



"Loving and Learning for Life, as Jesus taught us."

Leonard Stanley C of E Primary School

Health and Safety Policy

Title: Health and Safety Policy

Person(s) who created policy: Head teacher/Governing Board

Date reviewed: October 2024

Review Frequency: Annual

Date for next review: October 2025

Leonard Stanley C of E Primary School Health and Safety Policy

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1.0 Statement of Intent

The policy of the Governing Board and the Headteacher is to maintain safe and healthy working conditions at Leonard Stanley C of E Primary School for all staff, pupils, and visitors. In preparing this policy, the health and safety guidelines of GCC have been taken into account, as well as the government. Guidance on the Opening of Schools (Oct 2020)

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out in this document. An annual review of the policy will take place. The policy will be kept under constant review and reviewed at least annually.

Health & Safety Statement of intent

Policy	Description	Who responsible	Created / Review date
Health & Safety Policy	Policy to explain how H&S is organised, risks checked, premises managed, monitoring, training, wellbeing, environmental management, and catering.	HT, SBM	
Premises Management	Details the policies, surveys, and checks that need to be done periodically.	SBM	Annual
H&S Inspection Checklist	Governor led audit, which thoroughly goes through all aspects of school H&S using a pro-forma	H&S Governor	Annual
SHE Primary Risk Assessment G010	Whole school risk assessment, which covers the school and all activities within it. External trips and one-off activities have a unique risk assessment.	HT, SBM	Annual
SHE Site Survey G014	It focuses on the risk to the safeguarding and security of the site.	HT	Annual
Premises Walk	6-monthly governors inspection of the site to monitor progress as detailed on the action plan.	H&S Governor	Termly
GCC Annual Property Return	GCC site professional inspection of site, policies, and procedures	GCC	Annual

The above policies are supported by a yearly checklist and an action plan, which are both checked by the H&S governor.

2.0 Responsibilities

2.1. The L A

The LA is responsible for setting LA policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

2.2. The Governing Board

The Governing Board is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

They consider reports of inspections, assist in safe work systems, and discuss new regulations received from the LA or the HSE. The H&S governor reports regularly at Leonard Stanley Health and Safety Policy
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meetings of the Full Governing Board. Health and Safety is always an agenda item for governors', staff, and SLT meetings. The Governing Board is responsible for making recommendations relating to safety.

2.3. The Headteacher

Overall responsibility for the detailed health and safety arrangements within the school lies with the headteacher and, in their absence, with the school business manager. It is the headteacher's responsibility to ensure compliance with the LA policy for health and safety.

2.4. Safety Representative

The H&S governor carries out termly safety inspections. Records of the inspections are discussed at subsequent FGB meetings. In addition, the headteacher/SBM does weekly checks as per H&S schedule.

2.5. Employees

All employees have the responsibility to cooperate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem, this should be drawn to the attention of the office manager / school business manager, who will record it.

3.0 Procedures

3.1. Fire Safety

All exits are marked and kept free of obstructions. There are fire extinguishers and fire blankets located around school (see below). Their location is marked with a red fire sticker. Fire safety equipment is checked regularly by Stroud Alarms, with records of their visits being kept. The SBM checks the alarm on a regular basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the separate KS1 playground. A named member of the staff (the headteacher) is responsible for checking that the school is empty. It is the responsibility of the headteacher to call the fire brigade or the office manager (in his absence). The office manager will take the absence book and signing-in book. In the absence of the headteacher, the responsibility would fall to the Deputy Headteacher or the SENCo, who does not have a class commitment.

Location of Fire Appliance	Type
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Staff-room (x1)	Fire-blanket
KS2 Corridor (x1)	CO2
School Hall (x2)	Water / CO2
Kitchen (x3)	Wet chemical / CO2 / fire-blanket
Library (x1)	Water
Yr1 Door (x2)	Water / CO2
Elliott Building (x2)	Water / CO2
LSEY (4)	2 x Water / CO2 / Fire blanket

3.2. Accidents

First aid boxes are located around the school, including the staff room, Kitchen, KS2 and KS1 areas. There are first-aid kits available for trips, and first-aid boxes are taken out onto the KS1 / KS2 playgrounds at lunchtime. All accidents are recorded and monitored. (*See First Aid flow chart, appendix 1*) All staff hold a first aid certificate. Regular first aid courses are held for all staff, including OOSC, LSEY, and Breakfast Club. Notifiable accidents and incidents are recorded and passed to the LA via the SHE portal as appropriate.

Parents are notified of all incidents of first aid administered at school. In the event of a head bump, parents are notified immediately, and children receive a head bump bracelet.

Plastic, disposable gloves are available, and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to the hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by two members of staff. In a non-emergency situation, 2 staff can transport a child, but they should ensure they have correct insurance coverage; otherwise, a taxi must be used.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the SBM's responsibility to follow up this report. The H&S governor monitors the action taken to remedy hazards.

4.0 Electrical Safety

Electrical equipment is numbered and logged. All staff are expected to visually check equipment before use, report damage, and remove it from the area with a notice saying "Fault Do Not Use."

In addition, appliances are PAT tested by a contractor every 2 years, and a certificate is held listing all tested and serviceable equipment.

Staff should note that particular care needs to be taken with extension leads to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the headteacher.

5.0 Control of Substances Hazardous to Health Regulations

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboard is locked during the day. Teaching staff should note that the use of chemicals in science should be checked with the SBM or the headteacher.

Please inform the headteacher of any additional potential COSHHE items that have been brought into school other than those on the list.

6.0 Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the headteacher, with a note saying "Fault-Do Not Use." The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
- DT Equipment - Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and helpers should only use ladders if they are trained to do so.
- PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

7.0 Health and Hygiene

7.1. Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the office and are on the school website.

7.2. Medicines

Please refer to the administration of medicine policy.

Staff are expected to keep any medicines for their own use in locked cupboards or their cars.

7.3. Smoking

The Governing Board has adopted a no smoking policy within the school building and grounds.

7.4. Hygiene

It is the responsibility of the SBM to monitor the cleanliness of the building. This is part of the weekly visual inspection. Any cleaning concerns are recorded in a book in the office and regularly monitored.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand washing.

8.0 Animals in School

Fish and invertebrates may be kept in school. Other small animals, e.g., guinea pigs, may be kept subject to approval by the headteacher.

No dogs (other than guide dogs and reading dogs) are allowed in the school grounds. The permission of the Headteacher may be sought for dog visits, e.g. linked to topic work, etc.

9.0 Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and a preliminary visit is made by the teacher. **Appropriate risk assessment forms MUST BE COMPLETED** using e-visits. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessments for outdoor visits are completed and checked by the deputy headteacher.

When residential visits are organised, parents are invited in to school to discuss the visit in detail. Staff should be aware of the LA guidelines for educational visits and an EV1 form filled in for the SHE Dept at GCC.

10.0 Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are initially identified via the intercom and monitors at the school gates. They are requested to enter only by the front door. They must present relevant proof of ID, including DBS certificate if working in a regulated activity with children.

Visitors must wear an ID badge / lanyard from the school office. Staff who remain in school late are advised to ensure that external doors are locked. In the event of anything suspicious or a child or a teacher is at risk of injury, then a message will be sent to the headteacher or office manager, and they will act appropriately. Any act of violence or abuse towards a member of staff must be reported to the headteacher, who will take the appropriate action. Further notes on our security policy are set out in appendix 2.

11.0 Contractors

All contractors are expected to report their arrival and departure to the headteacher, SBM, or office manager before commencing work. If they are working in an unsafe manner, they are requested to stop work by the headteacher. Additional advice is available from GCC Property Services.

11.1. Lettings

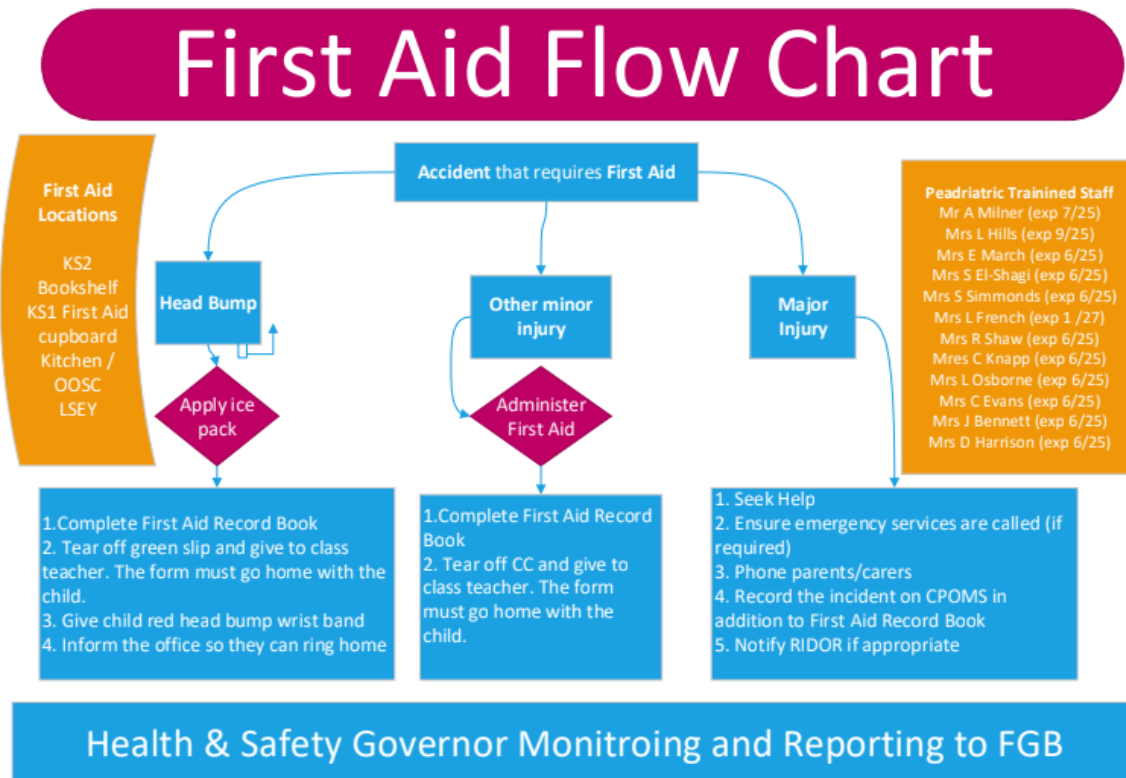
All bodies using the school building receive information, which includes information about the location of the first aid boxes and the telephone. They also have a contact number for the cleaner.

12.0 Staff and the Health and Safety Policy

All staff, teaching and non-teaching, are given a leaflet of our H&S headlines. New staff are given a copy at their induction meeting. A copy is available on the staff-room noticeboard for supply staff.

12.1. Staff are encouraged to attend health and safety courses as appropriate

Appendix 1



Appendix 2

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft.
- Any damage is repaired asap
- Incidents are reported to the police and LA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer/LA Safety Officer / SHE Dept is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Key-holders and security tag holders are logged and a record kept by the Office Manager
- Computer back-up records are kept off site.

Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are kept clear of obstacles
- A named member of staff (HT) has clear guidelines for checking toilets etc in the building
- A staff register showing occupancy during school-hours is kept in the office
- The Headteacher (or Office Manager in his absence) is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm and CCTV cameras
- The alarm system is regularly maintained by Kiblec.

The key-holders for the school are controlled. Currently these are the teaching staff and TAs, members of the FOLSS committee, the Yoga teacher, The Breakfast Club staff, the cleaners, and specific governors who are on the alarms notification list.

- Access to the building during school hours is restricted. Visitors are asked to contact the office via the intercom system
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security

Equipment/Money

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- Computer equipment is kept in classrooms or on the laptop trolley. It is security marked and records are kept of serial numbers.
- Cash holdings are kept to a minimum and stored in a wall-mounted safe.
- Cash is counted with the front door locked. Money is not left unattended
- The Office Manager varies the timing of bank visits

Appendix 3

Disaster Management Plans

Business Continuity Plan

A business continuity plan sets out how the school would cope if some disaster happened. A critical incident is an unexpected emergency that affects pupils, staff or the premises. We have separate plans that set out how Leonard Stanley C of E Primary School intends to respond to such a happening.

Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the school's health and safety policy / leaflet?
2. Do you know how to report an accident?
3. Do you know where the accident book is kept?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?
6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?
8. Are you aware of the safety policy regarding doors?

Name

Signature

Date

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