



HEALTH AND SAFETY POLICY

Rationale

The Governing Body and Senior Management Team of Oakhill Primary School recognise and accept their responsibilities both under civil and criminal law and the LEA scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is recognised.

Principles

In compliance with the Health and Safety at Work Act, the Governing Body of Oakhill Primary School will ensure so far as it is reasonably practicable that:

- The premises are maintained in a safe condition by periodically undertaking surveys, both by the Premises Committee and by the Head Teacher.
- Safe access to and egress from the premises is maintained through daily checks by either the Head Teacher, Business Manager or the Site Supervisor.
- All plant and equipment is safe to use and listed to facilitate annual checks by contracted personnel.
- Appropriate safe systems of work exist and are maintained. They are regularly reviewed but also reconsidered as and when the need arises.
- Sufficient information, instruction, training and supervision is available and provided for procedures and operation of all plant & equipment.
- Arrangements exist for the safe use, handling of and storage of articles and substances at work. They are kept in locked storerooms and full instructions/training for use is provided by the relevant manager.
- A healthy working environment is maintained including adequate welfare facilities.

Non Employees

In addition to the above commitment, the Governing Body also recognises its obligations to non employees. Where it is reasonably foreseeable that trainees, members of the public, contractors etc, are or may be affected by the school activities being carried on within the school boundary or otherwise, then the Governing Body and the Head Teacher will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. IN addition, staff working with non-employees are involved with their safety. As an educational institution which must set standards by example for its pupils, this commitment is seen as especially important.

Finance Arrangements

Within the financial restraints dictated by the allocation of funding to the school, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

Responsibilities

For the policy to be effectively implemented the school must have the full co-operation of all employees and others who use the premises. Employees are reminded of their own duties:

- To take care of their own safety and that of others.
- To co-operate with the Governing Body and Senior Management Team so that they may carry out their responsibilities effectively.

All known relevant regulations, codes of practice and standards will be complied with as necessary. Consultation with employee safety representatives, if appointed, will be held as and when necessary.

A copy of this policy has been provided to every member of staff.

Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be regularly reviewed and revised.

Health and Safety Organisation

In order to ensure that health and safety issues are dealt with in accordance with this establishment's safety policy, the following organisational structure has been accepted by the Governing Body. Duties and responsibilities have been assigned to staff and governors as laid out below.

The Governing Body (Chairperson: Mr J Toft)

The Governing Body is ultimately responsible for Health and safety matters at a local level. They accept that the delegation of funds to them from the LEA carries with it increased accountability. Where the spending decisions are controlled by the Governing Body they will accept responsibility for the way in which health and safety issues are addressed.

The Head Teacher (Mrs J Leach).

The Head Teacher has overall responsibility for the day to day management of health and safety in the school. The Head Teacher will advise Governors of health and safety issues which may need to be addressed. Such issues will include:

- Adequate staffing levels for safe supervision
- Maintenance of a safe premises
- Purchase of equipment which meets appropriate safety standards.
- The repair, maintenance and testing of school electrical and P.E. equipment.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and fire fighting appliances.

In addition, the Head Teacher will carry out the majority of the duties that are linked with the responsibilities above. More specifically the Head Teacher will:

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change, and in any event review annually.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises.
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for termly evacuation drills
- Advise the LA premises department of any defect in the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Identify any situation which is unsafe or hazardous to health. Ensure that appropriate action is taken to remedy the situation by carrying out a risk assessment.
- Liaise with and monitor (as far as is reasonably practicable) the activities of contractors.
- Ensure that all visitors report to reception and sign in on entering and leaving the building. Ensure that all visitors to the school wear the appropriate identification badge (e.g.; supply teacher, visitor).

The Head Teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for Health and safety within the establishment.

School Business Manager

The School Business Manager is responsible to the Head Teacher for ensuring the application of this policy to all activities undertaken in the school, and will:

- Ensure that all staff are aware of their specific roles in case of fire/emergency
- Identify specific staff health and safety training needs and inform the Headteacher accordingly
- Consult with all staff on any matters which may affect their health and safety whilst at work
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.

Teaching staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, playground etc; and off site e.g. school trips.

Class teachers will:

- Ensure effective supervision by only permitting practical work to be carried out by pupils according to relevant risk assessments taking account of the group size, the age and abilities of pupils and the nature of the activity.
- Be aware of the schools' health and safety policy.
- Ensure that safety instruction is given to all pupils commencing practical sessions.
- Know the location of the nearest fire fighting equipment and first aid box and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils are aware of and follow school/departmental safety rules by discussing these regularly with the pupils.
- Report any defects in equipment to the Head Teacher and enter the details in the health and safety report book in the office.
- Investigate accidents which occur in the classroom and briefly record in the report book any incidents which necessitate removal of equipment or further action e.g. risk assessments. Report all incidents to the Head Teacher.
- Propose for consideration by the Head Teacher any improvements which they consider would improve health and safety standards in the classroom/department.
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off the site on educational visits, by referring to the appropriate risk assessment.

Site Supervisor Mr R Davies

The Site Supervisor is responsible to the Head teacher. Duties include:

- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe. Reporting such action to the Head Teacher.
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manholes etc.
- Ensuring that other site supervisory staff are adequately supervised.
- Identify any particular health and safety training needs of supervisory staff in the group.
- Ensuring that other site staff are not involved in activities outside their limitations.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment and that it is worn when necessary.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the Authority etc.
- Know the location of the emergency shut off valves for electricity gas and water.

All Employees

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and Senior Management Team of the school so that they may fulfil any legal requirements placed on them as employees and/or persons in control of premises. All employees are required:

- To report all defects in the condition of the premises or equipment to which they become aware in the report book in the school office.
- To report all accidents according to the procedures included in Appendix 3 of this document.
- To be familiar with the procedure to be followed in the event of a fire or other serious injury (see Fire Drill Procedure (in staff handbook and displayed in all rooms within school))
- To make use of all necessary personal protective equipment provided for health and safety reasons.
- Follow all relevant codes of safe working practice as adopted by the school. Report in writing any unsafe working practices to the Head Teacher or deputy Head Teacher in the report book in the school office.

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

Children are able to wear a watch and/or a pair of stud earrings to school. No other jewellery is permitted. Earrings should be removed for PE days or if not, the child must remove them before PE. If for some reason a child's studs cannot be removed, they will be expected to complete PE with their earrings in. Parents will have given consent for this. **Nail Varnish** and **make-up** are not permitted.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall receive appropriate co-operation in order to fulfil laid down functions.

Health and safety Arrangements

The following procedures and arrangements exist within the school:

Fire and/or Emergency

- Fire evacuation procedure
- Assembly points
- Fire exits
- Fire drill arrangements
- Fire alarm tests
- Inspection of fire fighting equipment

First Aid

- Names of trained first aid personnel and their locations

- Locations of first aid boxes
- Restocking of first aid supplies

Accident Reporting

- Minor injuries
- Major Injuries
- Dangerous occurrences

Routine Inspections and Tests

- Portable electrical equipment
- P.E. equipment
- Security alarm equipment

Security Policy for visitors and contractors

Smoking, Vaping, Alcohol & Drugs

Under the Statutory Framework EYFS – 3.56, “Providers must not allow smoking in or on the premises when children are present or about to be present”. As such Oakhill does not allow smoking, vaping, alcohol or drugs on school premises at any time, including outside areas.

Smoking and Vaping - if a member of staff, student, parent, volunteer or child were found smoking or vaping on the premises, they would be asked to leave immediately. Staff may face disciplinary procedures for smoking or vaping on site.

Alcohol - if a member of staff, student, parent, volunteer or child arrives at school clearly under the influence of alcohol they will be asked to leave immediately. Staff may face disciplinary procedures for imbibing alcohol at school or working under the influence of alcohol.

Should a member of staff have good reason to believe that a parent is under the influence of alcohol when they drop off or collect their child, the staff member has a duty to tell their line manager and designated safeguarding lead (DSL). A decision will then be made on the appropriate course of action according to the Safeguarding Policy.

Drugs - if a member of staff, student, parent, volunteer or child arrives at school clearly under the influence of drugs they will be asked to leave immediately. Staff may face disciplinary procedures for possessing or using drugs on site. Practitioners taking medication which may affect their ability to care for children should seek medical advice. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

Should a member of staff have good reason to believe that a parent is under the influence of drugs when they drop off or collect their child, the staff member has a duty to tell their line manager and designated safeguarding lead (DSL). A decision will then be made on the appropriate course of action according to the Safeguarding Policy.

Storage and use of hazardous substances

COSHH inventory and data sheets will be maintained by school and kept in the caretakers file and the Kitchen file. The appointed cleaning contractor will be responsible for COSHH inventories and data sheets of cleaning products used in the delivery of their service contract.

Fire Safety

All staff will be made aware of the procedures to be followed in the school in the event of a fire.

All staff will be made aware of the sighting of fire fighting equipment.

Fire drills will take place once a term.

Fire equipment will be maintained and checked annually.

All staff must complete the 'In The Line Of Fire training' upon starting their employment and annually thereafter.

REVIEW & AMEND AS NECESSARY ANNUALLY – SEPTEMBER 2025 (MOST RECENT REVISION SEPT 2024)