



Trinity Primary School

Health and Safety Policy

Approved by:	Governors	Date: September 2023
Last reviewed on:	Autumn 2024	
Next review due by:	Autumn 2025	

Introduction

Trinity Primary School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Headteacher and Governing Body to ensure this is the case.

In order to promote this, we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

Our school aims to provide and maintain a safe and healthy environment for staff and children. To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst feeling confident and comfortable in their environment.

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own health and safety at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have a procedure in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of any pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to us if there is an accident
- Inform about what should be done in a case of emergency

Informing people of this policy

This health and safety policy is kept in a School Policy ring binder in the school office. It is also available on the school website and 'new common staff' of the school's network. All members of staff are made aware of the policy and how to locate it.

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

Responsibilities of Individual Class Teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- a) Observe standards of dress consistent with safety/hygiene and school dress policy
- b) Know and apply the procedures in respect of emergencies
- c) Co-operate with other employees and the safety representative in promoting health and safety measures
- d) Report any hazard and breakage
- e) Follow health and safety instructions and use safety equipment and protective clothing
- f) Report any incidents or assaults
- g) Set a good example to the children in their care
- h) Supervise pupils and ensure that they know about emergency procedures and safety measures
- i) Ensure that pupils' bags, coats and belongings are safely stowed away or hung up
- j) Include all relevant aspects of safety in the curriculum according to the science and PSHE curriculum
- k) Make parents/volunteers aware of safety procedures in the classroom/work area
- l) Ensure that relevant risk assessments are completed and followed

Responsibilities of the Governing Body

Herefordshire Council has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members to

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure the policies relating to health and safety are in place and updated regularly
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the School Business Manager or Site Manager
- Approve as appropriate arrangements for residential trips according to LA guidelines using the EVOLVE system
- Ensure that safety standards for purchased goods and equipment are met
- The governors recognise the Statement of General Policy of Herefordshire Council Education Directorate together with its organisations and arrangements and undertake to comply with requirements and procedures in respect of maintaining safe and healthy places of work for staff and pupils of the school as laid down in the Department's Handbook of Safety Information

- The governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Coordinator of Herefordshire Council or such persons as may be necessary. The governors recognise the responsibilities to ensure that any significant risks arising from the work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Control of Substances Hazardous to Health (COSHH) Regulations 1988., the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992

Responsibilities of visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Headteacher, or her representative, will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Responsibilities of the Headteacher

The Headteacher is responsible for the health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, School Business Manager assumes the above day-to-day health and safety responsibilities.

Responsibilities of all staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

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

Site Security

The School Business Manager, Site Manager and School Caretaker are responsible for the security of the school site in school hours. The company Caple Security are contracted to do external visual checks of the building daily and to respond to out of hour activations of the intruder alarm.

The School Business Manager, Site Manager and School Caretaker are key holders and will respond to an emergency.

Contractors and Visitors

All contractors entering the premises are required to sign in using the electronic signing in system and wear a visitor's lanyard with badge. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

Accident Reporting

All serious accidents that occur on the school site should be recorded on a Herefordshire Council accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported using Medical Tracker and an email to the parent/carer will be sent home. If the accident is serious, the Headteacher should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

All electrical appliances are tested annually (PAT Test).

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of spillage or entry of foreign materials, ventilation ports not blocked
- The appliance is being used for the purpose it was designed for

Manual Handling

All members of staff should be aware of manual handling activities involved in their day to day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books etc.

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

Educational Visits

Off-site visits are an important part of school life. Children benefit greatly from the opportunity to experience residential visits and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk assessments are completed and that parents, LA and school staff are involved in the preparation.

The Authorised Education Visit Co-ordinator is Mrs Julia Hoskins.

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

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All risk assessments must be sent to the EVC Lead who will then send them to the Headteacher for approval.

All residential visits need approval from the LA and governing body.

Risk Assessments

Risk assessments must be completed whenever there is a possibility that a hazard or danger might be encountered as part of a school activity.

Staff should inform the Headteacher if they notice that any risk assessment appears dated or does not deal with the potential risk encountered. It is important to note that expectant mothers should be risk assessed and every off-site should be risk assessed.

PE Equipment

The PE equipment is inspected annually. The Business Manager is responsible for overseeing this.

Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns.

Use of Sports Field

Before beginning any activity, staff should check the playing area to ensure that it is clear and ready for use. Please call for Premises Staff support if any concerns are identified.

Staff working alone in the building

If you are working alone in the building or in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure the main entrance is locked and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave, ensure that the door through which you leave is locks behind you
- If anyone suspicious attempts to entry the building or you see or hear anything suspicious contact the police using the telephone in the Headteacher’s office, Deputy Headteacher’s office, Main office or Finance office
- Always be alert when leaving an empty building

Leaving an empty building

Carry out locking up and security checks from the inside of the building wherever possible. Start the locking up process while there is still staff inside the building.

Set the alarm.

Always be alert when leaving an empty building in case someone is waiting for you.

In the event of a trespasser

Where a person is immediately recognised as having a legitimate reason to be on the school grounds, they should be asked politely if they need any help. Assuming the person has a valid reason, they should be directed or taken to the school office where they will be asked to sign in and out.

If it emerges that the person has no right to be on school premises then they should be asked to leave by the nearest exit and observed until they do so and the Headteacher should be informed.

If the intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach find a safe place and call the police. Don’t try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers are used
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

In the event of an abusive parent/adult

Make sure any meeting with an adult whom you suspect may turn abusive is conducted in a room that can be

easily be monitored and with members of staff within easy reach. It may be appropriate to request an additional member of staff meets with the parent depending upon circumstances.

Should a parent /adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way. If any incident has occurred, an incident form should be completed and it may be necessary to inform governors and/or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary.

Fire

Fire drills are held termly and will on occasion include:

- The blocking of an exit
- The removal of a child to test effectiveness of register checks
- Lunchtime drills

Responsibilities during fire drill

Headteacher/Deputy Head:

- Supervise evacuation
- Evaluation of procedures
- Training and guidance

School Business Manager

- Co-ordinate registration information from a central point
- Call the fire brigade
- Evaluate with Headteacher the evacuation

Administrators

- Pupil registers
- Staff signing in/out list
- Visitor list
- Tuning the electronic access gate to open
- Open field padlock

Premises Staff:

- Setting off and re-setting the alarm
- Recording evacuation time and any relevant information
- Checking all the fire doors closed

Fire Marshals

- Checking allocated areas

Fire Exits

The fire exits to be used are the nearest one available. Please make a note of alternative exits should this one be blocked.

Assembly Points

There are two assembly points one in the playground and one on the school field both are signed.

The children stand in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

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

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

Keeping corridors clear – corridors must be kept as clear as possible at all times. In all corridors any items in the corridor must be stored and used in such a way as that would not impede the main width of the corridor.

Reporting – Fire registers will be taken out to the playground/field by the class teacher. Once the registers have been checked teachers should let the school business manager know that the classes are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed.

Weekly Site Manager/Caretaker & School Business Manager	Activate a call point on a rota and check all fire doors on magnetic locks close appropriately
Monthly Caretaker/Site Manager	Check extinguishers are in the correct position, expiry date, pressure and tag. Check emergency lighting
Termly Site Manager/Caretaker & School Business Manager	Fire drill – on occasions to include blocking of an exit, removal of a child and lunchtime evacuation
Bi-annually	Test fire alarm system Test emergency lighting system Annual inspection of fire extinguishers

Swimming

Trinity Primary School is very fortunate that it has its own private swimming pool. All the information relating to the health and safety of the swimming pool is held in the Normal operating Procedures (NOP) and the Emergency Action Plan (EAR).

Headlice

Headlice are a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated.

However, the responsibility for ridding children of lice rests with the parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

As far as possible no one with headlice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity. If an outbreak of lice is reported, the parent of the infected child is contacted. Parents of all children in the class are sent a letter asking them to check their child's hair. If children are repeatedly seen with headlice, parents will be contacted by phone and asked to collect their child so others are not infected. In extreme circumstances a referral to Social Care may be made.

First Aid

A register of staff currently holding a first aid certificate is available in the office and in the First Aid Policy. Although these staff members can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties. Two members of the admin team are first aider's who can carry out any first aid duties required during lesson time.

Health Concerns

In the case of a concern about the health of an individual the following precautions should be followed:

1. The child is sent to a qualified first aider
2. The injury/concern is checked and an assessment is made of the level of treatment needed
3. A decision will be communicated to the classteacher and or Headteacher as necessary
4. Parents are informed when necessary

Levels of action include:

- Treatment on school premises for minor ailments/accidents – recorded in first aid book and note sent home to parents
- Treatment of a more serious injury will result in emergency first aid being carried out but then parents will be contacted immediately. The Headteacher will be informed and an accident form will be filled in and sent to the Local Authority
- If parents are unavailable and the injury is considered to be sufficiently serious then the child would be taken to hospital

In each case every attempt should be made to:

- Check the injury to the best of our ability
- Inform the relevant people in case of more serious incidents. This includes: the Headteacher, the parents and the LA if necessary
- Keep accurate records of the injury, events leading up to the injury and actions subsequently
- Err on the side caution
- Consider the needs of the child as central to all actions

First Aid Equipment

They contain only approved equipment. They also contain latex free gloves, which must be used for all first aid treatment. This is to protect both the patient and staff member and eliminate the risk of infection.

For supervising of an out-of-school visit there is a first aid box available – staff must ensure that this is taken on a trip.

First aid staff should check and replenish stocks as necessary.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school has adopted a no smoking policy, which covers school, playgrounds, car park and playing fields.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practise to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents...

- Will be asked for permission for the taking of photographs by the media
- Will be reminded that assemblies and concerts may be photographed and videoed and as such concerns they have should be expressed to the concert organiser prior to the event. **Parents will be asked to refrain from taking photographs or videos where it is known that permission has not be given for one of the participating children in assemblies or concerts.**
- Will be reassured that videos and photographs taken within the school by school staff will be used for educational purposes and care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

Annually

Parents will be reminded of school policy and requested to contact the school if they wish to make amendments to their original consent form.

Health and Well-Being of Staff

In order to prevent stress and to provide the best working environment for the health and well-being of staff we recommend:

- That times of meetings are aimed at limiting the length of time and frequency with which staff need to remain in school
- That length of meetings is agreed and where possible adhered to.
- Notice is given of cancellations
- That consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- That deadlines can be negotiated in extenuating circumstances
- That consideration is given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- That where possible INSET days also allow for inter-phase/year work and meetings
- That PPA is regular and reliable
- We subscribe through SAS our staff absence insurance provider to the 'Well Being' package. This provides on-line and telephone support and counselling services

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases, this may not happen and staff should be alerted to some common effects of stress. These may include:

- High level of anxiety
- Low self-esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches/migraines
- Depression
- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Method for dealing with stress might include:

- Sharing concerns with colleagues
- Prioritise workload
- Taking up a new hobby or sport
- Sharing feelings with people at home
- Ensuring that some time every week is set aside for relaxation
- Discussing responsibilities with Headteacher and perhaps negotiating deadlines
- Pay attention to diet to ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of a problem and concerns and offers support and advice as needed. If symptoms persist staff should contact their GP and concerns should be discussed with the Headteacher.

Fitting in with families

Every employee at our school has demands outside the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible, we will attempt to support them in meeting demands from home and school. This could involve unpaid leave or swapping PPA time.

Where staff becomes aware, they are pregnant, it is recommended that the Headteacher is informed in order that appropriate safeguards can be put into place and an individual risk assessment written.

Monitoring Arrangements

Termly meeting between the Health and Safety Governor to include a walk around the school building and site and the governors will call for annual reports on:

- Accidents/incidents
- Results of internal/external health and safety inspections
- Complaints
- Summary of 'walk about' information from the health and safety governor.

Governor Responsible: Mr D Spencer, governor

Staff Responsible: Mrs L Manning, Headteacher

Competent person: Mrs A Griffiths, School Business Manager

Ratified by Governors: Autumn 2024