

KINGSFLEET PRIMARY SCHOOL

Be the best you can be!



Safety, Health and Well-being Policy

Date Approved	28.01.25
Chair of Governors	L.Foy
Head Teacher	K.Beattie
Date of Next Review	28.01.26

Statement of Intent and Commitment

The Governors and Headteacher acknowledge and accept that:

Suffolk County Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a PRU) and headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the health and safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

The headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

LFoy _____ (Chair of Governors)

The Head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

KE Beattie _____ (Head teacher)

The Head teacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.

All staff should have regard and responsibility for their own Health and Safety and that of others including pupils, visitors and colleagues. They should communicate any concerns to the appropriate person(s) or to the Headteacher so that hazards can be dealt with quickly.

For individual responsibilities see Appendix 1.

Safety, Health & Wellbeing Policy

Section 1 – Policy Statement

We recognise that good safety, health, and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment, and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on safety, health, and wellbeing.

We aim to promote a positive safety, health, and wellbeing culture where everybody is required to play a part. We are committed to continuous improvement in safety, health and wellbeing performance and recognise that for safety, health, and wellbeing management to be successful, all parties must be actively engaged.

To promote good safety, health, and wellbeing at work we will focus on measures to ensure:

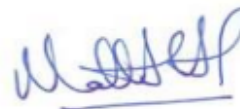
- A positive work life balance
- A healthy lifestyle (including physical activity, healthy eating, musculoskeletal improvements)
- Positive mental wellbeing (including work related stress)

We aim to be exemplary in all matters relating to the safety, health, and wellbeing of our colleagues and all those who may be affected by our activities. This policy will assist in the delivery of the council's safety, health, and wellbeing vision of "Everyone home, safe and well" which the council holds as being applicable to our colleagues and our contractors, service users, pupils, and the public we serve. To this end we are committed to:

- compliance with the requirements of relevant legislation, codes of practice, and industry standards
- providing a robust, systematic, and sustainable health and safety management system
- providing adequate control of the safety, health and wellbeing risks arising from our work activities
- consultation with our colleagues on matters affecting their safety, health, and wellbeing
- providing and maintaining safe plant and equipment and systems of work
- provide comprehensive information, instruction, and supervision with adequate professional advice
- ensuring all colleagues receive appropriate training and are competent to carry out their tasks
- ensure that contractors and service providers are competent to manage the health and safety aspects of their work
- the prevention of incidents, injuries, and cases of work-related ill health
- the management and maintenance of a safe and healthy working environment
- reviewing and revising this policy at least every three years



Nicola Beach, Chief Executive
May 2023



Matthew Hicks, Leader
May 2023

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Smoke-free Policy
- School Security Policy
- Data Protection Policy
- Adverse Weather Policy
- Educational Visits and School Trips Policy
- Evacuation Procedure

2. Communication and Information Management:

- The Senior Leadership Team, School Business Manager and members of the Safety, Health and Well-being Committee, regularly check for Health and Safety updates on the Suffolk Learning website.
- A system is in place to ensure relevant health and safety information is passed to on to the relevant people within the school.
- Records about curriculum subject specific information is kept in the staffroom and subject Leaders have responsibility for insure this information is kept up to date and that it is communicated to relevant staff members.
- The policy is available via the school website to all school stakeholders.
- When appropriate the school will consult with trade unions and will work with the trade union health and safety representatives, providing them with appropriate information to undertake their role.
- There is general Safety, Health and Well-being electronic notice board for all staff room, this includes;
 - The school's health and safety policy statement, a copy of the "Health and Safety Law – What you should know" leaflet and poster
 - Poster displays or other awareness raising, etc. campaigns
 - Names of the trade union or association representatives within the school
 - Notes from the Safety, Health and Well-being Committee

- The school incident reporting procedure
- Details of the Safety, Health and Well-being (SHaW) webpage on Suffolk Learning

In addition a Health and Safety at Work poster is displayed in the staff room.

3. Critical Incident Management and Temporary Staffing Absences

- In the event of a critical incident, the county's guidelines will be followed.
See Critical Incident Policy
- The school has procedures in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

4. Training

It is essential that every member of staff has the right level of information and awareness of the following;

- Hazards (things that could cause them harm)
- Risks (the chances of that harm occurring)
- Measures in place to deal with those hazards and risks
- How to follow emergency procedures

This is achieved through a safety, health and well-being induction and routine update training.

Safety, Health and well-being Induction

- All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities
- A checklist for use with employees is in place to ensure induction is comprehensive.
Appendix 2

Routine Updating Training

- Training plans for each individual member of staff are updated annually.
- The Senior Leadership Team consider refresher training for staff on health and safety matters at least once every three years.
- Records are maintained for all health and safety training attended by staff.

5. Personal Safety Procedures, Schoolsafe and Control of Violence

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard or an equivalent recognised standard.
- The school has a procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating incidents.
- Staff been advised about "Dealing with abuse, threats and violence towards school staff" guidance.
- Visitors and people entering the building are monitored.
- All visitors are required to provide proof of identity on arrival and sign in at reception
- All visitors are issued with a badge.
- Visitors are directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.
- The Local Authority Area Office and Local Police are advised of school Key holders contact details and are promptly advised of changes to the list.
- Arrangements are in place to ensure the safety of lone workers and outreach staff and specific risk assessments are completed for these potentially higher risk activities.

6. Planned Safety Checks

The implementation and recording of safety checks is monitored by the Governing Body. An external agency carries out an annual review of Health and Safety across the whole school. The Health and Safety action plan is reviewed accordingly.

Equipment

- All equipment (not otherwise covered under other headings) is subjected to **formal, appropriate, programmed** and **recorded** maintenance checks in accordance with Local Authority and HSE requirements. These include:
 - All indoor and outdoor sports and play equipment
 - The school's water system(s)- hygiene, temperature and legionnaires disease checks
 - Catering equipment, including ventilators
 - Ladders, stepladders and mobile scaffold/access equipment
 - Door closers, running gear and catches
 - Printing and reprographics machines
- Electrical equipment and appliances are checked in compliance with the Local Authority and HSE guidance - Portable Appliance Testing and Fixed Wire testing is scheduled within the required timescales.
- All staff have responsibility for visually checking that electrical appliances and play equipment is maintained in good repair. Any concerns are reported immediately to the Head teacher.
- Once a term the Safety, Health and Well-being Committee conduct a visual check of school equipment. This is recorded and reported to the full Governing Body and any action identified is addressed within an appropriated timescale, which is depended on the nature of the concern.

All equipment checks are carried out by Suffolk County Council recommended providers and must hold a high standard of safety, competence, quality assurance and the appropriate insurance cover.

Premises

- The whole school site is inspected once a term by the Safety, Health and Well-being Committee using a comprehensive checklist. The resulting report identifies action and level of importance. Progress on the resulting action plan is reported to the full Governing Body.
- Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits may form part of the school's arrangements for checking the school.
- Daily visual checks are carried out daily by the Custodian/ member of staff. For instance, fire exits and routes, fire and/or security alarm systems and grounds (including the perimeter).

7. Infection Control Arrangements in School

- The school follows Department for Education (DfE) and the Health and Safety Executive (HSE) guidance on infection control.
- The school ensures that advice is available to staff on infection control,

8. Supporting Children with Medical Needs in School

- The school ensures that advice is available for staff on intimate care arrangements and managing medicines and medical needs.
- The school has clear procedures for handling and administering medication, whether this is routine or emergency.

Ref. Supporting Children in School with Medical Conditions Policy

9. Incident Reporting/Investigation

- The Suffolk County Council Incident Report Form is completed in accordance with Local Authority guidance. (*Appendix 3*)
- All staff are briefed on when and how to use the Suffolk County Council Incident Reporting Form.
- The Head teacher, or a designated and competent member of staff, sign, check every Incident Report Form before it is sent to the Local Authority.
- Every reported incident is subject to investigation as appropriate with a view to preventing recurrence. This includes the review of relevant risk assessments after any incident or near miss.
- Incidents are reported to the school's Safety, Health and Well-being
- Committee, who periodically review the incident history for the school and plan actions to reduce the likelihood of future incidents.

10. Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances, but in general they will only need to be completed in school when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist.

For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Risk assessments that are required due to the need for specific locally arranged precautions are completed. These include;

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- New students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors
- Clinical waste
- Supervision of swimming on or off-site.
- School fundraising events and performances.
- Pedestrian safety where vehicles may be moving.

11. Fire

a Routine checks

The Headteacher and Safety, Health and Well-being Committee are responsible for undertaking a fire risk assessment on an annual basis. Fire safety arrangements are checked with a competent external adviser every three years.

- ***Fire drills*** are carried out termly and evacuation times recorded.
- ***Fire extinguishers*** are examined during annual maintenance checks. Records are kept in the Fire Safety file.
- ***Fire exits and doors*** are checked routinely. External doors are checked on a daily basis by the Caretaker as part of the unlocking and locking of the school building.

Termly checks of all internal and external doors are carried out by the Health and Safety Committee.

- **Public events** (plays, parents' evenings etc) fire exit route doors are checked specifically for such events. Records are kept in a fire precautions log book.
- Weekly alarm test and emergency lighting checks are carried out weekly by the Caretaker.
- The automated fire brigade notification system is checked and serviced in accordance with guidance timescales. Records are kept in the Fire Safety folder.

The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book.

b Procedures

- An **Evacuation Policy** and procedure is in place – this is reviewed following the termly evacuation drill. Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.
- A **personal evacuation plan** is completed for any person requiring assistance to evacuate the building. Appropriate training will be given to all staff to ensure the plan can be fully implemented.
- **Wheelie bins** are locked so that they cannot be used to set fires close to the school building.
- **'Hot Works'** is not undertaken in the school without a permit.
- The Critical Incidents Policy outlines procedures in case of an emergency.
- The fire safety arrangements are checked with a competent advisor at least every three years.

c Training

- Staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.
- Following each evacuation drill there is a whole staff review of the Evacuation procedure. An age appropriate de-brief is also conducted with all children.

12. Locally Organised Premises Maintenance, Repair and Improvement

- Procedures are in place to ensure the Landlords Consent Form is used and the guidance therein adhered to.
- The school ensure that any procured services are checked to ensure that service specifications are adequate and that contractors work to appropriate standards. Risk assessments and safe systems of work are comprehensive and subject to periodic specialist audit. For example noise, vibration hazardous substances and pesticides.

13. Asbestos

Relevant members of staff are aware of the asbestos survey report and the procedures to be followed.

A register is maintained in school office and all contractors must sign the record sheet BEFORE commencing work.

As Landlords, Suffolk County Council maintains and updates the asbestos register as appropriate. Prior to any work to the school building which has been organised by the school, Suffolk County Council will be informed.

14. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The school business manager, in liaison with the Headteacher in their role as health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the Health and safety committee on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered and all COSHH and ionising radiations regulations will be adhered to as appropriate.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

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

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

A termly audit of hazardous materials will be undertaken by the headteacher or business manager site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

15. Cleaning

Contract cleaners will be monitored by the business manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

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

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

16. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

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

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

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

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

17. Smoking and Vaping

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

18. Alcohol

Alcohol will be permitted on the premises for events at the discretion of the Headteacher

19. Security and theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

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

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

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose

a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

20. Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

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

21. First Aid – Training and equipment

- The first aid equipment is appropriately located. All classrooms have a basic kit to enable them to deal with minor cuts. First aid kits are located in the Meeting room and the Food Technology room. At lunchtime a first aid kit is taken outside. All kits include a recording book.
- All staff have a duty to report low levels of stock in the first aid kits. The Office Administrator retains an overview of stock levels and orders items as required to ensure all kits are appropriately stocked.
- There is a clinical waste bin in a staff only area and the female adult Year 6 toilets and Year 5 toilets have facilities for the safe disposal of sanitary items. The school uses a contractor to ensure that these are replaced and emptied regularly.
- Records are kept centrally of those staff trained and the qualifications they hold. This is monitored to ensure that qualifications are kept up to date
- The names of trained first aiders are displayed in all rooms throughout the school.
- All incidents requiring first aid are logged, recording the nature of the injury, how it was acquired, treatment given and the signature of the person who administered the first aid. A slip detailing the injury and treatment is completed and passed to parents. There are two forms, one for injury to the body and one for injury to the head. In the case of a head injury verbal contact is made with the parent/Carer of the child.
- First aid kits are taken on every activity not on the school site, any additional needs relating to first aid are considered in the trip risk assessment form.

22. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Handling and disposing of a sharp

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

23. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in Personal Emergency Evacuation Plans in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy. In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

24. Vehicle Control and Pedestrian Safety

- Routine deliveries are properly programmed and controlled to ensure that they occur outside school drop off and pick up times. This includes grounds maintenance vehicles and refuse collection vehicles.
- Cars are prevented from accessing the staff car park during school pick up and drop off times. In exceptional circumstances when this is necessary, school staff will supervise the safe egress of a vehicle.
- Speed restriction of 5 mph.

25. Education Visits Coordinator (EVC)

- The school has based their policy on the model provided by Suffolk County Council to ensure full compliance with guidance and recommendations. The school has a nominated coordinator and they have received adequate training for their role.
- The school has an Educational Visits Policy.
- Risk assessments are completed for all off-site activities; this includes the management of the risks associated with children with medical needs.

26. Work-related hazards

Manual handling

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

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed. In order to manage these risks, the school will implement and follow its Manual Handling Policy.

Working at heights

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

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

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

Display screen equipment

Display screen assessments will be carried out by the headteacher or a member of the Health and Safety committee. for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

27. Child Protection Procedures

Current county council and national guidance is followed and supported by a specific school policy.

28. Supporting Pupils with Medical Needs

Current local and national guidance is followed and supported by a specific school policy. Supporting Children in School with Medical Conditions Policy.

29. Premises Security and visitor safety

- Current county council guidance followed.
- External doors are closed during school hours and the lower gate and the back of the school field is closed between 9.15am and 3.15pm.
- Arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes security doors into the main reception area and Hall door, which leads into the main school.
- All visitors are required to provide proof of identity.
- All visitors are required to sign in and wear a badge.
- All visitors are given and sign for; written information on the school safeguarding procedures and the names of designated safeguard leads.
- All visitors are given and sign for; written information on the school evacuation procedure.
- Visitors are not left unsupervised in areas where they may come into contact with children unless they hold a clear Enhanced DBS check. Regular visitors and contractors all hold a DBS certificate.

30. Contractors on Site

- Upon arrival at the school all contractors are required to sign in at the Office and wear a Visitor Badge. They are also required to sign the Contractors On Site log book and the Acknowledgement Form regarding the asbestos register. On the back of the Visitor Badge it states that all visitors must comply with the school's health and safety regulations, details of the arrangements for fire/emergency evacuation, smoking policy and car parking arrangements.
- Prior to contractors commencing any work on site the Bursar ensures that the Contractors are aware of safe working arrangements to avoid danger to people other than the contractor's staff. This includes fencing off the area of the site being worked in and the safe storage of the contractor's materials. It is also ensured that the contractor is behaving reasonably safely in respect of his/her staff.
- Contractors are classed as visitors to the school, therefore all points in section 19 apply

31. Lettings

- Rooms available for lettings are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Hirers may legitimately request to see the Fire Risk Assessment.
- The school has a Lettings Policy and hirers are asked to sign a copy of this as agreement to its terms prior to the hire period.

- Hirers must provide a copy of their current Public Liability Insurance and their own Risk Assessment, if applicable.
- Hirers should provide their own First Aid equipment and have a qualified First Aider on site.
- Hirers should have the means of contacting emergency services with them at all times.
- See Lettings Policy for further details.

32. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health. If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the headteacher in their role as health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Staff Roles and Responsibilities

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will subject to revision as new topics arise.

Task	Name of person responsible	Job title of person responsible
H&S Policy review	David Rowe	Chair of SHaW Committee
Health and safety committee	David Rowe	Chair of SHaW Committee
Communication and information management	Kyrsty Beattie	Headteacher
Critical Incident Management	Kyrsty Beattie Rebecca McCarthy	Headteacher Deputy Headteacher
H&S Induction Training	Kyrsty Beattie	Business Manager
Programmed updating training	Andrew Manning	School Business Manager
Personal safety procedures (also Schoolsafe)	Kyrsty Beattie	Headteacher
Planned checks (procedures)	Andrew Manning	School Business Manager
Planned checks (equipment)	Andrew Manning	School Business Manager /Caretaker
Planned checks (premises)	Andrew Manning	Caretaker/ School Business Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Kyrsty Beattie	Headteacher
Infection control	Kyrsty Beattie	Headteacher
Incident reporting/investigation	Kyrsty Beattie Rebecca mcCarthy	Headteacher Deputy Headteacher
Coordination of risk assessment work	Kyrsty Beattie	Headteacher
Fire procedures including personal emergency evacuation plans	Kyrsty Beattie	Headteacher – Business Manager
Locally organised premises maintenance, repair and improvement	Andrew Manning	Business Manager
First Aid (training and equipment)	Kyrsty Beattie Andrew Manning	Headteacher Business Manager
Vehicle control and pedestrian safety	Kyrsty Beattie	Headteacher
Educational visits coordinator (EVC)	Kyrsty Beattie	Headteacher
Stress and Wellbeing	Kyrsty Beattie	Headteacher
Child Protection Co-ordinator	Kyrsty Beattie	Headteacher
Supporting pupils with medical needs	All trained staff	School Business Manager
Premises Security	Kyrsty Beattie <i>All Staff have a responsibility to oversee school security.</i>	Caretaker Headteacher
Contractors on site	Kyrsty Beattie Andrew Manning	Headteacher School Business Manager

Outside lettings	Kyrsty Beattie Individual Hirer	Headteacher Caretaker Hirer
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Health and Safety Induction Checklist

Appendix 2

Name:

	Date	Signature
Tour of the premises		
Overview of the school's health and safety policy and organisational structure.		
Current health and safety priorities for the school – safety policy targets		
General health and safety advice, including the schools own guidance and that from the LEA.		
Introduction to recognised unions and the local representatives		
Access to well-being advice, counselling and other staff support schemes		
Security		
The use of the Incident Reporting form for incidents.		
Where appropriate, specific curriculum guidance.		
For certain staff (Headteacher, Bursar, Business Manager, Caretaker etc.) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.		
Smoking restrictions around the school site.		
Fire evacuation and emergency procedures		
Fire extinguishers and blankets – location and use		
Critical Incident procedures.		
Legal responsibilities and rights		
The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)		
Infection control arrangements		
Safe stacking of materials		
Employee problems and concerns – specific duties and responsibilities for the management of staff welfare		
Information on hazards that are specific to the school and established controls or precautions. ie car park		
Manual lifting and handling – general advice and risk assessment		
Use of equipment and/or tools including defect reporting and the		

correct use of guards (where relevant)		
Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance while on the school grounds.		
Work permit systems (for example, arrangements for visits and trips)		
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets		
Grievance procedures (as they relate to health & safety)		
Restricted areas and equipment		
General housekeeping and maintenance of access and egress.		

Suffolk County Council Incident Reporting System – 1 April 2016

Guidance on completing the Incident Report Form – Schools

Welcome to the new way of reporting health and safety incidents for schools. We hope this will be a much more simplified means of letting your health and safety adviser know what's happened, to whom, when, and how. You can fill this form in as a Word document on your pc, or if you prefer, you can print it off and fill it in by hand. What matters is that you fill it in and send it to **Nina Bickerton (Health and Safety Advisor) at Nina.bickerton@suffolk.gov.uk** or to her at **Suffolk County Council, Endeavour House, Gold floor one, Russell Road, Ipswich IP1 2BX**. Make sure you send it as soon as you can after the incident. Please remember that you need only report **SIGNIFICANT** incidents. Guidance as to what is deemed a significant incident can be found on Suffolk Learning at <http://www.suffolklearning.co.uk/leadership-staff-development/health-safety/incident-reporting>

The new form that you need to use has the following header – note the reference number of the form (IRF001 SCH), this will also be on the footer of the document:

The form is divided into sections. This information sheet will take you through the sections one at a time so you can fill the form out easily.

Section One: The person reporting the incident (may or may not be the injured person).

If you are filling out the form on behalf of someone else, please enter your own details in this section. This merely asks for your name, your title, your contact details and your job title.

Section Two: The incident details

The first two areas you need to fill in here are the date when the incident happened (this is really important) and the time of the incident (please use the 24 hour clock).

The third area we ask about is whether the person affected was working alone at the time of the incident, as this may have a bearing on any future controls that need to be put into place. Please ensure this is filled in. Then we need to know about where the incident happened. We would be really grateful if you could fill in the complete address if known (i.e., not just 'the playground or 'on the highway on a school trip').

The fifth area is one of the most important in this form. It's where you need to tell us actually what happened. This area on the form will expand as it's a Word document, so whilst we're not expecting War and Peace, we would like some good detail please! If you are filling the form out by hand you can use an extra sheet if needed.

The sixth area, a group of boxes, asks you what part of the body was harmed if an injury occurred. Please tick, circle, or highlight the box which applies. If there is more than one injury to the body, tick, highlight or circle all relevant areas.

If needed, mark whether this applies to the right or left hand side of the body. If no harm came to the person affected – tick that box.

There is now a second set of boxes – this is where you need to mark the injury if that applies.

The last part of Section Two asks you to say what happened in a précis – was the injury (if appropriate) because of a fall? Was it due to moving and handling? Perhaps due to an illness? Again, mark the relevant box.

Section Three: Who is this report about?

If there is an injured person involved in the incident, this may be about you, a pupil, a colleague – or even a contractor on school property. This section asks for the basic information about that person, their name, whether they are an employee, if so, who is their line manager and what type of school service do they belong to?

Why would we need a date of birth? Well, there are other agencies like the Health and Safety Executive (HSE) who may need to know, so if possible, please fill this in. If the injured party isn't happy about giving that detail, don't worry. Please give the job title if it's an employee or contractor, their gender, and their contact details. If the injured person is an employee, then their work details will be fine.

Section Four: Outcome of the incident

This area is as important as the rest. We need to know what happened to the injured party as again, the HSE may need to know. We then need to know what the school has done after the incident – for instance, have you contacted Corporate Property about a premises fault, or have you revisited your risk assessment after something went wrong in the art department?

We then ask for first aider's details if appropriate, and if the injured person went to hospital, did they stay there? You may not know this; if not, don't worry, your advisor will follow this up. If your employee has had time off due to the incident, your H&S advisor MUST be told. It's really important that we are advised of the amount of days off an employee has as a result of the incident.

There may have been witnesses to the incident who offered to let the reporter know what they saw at the time. Please let us know this, and if there are any extra reports from them as to what occurred it's very helpful to know what they felt they saw. Please, lastly, fill in the date you filled the form in.

If you are concerned that the injury or incident constitutes a reportable issue to the HSE please contact your health and safety advisor as soon as possible after the event. Please do not hesitate to call for any query. Thank you.