MORDIFORD C of E PRIMARY SCHOOL

Treasure each individual

NURTURE INSPIRE FLOURISH

Health and Safety Policy

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Statement of intent

At Mordiford CE Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe teaching and learning environment.
- Preventing accidents, injuries and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- COSHH Procedures
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Bomb Threat Procedure
- Fire Risk Assessment
- Fire Evacuation Plan

Roles and responsibilities

The governing body will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.

- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent persons will be Carole Crisp/ Becky Griffiths, Health and Safety Officer. The school also works with external Health and Safety advisors from Hoople.

The competent health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Teaching staff/support staff will:

- Be familiar with the requirements of relevent health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of 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.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.

- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The headteacher will ensure that at least two staff members are suitably trained in COSHH Awareness.

The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within the school.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy.

Where relevant to their role, staff will receive specific training in:

- Managing asbestos.
- Managing water hygiene (Legionella testing)

- Having responsibility for the storage and accountability for potentially hazardous materials.
- First aid

The school will act in accordance with the First Aid Policy at all times and will ensure ample provision is made for both trained personnel and first-aid equipment on-site. The school retain a list of staff members that are trained first-aiders.

First aid boxes are located as follows:

Location
School Office

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff and that arrangements are made with other onsite premises (Dragons Nursery).

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues and Dragons Nursery to the incident, if it is safe and appropriate to do so, on foot or via the telephone or via use of the fire alarm if necessary.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is on the school field, each class and Dragons Nursery have a numbered assembly point as follows:

1: Dragons Nursery

2. Lugg

3: Monnow

4: Arrow

5 : Wye

6: Teme

7 : Frome

8: Pentaloe

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire safety

All staff members fully understand and effectively implement the Fire Evacuation Plan.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.

Emergency lighting will be tested on monthly basis, and records will be maintained and held in the school office.

Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer and the headteacher.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury

- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any loss of consciousness caused by head injury or asphyxia

Reporting procedures

All major and minor injuries will be reported to our Health and Safety Advisors. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website:
http://www.hse.gov.uk/riddor/report.htm.
The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the school office as soon as possible, who will then inform the headteacher as appropriate.

Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

All accidents, however small, will be investigated by the health and safety officer and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Monthly inspection of premises.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Bomb threat procedure

In the event of an emergency, the procedures outlined in the Bomb Threat Procedure documents will be followed.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.

The headteacher will decide whether or not to evacuate the building.

Evacuation

In the event of a fire, the Fire Evacuation Plan will be implemented. If an evacuation due to bomb threat is necessary the Bomb threat procedure will be followed everyone will evacuate to the staff carpark/shelter or Holy Rood Church if the suspicious package is close by.

Visitors to the school

All visitors and contractors will sign in at reception.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

All staff and pupils will be provided with protective eyewear if required for the task. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician from external companies, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium and outdoor play equipment
- It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- A health and safety technician should be consulted as necessary.

Hazardous materials

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

No chemicals or other hazardous materials will be used without the permission of the headteacher.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The headteacher and health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by subject leaders. All COSHH and ionising radiations regulations will be adhered to.

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

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the headteacher.

The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on 12/02/2024 by Spa Asbestos, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks were identified and are being dealt with on a priority basis.

Medicine and drugs

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take.

Supervised self-administration of medicine is encouraged where appropriate.

Staff will receive annual training in supporting pupils with medical conditions.

Smoking & Vaping

The school is a non-smoking/vaping premises and no smoking will be permitted on the grounds.

Housekeeping and cleanliness

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

Waste collection services will be monitored by the Caretaker.

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

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

Infection control

The school actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home.

All staff are subject to a full occupational health check before starting employment at the school.

All cuts and abrasions will be covered with dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Hand sanitiser is available by all main entrances to school, in all classrooms and in all toilets. All classrooms have hand washing facilities.

Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- The school will record any significant findings of any risk assessments, including the following:
- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk
- The EVC will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
- Environmental (floor, steps, slopes, etc.)
- Contamination (water, food, litter, etc.)
- Organisational (task, safety, culture, etc.)
- Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Severe weather

The headteacher makes a decision on school closure on the grounds of health and safety.

If a closure takes place, the governing body along with staff, pupils and the LA will be promptly informed.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

Manual handling

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

Working at heights

Staff members are required to read and sign the relevant risk assessment prior to being allowed to work at heights.

Lone working

Staff members are required to sign statements confirming that they have received, read and understood the relevant Risk Assessments, prior to being allowed to undertake lone working.

Workplace health and safety: stress management

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

Workplace health and safety: display equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computer.