

William Cassidi Church of England Primary School

Health and Safety Policy Statement

'Life in all Fullness'
(John 10:10)



As a school, we want to provide learners with the very best education. To let them experience life in all its fullness and living with all their heart. Our main core value of love underpins all that we do. Our school is Christ-centred and our core Christian values of love, respect, courage, service and resilience flow through every aspect of school life. It is on this bedrock that we provide an excellent education for our whole school family. We want our entire school community to be the very best that they can be and to recognise that they are precious, loved and valued.

Introduction

William Cassidi Church of England Primary School recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its staff, pupils, volunteers, visitors to its premises and others who could be affected by its actions. Our school vision is 'Life in all Fullness' and we will ensure the physical learning environments, including health and safety aspects, align with this vision.

The school will provide and maintain, so far as is reasonably practicable, learning environments and systems of work, which are safe, without risks to health and as a minimum satisfy the Health and Safety at Work Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with the Local Authority and Diocese (as employer and via formal partnership agreements) all school governors, senior leaders and staff must work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management systems. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is accepted that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below. Risks will be minimised by forward planning using trained staff and resourced to an appropriate extent, whilst working to attainable standards.

The school recognises that the effective management of health and safety plays an important role in its overall performance by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities. The school further recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed formally on an annual basis in order to maintain and improve where necessary the required standards.

Organisation and Responsibilities

William Cassidi Church of England Primary School have formal partnership agreements with Stockton Local Authority and the Diocese of Newcastle and Durham. Moreover additionally purchased service level agreements are also in situ delegating some responsibility for health and safety to both the authority and the Diocese. The local authority resume responsibility for general maintenance of site. The Diocese maintain ownership of the premises and are accountable for the sustained long-term growth and development of the premises - particularly linked to the fabrication of the building. Alongside school governors and leadership - the local authority and Diocese have responsibilities for ensuring the implementation of health and safety practice and policies.

The school requires each member of staff, volunteer and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others and to co-operate fully with the school and its management. Without affecting the generality of the above statement, the school and local authority will implement the requirements of the Health and Safety at Work Act 1974 and associated legislation in so far as:

1. The provision and maintenance of systems and schemes of work, which are safe and without risks to health.
2. The production of arrangements for the safe handling, storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information, training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces and teaching environments, which are safe and without risk to health.
5. The provision and maintenance of safe and secure working, learning environments and adequate arrangements for welfare facilities.

The school is committed to:

- Providing a safe and healthy working/learning environment.
- Preventing accidents and work-related ill health.

- Meeting its legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by its curriculum and non-curriculum activities and putting in place measures to manage these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist in school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Local Authority, Diocese and School Responsibilities

The following section details how the school is organised for the management of health and safety by the establishment of responsibilities and relationships, which are designed to promote a positive health and safety culture. It will ensure that all within the organisation are committed to the continued development of the safety management system, the health, safety and well-being of all staff, visitors and where appropriate pupils.

This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties regarding the management of health and safety to individuals or groups.

As a maintained, Church of England Primary School, William Cassidi Church of England Primary School works in partnership with Stockton Local Authority and the Diocese of Newcastle and Durham. These three tiers form the 'organisation' of health and safety in ensuring that:

- The school produces a Health and Safety Policy that is appropriate to its activities and that this policy is reviewed annually; the means by which the policy will be implemented, measured, audited and reviewed is identified.

- An effective organisation is created for the management of health and safety and implements appropriate measures for addressing health and safety at all levels across the local authority team, Diocese and school.
- The school promotes a positive attitude and culture towards health and safety in staff and where appropriate visitors to its premises.
- The school manages, plans and implements the Health and Safety Policy.
- The school and Diocese establish appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy.
- Targets for improving the school's health and safety performance together with health and safety audits and fire risk assessment action plans are set annually by the health and safety consultant from the local authority.
- School governors will monitor and evaluate health and safety performance. The Chair of Governors is responsible for this.

Under the terms and conditions of the annual service level agreement, the local authority have responsibilities under the following areas:

Public Health

Key Contact

Aishah Waithe
Strategic Health and Wellbeing Manager (Children and Young People)

✉ Aishah.waithe@stockton.gov.uk
✉ Public.healthteam@Stockton.gov.uk

Health and Safety

Key Contact

Stuart Crockett
Health and Safety Manager

✉ stuart.crockett@stockton.gov.uk
☎ 01642 528194

Highway Maintenance, Civil and Construction Works


Key Contacts


Rob Burrell
Highway & Street Lighting Manager

✉ robert.burrell@stockton.gov.uk
☎ 01642 527185

Enforcement Services

Key Contacts

Sharon Cooney
Community Protection Operations Manager
 Sharon.cooney@stockton.gov.uk
01642 527173

Richard Bradford
Civic Enforcement Manager
 Richard.bradford@stockton.gov.uk
01642 527827

Environmental Health

Key Contact

Stephen Donaghy
Environmental Health Service Manager
 stephen.donaghy@stockton.gov.uk
01642 526830


Facility Services - School Buildings: Inspection, Compliance, Mechanical and Electrical Annual Servicing

Key Contact

Lisa Bouttell
Service Development & Logistics Manager
 lisa.bouttell@stockton.gov.uk
01642 524569

Facility Services - Legionella Services

Key Contact

Steve Cockburn
Maintenance Officer (Legionella)
 steve.cockburn@stockton.gov.uk
01642 526805

Facility Services - Energy and Water Management

Key Contact

Craig Loughran
Senior Maintenance and Energy Officer
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01642 526942

Facility Services - Building and Equipment Maintenance



Key Contact

Mark Wardle
Principal Facilities Management Officer
 mark.wardle@stockton.gov.uk
01642 526946

Facility services - General Repair and Maintenance

Key Contact

Facility Services Helpdesk

 Facility.services@stockton.gov.uk
 01642 527270

Pest Control

Key Contact

Mark Berry

Principal Environmental Health Officer


 mark.berry@stockton.gov.uk
 environmental.health@stockton.gov.uk
 01642 526552

Refuse Collection

Key Contacts

Commercial Waste

Business Support

 01642 524614

Road Safety and Crossing

Key Contact

Anthony Wilton

Principal Engineer



 anthony.wilton@stockton.gov.uk
 01642 527311

Security Services

Key Contacts

Paul Leonard

Security & Surveillance Manager



 paul.leonard@stockton.gov.uk
 01642 527600

Catering Services

Key Contact

Anita Brown

Catering & Building Cleaning Service Manager

 anita.brown@stockton.gov.uk
 01642 527274

Human Resources

Key Contacts

Jill Douglas
Assistant Director HR, Corporate Services
✉ jill.douglas@stockton.gov.uk

Gemma Dowd
HR Manager, Advisory
✉ gemma.dowd@stockton.gov.uk

Fiona Attewill
HR Manager, Organisational Planning & Change
✉ fiona.attewill@stockton.gov.uk

School have additional/private service level agreements in place for grounds maintenance and tree/woodland management.

School have a service level agreement in place with ONEIT for all computing and networking maintenance and development.

Overview of Key Contacts Linked to Health and Safety

- The LA designated local authority building manager is Richard Mangles.
- The designated buildings and premises manager from the Diocese is DBE services – Sam Johnson
- The designated health and safety leads in school are: Headteacher – Mrs J Campbell and site supervisor – Mrs M Hardy. Mrs C Peters (chair of governors) is the governor responsibility for health and safety.

The Governing Body

While the Local Authority and Diocese have overall responsibilities as employer, the Governing Body has delegated responsibility for ensuring that:

- Clear procedures are evidenced to assess any significant risks and are fully implemented to ensure safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices in line with the Premises, Finance and Staffing Committee recommendations and subsequent audits and reports produced via partnership agreements with the LA and Diocese.
- Health and safety performance is monitored. Failures in Health and Safety Policy or implementation are recognised and procedures revised as necessary.

The Headteacher

Reporting to the Governors, Local Authority and Diocese, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that sufficient resources are made available in order to achieve this by:

- Planning ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking advice on matters of health and safety where relevant.
- Providing the final authority on matters concerning health and safety at work.
- Establishing strategies to implement the policy and integrate these into their school's activities.
- Ensuring that all relevant staff are capable and competent in their given roles and are provided with suitable and sufficient information and instruction.
- Ensuring that the site supervisor understands and accepts their responsibilities for health and safety.
- Regularly liaising with the site supervisor responsible for day-to-day management of health and safety and the LA/Diocese on matters of health and safety.
- Establishing - in conjunction with relevant advisers - organisational management arrangements, risk control measures, workplace standards, together with associated performance standards and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.
- The Headteacher will make decisions on health and safety issues based on the appropriate assessment of any risks to health and safety and will manage those risks in an appropriate manner.
- Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being adversely impacted by ill health or stress.
- Demonstrate commitment, via systems and practices in place to assist employees to maintain a good work/life balance and ensure that such practices are communicated to all staff.

Newcastle and Durham Diocese

Newcastle and Durham Diocese hold responsibility for the school premises. As such any funding linked to the fabrication of the building and/or government led grants are paid directly to the Diocese. School are allocated approximately £6,000.00 per year via DFC Funding; this supports capital works within the school. SCA funding is awarded directly to the Diocese, as such annual bids are made by DBE services on behalf of the school to ensure money is strategically targeted towards necessary works in order to keep the school safe, dry and warm. DBE services are delegated responsibility via DFC or SCA funding, to plan and coordinate the work of any contractors in accordance with the Construction Design and Management Regulations 2015 and Management of Health and Safety at Work Regulations 1999. DBE services are responsible for:

- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment, boilers, compressors, fire and asbestos prior to any contracted works occurring onsite.
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work.
- Developing in conjunction with the Governors and Headteacher the premises plan aligned with the most recent building surveys.
- Ensuring that all contractors for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction.
- Ensuring that all managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety.
- Arranging audits, inspections, investigations as necessary to enable a suitable and sufficient appraisal of the premises management.
- Providing timely feedback to the Headteacher on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the contracted work.

School Staff

Health and safety is the responsibility of everyone. Annual training is provided to ensure a positive health and safety culture in school. In particular, staff are trained to:

- Pay attention to any indication of changes in performance or behaviour of staff and promote sympathetic alertness to staff who show signs of being adversely impacted by ill health or stress. The dedicated senior mental health first aider is Mrs S Hall.
- Foster a supportive work environment, operating in a fair and consistent manner familiarising themselves with the school's policies relating to absence and performance management.
- Carry out an appropriate risk assessment (informing Headteacher of any concerns), where necessary, and especially when concerns have been raised, as soon as possible.
- Communicate work-life balance practices to all staff and take reasonable steps to mitigate pressure points, which may adversely affect staff; anticipating likely problems and taking action to reduce the effects of these pressures where possible.
- Support staff adversely impacted by ill health or stress, seeking advice from HR colleagues and signposting to the LA services such as VIV UP and Occupational Health.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear verbal and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment where necessary.
- Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment or necessary improvements to tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the site supervisor or Headteacher.
- Report all accidents, defects and dangerous occurrences to the site supervisor and Headteacher.

Obligations of the Catering Manager

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy and other associated policies.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments and procedures in place.
- Inform the site supervisor and/or the Headteacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Kitchen Manager.

All Employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the school, the Governing Body, the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Follow the guidance given in health and safety training received.
- Report all accidents and near misses in accordance with current procedures.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.

- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.
- Recognise that a breach of this policy may lead to disciplinary action being taken with outcomes up to and including summary dismissal.
- Plan and organise their work to meet personal and organisational objectives and seek their Line Manager's support when necessary.
- Raise any concerns with their Line Manager, Senior Mental Health First Aider (SMHFA), Headteacher (or GP or Occupational Health) as early as possible.
- Speak to their Line Manager/SMHFA or Headteacher as early on as possible if they are experiencing stress or mental health difficulties or are aware of a situation that may lead to stress/mental health concern.
- Co-operate with support, advice, and guidance they may be offered by their Line Manager/SMHFA Headteacher.
- Take an active role in risk assessments and in school surveys asking for feedback.
- Be alert to any indication of adverse effects of ill health or stress exhibited by colleagues by e.g. changes in behaviour, promoting sympathetic care to affected colleagues.
- Take up opportunities of counselling or other forms of therapy when offered or recommended.

Visitors and Lettings

When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of hall lettings, then, subject to the explicit agreement of the Governing Body, the principal person in charge of the

activities will have responsibility for safe practices in the areas under their control.

All visitors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors.

All visitors must be aware of the School's Health and Safety Policy, other relevant policies and emergency procedures and comply with these at all times.

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school whilst on the premises.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs, etc...

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

LA Health and Safety Advisor

Annually the school will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System. Annually the school's premises and its activities will be inspected to confirm that leaders and staff are satisfying their operational responsibilities and duties.

All advisors are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified. The school Health and Safety Advisor will carry out suitable and sufficient

investigations to determine the cause/s and any remedial measures necessary.

Asbestos Management Policy

The site supervisor (M Hardy) and school building manager (R Mangles) are responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises. This also applies to capital works organised by DBE Services (Sam Johnson)

Staff must not affix anything to walls, ceilings, etc... without first obtaining approval from the site supervisor. Staff must report any damage to asbestos materials immediately to the site supervisor.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Headteacher will immediately notify: the Local Authority, DBE Services and the Chair of Governors by telephone.

Contractors

All contractors working on our site will be pre-approved by R Mangles (building Manager) or Sam Johnson (DBE Services). They are responsible for the management of contractors onsite alongside the site supervisor.

Risk Assessments

All curriculum leaders / class teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. Guidance from CLEAPSS, AfPE, DATA (Design and Technology Association) and other lead bodies should be adopted as appropriate. The risk assessments must be made known to all teaching and support staff and reviewed regularly. From a SEND perspective, it is sometimes appropriate for individual risk assessments to be completed for children and signed by parents/carers.

Display Screen Equipment

The Headteacher and ONEIT is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations, keyboards and a mouse. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Headteacher is the Educational Visits Coordinator for the school. The Headteacher is responsible for providing staff with suitable training and the necessary resources for them to complete their duties. The EVC is responsible for ensuring that all school trips are managed in accordance with the school's Educational Visits Policy and the school procedures, which all teachers must be familiar with.

Staff involved in Educational Visits should be familiar with the Educational Visits Policy.

Electrical Safety

The Building Manager (as per SLA) is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The building manager will also ensure that all electrical equipment is tested annually via PAT testing.

All staff must be familiar with school procedures and report any problems to the site supervisor. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher. Any personal electrical items should be PAT tested if more than 12 months old.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed and practised.
- c) All staff complete Fire Safety Awareness Training.
- d) That an emergency fire drill is undertaken every term where possible.
- e) The preparation of Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special/medical needs.

The site supervisor is responsible for:

- a) The formal maintenance and regular testing of the fire alarm.
- b) The maintenance and inspection of the fire safety systems and reporting significant findings to the Headteacher.
- c) The maintenance of exit/escape routes and signage.

d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Safety Risk Assessment, the School Emergency Plan and Evacuation Procedures and Fire Management Policy.

First Aid – refer to the school's First Aid Policy and Procedures

The names of the school's qualified First Aiders are displayed in various locations across the school.

First Aid supplies are kept in each phase across the school in accordance with the School's First Aid Policy and it is the responsibility of the school's first aiders to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid provision and the First Aid and Medicines Policy.

A medical board is visible in the staffroom so that all staff working across the school are aware of the medical needs of pupils – in line with GDPR. Secure storage is available for pupil medication, including epi-pens.

Hazardous Substances

The site supervisor is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All products are stored in a locked cupboard.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in D&T, Art and Science should be assessed and used in accordance with the generic assessments and guidance provided by

CLEAPSS. All COSHH Risk Assessment for school usage should be logged by the site supervisor.

Inclusion

All schools comply with the Local Authority for inclusion and all teaching and support staff should be familiar with this policy and supporting guidance. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupils with SEND. No pupils should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable due to the risk level identified by a risk assessment.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the site supervisor of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. A Lone Working Policy is in place.

Managing Medicines

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are held by the site supervisor. Where curriculum leaders hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair. In our school this mainly applies to the ICT and PE curriculums. The ICT suite is regularly monitored for maintenance and inspection by the ICT lead, site supervisor and ONEIT occur weekly. Both indoor and outdoor gym equipment is monitored daily and inspected twice per year by external inspectors – including ROSPA. All faulty equipment must be taken out of use and reported. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques. Team Teach and Positive Handling training is provided to staff working with SEND pupils linked to self-regulation.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor. The site supervisor and Headteacher undertake weekly checks of the play equipment and play areas.

Supervisory staff should make a visual check of all play equipment before it is used. Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils are not permitted to use the play equipment after school hours.

PE Equipment and Playground Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. The site supervisor / building manager is responsible for ensuring playground equipment is inspected at least annually by a competent person. This is a two-layered approach with an external inspection, followed by a ROSPA inspection.

Risk assessments have been completed for all PE activities and all staff must be familiar with these. Wall gyms, beams, vaulting boards, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use. Pupils must not use the PE or playground equipment unless supervised. Any faulty equipment must be taken out of use and reported to the curriculum leader.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified, it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean (if not disposable) and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance; if issues arise, they should be brought to the attention of the Headteacher.

Security

The Site Supervisor is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting. The Site Supervisor is also responsible for the security of the site during after school use and lettings. Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the Headteacher's office where assistance is available and there

is more than one member of staff present. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher. The Headteacher will then report this matter to the governing body.

Site Maintenance

The site supervisor is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher. All staff are responsible for reporting any damage or unsafe condition to the site supervisor immediately. Her job book is kept in the office and office staff will contact her by mobile if the matter is urgent.

Smoking / Vaping

It is illegal to smoke or vape anywhere on the school premises.

Staff Training & Development

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. All staff will receive health and safety, fire safety awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET Day in each new school year.

Stress and Wellbeing

The school is committed to identifying, tackling and preventing, where reasonably foreseeable the causes of work-related stress and to provide appropriate support and consideration to staff suffering from stress, on a confidential basis where appropriate including:

- a) Promoting a culture of open communication, participation, and encouragement to ensure staff feel able to raise any concerns they have about their work or working environment.

- b) Through training, effective planning and allocation of workloads and ensuring feedback is provided on performance to develop staff skills.
- c) Using staff development, staff support systems and policies reflecting current good practice to help staff understand and recognise the causes of stress and to address workrelated stress and the impact of external stressors at work.
- d) Providing a workplace free from harassment, bullying and victimisation.
- e) Addressing violence, aggression and other forms of inappropriate behaviour through disciplinary action.
- f) Ensuring risk assessments include, or specifically address, workplace stress.
- g) Facilitating requests for flexible working where reasonably practicable following the school's Flexible Working Policy.
- h) Following comprehensive change management procedures.
- i) Providing appropriate support through appropriate application of relevant HR resources and processes (e.g. Attendance Review Plans, Occupational Health Advice, etc...) for staff affected by, or absent by reason of, stress or any other long-term condition. Recognition of stress and mental ill health as a genuine problem requiring support and action. Those working at leadership and supervisory level have a specific responsibility to:
 - a) Participate in the culture of open communication, encouragement and without judgment, encouraging good communication between management and staff.
 - b) Ensure that the staff they line manage receive training to undertake their duties.
 - c) Ensure staff are given meaningful developmental opportunities.
 - d) Effectively plan and allocate workloads and provide feedback on performance.
 - e) Monitor workloads and reallocate work where necessary to prevent overload or under utilisation.
 - f) Discourage work related communication outside normal working hours or whilst on holiday.

g) Monitor working hours and overtime to ensure no member of staff is overworking.

h) Monitor holidays to ensure staff are taking their entitlement.

i) Ensure bullying and harassment is not tolerated within their phase.

j) Be vigilant with members of staff suffering stress outside of work (e.g. bereavement or separation) and offer them additional support.

k) Ensure that the staff they manage understand the standards of behaviour expected of them and others and act on behaviour that falls below those standards.

l) Carry out and implement (or organise the implementation of any) recommendations of risk assessments.

m) Ensure personal data of staff members, including information about their mental health, is handled in accordance with data protection principles and the school's policies dealing with privacy.

The school is able to assist staff who may be suffering from stress in the following ways:

- Sign posting staff to the Education Support website, which is a group of independent charities that provides practical and emotional support to staff in the education sector and their families.
- Provision of an Employee Assistance Programme via VIV UP a free, independent and confidential resource available to our employees.
- Help is available in relation to work-life balance and work pressure issues; managing change; managing stress, bereavement or other life events; health and wellness, or if staff feel counselling may help.

Once identified appropriate next steps may include any (but are not limited to):

- Informal performance support plan Referral for Occupational Health Advice and or consent to write to the employees own GP/and or treating physician for guidance on any adjustments that may assist the member of staff
- Where the employee has been absent from work for an extended period, reintegration into the workplace and keeping colleagues informed of any developments at work with the member of staff's consent, including social events, whilst they remain off work.

- Identify an appropriate support buddy for the individual to approach whenever they need to talk – particularly the school's SMHFA.
- If a member of staff takes sickness absence, discussion of an appropriate return to work programme will take place with the Headteacher and HR Officer.

Absence Due to Stress

If a member of staff is absent due to stress or mental ill health they should follow the notification procedures contained in our Sickness Absence Policy.

Confidentiality

Confidentiality is an important part of this policy. Every member of staff is responsible for observing the high level of confidentiality that is required, whether they are suffering from stress or mental or physical ill health, or supporting a colleague who is suffering from stress or mental or physical ill health.

Breach of confidentiality may give rise to disciplinary action in accordance with the school's Disciplinary Policy and Procedure.

However, there are occasions when matters reported by a member of staff suffering from stress or mental or physical ill health may have to be put to third parties. For example, where duties need to be reallocated within a phase or where, as the result of reported bullying or misconduct, a disciplinary investigation and/or proceedings take place. If this is the case, matters will be discussed with the member of staff concerned and an appropriate means of communication agreed before any action is taken.

Swimming

The venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures. Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard is located around the poolside. All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority

pools and Sports Centres and are subject to the Swimming Programme Service Specification. All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Working at Height

The Site Supervisor is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN 131 standards as appropriate. The Site Supervisor is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that working at height applies to all activities which cannot be undertaken whilst standing on the floor. When decorations or displays need to be put at height, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Control of Infections

The Headteacher is responsible for ensuring that risk assessments are undertaken and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

Harassment, Violence and Aggression

Violence, threatening behaviour, or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment.

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from pupils and others to staff. Government guidance from the Department for Education and advice from the Health and Safety executive and relevant trade unions are used to inform risk assessments.

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault. Individual student risk assessments, safety plans or Care Plans will be completed when necessary. Regular reviews to monitor the effectiveness of the control measures are completed.

The design and on-going development of school premises will take into consideration the risks of violence, aggression and harassment.

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is a subject of workplace harassment, aggression or violence, a school will provide support to the affected employee and appropriate action will be taken to prevent recurrence.

To enhance the learning environment and achieve a safe and secure community, a school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

New and Expectant Mothers

Staff that are a new or expectant mother should notify their line manager as soon as practicable. The Headteacher is responsible for ensuring that appropriate risk assessments are undertaken and appropriate controls are in place to manage infection or other workplace risks in line with the requirements set out in the Control of Infections and other policies.

The relevant leader should review the relevant risk assessments with the relevant staff to ascertain if additional controls are required. It is recommended that a specific risk assessment for new/expectant mothers be conducted as soon as notification is received and reviewed at regular intervals or when material circumstances change.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including distance between classrooms etc...)
- d) Doing duties that involve physical effort
- e) Standing for long periods
- f) Inherent risks in certain subjects, e.g. PE, Science
- g) Manual Handling

- h) Working in a confined space or at height
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

Supervision of Pupils

Staff will actively promote sensible, safe behaviour to pupils; dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school behaviour system. Pupils will only be allowed into or stay in classrooms under adult supervision. Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Water Hygiene Management (control of Legionnaire Disease)

The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the site supervisor, building manager and specialist external contractors. Schools will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective. Schools will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Policies to be read in conjunction with this Health and Safety Policy are:

- Asbestos Management Policy
- Control of Infections Policy
- Educational Visits Policy
- Staff Handbook
- Visitor Code of Conduct
- Behaviour Policy
- Fire Safety Policy

- First Aid and Medicine Policy and Procedures

Defibrillator

School have a defibrillator onsite for school/premises use. This is kept in the staffroom medical cupboard and is marked with clear signage. All staff are aware of where to access the defibrillator. A public defibrillator - accessed via the village hall (and registered on circuit) is also available to the school community.

Policy Review

This policy will be subject to review on an annual basis to ensure it continues to lead the development of standards of health and safety, which reflect the needs and aspirations of the school.

Signed: Governing Body

Dated: April 2025

Reviewed: April 2026