

# CHELLINGTON CHURCH OF ENGLAND FEDERATION



**Christopher Reeves VA Primary School/  
St. Lawrence VA Primary School**

## **Happiness Through Wisdom**

*"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."*  
**Proverbs 20:15**

## **Health and Safety Policy**

**June 2020**

**Review Date: March 2023**

# CHELLINGTON FEDERATION

## HEALTH AND SAFETY POLICY

### Statement of Intent

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the schools.

The Governors and Executive Headteacher of St Lawrence Primary School and Christopher Reeves Primary School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors or any other person whose health or safety may be affected by school activities.

Ensuring that health and safety are safeguarded, so far as is reasonably practicable, ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and co-operate with the employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

It is the intention of the Governors and the Executive Headteacher that the established policies and procedures issued by the LEA shall be followed and developed locally to meet the needs of the schools, as set down in this policy statement. The aim is to ensure that the health and safety becomes an integral part of all school activities and that it is achieved in a way that is consistent with curriculum and other needs.

The Governors wish to encourage the recognised trade unions to exercise their rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work Act 1974 and wish to work in a constructive way with such safety representatives in order to promote high standards of health and safety.

The Governing Board believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the schools.

The Schools' objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.

The Governing Board will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, pupils and visitors.

## **ORGANISATION AND STRUCTURE OF DUTIES**

### **GENERAL**

1. Overall responsibility for health and safety rests with the School Governors, assisted by their sub-committee. Day to day responsibility rests with the Executive Headteacher.
2. The Executive Headteacher is appointed Health and Safety Liaison Officer for the schools and will co-ordinate the arrangements for maintaining statutory procedure/records required under the Health and Safety at Work Act. She will also keep this policy document under review to initiate action if it needs to be changed to keep it up to date, e.g. because of changes in legislation or responsibilities.
3. Notwithstanding the appointment of a Health and Safety Liaison Officer, each teacher or other person with supervisory control over any school activity, has a duty to ensure that the agreed health and safety procedures are implemented for their activity. Each teacher with a designated classroom will periodically carry out a check and will bring any health and safety problems to the attention of the Executive Headteacher so that immediate action can be taken.
4. The Site Manager has a duty to check the general condition of the premises and in particular, the non-classroom areas, and for ensuring that health and safety hazards are dealt with.

Where action required is outside his/her authority of ability the matter will be reported to the Executive Headteacher for appropriate action.

The Site Manager will arrange that cleaners employed by the school are given necessary health and safety information on safe procedures, that the safety checking of their equipment is carried out and that cleaning materials are stored safely.

5. The lunchtime supervisors have delegated duties to oversee safety in the playground during the dinner break.
6. A regular view of arrangements and/or audit will be carried out.

## **SPECIFIC HAZARDS/DESIGNATED RESPONSIBILITIES**

### **Accident and Ill Health Reporting**

The Executive Headteacher is responsible for ensuring all accidents, incidents and near misses are reported and that the details are entered on to AssessNet online reporting systems and reported to the Health & Safety Executive if required. The Executive Headteacher is also responsible for ensuring that accidents, ill health or dangerous occurrences which are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1985 are notified within the prescribed period (Form F2508).

The accident book is located in the school office and completed accident forms should be passed to the Executive Headteacher.

The AssessNet online accident system administrator is Lesley Howells and Trish Mustoe.

## **Catering Safety**

Responsibility for health and safety aspects of the work in the school kitchen rests with Catering Services on whose behalf the Kitchen manager has delegated local management responsibility. The Kitchen Manager and the Executive Headteacher will co-ordinate safe working where there is common use of school facilities, e.g. dining areas.

## **Contractors**

The primary duty for establishing and monitoring safe work or contractual maintenance work on the school premises rests with the Governing Board.

The Health and Safety Liaison Officer will liaise on a day to day basis with contractors working on the site from the point of view of health and safety hazards at the interface between their work and the functioning of the school. The provision of information on emergency arrangements at the school will form a part of this liaison.

When a school commissions work direct from a contractor, the Executive Headteacher will assume the responsibilities otherwise falling to the Governing Board.

## **Equipment and Electrical Testing**

The arrangements for periodic testing of the fixed electrical installation on the site are made by the school. For its part, the school will arrange for testing of portable/transportable electrical equipment.

Day to day inspection of all equipment to detect visible signs of damage or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Any equipment found to be unserviceable, or in any case of doubt, will be taken out of service, adequately labelled, locked away and the defect reported to the Site Manager who will arrange for repair or replacement.

All electrical equipment brought into the school from other sources, e.g. on loan, will be checked for its suitability for the purpose for which it is to be used. The person arranging for its provision has a duty to ensure that this is done.

## **Fire Precautions**

The Executive Headteacher is responsible for ensuring that Fire Drills are carried out in accordance with Local Authority guidelines and for co-ordinating other aspects of fire safety at the school. A fire drill is carried out once each half term. The Site Manager is responsible for testing the fire alarm, for day to day checking of other fire equipment and for ensuring that periodic testing is carried out, and for keeping a record of tests as required by the current Local Authority guidelines.

## **First Aid**

An up to date list of trained 'First Aiders' and 'Appointed Persons' can be found in the School Office and Staff Room. A first aid box, as required by the First Aid at Work Regulations Act 1981 will be kept in the school office.

The designated "First Aider" at St Lawrence is Sue Judge and at Christopher Reeves is Nicola Harris, who are responsible for checking and restocking all first aid boxes.

## **Hazardous Substances**

No hazardous chemical agents will be used in the school until an assessment has been carried out in accordance with the Control of Substances Hazardous to Health Regulations Act 1988 (COSHH).

The Site Manager will keep available the relevant COSHH assessments made available via the cleaning supervisors for cleaning and maintenance chemicals used in the school. If any hazardous substances are purchased other than those for which an assessment has been prepared, this will be reported to the cleaning supervisors so that an assessment can be prepared before first use.

## **Coronavirus (COVID-19)**

### Procedure for child showing symptoms of Covid-19

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

Isolation room for any child that displays symptoms will be the first aid room next to the photocopier at St Lawrence and the PPA room at Christopher Reeves. The child will need to be supervised by an adult on the other side of the door. If the child cannot be left unattended then the adult should be wearing PPE - apron, gloves, mask.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. They will use the disabled staff toilet.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

If there is a confirmed case the pod all will isolate and get tested.

## **School Visits**

The person organising any external visits away from the school is responsible for carrying out necessary pre-visit arrangements and obtaining authorisation from the Head and the group leader before the visit takes place. This must be a minimum of 6 weeks prior to the visit. The group leader must also complete a risk assessment.

## **Visitors**

The school's Office Staff are responsible for arranging that the arrival/departure of all visitors to the school site (other than parents collecting/delivering children) is entered into the visitor's book to be kept at the reception desk/office.

## **ARRANGEMENTS AND PROCEDURES**

### **General**

The procedures used in each School will be in accordance with the current policy guidelines and procedures published and issued by the LA as supplemented by further guidance from the Head of Children's Services. At the primary school level these cover, in particular:

General guidelines  
First aid  
Subject guidelines  
Fire precautions  
Educational visits

### **Induction Training**

All new members of staff (teaching and non-teaching) will be provided with induction training appropriate to their health and safety needs. In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that appropriate information is passed onto them also.

### **School Visits**

For all school visits, the Local Authority procedure guidelines from the Bedfordshire Education Department are adhered to. This will include the preparation of a plan of action identifying any special health and safety requirements and how they are to be met. A copy of the procedure is kept in the school office. The venues chosen for school visits are as far as practicable to be restricted to those without significant hazards.

For all visits, the appropriate ratios of adults to children is calculated and the necessary staff and adult helpers provided.

Fifteen minutes before any party leaves the school, all accompanying parents are instructed and briefed in the classroom about safety and control procedures and all children are briefed on safety procedure, in particular, the need to stay close to the supervising adult at all times.

### **Personal Protective Equipment**

Personal protective equipment will be provided where necessary and arrangements will be made to check that it is used and properly maintained. List of protective equipment:

Overalls  
Cooking aprons  
Goggles  
Protective gloves

### **Coronavirus (COVID-19) Specific PPE**

Disposable gloves  
Disposable aprons  
Wipeable visors

## **Medicines**

Prescription medicines may be administered to children but only at the specific request of the parent or guardian and after the completion of an indemnity form or accompanying letter. All such medicines will be stored in the medical area away from children and will only be administered to children individually and by a competent adult.

## **Monitoring**

In order to monitor standards of health and safety, the Executive Headteacher and Governors will arrange at least annual inspections. A report will be presented to the Governors for their consideration.

## **Sources of Further Advice on Health and Safety Matters**

The schools will seek specialist advice on health and safety from the Health and Safety Unit or Occupational Health Unit of Personnel Consultancy Division, Bedfordshire County Council, or other appropriate source, where matters are outside the competence of school personnel.

This policy is the responsibility of: The Full Governing Body

## **Confirmation**

This policy was reviewed and agreed in full by the Governing Body:

Signed: .....  
Chair of Governors

Date: .....  
Date of next review: March 2023