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**Health and Safety Policy**

Date written: June 2023

Date agreed and ratified by Governing Body: June 2023

Date of next review: June 2026

**General Policy Statement**

Weald is a Community Primary School maintained by Kent County Council (KCC) which has the ultimate duty of care for the implementation and management of Health & Safety policies and practices at the school. This duty of care is delegated for day to day responsibility to the Headteacher and in turn to his delegated management team.

It is the mutual objective of KCC and Weald CPS to manage safety in conjunction with the Health & Safety at Work etc Act 1974 and subsequent related legislation. Weald’s policy is intended to reflect the overarching policy of KCC in all aspects as appropriate to the School environment.

This H&S policy should be read in conjunction with the **Lone Working Guidance** issued to staff in the Staff Handbook. It applies to all phases of the school, including EYFS.

**Objectives**

Weald will, so far as is reasonable and practicable, adopt good safety practices. These will include:

* The provision of a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of pupils and employees and others within the wider school community, including food hygiene and safety controls within the catering operation
* Ensuring safe arrangements are made for the storage, handling and transport of articles and substances.
* Provide safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work.
* To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the safety and wellbeing of all pupils and staff.
* To ensure the school will have and maintain up to date fire procedures and ensure staff and pupils are familiar with the essential aspects of these.

**Co-operation of Employees**

All aspects of health and safety are a leadership responsibility. However, a safe and healthy workplace can only be achieved with the full and active co-operation of each employee.

New staff will be informed of their responsibility to participate in health and safety awareness at all times and given a copy of this document. This policy is available to all staff and parents on the school website. Mutual co-operation is emphasised as all staff are duty bound to act responsibly and to do everything reasonably possible or practicable to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, carers, visitors etc. To achieve this, employees must

* Obey all the safety rules and procedures, including being aware of the need for appropriate protective clothing or devices if they are recommended for any specific tasks.
* Exercise their awareness, alertness, self-control and common sense at work.
* Report promptly to the Headteacher, all hazards, potential hazards, defects in equipment and any perceived shortcomings in the school’s work systems or procedures that may represent a health and safety concern.
* Employees should not carry out any form of modification to their classroom or equipment within it, nor drill holes, modify electrical systems or use adaptors, or interfere with window restraints without prior authorisation from the Headteacher.

The responsibility for co-operation on health and safety matters is implicitly part of all employees’ terms or conditions of employment.

**Responsibilities and delegation of duties**

KCC has the responsibility to ensure that all reasonable and practicable steps are taken to reduce, if not eradicate, the possibility of accident or injury to staff, pupils and others in the Weald community. This is delegated to the Headteacher and Governing Body to review and report on the School’s operations in so far as it is impacted by H & S issues.

On a day to day basis the practical application of procedures is the responsibility of the Headteacher, who is accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. The practical application and implementation is further delegated to the Classroom Teachers.

The Headteacher is responsible for:

* Ensuring all members of staff (including new, supply, NQTs, students, voluntary helpers etc) are aware of the contents of school health & safety policy and all safe working practices.
* The management and discipline of all teaching staff and pupils insofar as they impact on health and safety.
* Ensuring all teaching staff regularly (at least annually) prepare risk assessments for their own teaching environment (classroom, hall or playground for PE, specialist rooms etc) and for any trips/visits outside school.
* Ensuring non-teaching staff health and safety, particularly those engaged in buildings and grounds maintenance, and associated support functions
* Ensuring that all new employees are provided with adequate information and training in respect of risks to health and safety, both to themselves and to those for whom they may be responsible including, and especially, pupils.
* Monitoring the effectiveness of those to whom the day to day implementation of the H & S Policy has been delegated – other members of the Leadership Team and Classroom Teachers.
* Regular review and updating of H & S policy.
* Ensuring that cyclical health and safety related audits and inspections are undertaken on a regular basis.
* Reporting to the Resources Team on H & S performance, and make recommendations for any revisions, improvements or necessary funding to be allocated.
* Ensuring that effective first aid provision and accident reporting procedures exist and are followed in compliance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (refer to separate First Aid and Accident and Illness Policies).
* Ensuring Risk Assessments are undertaken and reviewed for any activity that has significant associated hazard. Written (and electronic) records to be kept and reviewed regularly.
* Equipment maintenance and safe storage of related materials and supplies.
* Liaising with contractors working in School.

**Governing Body: Resources Team**

The Team is responsible for supporting the Headteacher in the implementation of this policy, updating it as necessary and for acting as the focus for risk assessment reviews, as may be required, to include Fire Risk Assessments.

**Planning & Reviewing**

Weald’s Health and Safety policy and procedures will be planned with the aim of minimising the impact of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

The intention is to achieve this by the preparation, monitoring and review of risk assessments in all areas of activity within the school that carry potential hazards.

To assist in this aim the school’s organisation will be reviewed regularly, particularly when there are any changes, to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

All job specifications will contain safety requirements where applicable, and instructions highlighting health and safety responsibilities.

The Resources Team will meet each term, that being an opportunity to consider, and act upon where necessary, any perceived health and safety issues highlighted by staff or whoever.

Any accidents or H & S incidents that occur will be investigated fully, and findings and recommendations will be acted upon as a priority to prevent a recurrence where possible. Where necessary, the policy will be revised. All such matters are also reported directly to KCC for their information and an overview of the action we take, and their expertise can be called upon in all cases if needed.

**Risk Assessments**

Risk Assessment is a principal requirement of the Management of Health & Safety at Work Regs 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

Risk assessments are undertaken by the staff member with the greatest knowledge/experience of the area or activity concerned.

The school will have annually updated assessments in respect of all classrooms plus the specialist rooms e.g. Kitchen, Hall etc. There will also be assessments for each outing or trip undertaken, all to be countersigned by the Headteacher before each outing/event. A daily risk assessment is undertaken in the Reception classroom and EYFS outdoor areas.

Additionally, assessments will be conducted as necessary for other areas around the premises where day to day activities could have health and safety implications.

**Accident Records and Notifications**

Forms are available for recording details of all injuries etc, which occur “at work”. An entry must be completed as soon as possible after any accident occurs.

Accidents to pupils and members of the public which are attributable in some way to work organised by the school, or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident “at work”.

Playground injuries and similar therefore do NOT usually need recording as “accidents at work” but if First Aid is administered then a First Aid record is required.

**Investigation**

An investigation should be carried out as soon as is possible after any accident occurs, so that the problem areas or procedures are identified and remedial action can be taken if necessary.

**Notification to the Health & Safety Executive (HSE)**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the HSE must be notified as soon as possible by telephone or e-mail of:

1. Accidents to employees causing either death or major injury

2. Certain industry related diseases suffered by employees

3. Dangerous occurrences

4. Accidents to member of the public (including pupils and visiting pupils) where any is killed or taken from the premises to a hospital *(Playground injuries etc and sports injuries, unless caused by defective equipment, defective premises or defective supervision etc., are not notifiable).*

Accidents to employees which result in injury causing absence from work of more than 7 days (incapacitation) not counting the day on which the accident happened must be notified within 15 days of the accident occurring.

**Fire Safety**

KCC accepts responsibility for compliance with the Fire Precautions (Workplace) Regs. 1997 (and amendments and related legislation), and the requirement to ensure there is an up to date Fire Risk Assessment of the site together with an Emergency Evacuation Procedure that can be posted and is available to all staff and is rehearsed each term. (see Appendix 1). Having met the general requirements of the Regulations, KCC delegate to the Headteacher the day to day responsibility for the management of fire precautions and risk assessments.

All staff are expected to co-operate in the application of fire safety precautions and practices, and to conduct their daily work in such a way as not to cause any risk of fire, and to be alert to the possibility such might occur and so evacuation procedures should be known and adhered to without delay. It is school policy that staff’s main priorities in such instances are for the alarm to be raised and the buildings evacuated. It is not intended that staff would seek to fight a fire unless the pupils had been evacuated already **and** the staff member was confident it was safe and practicable to try to tackle the fire.

**Managing work place hazards/risks.**

The following paragraphs give outline guidance as to the School’s practices in implementing H & S policy in specific work related areas:

**Contractors**

Weald (through KCC) will use contractors with a known good record on H & S working practices, and new contractors will be made aware of the School’s requirement in this respect, and their performance monitored to ensure no issues arise or are dealt with if they do arise.

**Site security and pupil security**

All staff are expected to co-operate in ensuring site security is maintained at all times, especially when pupils are on site, and are to prevent pupils going off-site without staff knowledge:

* Ensure that all gates forming part of the school’s secure perimeter are kept shut throughout the day wherever practicable (or staff member/s present if gate is open)
* Do not disclose keypad entry codes to anyone other than known fellow staff.
* Do not lend keys to the buildings to anyone without permission of the Headteacher.
* Visitors to sign in at School Office and be issued with Visitor Passes to wear at all times on the site.
* Where safe to do so, approach and question any unknown person on site during the school day who is not wearing a Visitor or ID badge. Bona fide visitors should be taken to the School Office to be issued with a badge. Concerns should be addressed to the Headteacher.
* Report any damage, or fault, to the school’s doors, gates, fences or other parts of the site perimeter immediately to the Headteacher.
* Pupils leaving school during the day for medical appointments or similar, should be noted in the Office by a responsible adult
* When visiting the school site during the holidays always ensure Office staff are aware of arrival and departure times.

**Violence or aggression to staff**

Weald will not tolerate staff being subjected to aggression of any kind, verbal or physical. Bullying or harassment of staff, whether by outsiders or fellow staff members is not acceptable behaviour.

Staff subjected to any such aggression must report same immediately to the Headteacher.

A written record of the occurrence is to be made by the Staff member concerned.

An accident report form should be completed where appropriate.

Appropriate steps will be taken by the Headteacher to deal with such an event.

If necessary KCC will be informed and involved.

**Slips and trips**

To avoid injury from slips, trips and falls the Headteacher, with co-operation from all staff, will ensure as far as is possible

* Floor, steps, surfaces are kept in good condition and of adequate slip resistance.
* Slippery substances are readily identified and cleared up
* Appropriate warning signs are put up when floors have been washed etc
* Floors are kept free from obstructions or trailing cables (this is a responsibility shared by all staff)
* Handrails are fixed to all steps and other hand holds where required.

**Car park**

Only staff are permitted in the School car park (as it is too small to allow manoeuvring) during the normal school day.

All parents are repeatedly reminded of the need for care and consideration at drop-off because of the numbers of children and family members walking to and from the green entry gate.

**Work-related Stress**

Unfortunately, this issue can arise and Weald is committed to developing a culture whereby staff are encouraged to shed natural reluctance and talk about work related stress, mental health issues and concerns over work at an early stage without being anxious this will have a negative perception as to their competence or similar stigma. Early discussion is encouraged with line managers or more senior staff if necessary. Support and guidance is available from Schools Personnel Service (SPS) and Occupational Health (OH).

Weald will follow KCC’s policy on this issue, which encompasses the Health and Safety Executive’s concept of applying standards covering six key areas of work for considering and reviewing work related stress issues with a view to identifying and reducing occurrences.

* Demands - such as workload, work patterns and the work environment
* Control - such as how much say the person has in the way they do their work
* Support – such as the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
* Relationships – such as promoting positive working to avoid conflict and dealing with unacceptable behaviour
* Role – such as whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
* Change – such as how organisational change (large or small) is managed and communicated in the organisation.

Staff are to be assured they will be listened to and helped, and managers have the means to help on hand or via KCC and SPS.

**Asbestos**

The School Office has a record of all areas where the presence of asbestos is, or is likely to be found, within the school. This is managed in liaison with KCC to whom the school reports on such matters. Any work to be carried out by outside contractors can be considered in relation to the possible presence of asbestos and any risk managed.

**Hazardous substances**

All kept in locked cupboards and staff using such substances are to be familiar with the associated safe usage requirements of same.

**Plant Equipment**

All plant such as boilers will be subject to regular inspection and servicing, at least annually or more frequently if required by regulation, best practice or circumstance. Procedures will be in place to prevent unauthorised access.

**PE/Games activities**

The Headteacher is responsible for ensuring suitably qualified staff take responsibility for pupils in Physical Education (PE) or Games sessions. The following general rules must be followed:

* Only those staff who have been appropriately trained or have the relevant experience will offer pupils the full range of PE/Games activities
* All staff involved in PE or Games, should have a current first aid qualification, and are subject to the same Safer Recruitment procedures as other staff at Weald (see Safer Recruitment Procedures).
* Staff must check that all equipment is in a safe working condition before pupils use it.
* Staff must satisfy themselves that pupils are or appear to be physically and medically able to participate in a specific activity before it commences
* All PE/Games equipment must be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised or unaccompanied access to the PE Shed, including ensuring the door is locked when no adult is in attendance.
* All PE/Games equipment must be stored in such a way so as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care must be taken to ensure that any access or egress routes are kept clear.
* All PE or Games equipment should be checked regularly and any defective items withdrawn from use until remedied or replaced.

**Electrical appliances and installations**

Individual items will be ‘PAT’ tested every two years or earlier if needed.

Fixed wire installations and mains cabling will be inspected and tested every 5 years and any remedial work undertaken as a priority.

Control and distribution panels will be locked or in locked cupboards or at height out of reach of children.

**Working at height**

Small steps, kick steps or similar will be available for staff to use to access high shelving as necessary.

Step ladders are for use by specifically authorised staff and are to be visually checked regularly to ensure they are in correct working order.

Use of ladders is to be avoided. Tower scaffolds are not to be used except by appropriately trained staff.

**Classroom safety**

All classrooms are inspected at least annually if not every holiday to ensure that they are safe environments, e.g. electrical items, fire safety issues, windows with restrictors or bars, lighting levels, and furniture is in good condition etc.

It is however the responsibility of all staff to notify the Headteacher immediately of any concern or potential hazard that arises throughout the year.

**Appendix 1 to H&S Policy**

**Weald CP School**

**Emergency Evacuation Plan**

**Fire/Emergency Assembly Areas:**

**Primary Point: The Village Green**

**Secondary Point: The MUGA**

**Sequence:**

1. Sound the alarm
2. Call the Fire Brigade/emergency services
3. Evacuate the building
4. Assemble at the fire assembly areas
5. Check all registers and staff roll call
6. Tackle the fire only if safe to do so without risk

**1 Alarm**

ANYONE (child or staff) discovering an outbreak of fire or other cause for evacuation, should, without hesitation, sound the nearest fire alarm. The function of the alarm system is to warn every person in the building that a state of emergency has arisen and that drill procedure should be initiated immediately. **The sounding of the alarm in any part of the school is the signal for the COMPLETE evacuation of the WHOLE SCHOOL *immediately.***

**2. Calling the Fire Brigade or Emergency Services**

All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire Brigade, by the quickest means available. The discoverer of the incident should raise the alarm and then immediately report, or have circumstances reported, to the School Office.

The responsibility for ensuring the call is made to the Fire Brigade, or any other emergency service, lies with the Headteacher or School Office Manager. In the absence of either, the designated senior teacher will ring.

**3. Evacuation**

On hearing the alarm, pupils should be taught to stand to attention at their desks and remain ABSOLUTELY SILENT. They must be instructed not to rush for the door! They should be advised of the appropriate Safe Exit Route by the teacher in charge, and leave quietly, in single file at a steady pace to the assembly area.

**The protocol for exit is that all pupils and staff will proceed along passages, on the RIGHT.** This protocol is designed to leave access for staff checking classrooms and other areas, and avoid congestion and panic or injury during exit. Pupils should be taught to go directly to the assembly area if they are not in the classroom when the alarm is sounded.

**Teachers**

Teachers should search any side room or cupboard in or adjacent to the classroom, make safe or switch off any equipment in use, if prudent to do so. They should close all doors as they proceed along the escape route. Under no circumstances should any child be allowed to return to the building for any purpose. Teachers should use their discretion in delaying their progress to the assembly point, if by doing so they consider their actions may save injury or life, **but do not risk life for property.** It is essential to impose silence on all children during evacuation to ensure that instructions can be clearly heard, and teachers can give reassuring advice to children at suitable moments.

**People with a disability or difficulty**

Individual attention should be given to pupils and staff with a disability, difficulty or with a very nervous disposition. Teachers should know which of their pupils may have a problem and make appropriate arrangements if necessary after consultation with the Headteacher.

**The Headteacher**

The Headteacher or the most senior member of staff in his absence, on hearing the alarm should go at once to a conspicuous position in the assembly area and remain there until receipt of a full report from all sections of the teaching, office, and catering staff.

**Kitchen Staff**

On hearing the alarm, Kitchen staff should turn off cooking and heating appliances and then leave the building to proceed to the allotted assembly point.

**Office staff**

The class registers should be taken to the assembly area by the School Office Manager as quickly as possible so that a full roll call of all classes can be taken swiftly.

At the same time, a staff list and the Visitors book should also be taken out.

Any search for missing persons will be co-ordinated by the Headteacher.

No one is to be allowed to re-enter a building to retrieve possessions or any similar reason until permission is given by the Fire Brigade, or in the case of a drill, by the Headteacher.

**Assembly and Roll Calls**

In the Assembly Area each class should line up in Class groups, and remain with their teacher.

Immediately the classes have assembled, a roll call or count of each class must be made and reported to the Headteacher.

If any person is missing, an immediate co-ordinated search by designated staff should be made. It is vital that the search covers all school property, and, in the event of fire or other emergency, a “paired” search takes place.

**Attacking a fire**

Whilst some staff who have undertaken fire-safety training may be familiar with the use of the different fire extinguishers, it must be remembered that in the event of a fire it is important that **FIRE FIGHTING IS SECONDARY TO SAFETY OF THE CHILDREN AND PERSONAL SAFETY.** Whilst small fires may be dealt with summarily, safe evacuation must be the primary concern, and then fire fighting is only to be undertaken if the staff member is confident it is safe to do so without risk.