

Health and Safety Policy for Ingham Primary School
Reviewed March 2025

1. INTRODUCTION

- 1.1. The Health and Safety at Work etc Act 1974 requires employers with five or more staff to have a written statement of health and safety policy. The Policy has been prepared and brought to the attention of staff and will be reviewed and revised as is appropriate to ensure it remains valid. This Health and safety policy is not a 'tablet of stone'; and will be modified to suit the changing circumstances of the school and developments in health and safety legislation. It will be reviewed annually.
- 1.2. This policy needs to be read in conjunction with the Health and Safety Manual.
- 1.3. Ingham School recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of everyone in the organisation in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on initiative, teamwork, and cooperation of all staff.
- 1.4. The Governors and Headteacher are required by the Health and Safety at Work Act 1974 to afford facilities for consulting with Trade Union Safety Representatives and to establish committees where requested.

Health and Safety policies have 3 main parts:

2. STATEMENT OF HEALTH AND SAFETY POLICY

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- to the safeguarding of all children (see Child Protection policy)
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

SignedChair of Governors

Date

SignedHeadteacher

Date

3. ORGANISATION AND RESPONSIBILITIES

Overall and final responsibility for health and safety is that of the Governing Body who must ensure that the safety policy remains valid and is operated effectively within the establishment.

The Health and Safety at Work Act 1974 makes it the legal duty of the Employer and its Employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

The Governing Body and the Headteacher are responsible for the general application of the arrangements and for ensuring the communication of relevant information to all staff.

Day to day responsibility for health and safety is delegated to the Headteacher.

3.1. Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- the safeguarding of all children;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Education and Cultural Services (Children's Services) is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

3.2. Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- safeguarding of children is paramount
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded and actions taken;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- that all equipment, apparatus and materials are used in accordance with the manufacturer's instructions
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.
- In the case of an emergency repair, the Headteacher will report this to the Director of Childrens Services immediately.

3.3. All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- minimising risk to all children and be up to date in child protection and safeguarding
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- familiarising themselves with supplementary materials and any other relevant safety information.
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements. In turn the headteacher will report to the Governors any defect which he cannot eliminate himself.

3.4. Pupils

Pupil are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

3.5. Health and Safety Assistance

The Corporate Health and Safety Team can be contacted on (01522) 550485.

The schools LCC Health and Safety manual provides health and safety assistance and guidance at:

<https://professionals.lincolnshire.gov.uk/downloads/download/144/health-and-safety-manual-index?downloadID=144>

4. ARRANGEMENTS

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

4.1. First Aid Arrangements

It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and First Aid Leader Mrs O'Grady has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

If there is any doubt that the child might sustain further injury by being moved, then messages should be sent to Mrs O'Grady, Mrs Hutchinson, Miss Bartrop or Mrs Peacock (First Aid at Work qualified) and also

advise the Headteacher or Senior Member of Staff immediately.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

4.2. Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book which is kept in the first aid box. A copy of the report is kept in the office and a copy sent home with the child. A telephone call to the parents may be made, if a staff member feels the injury requires doing so.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available online), a copy being kept on file and a copy sent to the Health and Safety Team.

The Headteacher is responsible for telephoning the RIDDOR Incident Contact Centre (ICC) 0845 300 9923 in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence or injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health Protection Team healthprotectionteam@lincolnshire.gov.uk shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing industry, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522) 550485 shall be contacted if in doubt about reporting procedures.

4.3. Statutory Notices

The following statutory notices are displayed in the Staffroom;

'Health and Safety Law' poster.

4.4. Machinery and Electrical Equipment

- a. Staff must ensure that all safety guarding and eye equipment is present, serviceable and utilised when any machine is in use.
- b. Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Headteacher immediately.
- c. Electrical equipment and systems are subject to the Electricity at Work Regulation 1989. The Chief Property Officer is responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. This testing will be carried out every five years.
- d. The Headteacher is responsible for maintaining an up-to-date inventory of all portable electrical equipment. Details of the inspection procedure may be found in the Education Health and Safety Manual. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations. Details of this procedure are found in the Education Health and Safety Manual.
- e. All pieces of portable electrical equipment in the school should be fitted with safety type plug heads BS1363.

4.5. Fire Procedures

(see Fire Plan and Critical Incident Plan)

The Sequence to be followed for fire routine is as follows:

ALARM – EVACUATION – CALL FIRE BRIGADE - ASSEMBLY – ROLL CALL – TACKLE FIRE

- a) any adult discovering an outbreak of fire should, without delay, sound the nearest fire alarm. All staff are responsible for acquainting themselves with the position of the fire alarm call points.
- b) Any child discovering a fire should inform the nearest available adult immediately.

EVACUATION PROCEDURE

- a) on the sound of the alarm, all children, staff and other visitors must leave the premises by the nominated fire exit and assemble at their specified assembly point.
- b) The teacher will follow the class from the premises and, where possible and safe to do so, ensure that all doors and windows are closed and any electrical equipment is switched off.
- c) The administrator will take the class registers and hand them to the teachers for the roll call.
- d) Exit from the premises must be made in an orderly fashion, walking in single file without overtaking and children must be made to do so without talking so that any emergency instructions issued by members of staff can be heard.

CALL THE FIRE BRIGADE

- a) all outbreaks of fire should be reported to the Fire Brigade immediately. This is the responsibility of the Headteacher or Senior Member of Staff present.
- b) If the school telephone is unreachable or out of service, a mobile phone will be used or a safe neighbouring premise.

EXIT AND ASSEMBLY POINTS

Class R (Willow) - exit by fire door and assemble on main playground.

Class 1 (Rowan) - exit by fire door and assemble on main playground.

Class 2 (Maple) - exit by fire door and assemble on main playground.

Class 3 – (Oak) - exit by playground door near staffroom and walk round the building to assemble on the main playground.

Children in the library – Exit by Willow class or Rowan class fire exit and assemble on main playground.

Children in hall or community room - Exit by hall fire door and assemble on car park in view of playground – when roll call taken, move onto the field.

Other adults and non-teaching members of staff on the premises should leave by the nearest available exit and assemble on the main playground.

If the normal means of exit is not available, then exit should be by the nearest possible safe route and then proceed around the outside of the building to the normal assembly point.

ROLL CALL

A call or count must be taken immediately the class has assembled at its normal assembly point. The result of the roll call must be reported to the Headteacher.

If anyone is missing, then a search of the premises will be initiated by the Headteacher.

With the exception of adults involved in the search, no-one must re-enter the building until permission is given by the Headteacher of the Fire Brigade as appropriate.

TACKLE FIRE

This will only be done for minor incidents and firefighting must always be secondary to life and safety. Staff must acquaint themselves with the position of firefighting equipment and its correct use.

The Headteacher is responsible for ensuring that a termly fire evacuation is carried out, that the fire alarms are tested weekly and the emergency lighting system is tested on a regular basis. All the fire evacuations, fire alarm tests and emergency lighting tests must be formally recorded.

The Headteacher is responsible for ensuring that all fire extinguishers and fire blankets are in situ where required and designated.

It is important that all doorways including those marked as FIRE EXITS are kept clear of furniture to give easy access and exit in case of emergency.

5. HEALTH AND SAFETY REPRESENTATIVES AND CONSULTATION

Mrs Keeli Hutchinson has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that Mrs Hutchinson can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and meetings of the governors.

6. EMPLOYEE INDUCTION PROCEDURES

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

7. CONTRACTORS

- 7.1. The Headteacher should ensure that all contractors report to the school office on arrival and departure from the school. This is necessary to ensure that the Headteacher can make any necessary arrangements or take extra precautions regarding the Health and Safety of pupils and staff.
- 7.2. When contractors are engaged in work at the school the Headteacher will liaise with the contractor and his/her representative to ensure that the contractor is aware of the school rules, of any particular hazards which may be present and of any temporary rules which apply during the contractors presence on the premises.
- 7.3. The Headteacher will ensure that the school (as well as Premises Services) have received a copy of the Risk Assessment or Method Statement pertaining to the work and that any contractors have read and signed the Asbestos Report.
- 7.4. The Headteacher will ensure that all temporary rules, such as exclusion from the premises or parts thereof, are made known to all staff, pupils and visitors to the premises.

8. GENERAL ARRANGEMENTS

Teachers / Teaching Assistants on duty are responsible for supervising the playground during morning and afternoon break. They must ensure that children walk onto and off the playground in an orderly way. During wet playtimes, teachers supervise their own classroom and the toilet areas adjacent to them.

The mid-day supervisors are responsible, under the direction of the Headteacher or nominated Senior Teacher for the supervision of the children between 12 noon and 1.00pm. This includes responsibility for supervision of entry to school at 1.00pm and within the classrooms during wet lunch breaks.

The Headteacher or nominated member of staff has responsibility for the supervision of children to the school bus at 3.25pm.

School Bus

At the end of the school day children are registered and then escorted onto the school bus.

NO CHILDREN ARE TO BE SENT OUT OF SCHOOL WITHOUT THE PERMISSION AND KNOWLEDGE OF THE HEADTEACHER.