


Responsible Body	Title of Policy	
Governing Body of Flyford Flavell Primary School	Health and Safety Policy	

Last reviewed on Date: 31st January 2023

Next Review Date: 31st January 2026

Signature..... (Chair of Governors)

Print Name.....

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Statement of intent

At Flyford Flavell 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 learning environment.
- Preventing accidents 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 staff 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.

1. Legal framework

1.1. 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
- The Ionising Radiation Regulations 2017 (IRR17)

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

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

2. Roles and responsibilities

2.1. The Governing Board, in consultation with the Headteacher will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- 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.

2.2. The Governing Board will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.

- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. 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.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

2.4. 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 employer 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 Board.
- 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 using Health and Safety log.
- 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.

2.5. 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.

3. Construction and maintenance of the premises

3.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

3.3. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

4. Training

4.1. 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.

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

4.3. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

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

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

- Using industrial machinery.
- Managing asbestos.

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

5. First aid

- 5.1. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 5.2. A list of first aiders is kept in the medical room.
- 5.3. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the medical room, as is the school's accident register and bumped head letters. A list of any allergies children have or conditions that staff need to know about are written on care plans or displayed clearly on the notice board in the staffroom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.
- 5.4. Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

6. Contacting the emergency services .

- 6.1. Staff will contact the emergency services in an emergency.
- 6.2. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- 6.3. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the playground/field.
- 6.4. Staff will be aware of any pupils who have specific evacuation needs.
- 6.5. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

7. Fire safety

- 7.1. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 7.2. The school will test evacuation procedures on a termly basis.
- 7.3. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 7.4. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 7.5. Fire alarms will be tested monthly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- 7.6. Emergency lighting will be tested on a weekly basis, and records will be maintained and held in the cleaning cupboard.

8. Accident reporting

- 8.1. All serious or major accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Headteacher using the Accident Report Form.
- 8.2. More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

9. Significant accidents

- 9.1. 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.
- 9.2. 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 degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- 9.3. Additional reportable occurrences include the following:
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipework
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
 - Any accidental release of a biological agent likely to cause severe human illness
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or is released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

10. Reporting procedures

- 10.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Headteacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 10.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 10.3. Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

11. Reporting hazards

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

12. Accident investigation

- 12.1. All major accidents will be investigated by the Headteacher and the outcomes recorded.
- 12.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 12.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

13. Our active monitoring system

- 13.1. 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.

14. Bomb threat procedure

- 14.1. All staff members fully understand and effectively implement the school's Bomb Threat Policy.
- 14.2. In the event of an emergency, the procedures detailed in the Lockdown and Evacuation Policy will be followed.
- 14.3. 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?
- 14.4. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 14.5. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 14.6. 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.
- 14.7. The staff member receiving the call will contact the Headteacher immediately, who will then alert the police and the LA.
- 14.8. The Headteacher will decide whether or not to evacuate the building.

15. Evacuation

- 15.1. The school will follow the procedure outlined in the lockdown and evacuation policy in the event of a crisis.
- 15.2. In the event of a fire, the Fire Evacuation Plan will be implemented.

16. Visitors to the school

- 16.1. All visitors and contractors will sign in to reception.
- 16.2. 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.
- 16.3. 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.

- 16.4. 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.
- 16.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking and sign sheet to confirm understanding
- 16.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 16.7. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 16.8. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 16.9. 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.

17. Hazardous materials

- 17.1. 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.
- 17.2. 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.
- 17.3. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 17.4. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 17.5. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 17.6. No potentially hazardous materials will be used in lessons.

18. Medicine and drugs

- 18.1. The school will obtain notification from parents regarding any medication that pupils are required to take.
- 18.2. Staff will receive training in supporting pupils with specific medical conditions.
- 18.3. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

19. Smoking

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

20. Housekeeping and cleanliness

- 20.1. Contract cleaners will be monitored by the Headteacher. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 20.2. Special consideration will be given to hygiene areas.
- 20.3. Waste collection services will be monitored by the Headteacher.
- 20.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 20.5. 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

21. Infection control

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

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

- 21.2. The school employs good hygiene practices in the following ways:

- 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
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant. 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
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor

- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps

21.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

21.4. 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.

21.5. Hand sanitiser is available in all toilets, classrooms and corridor.

22. Risk assessment

22.1. The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

22.2. Annual safety audits will be conducted for all areas of school .

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

22.4. 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.

22.5. A designated EVC co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and trips

22.6. 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.)
 - 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

23. Security and theft

- 23.1. Money will be counted in the school office with lockable door.
- 23.2. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 23.3. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 23.4. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 23.5. Missing or believed stolen equipment will be reported immediately to Headteacher
- 23.6. The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 23.7. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

24. Severe weather

- 24.1. The Headteacher makes a decision on school closure on the grounds of health and safety.
- 24.2. If a closure takes place, the Governing Board will be promptly informed.

25. 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.

26. Car Parking

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Regular items on the newsletters to parents emphasise the following:

- Care of our neighbours.
- Extra parking on the school premises for events.
- Trips – try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am.
- Use of local pub car park for drop off and pick up allowed.
- Personal contact with any adult who continually parks in an obstructive way
- All comments regarding safety by parents or neighbours will be followed up.

27. Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment

- Small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely by staff who are supervising the task

28. End of Day

It is the responsibility of the site cleaner to check that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The entrance doors are locked and secure
- The security alarm is set

29. Monitoring and review

29.1. The effectiveness of this policy will be monitored continually by the Headteacher and the Governing Board. Any necessary amendments may be made immediately.

29.2. The next scheduled review date for this policy is January 2026.