

Welbourn Church Of England Primary School

Health and Safety Policy

Date ratified by Governors	May 2026
Review date	May 2027
Signed by Chair of Governors	
Name of Chair of Governors	

ORGANISATION

Introduction

In order to achieve compliance with the Statement of Intent the School's leadership team will have additional responsibilities assigned to them as detailed in this part of the Policy.

The Governing Board

The Governing Board is responsible for ensuring that:

- a) The health and safety policy statement is clearly written, and it promotes a positive attitude towards safety in staff and pupils.
- b) The Head is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

The Head Teacher

Reporting to the Governing Board, the Head Teacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this they will:

- a) Plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Provide the final authority on matters concerning health and safety at work.
- c) Make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- d) Delegate specific responsibility for the day-to-day management of safety arrangements to the Senior Administrator
- e) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

The Senior Administrator

The Senior Administrator achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Risk assessments of the premises and working practices are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.
- f) Emergency procedures are in place.
- g) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- h) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- i) Arrangements are in place to inspect the premises and monitor performance.
- j) Accidents are investigated and any remedial actions required are taken or requested.
- k) The activities of contractors are adequately monitored and controlled.

Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- l) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- m) Regularly check their classrooms for potential hazards and report any observed to the Senior Administrator.
- n) Report all accidents, defects and dangerous occurrences to the Head Teacher.

Obligations of All Employees

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other people.
- b) Observe all instructions on health and safety issued by the Governing Board or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other people to enable them to carry out their health and safety responsibilities.
- g) Inform the Headteacher of all potential hazards to health and safety, particularly those which are of a serious or imminent danger.
- h) Inform the Headteacher of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.

- c) Observe all the health and safety rules of the school, and particularly the instructions of staff given in an emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Senior Administrator in the first instance who will ensure that the accident is investigated and reported to the Head Teacher, Governing Board and the Health and Safety Executive as appropriate. All incidents or near misses -i.e. something which has the potential to cause harm although it doesn't do so on this occasion -must also be reported so they can be investigated and appropriate steps taken to prevent a more serious recurrence, these are then also reported to the LA through AIR.

Accident records

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight Health and Safety -School Property
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any 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 requires resuscitation or admittance to hospital for more than 24 hour

Incidents will also be reported to AIR.

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion.

Asbestos

The Senior Administrator is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Caretaker. Staff must report any damage to asbestos materials immediately to the Headteacher. Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Local Authority Asbestos Coordinator by telephone.

Contractors

The Headteacher is responsible for the selection and management of contractors. Contractors will agree health and safety practices with the Senior Administrator before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Display Screen Equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Headteacher is responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits which all teachers must be familiar with.

Electrical Safety

The Senior Administrator is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The Senior Administrator will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. All staff must be familiar with school procedures and report any potential hazards to the Senior Administrator immediately. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

The Head is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed when required.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Caretaker is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

Most staff are first aid trained and have the paediatric first aid training qualification. First Aid supplies are kept in the Staffroom. All staff must be familiar with the school arrangements for First Aid.

COSHH (Control Of Substances Hazardous to Health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillage, are displayed near where hazardous products are stored and in areas where they are routinely used. All staff are reminded that no hazardous substances should be used without the permission of the Headteacher.

Inclusion

All teaching and support staff should be familiar with the School's policy on Inclusion and supporting guidance. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with special educational needs and disabilities (SEND). All teaching and support staff must be given information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs. Teachers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

Lone Working

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- The caretaker and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.
- Lone workers should not undertake any activities which present a significant risk of injury.
- The lone worker will ensure they are medically fit to work alone.
- Lone working procedures must be followed. This requires school employed staff to make the keyholders aware if they are in school lone working and inform them when they have left the premises.

Managing Medicines and Drugs

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy. Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

Maintenance and Inspection of Equipment

The maintenance and inspection of equipment will be carried out according to compliance requirements and legislation. These are under the control of the Senior Administrator. The caretaker's daily/ weekly/ termly check sheets should cover inspection of most school equipment. All faulty equipment must be taken out of use and reported to the Senior Administrator.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff/Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor. The Caretaker undertakes weekly checks of the play equipment and play areas (see appendix 2) Supervisory staff should make a visual check of all play equipment before it is used. Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

PE Equipment

The PE Leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities, and all staff must be familiar with these. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Pupils must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the PE Leader.

Security/Violence

Reporting to the Senior Administrator, the school caretaker is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting. The headteacher is a key holder and will respond to an emergency. Alarm responses are dealt with by the designated contractor, Static Security. When in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent. Staff must question any visitor on the school premises who is not wearing a visitor lanyard and escort them back to reception. If an intruder becomes aggressive staff should seek assistance. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher. This is in line with the Code of Conduct for Parents.

Site Maintenance

The school Caretaker is responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. The Caretaker will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Senior Administrator. Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors. All staff are responsible for reporting any damage or unsafe condition to the Senior Administrator immediately.

Smoking

It is illegal to smoke anywhere on the school premises. Vaping is also not permitted anywhere on the school premises.

Staff Training and Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Stress

The school governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Children are instructed by ASA or ASA Qualified Instructor who undergo all preemployment and DBS checks per the KCSIE requirements. A lifeguard and swimming leader will be appointed by the school.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A visitor's badge or sticker will be issued which must be worn and clearly visible at all times in school. Visitors to the school will be made aware of the emergency procedures, safeguarding procedures and other safety information as is relevant. Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. Asbestos, fragile roofs.

Working at Height

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor. The Senior Administrator is responsible for the purchase and maintenance of all ladders and other access equipment in the school. Work at height involving the use of ladders will normally be carried out by the Caretaker. All ladders conform to BS/EN standards as appropriate. If there is a need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted. If you are planning to use a ladder, ask the Caretaker to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Never overreach. Try always to keep one hand free on the ladder to steady yourself. Your knees should be no higher than the top rung of the ladder. Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails. Pupils are prohibited from using ladders.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- Implementing an appropriate cleaning regime
- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned daily
- Keeping rooms well ventilated.
- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.
- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

REVIEW PROCEDURES

The Health and Safety Policy for Welbourn C of E Primary School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy because of a review will be presented to the Governing Board for acceptance