



# Health, Safety and Well-being Policy

September 2023

## Health, Safety and Wellbeing Policy Statement followed by arrangements with named responsibilities.

The Board of Governors regards the promotion of health, safety and wellbeing at work to be of the utmost importance for all personnel that attend as: pupils, employees and visitors to Gascoigne Primary School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities;
- ensure safe handling and use of substances;
- providing information, instruction and supervision for employees;
- maintain safe and healthy working conditions;
- periodic review of the safety policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting to the Senior Leadership Team any incident which has led, or could have led to damage or injury;
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses.

In line with the Safety Organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Headteacher .....  
(Ms J Preston)

Chair of Governors.....  
(Mrs R Ismail)

## Part Two: Safety Organisation

### Objectives

#### 2.1 The Objectives of Gascoigne Primary School Health & Safety Policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice;
- to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances;
- to protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards;
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable;
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- to ensure that awareness with regards to all aspects of safety is fostered by all personnel;
- to ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety;
- to ensure that full and effective consultation on all matters is encouraged.

### Responsibilities

#### 2.2 Responsibilities of individuals within the school are as follows:

**Board of Governors.** The ultimate responsibility for all aspects of health and safety at work within Gascoigne Primary School rests with the Board of Governors through the Safety Organisation.

**Headteacher.** The Headteacher is responsible for the effective implementation of the Health, Safety and Wellbeing Policy and ensuring staff, through regular monitoring, to implement health and safety arrangements.

**LA HR/Health and Safety Advisor.** The LA HR/Health and Safety Advisor is advisor to the Headteacher on health, safety and welfare within Gascoigne Primary School. S/he is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work and will assist with training matters.

**Line Manager.** All Year Group Leads / Subject Leads are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of responsibility. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Safety Advisor/SLT so that the associated risks are assessed and any precautions deemed necessary are implemented.

**Teachers and Leaders.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and Leaders. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their supervision are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

**Employees and Pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the Safety Advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school.

**Health and Safety Representatives (Staff Governor Representative/Union Representatives).** It is the responsibility of the Health and Safety Representatives to make such proposals as they see fit with regard to methods of achieving improvements in health, safety and wellbeing. Staff can channel concerns through their Staff/union representatives to the Headteacher.

**Health & Safety Group.** The Health & Safety Group as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

**Contractors.** It is the responsibility of contractors and their employees to read and comply with the school Health and Safety Policy.

### **Risk Assessments**

**2.3** Responsibility for assessing and controlling risks rests with all personnel within the school.

However, risk assessment and training shall be performed in consultation with the Safety Advisor

### **Health & Safety Group**

**2.4** The Safety Committee is to comprise of:

- Safety Advisor
- Senior Leadership Team
- union representatives
- nominated governor
- chairman

**2.5** The Health & Safety Group will meet as deemed necessary but not less than three times annually.

### **2.6 Terms of reference of the Health & Safety Group**

Under Section 2 (7) of the Health and Safety at Work Act 1974, the Health & Safety Group have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examination of safety audit reports on a similar basis;
- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports which safety representatives may wish to submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and safe systems of work;
- monitoring the effectiveness of the safety content of employee training;
- monitoring the adequacy of safety and health communication and publicity in the school.

## **Part Three: Safety Arrangements**

### **Introduction**

**3.1** The safety arrangements set out below are for the information, guidance and compliance of all personnel in Gascoigne Primary School.

### 3.2 Health, Safety and Wellbeing are integral parts of management.

They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

**3.3** In carrying out their normal functions, it is the duty of all members of staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work;
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;
- providing the necessary information, instruction, training and supervision to ensure all;
- personnel are aware of their responsibilities for safety;
- providing safe places of work with safe access to and egress from them;
- providing a safe and healthy working environment;
- providing a system for rapidly identifying and remedying hazards;
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and which will be supplemented from time to time as necessary to address new risks in the form of appendices.

**3.4** All personnel have a statutory duty to co-operate in fulfilling the objectives of the Board of Governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

**3.5** Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to a senior member of staff.

**3.6** No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing.

### **Specific arrangements for Health and Safety**

#### 3.7 Accident Reporting

Any accident or injury is to be reported to a Deputy Headteacher / Headteacher by the person or persons involved in the accident.

#### **Procedure for Reporting Incidents and Accidents**

**(Form to be found in Staff Shared / 1 POLICIES / Health and Safety Policies / AccidentIncidentReporting) *New accident-incident reporting form BLANK***

**When there has been an injury to a pupil, please follow these steps:**

1. tend to the pupil in the first instance, do not move pupil unnecessarily, do remember to maintain adult:pupil ratios at all times;
2. call for First Aider to attend to the pupil;
3. if you are a trained first aider and can see to the child, ensure all record keeping is completed and adults are informed, including teachers or parents. If there is a bump to the head, SLT and parents must be informed, parents via a telephone call;
4. if injury is more serious, notify SLT by radio, landline or mobile this may involve sending a child to the office with a message and then the office will notify SLT, ***please do not send a LAN Message as this may not be picked up;***

5. SLT will notify Headteacher/ parents as necessary;
6. complete electronic Accident/Incident form and email to attending SLT the same day as the accident;
7. attending SLT will email to Headteacher once the investigation is completed, within 24 hours;
8. Headteacher will notify LA as needed;
9. there may be a meeting following the incident to review actions needed.

**When there has been an injury to an adult, please follow these steps:**

1. Injured person must be checked by a First Aider as soon after injury as possible;
2. Injured person / First Aider to notify a member of SLT;
3. Injured person / First Aider to complete Accident/Incident form and pass onto member of SLT notified of accident;
4. SLT member to complete investigation and email to Headteacher within 24 hours;
5. Headteacher to notify LA of accident;
6. If the injured person is sent home/hospital, they should report to headteacher/SLT on their return.

To report incidents involving aggressive, sexist, racist, homophobic or discriminatory behaviour of any kind – please use the same Accident/Incident Form and follow steps 1 to 6 above.

If the injury is caused by a child, the form must be completed in the same way.

If an adult had used physical restraint, they must complete the Bound Book, two held with the Office and one in H360.

**Management Response**

The Headteacher and Senior Leaders will provide support following accidents/incidents as above, this may involve putting a risk assessment or adjusting duties to support the well-being of the individual. The individual is also responsible for keeping their line manager informed as to how they are and if further support is needed. Gascoigne Primary offers the **Employee Assistance Programme** – a counselling service available to all members of staff:

The contact details for HEALTH ASSURED are:

Website link:	<a href="http://HealthAssuredEap.co.uk">HealthAssuredEap.co.uk</a>
Website log-in details:	<b>Username:</b> wellbeing <b>Password:</b> clayeasyhilling
<b>Telephone number:</b>	0800 028 0199
<b>Phone App:</b>	<b>My Healthy Advantage (employee code: MHA246004)</b>

The Headteacher will ensure that the Board of Governors are informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR, 1999).

**3.8 Accident Investigation**

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to a Deputy Headteacher or the Headteacher. They in turn are to report the incident to the Headteacher.
- The Senior Member of Staff will carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.
- The nominated Health and Safety Governor/Governing Body is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the Safety Advisor of the school as well as their own reporting chain.

### 3.9 Reporting Procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to a senior member of staff. Such reports are to be recorded.

### 3.10 Out of School Visits and Activities

All staff that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the **Educational Visits Policy**:

Procedure for School Visits and Out of School Activities.

See **Educational visit or site activity risk assessment /planning sheet** Appendix 1

### 3.11 Safe Working Procedures

Senior Leaders/Designated Safeguarding Leads must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be shared with all personnel to protect them whilst working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

### 3.12 Defective Tools and Equipment

- All defects found in hand tools; power tools or any other equipment must be reported immediately to a senior member of staff, who in turn will appraise the Headteacher of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.

### 3.13 Means of Access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

### 3.14 Machinery

All staff controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

### **3.15 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

### **3.16 Electrical Equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been completed.

### **3.17 Use of Harmful Substances**

- When using harmful substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the Safety Advisor. The user department is to be in possession of a Safety Data Sheet.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Safety Advisor.

### **3.18 Skin Infections and Hand Care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

### **3.19 Smoking, Vaping, Drugs and Alcohol**

Smoking, drugs and alcohol is not permitted in the school or around the school perimeter.

### **3.20 Consumption of Food**

Food is only to be consumed in recognised rest rooms and dining areas.

### **3.21 Emergency Services**

- Fire, police or ambulance services can be contacted by dialling 9 / 999 and asking for the service required.
- There is a nurse / first-aider on call within the school administration during working hours.

### **3.22 Noise**

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

### **3.23 Fire Prevention**

- Gascoigne's Fire Evacuation Plan and Policy has been shared with all staff.
- 'Emergency Evacuation Procedures' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

### **3.24 Visitors**

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

### **3.25 Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to a senior member of staff.

### **3.26 Use of Vehicles**

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on school business.

### **3.27 Legionellosis**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

- All showers are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.

### **3.28 Manual Handling of Loads**

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.



Health and safety information and advice is available on all aspects of health, safety and welfare from the Safety Advisor.

### 3.29 Violence and Aggression

In [Violence at work: a guide for employers](#) the Health and Safety Executive (HSE) defines workplace violence as: ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. The HSE goes on to say:

‘This can include verbal abuse or threats as well as physical attacks. Physical attacks can cause anxiety and distress, and in more serious cases, pain, disability or even death. Serious and persistent verbal abuse may damage worker’s health through anxiety and distress. In addition, worry about violence at work, even in workers who do not directly experience it, can be a source of stress’

Staff should report all incidents using the Barking and Dagenham ‘Accident/Incident’ form and hand to the Headteacher or Deputy Headteacher.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

#### **Responsibilities:**

1 Overall and final responsibility for health, safety and well-being is that of:

**The Governing Body and delegated to:**

**Miss Joanne Preston (Head teacher)**

2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Senior Leadership Team:

- **Mrs Anre Buchner (Deputy Head teacher)**
- **Mr James Fox (Deputy Head teacher)**
- **Mr Paul Vickery (Assistant Head teacher)**
- **Mrs Rehana Miah (Assistant Head teacher)**
- **Ms Paola Ferreira (Assistant Head teacher)**
- **Mrs Selina Alexander (Assistant Head teacher)**
- **Ms Cheryl Monks (Assistant Head teacher)**

3 To ensure health, safety and well-being standards are maintained / improved, the following people have responsibilities in the following areas:

Name:	Responsibility:
<b>Miss Joanne Preston</b> <b>Head teacher</b> <b>Teacher Governor Representative</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> <li>• Designated Safeguarding Lead</li> <li>• Safer Recruitment</li> <li>• Safeguarding</li> </ul>

<b>Mr James Fox Deputy Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> <li>• Designated Safeguarding Lead</li> <li>• Safer Recruitment</li> <li>• Safeguarding</li> </ul>
<b>Mrs Anre Buchner</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> <li>• Safer Recruitment</li> <li>• Safeguarding</li> </ul>
<b>Mr Paul Vickery Assistant Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> </ul>

<b>Ms Paola Ferreira Assistant Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> </ul>
<b>Mrs Rehana Miah Assistant Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> </ul>
<b>Mrs Selina Alexander Assistant Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> <li>• Educational Visits Coordinator</li> <li>• Designated Safeguarding Lead</li> <li>• Safer Recruitment</li> <li>• Safeguarding</li> </ul>
<b>Ms Cheryl Monks Assistant Head teacher</b>	<ul style="list-style-type: none"> <li>• Health, safety and well-being checks</li> <li>• Fire Warden</li> <li>• Educational Visits Coordinator</li> <li>• Designated Safeguarding Lead</li> <li>• Safer Recruitment</li> <li>• Safeguarding</li> </ul>
<b>Mrs Rahat Ismail</b>	<ul style="list-style-type: none"> <li>• Governor Representative</li> <li>• Safeguarding Governor</li> </ul>
<b>Mr Mikey Morrison Mr Danny Nardolilli Mr Robert Preston Mr Moses Ania</b>	<ul style="list-style-type: none"> <li>• Caretaker / Site Responsibilities</li> <li>• Fire Warden</li> </ul>

**All employees have to:**

- Co-operate with managers and co-ordinators on health, safety and well-being matters;
- Not interfere with anything provided to safeguard their health, safety and well-being;
- Take reasonable care of their own health, safety and well-being;
- Report all health, safety and well-being concerns to an appropriate person (as detailed in this policy statement).

**Health, safety and well-being risks arising from work activities:**

- Risk assessments will be undertaken by:

**Miss Joanne Preston (Head teacher)**

**Mrs Anre Buchner (Deputy Head teacher)**

**Mr James Fox (Deputy Head teacher)**

**Mr Paul Vickery (Assistant Head teacher)**

**Mrs Rehana Miah (Assistant Head teacher)**

**Ms Paola Ferreira (Assistant Head teacher)**

**Ms Cheryl Monks (Assistant Head teacher)**

**Mrs Selina Alexander (Assistant Head teacher)**

**Class Teachers**

**Sports Leaders**

**Family Liaison Team**

**After School Club Facilitators**

- The findings of the risk assessment will be reported to:

**Miss Jo Preston (Head teacher)**

**EYFS/Year 1/ 2: Mrs Anre Buchner (Deputy Headteacher)**

**Year 3/ 4/ 5/ 6 : Mr James Fox (Deputy Head teacher)**

**Occupational Health / HR Department**

- Action required to remove/control risks will be approved by:

**Miss Jo Preston (Head teacher)**

**Mrs Anre Buchner (Deputy Head teacher)**

**Mr James Fox (Deputy Head teacher)**

**Occupational Health / HR Department**

- **The Head teacher, Deputy / Assistant Head teachers and Teachers** will be responsible for ensuring the action required is implemented.
- **The Head teacher, Deputy / Assistant Head teachers and Teachers** will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed every time an activity requires a risk assessment or when the work activity changes, whichever is the soonest.

### ***Consultation with Employees***

- Employee Representative(s) are:

**Mr Richard Puttnam (Staff Governor / Staff Wellbeing Lead)**

**Mrs Rahat Ismail (Co-Chair)**

**Ms Atlanta Connelly, Ms Ceyda Shermin, Ms Paola Ferreira, Ms Jennifer Satnarine (NEU)**

**Mr James Fox (NAHT)**

**Mrs Abi Kalyan (Unison)**

- Consultation with employees is provided through:

**Half termly Governors Meetings**

**Union Representatives**

### ***Safe Plant and Equipment***

- **The Headteacher, LA and Caretakers** will be responsible for identifying all equipment/plant needing maintenance.
- **The Headteacher, LA and Caretakers** will be responsible for ensuring effective maintenance procedures are drawn up.
- **The Headteacher, LA and Caretakers** will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to:  
**Ms Jo Preston (Head teacher)**
- **The Head teacher, LA and Caretakers** will check that new plant and equipment meets health and safety standards before it is purchased.

### ***Safe handling and use of substances***

- **The Head teacher and Caretakers** will be responsible for identifying all substances which need COSHH assessment.
- **The Head teacher and Caretakers** will be responsible for undertaking COSHH assessments.
- **The Head teacher and Caretakers** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **The Head teacher and Caretakers** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **The Head teacher and Caretakers** will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every: **Year**  
Or when the work activity changes, whichever is soonest.

***Information, instruction and supervision***

- The Health and Safety Law poster is displayed at/leaflets are issued by:

**HSE (Health and Safety Executive)**

- Health, safety and well-being advice is available from:

**Head teacher, Governing Body, Senior Leadership Team Trade Unions, HSE, Health Protection Agency, HR Department**

- Supervision of young workers/trainees will be arranged/ undertaken/ monitored by:

**Mr James Fox (Deputy Head teacher)**

**The Head teacher and Governing Body** are responsible for ensuring that employees working at locations under the control of other employers are given relevant health, safety and well-being information.

### ***Competency for tasks and training***

- All staff must complete a H&S induction and mandatory HSW training, that is refreshed every 3 years:

**Nursery / Reception / Year 1 / Year 2: Mrs Anre Buchner (Deputy Headteacher)**

**Year 3 / Year 4 / Year 5 / Year 6 : Mr James Fox (Deputy Head teacher)**

- Job specific training will be provided by:

**Relevant person delivering training but organised by a member of SLT**

- Specific jobs requiring special training are:

**New Starters HS&W Induction**

**First Aid**

**Manual Handling**

**Managing Stress**

**Managing H&S**

**Fire Warden Training**

**Violence and Aggression**

**Hazardous Substances**

- Training records are kept at/by:

**Head teacher and Senior Leadership Team**

- Training will be identified, arranged and monitored by:

**Head teacher, Senior Leadership Team and Governors**

### ***Accidents, first aid and work-related ill health***

- Health surveillance is required for employees doing the following jobs:

**All staff and all children**

- Health surveillance will be arranged by:

**Head teacher, Governors and Senior Leadership Team**

- Health surveillance records will be kept by/at:

**Head teacher**

- The first aid boxes are/are kept in:

**The Medical Room.**

**Travel first aid kits are kept in the school's main office**

- The appointed person(s)/first aider(s) is/are:

**The Inclusions Managers – Ms Cheryl Monks and Mrs Selina Alexander – oversee the training of all first aiders is kept up to date.**

**All Teaching and Learning Advocates (TLAs)**

**In addition to the appointed First Aiders all Teaching and Learning Advocates, HLTAs, MDAs, Teachers, and Learning Mentors have been trained in Emergency First Aid.**

***See Appendix 1 – Named First Aiders***

- All accidents are to be recorded on the **Borough's Accident Reporting Form**. These are kept in the **Medical Room and are in the school's ICT Shared Area**. Reported to the LA by a member of **SLT**.

And records regarding cases of work-related ill health will be kept with the **Head teacher and the HR Department**

- **The Head teacher** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### ***Monitoring***

To check our working conditions, and ensure our safe working practices are being followed, we will:

- **Senior Leaders will walk the school daily – identifying and addressing hazards immediately and recording effectively;**
- **Inspect inside and outside of the building weekly and record termly;**
- **Carry out fire drills half termly;**
- **LA three yearly HS&W Review;**
- **Carry out a termly Workplace Health and Safety Inspection Checklist of the school with SLT and Governors;**
- **Reporting to Governing Body termly;**
- **Ensure all staff to take responsibility for day to day HS&W tasks / checks and have relevant training.**



**The Head teacher, SLT and teaching staff** is responsible for investigating accidents.

**The Head teacher, Governors and HR** is responsible for investigating work-related causes of sickness absences.

**The Head teacher, Governors and HR** is responsible for acting on investigation findings to prevent a recurrence.

### ***Emergency procedures - fire and evacuation***

**The Head teacher and Governing Body** are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by the following Fire Wardens:

**Reception / Year 1 / Year 2: Mrs Anre Buchner (Deputy Headteacher)**

**Year 3 / Year 4 / Year 5 / Year 6 : Mr James Fox (Deputy Head teacher)**

- Fire extinguishers are maintained and checked by/every:  
Borough's contractors - annually
- Alarms are tested by/every:  
**Mr Mikey Morrison (Premises Manager) – weekly**
- Emergency evacuation will be tested **every half term**

**This policy has been agreed by governors.**

**Date: September 2023**

**This policy will be reviewed annually.**

## Appendix A

### Educational visit or site activity risk assessment /planning sheet

#### Part one – Pre-planning

Visit leader			
Purpose of visit			
Date:	Time:	Location:	Transport:
Group:	Number of pupils:	Expected ratio of staff required:	Total number of staff required:
Pupils with health needs: Name and needs.	Any additional provision needed:	Pupils with SEND needs:	Any additional provision needed:
Group leader: (Maximum pupils per group is 30)	Safeguarding lead:	First aider:	Cost per child:

Provisional agreement to visit going ahead:

Visit leader:	YGL:	EVC:
Date:	Date:	Date:

#### Part two – no more than 3 months prior to the visit.

Pre-visit and risk assessment carried out by:				
Date:				
Area of concern	Who may be at risk?	What are the risks?	What plans are in place, including those to avoid/reduce risk?	Actions by whom?
Travel plans				
Suitability of venue for needs of pupils and purpose of visit.				
Toilet facilities				
Refreshment facilities				
Weather considerations				
Emergency evacuation/ critical incident procedures				
Needs of adults				
Other hazards				
Risk assessment signed by SLT or EVC:				Date:

#### Part three – 2 weeks prior to visit

Complete EVA1 form and submit to EVC (1 form per trip)	
Letter outlining details to parents must be approved by SLT link and then sent out. Letter should include: purpose of visit, leaving and returning times, necessary clothing, lunch arrangements, transport, cost, payment must be via parent pay, medical needs.	
Email office with the names of parents that you are taking so that safeguarding checks can be carried	
Arrange extra adults needed	
Inform kitchen that packed lunches will be needed	
Copies of this risk assessment/ planning record must be given to EVC at least one week before the trip.	
Ensure that sufficient voluntary contributions have been collected (95%) for the trip to go ahead. If not discuss with the Headteacher	
If all the above has not been completed one week before the trip, then the trip will be cancelled.	

**Part four**

<b>At least 2 days before the visit</b>	<b>Comments</b>
Check all children have returned a permission slip / chase up those who haven't	
Check availability of helpers	
Group children and assign adults	
Make detailed instructions for all adults on trip	
Check there are enough high visibility jackets for every child and adult	
Arrange for first aid kit, sick bags, care plans and medication to be ready	
Make arrangements for cheque to be ready with the office if payment for venue is needed	
Have a short meeting with adults to explain routine	
Ensure you have school digital camera/iPad for photographs	
Collect mobile phone numbers of key staff, including the Headteacher and key person in case of emergencies.	
<b>Day of visit</b>	
Ensure all school adults have a copy of the risk assessment and planning sheet.	
Check all medications have been collected, signed out and are returned at the end of the day.	
Ensure you have a school mobile number containing emergency details of pupils and staff	
Collect packed lunches from kitchen	
Ensure you have first aid kit	
Ensure you have means of contacting the school (mobile phone)	
Explain behaviour code to children	
Names of all the children on the visit and contact numbers to office	
On coach, seat belts must be worn, no eating or drinking	
Check that coach has working air conditioning	
Head count as often as possible, but don't rely solely on this.	
At the station ask for help from station staff in getting children on the train and ask them to radio the receiving station.	
Keep school informed of any issues during the trip and of expected time back.	
Ensure that all adults have necessary information e.g. the programme for the day, meeting places, contact numbers. Parents must be given guidelines for their behaviour e.g. no smoking, no using mobile phones, no giving children food or gifts.	

<b>Signed</b>		
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## **Appendix B**

### **The Management of First Aid at Gascoigne Primary**

The lead first aiders are as follows:

- All Office staff are trained in first aid.

The Lead First Aiders are:

***The Shaftesburys site – Ms Cheryl Monks Gascoigne site – Mrs Selina Alexander***

On each site they will be responsible for the following:

- Providing first aid as required, recording first aid and reporting to parents as required.
- Ensuring that first aid bags are kept up to date and available for all trips.
- Completing accident forms when necessary and passing onto SLT. Once the forms have been completed sending to LEA.
- Setting up and maintaining individual care plans for pupils on site. This includes ensuring they are reviewed regularly and any changes are updated.
- Ensuring that individual medication is kept up to date and correctly stored, and that medication plans are kept up to date.
- Ensuring that classroom medical lists are kept updated and are in every classroom.
- Ensuring that the photos and lists of children with medical needs are kept updated in the staffroom and medical room.
- Arranging school nurse drop-ins on site.
- Liaison with Inclusion Managers and health professionals who are working with individual children.

The following tasks will be undertaken by one lead first aiders for both sites.

Cheryl Monks:

- Organising the weight and measures check.
- Organising the flu jabs for years 1 – 6.
- Liaison with the school nursing team about any other one-off screening checks or vaccinations.

Selina Alexander:

- Managing whole school first aid training, including:
  - Maintaining a list of trained first aiders and people trained in specific areas such as EpiPen, diabetes and epilepsy training.
  - Organising training as needed.