

Legsby Primary School Health and Safety Policy

<u>Policy Information</u>			
Reviewed date	May 2026	Next review due	May 2027
Cycle of Review:	Annually	Agreed at Governors:	11/05/2026

Statement of intent:

- ✓ to maintain a working environment which is safe and without risks to health, and is adequate as regards facilities and arrangements for welfare at work
- ✓ to maintain the place of work in a condition that is safe and without risk to health
- ✓ to provide and maintain equipment and systems of work that are safe and without risks to health
- ✓ to protect others from risk arising from work activities
- ✓ to ensure that the school is so organised that there is no unacceptable risk to employees, pupils, members of the public and property
- ✓ to control the keeping and use of potentially dangerous substances

Responsibilities:

In accordance with these instructions and LEA policy, it is the responsibility of the Governing Body and the Co-Headteachers to ensure that the safety policy is frequently checked and is operated effectively.

Governors and the Co-Headteachers should:

- ✓ be responsible for the general application of all agreed arrangements
- ✓ ensure the communication of all relevant information to all members of staff
- ✓ ensure that all staff members are properly briefed and trained in their duties and responsibilities
- ✓ report and record all defective equipment, plant, premises, and hazards associated with the working environment, and ensure steps are taken to remove or control the hazard
- ✓ set a personal example and encourage a safe attitude towards work amongst all employees
- ✓ ensure, where appropriate, that all records, reports, and registers are maintained and readily available for inspection, and that posters, where applicable, are clearly displayed
- ✓ report all accidents in accordance with the LEA's instructions (see section on 'Reporting of Accidents')

- ✓ ensure employees report to the Co-Headteacher any hazards or safety defects which they cannot eliminate themselves
- ✓ ensure any defects not able to be eliminated are reported as appropriate, to safety representatives from the LA, the HSC or HSE
- ✓ ensure the results of health and safety monitoring are reported to the full Governing Body, with details of any major injuries to staff or pupils

Building work / Contractors on site:

Site safety should be of paramount importance during any work carried out on school buildings or premises. Strict liaison between contractors and staff should be adhered to.

All precautions must be taken to ensure the safety of pupils, staff, and visitors.

Appropriate risk assessments should be discussed and agreed with the contractor.

Fuel Storage:

The fuel tank should be:

- ❑ frequently inspected
- ❑ inaccessible to pupils
- ❑ kept free of obstruction and debris

All members of staff should be aware of the potential for fire hazard inherent in the design and position of the tank and should immediately notify one of the Co-Headteachers of leakage or damage to the pipelines.

Outdoor Pursuits:

1. **Playground Supervision** - see separate policy
2. **Grounds Safety** - fencing, gates, goalposts, netball-posts, bicycle shed, locked sheds, mole hills, field surface, playground surface, pond should all be checked frequently, and potential hazards notified through risk assessments
3. **Physical Education** - pupils should not be allowed to wear any form of jewellery during school sessions, as agreed by the Governing Body, and as stated in the school prospectus - see separate PE policy
4. **Out-of-school Visits** - pre-arranged trips by staff, to identify potential hazards and inspect proposed sites should be encouraged; parents should receive prior notification of the suitability of pupil clothing and footwear; permission slips should be compulsory for each occasion and risk assessments compiled by staff members responsible for each visit
5. **Residential Visits** - these should comply with national and LA guidelines

Grounds Maintenance:

Contractors should understand the importance of announcing their arrival on site. This will ensure members of staff are aware of the dangers from machinery and the proposed schedule of work to be carried out.

Maintenance of Fixtures and Fittings:

Frequent visual inspections and / or annual services should be carried out on the following:

- ❑ water heaters
- ❑ lights
- ❑ toilets
- ❑ water-treatment plant
- ❑ fire extinguishers
- ❑ Play/ fitness equipment
- ❑ boiler

(This can be completed by School, Vinci Services, or outside contractors.)

Caretaking & Cleaning:

- ❑ the cleaner-in-charge will be responsible for all cleaning chemicals, in accordance with the manufacturer's instruction
- ❑ the cleaner-in-charge will be responsible for the maintenance of all floors, gangways and corridors; these should be kept unobstructed and maintained in a clean, orderly and safe condition – slippery floors should be avoided, and cleaning hazards restricted to out-of-school hours
- ❑ the cleaner-in-charge should carry out frequent visual inspections of all floor surfaces for signs of wear and tear –all hazards should be reported to one of the Co-Headteacher
- ❑ all cleaning products should be stored in a locked cupboard and returned there immediately after use
- ❑ assessments of products usage and other training needs should be provided by the LA's Client Services

Electrical Equipment:

All electrical appliances should be entered onto an inventory checklist. Each portable device should be visually inspected by staff prior to usage and should be checked annually (PAT Testing) by a qualified electrical contractor.

Fire Hazards & Precautions:

The equipment in school for detecting and preventing fire should be checked frequently by members of staff, and annually by a professional body. The latter should provide written confirmation.

Termly fire drills should take place to practise the orderly evacuation of the premises to a place of safety.

Children should be trained in the correct procedures and have experience of evacuation to alternative venues, to cover all variables. This is particularly important in view of the split-site composition of the buildings.

In the event of a fire, the main alarm should be sounded, evacuation should take place, a designated member of staff should telephone 999 and class roll calls should take place.

The volume of combustible rubbish should be kept to a minimum in order to reduce the risk of fire.

First Aid:

Adequate provision should be made for First Aid equipment to be sited in the main building of the school and inside the mobile classroom. First Aid supplies should be checked frequently, and disposable gloves made available for treating cuts and open wounds. A designated member of staff should have responsibility for this supervision.

During lunchtimes, both lunch supervisors should be responsible for dealing with accidents, whilst teachers should be responsible at all other times.

A 'First Aid details' containing information of allergies, asthma details, medical conditions, treatment procedures etc should be accessible to all members of staff. These details should be updated regularly.

There will be at least one member of staff. who is 'first aid trained', on site at all times.

Reporting of Accidents:

Details of all incidents should be entered onto the school's designated Accident Forms and parents informed by telephone, note or text system, as appropriate to the severity of the accident.

In the event of more serious accidents to one of the Co-Headteacher should always be informed, and appropriate forms completed. In turn one of the Co-Headteachers should inform Governors, and where necessary, HBS Health & Safety. In the case of serious accidents professional medical help should be sought.

Significant injuries / incidents involving staff, pupils, visitors, or members of the public should be reported on Form PO3, one copy of which should be retained, one sent to HBS Health & Safety and reported to RIDDOR via telephone or website

In all cases one of the Co-Headteachers is responsible for ensuring that such remedial action, as is reasonably practicable, should be taken to avoid a repetition of the accident.

Security:

School security is the responsibility of **every** member of staff, on a daily basis.

On leaving the premises at the end of a school day, all electrical appliances should be switched off; all windows and doors should be closed; taps, lights and heating should be turned off; all external doors should be securely locked.

We have an electronic door system that locks the mobile door and door next to the office, these can only be opened by authorised fobs.

All electrical appliances should be marked, and insurance cover taken out through the LA for loss or damage to equipment, furniture and fittings.

Vehicles:

Maintenance of the zig-zag lines outside the school should be noted regularly and liaison carried out with the Highways Department at LCC.

Car drivers to and from school should observe the markings and be reminded frequently about road conduct whilst driving past school transport and pupils at the beginning and end of school sessions.

All pupils should frequently be reminded of road and transport safety.

At the end of the school day, staff **voluntarily** escort pupils onto the designated coach, mini-bus and taxi.

Governors are aware that members of staff are neither required nor insured to do so by their 'Pay & Conditions of Service' contract, but agree that staff should nevertheless implement the procedures, out of concern for the safety and welfare of all pupils.

The Governing Body should consistently assess the safety issues involved in this issue, whilst recognising that school transport remains the exclusive responsibility of the LA.

Safety Monitoring:

Preparing and developing a Health & Safety Policy is the responsibility of the Governing Body.

The 'Premises' sub-committee should undertake monitoring of this policy annually, with one of the Co-Headteachers being consulted by the Governing Body on all health & safety issues.

All staff should make regular checks of the premises on a day-to-day basis and incidents / issues reported as the need arises.

Grievance & Disciplinary:

All matters concerning health & safety issues will be dealt with under the standard 'Grievance & Disciplinary' procedures, as laid down in the appropriate terms and conditions of employment.

Review:

A review and evaluation of this policy will take place in line with the school's 'Monitoring & Review' cycle.