

Athelstan Primary School

HEALTH, SAFETY & WELFARE POLICY

Athelstan Primary School aims to provide and maintain a working environment that is safe, without risks to health.

Last Review Date: January 2025
Next review Date : January 2026
Zoe Godwin

HEALTH AND SAFETY POLICY

1. Introduction

- 1.1 Athelstan Primary School recognises and accepts that every one of its employees, students and visitors are entitled to a safe and healthy environment.
- 1.2 Athelstan Primary School recognises its responsibilities to raise awareness amongst students, staff and other site users of health and safety issues and to encourage good practice.
- 1.3 It is the intention of Athelstan Primary School that all appropriate steps will be taken to meet statutory requirements, and recognised codes of practice.
- 1.4 The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the school community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.5 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Schools Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.

2. Responsibilities

- 2.1 A Department for Education and Skills (DfES) guidance note on the statutory responsibilities of schools is given in Annex 1 of this policy.

Responsibilities of the School

- 2.2 In discharging its responsibilities, the School will:
 - i. make itself familiar with the requirements of the appropriate legislation and codes of practice;
 - ii. create and monitor a management structure for Health and Safety;
 - iii. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented;
 - iv. nominate a Governor with responsibility for health and safety;
 - v. periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
 - vi. identify and evaluate risks relating to possible accidents and incidents connected with school-sponsored activities, including work experience.
- 2.3 In particular, Athelstan Primary School undertakes to provide as far as is reasonably practicable:

- i. a safe place for all users of the site to work, including safe means of entry and exit.
- ii. plant, equipment and systems of work that are safe;
- iii. safe arrangements for the handling, storage and transportation of articles and substances;
- iv. safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- v. supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and
- vi. provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibilities of the Head Teacher

- 2.4 The Head Teacher has responsibilities for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Responsibilities of the Health & Safety Manager

- 2.5 The Head Teacher will designate a Manager to be the School Health & Safety (H&S) Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive. The Health & Safety Manager is Zoe Godwin.
- 2.6 Organising and implementing an annual inspection in consultation with the nominated Governor, Head Teacher and Health & Safety Manager
- 2.7 Promote staff attendance on appropriate health and safety courses.
- 2.8 Monitor the effectiveness of Risk Assessments throughout the School, especially in relation to field trips.
- 2.9 Ensuring there are procedures in place to monitor and assess outside contractors before the commencement of any work within the School boundaries.

Responsibilities of The Senior Leadership Team

- 2.10 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.11 In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Schools Health and Safety Policy within their relevant departments and areas of responsibilities.
- 2.12 SLT staff will take a direct interest in the schools Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

- 2.13 SLT staff will be responsible for ensuring the adequacy of suitably trained staff within their area of control. This will include liaison with the Health & Safety Manager in connection with the training of staff.

Responsibilities of all members of staff

- 2.14 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

- 2.15 In particular, members of staff will:

- i. be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
- ii. ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- iii. see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
- iv. use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- v. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- vi. report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager;
- vii. take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- viii. be expected to use their common sense with regards to issues surrounding Health and Safety.
- ix. ensure that students are not left unaccompanied in classrooms or other communal areas of the school (eg hall, dining room, etc) - when leaving classrooms and other such areas, the member of staff responsible will always therefore be the last to leave in order to ensure students are not left behind.
- x. ensure they are fully aware of any special educational needs of the students in their care and cater for these needs appropriately and with sensitivity.

Health and Safety Committee

- 2.16 The School will have a Health and Safety Committee (part of the Compliance sub committee), which will monitor Health and Safety issues with the School. The Committee will report to the Governing Body who will be responsible for issuing Terms of Reference for the Committee.

3. Health & Safety Arrangements

Fire Safety

- 3.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- 3.2 The Schools evacuation procedure will be prominently around school. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 3.3 All fire fighting equipment will be checked monthly by in house staff and annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested monthly by in house staff and six-monthly by an approved contractor and records maintained.
- 3.4 As per Section 2.15 above, students will not be left unaccompanied in any classroom or other area of the school at any time.

Reporting Accidents

- 3.5 All accidents to staff, students and visitors must be reported, in writing, using the schools accident report form. The completed form should be given to the H&S Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

Coping with the sudden death of a student

- 3.6 A copy of the DfES guidance notes on coping with the sudden death of a student is given in Annex 2 to this policy.

First Aid

- 3.7 First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 3.8 A DfES good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 3.9 The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at

various locations throughout the School. These supplies should be checked on a regular basis.

Equipment

- 3.10 Protective clothing/gloves/masks/helmets must be provided and used by staff when required. Visitors must be provided with protective clothing as appropriate.
- 3.11 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
 - i. fume cupboards
 - ii. all electrical appliances
 - iii. workshop equipment, e.g. lathes, kilns
 - iv. fixed gymnasium equipment
- 3.12 When new equipment is purchased, it is the responsibility of the year group leader, with the assistance of the H&S Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 3.13 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

4. Housekeeping

- 4.1 The Business Manager will monitor the standards of the cleaning. Special consideration will be given to hygiene areas.
- 4.2 The Business Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

5. Visits

- 5.1 Educational trips and visits must be organised in accordance with the schools "Off Site/School Visits' Procedures".

6. Minibuses

- 6.1 Users of minibuses must be aware of and observe the following requirements;

- i. the driver must have a current licence and not been involved in any accidents for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
- ii. drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- iii. where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- iv. when a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
- v. internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the School will decide upon the repairer to be used);
- vi. only one person per seat is to be carried;
- vii. seat belts are to be worn by all passengers and the driver at all times;
- viii. the driver at the time when an offence was committed is responsible for the payment of fines incurred; and

7. Visitors to the School Site

- 7.1 All visitors to the School will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- 7.2 No contractor may undertake work on the school site without permission from the Business Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 7.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the school.
- 7.4 Hirers of the school premises must use plant equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 7.5 Whilst on site, all visitors and contractors must wear a school visitors' badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.
- 7.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.

- 7.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

8. Security

- 8.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 8.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

9. Critical Incidents

- 9.1 As part of its commitment for the well-being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity away from the school site.

10. Healthy Eating

- 10.1 It is the policy of the school to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school works with the catering staff in providing menu options that support these aims.

11. Health and Safety in PE Lessons

- 11.1 Students may be excused from taking part in PE lessons when parents or carers have notified the school either in writing or verbally.
- 11.2 When no such note or message has been received, yet the student informs the member of staff that they have been excused from PE, it is the responsibility of the adult to check this with a member of the Office Staff.
- 11.3 When a student does not have a PE kit, they may still take part in the lesson so long as their footwear is suitable for the planned activity. The school keeps a supply of spare PE kits, which children may borrow but students should not use each other's clothing. It is the responsibility of the member of staff to ensure that the spare clothes are suitable in terms of the appropriate size and comfort.

12. Monitoring, Evaluation and Review

- 12.1 Athelstan Primary School will review this policy and the Terms of Reference of the Health and

Safety Committee at least every two years and assess its implementation and effectiveness.

Annex 1

DfES Guidance

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and student referral units the employer is the Local Education Authority (LEA)
- For foundation schools, Foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the governing body or proprietor.

The Local Authority/LEA is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff
- The health and safety of students in-school and on off-site visits
- The health and safety of visitors to schools, and volunteers involved in any school activity

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety.
- Cooperate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employers of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Schools

The employer must have a Health and Safety policy and arrangements to implement it. The Health and Safety at Work etc Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LEAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting students' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, students and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movement
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, students and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies – procedures and contacts

Procedures

All of these are fully explained and followed from the Corporate Health and Safety Management System.

Annex 2

DfES Guidance

1. Coping with the sudden death of a student.

Unfortunately, some Head Teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student at school or elsewhere.

In such circumstances, Head Teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help Head Teachers cope with the immediacy of a student's sudden death at school.

The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

2. Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

3. Telling Students

Where a student collapses during the school day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to students so as to meet the needs of the students whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friends who need to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing. If the student has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to

hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some students will contact the local press.

If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.

4. Telling Teachers

This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

5. Telling Parents

The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

6. Dealing with the Media

Head Teachers at community and voluntary controlled schools should contact their LEA as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LEA may advise the school not to speak to the media and direct all enquiries to an appointed LEA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they, together with the press, may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Director of Education even if the LEA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible.

Your LEA may want to hold onto this information, but you will need it. The best way to stop media

speculation is to give them facts.

7. Helping the School Recover

This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

8. Educational Visits

The Department has already issued guidance on coping with emergencies off-site in its 1998 good practice guide Health and Safety of Students on Educational Visits and three-part supplement published in July 2002. See <http://www.teachernet.gov.uk/visits>.

9. Emergency Planning

The Department is also preparing work on emergency planning for schools that will become available at a later date.

10. Assistance from the DfES

The Department will help in any way it can. Please telephone the Student Health and Safety Team on 0207 925 5886.