



St. Paul's C.E. Primary School  
Health and Safety Policy

St Paul's School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors.

**Health, Safety & Wellbeing Policy Statement**

**The aim of the policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

**To meet these responsibilities the Interim Executive Board will pay particular attention to:**

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and to contribute positively to their own health and safety whilst on School premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for evacuation, invacuation, lock down, first aid cover and other emergencies.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:



St. Paul's C.E. Primary School  
Health and Safety Policy

**Senior leaders**

The senior leaders will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the School are established in writing, and approved by the Interim Executive Board, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Interim Executive Board.
- Regular reviews of the safe performance of all departments of the School are undertaken with appropriate action when necessary, and are reported to the Interim Executive Board.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff, pupils and other persons whilst on School premises and when working away from the School, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- All parts of the premises, plant and equipment for which the Interim Executive Board have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items that are reported to the Site Technician and any item that constitutes a health and safety hazard, are taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.



St. Paul's C.E. Primary School  
Health and Safety Policy

**Interim Executive Board**

- To monitor the implementation of health and safety policies and safety procedures throughout the School.
- To receive auditing and monitoring reports and agree any necessary preventative and/or remedial action arising from those reports.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Interim Executive Board to any necessary preventative/ remedial action.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the School are identified and appropriate action taken.
- Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

**School staff**

Staff holding posts of special responsibility, such as the Headteacher, Office Manager, and Site Technician, will be responsible to the Headteacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety, they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.



- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Site Technician will assist the Headteacher to ensure that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### **Educational Visits Coordinator (EVC)**

Follow the National Guidance <https://oeapng.info/> where full responsibilities are outlined:

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the head of all non-routine visits.
- Ensure that the Emergency Planning Unit at Entrust is informed of all residential or high-risk activities.

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the School whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards etc. where necessary and ensure they are used.
- To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.



St. Paul's C.E. Primary School  
Health and Safety Policy

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e. safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity. Be familiar with and observe at all times all safety policies and procedures. Take reasonable precautions to ensure the safety of all persons in their charge.

### **Arrangements for Health and Safety**

#### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local School documentation will be authorised by the Headteacher.

#### **Co-operation**

Local systems and documentation will be implemented following consultation through our School's governance meetings.

#### **Communication**

Local systems and documentation will be held electronically and in a hard copy format that will be made accessible to staff members.

#### **Competence**

The School has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **Planning & Prioritising (Setting Standards)**

#### **School Health & Safety Plans**



St. Paul's C.E. Primary School  
Health and Safety Policy

School health and safety planning will be part of our School improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

Job and specific risk assessments will be carried out by staff within the School in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the School. (See local arrangements section)

### **Measuring H&S Performance**

#### **Active Monitoring**

Our School management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

#### **Reactive Monitoring**

The School management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Interim Executive Board.

### **Reviewing Health & Safety Performance**

#### **ARRANGEMENTS AND PROCEDURES FOR HEALTH AND SAFETY AND WELFARE**

The following procedures and arrangements are in place at St Paul's C.E. Primary School. These arrangements are established to eliminate or reduce Health and Safety risks and to comply with legal requirements.

#### **1. Accident Reporting, Recording and Investigation**

All accidents are recorded in class or LTS accident books. All injuries however minor will be dealt with by one of the School's recognised First Aiders. Names of the School's First Aiders are displayed in the office. All head injuries however minor, must be examined by one of the School's First Aiders.

Bumped head accidents occurring to the children are reported to parents via the school text service. Should hospital treatment or recovery at home be required



St. Paul's C.E. Primary School  
Health and Safety Policy

the First Aider dealing with the incident or an office staff member is responsible for contacting parents/ calling an ambulance. Should hospital treatment be necessary the Headteacher must also be informed of the situation. Where any accident results in medical treatment other than first aid an Accident Report must be completed online using the My Health and Safety reporting system.

Then link is <https://staffordshirecc.info-exchange.com/Default.aspx>

The username is: office@st-pauls-stafford.staffs.sch.uk

The password is located on the Shared Drive

To report an incident, you just need to click on the purple box called 'School Incidents'.

*Accidents, near misses, incidents of violence or aggression, road traffic accidents or environmental incidents can be easily reported directly to the service on this system.*

*The system allows accurate recording, effective investigations, monitoring of trends at a glance, enabling you to make informed decisions and provide a safer working environment.*

*If you need any advice or support, please contact the Duty Officer on 01785 355777 or email [shss@staffordshire.gov.uk](mailto:shss@staffordshire.gov.uk)*

## **2. Asbestos**

All staff are reminded that they must not disturb the fabric of the building. This includes minor maintenance such as drilling fixings for shelves or hanging pictures using nails or pins. When displaying work, etc., in classrooms teaching and support staff are not permitted to use staples or pins on plain wall surfaces. When displays are attached to plain wall surfaces blu-tak should be used. This is a control measure to reduce the risk of disturbance to the fabric of the building, which could result in exposure to asbestos.

The Headteacher is the person responsible for the asbestos record system and associated responsibilities. The asbestos manual is kept in the School meeting room and is made available to all contractors prior to the undertaking of any work on the premises, which is intrusive or may result in disturbance of the fabric. This also includes the completion of any inspections or when contractors are preparing estimates for work, which may involve disturbance as part of the estimating process. All contractors and others using the register are required to





St. Paul's C.E. Primary School  
Health and Safety Policy

read the register and then sign the 'Declaration of Understanding' (Section 8) before any work is commenced.

When projects are self-managed by the School directly the Headteacher/ Site technician will complete with the contractor a Hazard Identification Checklist and an Intrusion Work Permit. This will be used to decide if additional samples are required prior to any work. These must be signed by the contractor before work begins. Where a project is managed by Entrust Property Services then this documentation will be completed by the service with the contractor. The Headteacher will not permit the contractor to begin work until this has been given to the School.

The Site Technician will also consult the Asbestos Register and sign to indicate that they have read and understand the register, prior to any intrusive work on the building being undertaken.

Where any risks of disturbance to asbestos are identified, then no work will be undertaken until the advice of the Asbestos Management Team (AMT) of the Directorate has been gained and put into place.

When work is undertaken on the fabric of the building staff are also reminded that this should be carried out with caution as the Asbestos Register is based on a visual survey only and so some asbestos products may be hidden from view in the fabric of the building.

The Headteacher will inform the Asbestos Management Team if any identified asbestos material becomes damaged or deteriorates. They will also inform the team if any work on the fabric of the building exposes any hidden potential asbestos material. In all such cases, work must stop immediately. The School will then put into place the process of 'Emergency Procedures' (for Asbestos) detailed in the Asbestos Register - Section 7. In summary the first two stages of this are: (a) Evacuate the area and seal it off to others without removing any contaminated items (b) Report the incident to the Asbestos Management Team. Further details of the complete process are detailed in the Asbestos Register (Section 7)

### **3. Contractors**





St. Paul's C.E. Primary School  
Health and Safety Policy

Where approved contractors are directly engaged by the School, safe working arrangements will be agreed with the Headteacher prior to the commencement of the work. In such instances, the Headteacher will also be responsible for monitoring contractors working methods.

Where contractors are engaged by Entrust Property Services, the responsibility for safe working arrangements will be that of the Building Surveyor, who is also responsible for monitoring the work in progress.

Any concerns that members of staff have regarding contractors working on site should be reported to the Headteacher for investigation.

#### **4. Curriculum Safety**

Subject leaders and TLR's with responsibility for Key Stages and the curriculum are responsible for ensuring that where necessary an indication to complete risk assessments for curriculum activities is made in subject policies. The general principle, which underlies this requirement, is that risk assessment is completed at the PLANNING stage of any activity and so is always completed prior to commencing any hazardous activities, which involve the children.

All staff are required to complete curriculum planning for the children that they teach and as part of this process to complete any risk assessments prior to the children undertaking the planned activities. Examples include the use of hand tools in Craft, Design and Technology and Art. Completed risk assessments will be kept on staff share. The teacher must also identify that any identified control measures are put into place to minimise risk.

When teacher's review curriculum plans, they are also responsible for reviewing risk assessments already in place to determine if existing arrangements are still correct. In particular, when curriculum reviews result in a change of activities for the children then risk assessments and control measures should also be reviewed and amended.

Staff who undertake extra-curricular activity with the children are responsible for undertaking identified risk assessments at the planning stage and ensuring that identified control measures are put into place.

The School has in place a number of generic risk assessments and these should be consulted as part of the process in determining the need for specific assessments to be completed. Where a generic risk assessment is in place it is the teacher's responsibility to ensure that any identified control measures are in



place.

The Headteacher will monitor to ensure that risk assessments are in place for relevant curriculum activities and to ensure that these conform/follow the National Health and Safety guidelines for particular curriculum subjects.

### **5. Drugs and Medications**

Should parents ask for medicines to be administered to their child during the School day, an authorisation form must be completed and returned to the School office prior to any medication being dispensed. All medicines, with the exception of inhalers and EpiPens, are kept in the locked cabinet in the office or in the fridge in the staffroom. Inhalers are kept safely in the classroom with the child it is prescribed for. EpiPens are kept in the office, they are not to be locked away as emergency access may be required.

Medicine will not be dispensed if it is not contained in the original container bearing the dose details of the manufacturer or dispensing pharmacist. 'Over the counter' medicines will not be dispensed by School staff without written parental consent (see also Medicines in School Policy).

Paracetamol (Calpol) is kept in school for emergency purposes only - see Medicines in School Policy

### **6. Electrical Equipment**

All staff should visually check all items of portable electrical equipment before use. Should any defect be observed the equipment must not be used and the member of staff should report the defect to the Headteacher who are then responsible for arranging for the equipment to be taken out of immediate use pending further investigation and repair by qualified persons.

Biennial testing of portable electrical equipment (PAT) will be undertaken by an approved contractor. Each tested item will display a test label, which details when the item was passed. The record of this testing is kept in the School office. Items that fail this test will not be used until they have been repaired and re-tested. Where repair is not possible, the Headteacher will arrange for such items to be written off and disposed of safely.

New items of portable electrical equipment that are provided by the School may be used until the next annual PAT test takes place. This does not apply to



second-hand items that must not be used until a satisfactory PAT test has been completed. Fixed electrical testing will be completed on a five yearly basis and the record of this test is kept in the meeting room.

## **7. Emergency procedures**

Emergency procedures are completed at least once each School term. These arrangements also cover other emergencies including bomb threats and invacuation/lock down. The Headteacher is responsible for ensuring that these arrangements are put into operation. Following each evacuation, the results are logged in the Fire Safety Log Book, which is kept in the meeting room. The Headteacher is responsible for completing these logs.

Fire notices are displayed in each teaching area. These notices must not be removed or covered by displays. Staff are expected to know the assembly point for their teaching area, which is displayed on the notice in each area.

The Headteacher is responsible for completing and maintaining an up to date fire risk assessment. This will be reviewed on an annual basis but will also be reviewed at other points in time where factors are judged to have changed. The Headteacher is then responsible for putting into place any necessary control measures to improve arrangements and reduce risks. The fire risk assessment is completed in January each year. A copy of the risk assessment is kept with the Fire Safety Log Book in the meeting room.

The need to make an emergency evacuation of the building is communicated to staff by a continuous alarm. The system will be activated for approximately 2 minutes when an evacuation drill is being completed. The School secretary/office manager are responsible for contacting the emergency services and giving the attendance registers to the teachers at the assembly points outside. The School secretary/office manager is responsible for taking and checking the Visitors and Volunteers register at the points of assembly and taking the padlock keys for the gates.

In the case of an emergency which results in evacuation of the entire School site, e.g. a bomb scare or gas leak, the assembly point for the whole School is St Paul's Church. A key to the church is kept in the School safe and in such cases, the School secretary is responsible for taking the key to the assembly point.

Invacuation procedures are as follows:

- Staff on playground are alerted to the threat (visual or word of mouth). They blow the whistle three times. Children enter school by the nearest



St. Paul's C.E. Primary School  
Health and Safety Policy

entrance. A runner sends the message to the office. Staff then return to classes. The office to inform the kitchen staff.

Lockdown procedures are as follows:

- If there is a threat within the school premises, pupils and staff must stay in the classroom. A member of staff locks the doors and closes the blinds; children to hide under the tables as appropriate. Any child or adult in the corridor or hall to go to the nearest classroom.
- If there is a threat outside of the school building, all staff, children and visitors will congregate in the Lockdown area. The doors will be manually locked internally by the black keys which hang to the side of the fire doors x 2. Class 2 will be locked x 2 doors, the hall will also be locked.

### **8. First Aid**

The members of staff recognised as First Aiders are listed in the Office. The school secretary is responsible for ordering and maintaining First Aid supplies. In addition, some designated staff have Paediatric First Aid qualifications. All designated staff have completed either 'First Aid at Work' training or 'Emergency Paediatric First Aid' training and the School ensures that only those with up to date training certificates administer First Aid.

Portable First Aid Kits are kept by the School for all off site educational visits. At least one qualified First Aider will go with the children on any off site visit. The School Secretary is responsible for ensuring first aid qualifications are up to date.

### **9. Glass and Glazing**

All category 1 glazing in the School is either safety glass (laminated) or has safety film applied to the surface. All replacement glass that is fitted is to be of comparable standard and where safety glass is a requirement, this is to be clearly marked by the supplier/fitter. When work is completed, the Headteacher will check the replacement for conformity before signing to indicate a satisfactory completion of the job.

### **10. Hazardous Substances**

It is the policy of this School that wherever possible the use of any hazardous substance shall be avoided. Substances not supplied in original containers must NEVER be used or stored on School premises. Before any substance is used, staff must always read labels and instructions for safe use of contents.



Containers marked with any of the symbols contained in **Appendix 1** must be regarded as being a hazardous substance. Children must not use any substances that are marked with a hazardous substance symbol. No hazardous substances must be used on the School premises unless 'Technical/Safety Data Sheets' are available on site for the product and a written risk assessment has been completed for the intended use.

The Site Technician is responsible for keeping and obtaining technical data sheets and completing relevant risk assessments for substances that are used for premises repair and maintenance.

The Senior Cleaner maintains technical data sheets on products used and supplied by Glynn Group. Storage of hazardous substances on the School premises will be kept to a minimum and all products will be kept in secure storerooms when not in use.

#### **11. Housekeeping, Cleaning and Waste Disposal**

All internal waste bins will be cleared of waste on a daily basis. The collection of waste to a central internal point will be completed by cleaning services staff. Collected waste will then be deposited in the outdoor waste skips to the rear of the School hall. This is the responsibility of the Site Technician. The Site Technician is also responsible for the emptying of waste bins located in the playground areas. The School has a contract with Veolia under Stafford Borough Council for the removal of general waste from the School site.

Sanitary bins are provided for the disposal of sanitary waste. The School has a contract with PSH Group for this provision.

Glass and other sharp objects must not be placed in the internal waste bins. When broken glass and other sharp objects need to be disposed of the Headteacher should be informed. They will then arrange for the items to be packaged and disposed of directly into the outside skip bins. Combustible waste materials will not be allowed to accumulate in the building, where it may present a fire and safety risk. Waste will also not be allowed to accumulate around outside skip bins. Skip bins are located in a designated area. This area is a distance away from the building in order to reduce the risk of arson. Staff are not permitted to light fires in the waste bins. The skips can only be moved when the weekly collection of waste takes place by Veolia. The Site Technician has responsibility for ensuring that the skips are correctly located and chained to prevent



unauthorised movement.

General cleaning of the building is undertaken by Glynn Group. All cleaning operations normally take place outside the designated School day, but do occur during the time when extra-curricular activities take place in the School. When wet floor cleaning is in operation appropriate yellow signage will be displayed to warn of internal slip risk. This signage will also be used in periods of inclement weather, which results in some areas of floor becoming wet.

Snow clearing is the responsibility of the Site Technician. The Site Technician is responsible for ordering and maintaining a supply of snow grit together with an appropriate hand operated spreading machine. Areas immediately adjacent to external entrances and pathways around school will be cleared/gritted as a first priority.

## **12. Safe Handling and Lifting**

'Manual Handling Operations' are defined within the Health and Safety Policy as the transporting or supporting of a load by hand or bodily force. This includes lifting, putting down, pushing, pulling, carrying or moving objects. The definition of manual handling does not include the physical restraint of pupils. This is covered in the School's 'Restrictive Physical Intervention Policy'.

Manual handling injuries include strained backs, slipped discs, sprains and internal injuries such as hernias. Many injuries are cumulative rather than being attributed to any single handling injury.

Whenever possible all employees at St Paul's are encouraged to avoid manual handling activities. When it is not reasonably practicable to avoid the activity, steps should be taken to reduce the risk of injury. This includes making appropriate use of the School sack truck to assist in moving loads. A risk assessment should be undertaken by staff to determine necessary precautionary measures. This assessment should consider:-

- If manual handling can be avoided
- The load to be manually handled
- The task involved
- The place where the activity is to take place
- The capability of the individual performing the task
- Other factors relevant to the situation e.g. repetition of the task

The completed assessment will indicate existing control measures and any





further actions to reduce the risk further.

Staff who undertake manual handling activities as part of their role have a duty to inform the Headteacher when the circumstances above change and so require the risk assessment to be revised. Manual handling and lifting training will be made available to identified staff when required. A request for this training will be made to the Health and Safety Team, Children and Lifelong Learning Directorate by the School Professional Development Co-ordinator. In the case of new members of staff, the induction programme for health and safety will be used to identify any specific Manual Handling training needs that are specific to the post holder. The PDC will be responsible for meeting any identified training needs.

### **13. Jewellery**

Children are not permitted to wear earrings or other jewellery when undertaking swimming and other physical education activities. This is for the safety of all children who are participating in these lessons (not just those wearing items of jewellery). This policy is communicated to parents via the School prospectus and reminders on the School newsletter. Class teachers have responsibility for ensuring that the policy is applied to the children they teach.

### **14. Lettings**

The School has a lettings policy that covers all lettings which are not directed by the local authority and which are the responsibility of the Interim Executive Board. The policy provides for the day-to-day management of lettings to the Headteacher. Hirers of the School premises are not permitted to use School equipment (other than tables and chairs located in the area of the letting) without prior permission. Where events require a licence from the local licensing authority, it is the responsibility of the hirer to obtain the licence. This also applies to events held by the School PTA.

### **15. Lone Working**

Staff are discouraged from working alone on School premises. Where it is not reasonably practicable to avoid lone working, staff are made aware of the main hazards. These are:-

- Being subjected to physical or verbal violence
- Theft or arson
- Having an accident

When staff are working alone in the building all external doors in the work area



St. Paul's C.E. Primary School  
Health and Safety Policy

are to be kept secure using the normal security locks used in the School day. This is so that in an emergency a staff member would be able to exit the building without the need for a key. Access to a telephone in the main office is to be maintained at all times. Staff are reminded of the additional risk when not working in the main building to directly access a landline phone. Members of staff who undertake lone working will only do so having first discussed and made known the fact to the Headteacher.

A security contract is in place to minimise the risk of lone working for the Key Holders when called out by the intruder alarm company out of hours. These arrangements are made known to the designated key holders. Lone working will always be considered as the exception rather than as a regular routine. Whenever alternatives are available, these will be used.

#### **16. Maintenance and Inspection of Equipment and Premises**

An approved contractor carry out the annual inspection of P.E. and outdoor play equipment on behalf of the School. All repairs/routine maintenance deemed necessary from the inspection are completed or the equipment is taken out of service, written off and disposed.

The School Site Technician is responsible for testing the internal Fire Alarm system on a weekly basis. A written record of these tests is maintained in the Fire Safety Log Book (kept in meeting room). This test also includes testing of the emergency lighting. The Site Technician is responsible for reporting to the office manager any identified faults. It is then the Headteacher who is responsible for further investigations and to arrange for any necessary repairs.

A contractor carries out the regular inspection of the Fire Alarm System. This is completed at least annually. The Interim Executive Board are responsible for ensuring that any repairs/upgrades to the system arising from this report are put into place. Where the Interim Executive Board do not have the resources to address any identified issues, the local authority will be informed.

A maintenance contract is in place for the service and repair of the air conditioning unit located in the computer room. The contract provides for four regular service visits per year. Should any fault be detected outside this period no attempt by School staff to rectify the problem is to be made and the service contractor will be contacted. The service data file and contact details are to be kept in the School office.



The hot and cold water supply system is subject to a regular inspection and service, including water hygiene with two regular service visits per year. Should any fault or maintenance work be identified from these inspections Entrust Property Services will be consulted prior to any work being undertaken. In instances where the Interim Executive Board do not have the resources available to meet the identified issues, the local authority will be informed of the situation. In addition to the service contract, AT site technician is responsible for monitoring and recording the temperatures of the hot water domestic supply. These are recorded monthly in the 'Water Systems Manual' located in the meeting room. If these regular readings identify a problem then the Site Technician is responsible for informing the Headteacher who will put in place control measures until further investigations are undertaken by the School's Property Unit. The water hygiene risk assessment is in the School office.

#### **17. Policy Monitoring and Action Planning**

The Headteacher will undertake the local authority audits of Health and Safety both for the premises and the operation of policy in the School. The Action plan that arises from the audit process will be discussed with the Interim Executive Board on at least an annual basis to determine the course of action to be taken. Interim Executive Board will also undertake regular tours of the premises as part of their role to monitor the condition of the premises and health and safety.

#### **18. Reporting of Defects and Repairs**

Defects, hazards and repairs are to be reported and recorded by staff on the book in the School office. The Site Technician is responsible for checking this book on a weekly basis. Once repairs have been completed or items removed from service the Site Technician will initial to indicate this. Where repairs or defects are identified, which are not within the capability of the Site Technician then the Headteacher will be responsible for arranging for a suitable contractor/Entrust Property Services to be consulted.

#### **19. Risk Assessments**

Written risk assessments are completed and kept on the staff share drive for all aspects and activities of the School where they are required. When staff undertake the planning of activities if risks are identified then they are also responsible for undertaking a risk assessment if one has not already been completed. The purpose of risk assessment is to identify where there is a risk and to consider the control measures to reduce that risk. The member of staff is then responsible for putting the identified control measures into place during the



St. Paul's C.E. Primary School  
Health and Safety Policy

activity. Completed risk assessments are saved on the staff shared drive.

Risk assessments should be reviewed by staff when activities or circumstances change. They are also reviewed if an accident occurs as part of the post-accident risk assessment. Mrs Stuart maintains the risk assessment folder on the staff share drive

#### **20. Educational Visits/ Off Site Activities**

Reference should be made to the 'Educational Visits Policy' that is held in school, for details of procedures to be adopted. Mrs Stuart is the Educational Visits Co-ordinators.

#### **21. School Transport**

The School does not have ownership of any motor transport. When transport is required for educational visits this is booked with reputable transport operators or the County fleet, who have valid operational licences. Private cars (staff and parents) may also be used to transport small groups of pupils to events such as sporting fixtures. Parents and staff who undertake this role are first required to confirm that they have valid insurance cover. Forms for parent volunteers to complete are available and kept in the School office. It is the responsibility of the member of staff planning the event to ensure that these arrangements are in place.

#### **23. Smoking**

St Paul's Primary School is a no smoking area. There is no smoking or vaping allowed on or around the school area. We have signs in the foyer and communal areas to advise staff/visitors of this.

#### **24. Staff Health and Safety Induction and Training**

The School has in place an agreed 'Health and Safety Induction Policy' that details the arrangements and procedures that are followed for new members of staff. This policy includes details of how staff training is identified and provided to an appropriate level for new staff. All staff other than those employed on a casual basis (e.g. supply teachers) will receive a written copy of the summary policy for Health and Safety. Casual staff will be made aware of the centrally held copy of the policy in the School office and will be given access to this if appropriate to the role being undertaken.

#### **25. Staff Wellbeing/Stress**

At St Paul's Primary School, all issues regarding staff wellbeing and stress will be



St. Paul's C.E. Primary School  
Health and Safety Policy

taken seriously. The Interim Executive Board will support the local and national advice and guidance provided for staff wellbeing and stress management. Staff requiring further guidance may wish to obtain from the local authority a copy of the booklet 'Stress in the Workplace' for further information. The School follows the agreed local authority policy for workplace absence management. Please see the 'Managing Attendance at Work' policy.

#### **26. Pupil Supervision**

Children should not be left unattended. If a member of staff in a supervisory or teaching role has to leave a group of children for unavoidable reasons, the Headteacher must be informed so that emergency cover can be provided.

#### **27. Use of VDU's/Display Screens**

All employees who regularly use VDU screens for a significant part of their working day will be subject to regular Display Screen Equipment Workstation assessments. These self-assessments will be completed no longer than every two years. However, when significant changes to personnel or work conditions/ health of operators occur re-assessments will be made earlier. An action plan will be made as a result of each assessment or re-assessment, which will clearly identify actions and time scales to complete. The Headteacher is responsible for ensuring that the action plan is put into place.

#### **28. Vehicles on Site**

Members of staff and visitors are permitted to park on site in designated parking areas. Parents are not permitted to bring vehicles onto the School premises at the start and close of the School day, except for registered disabled. This policy is communicated to parents via the School newsletter at regular intervals (at least termly).

#### **29. Violence to Staff and School Security**

This is: "behaviour by another employee or member of the public, which produces damaging or hurtful effects, physically or emotionally in other people". All forms of violence against employees are wholly unacceptable. St Paul's C.E. Primary School will always seek to do all that is reasonably practicable to reduce the risk of violence to employees and should it occur to help employees deal with the consequences including a post event discussion with the staff member and offering advice on the confidential counselling service available.

In order to reduce the risk of violence towards staff and pupils on the premises, the following measures have been taken:-



- A door security pad system to the main entrance and locks to all other outer doors. This is to help prevent unauthorised access from the outside into the School buildings during session times. All staff are made fully aware at briefings of the need to secure external doors not in use during session times.
- Security fencing and lockable gates have been put in place to help prevent unauthorised access to the main external areas used by the children during School session times. Gates to these external areas are kept locked for the greater proportion of the School day - but are unlocked to enable parents to bring and collect children at the start and end of the School day, and occasionally for deliveries.
- All visitors to the School including contractors and voluntary helpers are required to sign the register at Reception before entry is permitted. The School secretary/Office Manager will complete any necessary identity checks and issue a visitor badge if required. Upon leaving all visitors will be required to sign out and return any identity badge that has been issued. School identity badges will be issued to all visitors except those who are employed directly by the County Council and have a valid department identity badge.

All instances of verbal and physical violence towards staff should be reported to the Headteacher. All instances of physical violence towards staff will be investigated and reported to the local authority.

### **30. Working at Height**

All staff are reminded that stepladders and step stools should be used with care. It is agreed School policy that only the Site Technician is authorised to use ladders, provided relevant health and safety training for working at height has been completed. Staff are also reminded that they should never climb or stand on chairs or tables to reach something at height, such as when putting up classroom displays.

All ladders and steps are inspected by the Site Technician on a six monthly basis. This is recorded on the 'Ladder Register' that is kept in the school meeting room. The register lists all the ladders and steps kept on site - when a problem is identified, the ladder or step will be removed until a suitable repair or disposal is arranged. All ladders and steps purchased by the School as replacements must be Category 1 approved. Prior to use members of staff should complete a visual





check for all steps and ladders - any defects should be reported immediately to the Headteacher who will arrange for further investigation by the Site Technician. The steps or ladder must not be used until checked. At no time will children be permitted to use ladders or step stools in School. The Site Technician has responsibility for ensuring that all ladders and steps are appropriately stored and checked.

### **31. Distribution of Policy and Procedures**

All members of the Interim Executive Board, Headteacher, Office Manager, Site Technician, and Health and Safety Representatives will have full copies of the latest update of the School's Health & Safety Policy. Copies of this policy will also be kept on the staff share drive for the use of all members of staff.

### **32. Infection Control**

The Head and Deputy Head have overall responsibility for infection control and ensure the school maintains an appropriate hygiene regime that is followed by all pupils, staff and visitors.

- Operate a daily cleaning regime - cleaning touch points, tables, taps etc regularly
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions
- Give age appropriate information to pupils about infections and infection control to encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees, and encourage and support all pupils, to show a personal concern for their own safety, and for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Provide appropriate personal protective equipment (PPE) as required by staff.

All contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures.

### **Local Health and Safety Performance Indicators**

The Headteacher and Interim Executive Board will monitor the health and safety performance of the premises through the local authority self-audit and action planning process. This will be used to judge progress and plan improvements. Action planning will be used to inform the School improvement process.



St. Paul's C.E. Primary School  
Health and Safety Policy










This policy was reviewed and approved by the Interim Executive Board on 01.02.24.

To be reviewed in Spring 2025

**APPENDIX 1**



St. Paul's C.E. Primary School  
Health and Safety Policy

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity