of property.
1. Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their movements if possible on CCTV.

In the event of an 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. The downstairs meeting room near the Reception has CCTV. 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.

First Aid and Wellbeing

A register of people currently holding a first aid qualification is available near each first aid station.

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.

First Aid Equipment /Boxes
They contain only approved equipment. They also contain nitrile 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 box available – staff must ensure that this is taken on a trip.

First Aid 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 class teacher and or Headteacher as necessary
4. parents are informed when necessary

Levels of action include:

- treatment on school premises for minor ailments/ accidents – Minor injury log
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Minor injury log
- parents contacted immediately – Accident form completed – LA informed if sufficiently serious
- if parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident form completed – 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 if necessary
- 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

Near misses reporting

Near misses should be reported to the Headteachers or Assistant Heads in their absence.

Smoking/ Vaping

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, car parks and playing fields.

Headlice

Head lice are 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.
If an outbreak of lice is reported, the parent of the infected child is contacted. Parents of all children in the class are sent a letter asking them to check their child's hair. If children are repeatedly seen with headlice, parents will be contacted by phone and asked to collect their child so that others are not infected. In extreme circumstances a referral to Social Care may be made.

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 are aimed at limiting the length of time and frequency with which staff need to remain in school
- that length of meetings is agreed and where possible adhered to
- 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

- 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 where possible INSET days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable

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 may 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
- 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 the Headteacher 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 the head teacher.

Pregnancy
Where staff becomes aware that they are pregnant, it is recommended that the Headteacher is informed as soon as possible in order that appropriate safeguards can be put in place.

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. Any requests for leave will be handled in line with the Staff Leave Arrangements guidance.

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. This could involve unpaid leave or swapping PPA time. 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. This can be done in agreement with the

Headteacher and accepting that the roles and responsibilities of the individual continue to be met to the full.

Activities off-site

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential visits 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.

The Authorised Educational Visit Co-ordinators are Ms. Helen Rees and Ms. Beaumont-Pike.

The co-ordinators will help support the planning process of a school visit and will advise. School staff must complete risk assessments for all visits/trips/events where children leave the school site – this includes venue as well as travel assessments.

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.

Any trip entered on the Evolve system must be submitted to the EVCs who will then send them to the Headteacher for approval. All 'notifiable' trips eg out of county, residential trips, trips over 50 miles need approval from the LA. The Governor representative for School Trips is also included in the communication on Evolve.

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

Swimming sessions

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 have clean feet before going onto the poolside. Children and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside.
- 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.

Poolside
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.

Photographs and Videos

This 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 in assemblies and concerts.

- 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.

Staff Responsible:	Mrs L Paske and Governing Body
Date Policy reviewed :	September 2026
Date of next Review :	September 2028