



All Semley CE VA School policies apply to year R to 6 inclusively or Semley CE VA School Staff	
Name of Policy	Health & Safety
Agreed by the Governing Body	2 nd October 2023
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1.0 STATEMENT OF INTENT

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body will:
 - (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;
 - (ii) take account of that policy and scheme within budget and other policy considerations;
 - (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
 - (vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
 - (i) this policy;
 - (ii) all other relevant health and safety matters;
 - (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

- 3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;
- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply a health and safety performance report of standard indicators to the LA upon request;

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

- 8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (i) save life;
 - (ii) prevent injury;

(iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 RISK ASSESSMENTS

9.1 Risk assessments for the premises will be carried out after the Health and Safety termly check and Risk assessments will be annually carried by the SBM. This is shared with the governors and there is a designated H and S governor.

9.2 Risk assessments are also carried out by the School Business Manager or the Headteacher using the school's own format for risk assessments.

9.3 Risk assessments for the school trips or school sponsored events will be carried out using the school's own format for risk assessments. All trips including residential visits and swimming will be risk assessed using EVOLVE, the LA system.

9.4 The school does not risk assess every curriculum activity only those which are unusual or where there could be an element of danger if the activity is not adequately supervised.

9.5 The person who completes the risk assessment for a trip or event must give it to the Headteacher to be signed. If there was an incident this needs to be noted on the RA after the event to inform future planning to minimise the risk.

10.0 FIRST AID/ MEDICINES (See separate First Aid and administration of Medicines Policy)

10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. We have a number of nominated First Aiders plus other staff who are also First Aid trained to ensure adequate provision. We ensure training is kept up to date.

10.2 Supplies of first aid materials will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary by the nominated First Aiders. We store various other first aid materials (e.g. for asthma, nut allergies and diabetes) for children as needed in the School Office or in the classroom if they are needed on a daily basis. If medicines are stored in the classroom, in order to make them immediately accessible to adults, they will be out of the reach of pupils.

10.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities

10.4 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school related activity.

10.5 It is preferred that medication for children is not brought into school. However, if this is unavoidable and a child needs medication in school time, parents should speak to the SBM/Admin Officer and will be asked to fill in a medication form. If the request is considered inappropriate, the matter will be discussed with the parents. If medication is recommended as part of a Health Care Plan, this will only be given once the staff have received the relevant training. Records are kept of any medication given by staff e.g. asthma. If medication is needed to be given during the school day then parents/ carers are permitted onto the school site to dispense it themselves.

10.6 Personal information about health care needs is only displayed in staff areas.

11.0 MONITORING/ INSPECTIONS

- 11.1 All members of staff have a responsibility to monitor and report on any Health and Safety issues.
- 11.2 The Premises Committee will undertake annual monitoring visits and minute any issues.
- 11.3 A nominated governor for Health and Safety and the Premises Committee will undertake an annual inspection of the school site.
- 11.4 The Headteacher will bring Health and Safety issues to the attention of the Premises committee and then the FGB and ensure that they are dealt with promptly.
- 11.5 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

12.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- 12.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

13.0 REVIEW

- 13.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

14.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

- 14.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.
- 14.2 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.
- 14.3 Please see Appendix 1 for written procedures for a variety of Health and Safety arrangements in place to deal with particular risks and situations particular to this school. These procedures give instructions as to how staff should carry out duties or activities and clearly state who is responsible for doing what in normal circumstances.
- 14.4 Please see Appendix 2 for a written list of safety checks, particular to this school, stating who carries out what and how often.
- 14.5 Please see appendix 3 for the Health and Safety Policy Statement for Schools provided by the LA

Appendix 1

Fire and other emergency evacuations:

SEMLEY CE VA PRIMARY SCHOOL FIRE SAFETY INSTRUCTIONS

1. If a fire is discovered or suspected anywhere in the building at any time a member of staff should activate the fire alarm immediately by breaking the glass on the designated alarm points.
2. On hearing the alarm all bodies within the school building should immediately evacuate using the nearest available exit.
3. Staff will assist the children in exiting the building in an orderly manner. The priority is evacuating the building and only if the fire is very small and there is a fire safety device to hand should it be tackled by an adult. Office to check Kites toilets and upstairs rooms. HT to check Robins and Doves toilets. Class teacher/ TA to check toilet in Wrens.

ASSEMBLY

1. Classes will assemble in their class groups in two different areas:
 - Wrens, Robins and Doves on the Astro play area
 - Owls and Kites at the front of school

Class teachers to check that they have the correct number of children in line up and also all ensure all the adults who were in their classroom are present. HT/TM to alert any parent helpers in locations outside offices to evacuate through front door to front of school.

2. TM/KC to bring the Red Contact Folder (lists taken off SIMS each morning), Visitors Book and the Late List to double check that all children and adults are accounted for.
3. ACC/TM to check that all staff are happy that they have the correct number of children and all adults accounted for and out of the building.
4. ACC/TM to have mobile phone and to have called the emergency services
5. If evacuation is prolonged then children to be taken to the church for safety.

NOBODY TO RE-ENTER BUILDING UNTIL ALL CLEAR HAS BEEN GIVEN BY ACC/FIRE SERVICES

*** If HT absent RM to deputise and Owls/AS to lead Kites**

The safety of children and adults takes precedence over everything else. However, in some instances there may be an opportunity to tackle a small fire with the nearest extinguisher. Therefore, staff will receive fire safety training in the form of an in person session and familiarise themselves with the whereabouts of the fire extinguishers. There are 3 types of extinguisher:-

1. Containing WATER (usually RED) for paper fires – NEVER put water on burning oil or an electrical fire.
2. Containing CO2 (usually BLACK) for electrical fires.
3. A blanket in the kitchen areas

No one must re-enter the building until permission is given by the Headteacher, in the case of a drill, and the Senior Fire Officer, in the case of an actual fire.

The log book for the recording of practice and evacuation drills is available in the main office, and fire drills will be carried out at least 3 times per year.

Smoking/Vaping

Semley CE VA Primary School, including the grounds, is a non-smoking/vaping environment.

Organising outdoor activities (A flow chart for the organisation of trips is given to all staff)

Staff organising outdoor activities must always consider toilet facilities, first aid and medical requirements, the presence of a trained first aider, appropriate clothing for rain, cold or sun. Where possible shade and water should be available in summer.

Unexpected loss of utilities

The school has a trip panel located in Kites Cloakroom. In the event of loss of power to a particular zone this should be checked first. In the case of total loss of electric power, the SBM or Headteacher will first check the trip switches. If resetting does not restart the electricity the SBM/HT would check with shop to see if it is a village issue if not contact the electrician. If reconnection does not seem likely and there is more than half a day left at school the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of heating due to a problem with the oil or boiler, the SBM or Headteacher will first check the boiler controls. If heating cannot be re-instated, then a decision will need to be taken by the Headteacher about whether the school will need to close.

In the case of loss of water the SBM or the Headteacher will contact the water company to ascertain what the problem is and ascertain the expected time of reconnection. If reconnection does not seem likely and there is more than half a day left at school, the Headteacher will consider closing the school if necessary, and contacting all parents to collect their children.

In the case of loss of sanitation through blocked drains, the SBM or Headteacher will contact drain services to ascertain what the problem is and ascertain the expected time of resumed service. If a resolution to the problem does not seem likely, children and staff will be instructed to only flush the toilet if absolutely necessary.

Site Security

All teaching staff are issued with keys and access codes by the SBM and they may access the site at any time. The first person to enter the school will need to disable the intruder alarm. All support staff are issued with the access code but are asked not to use this within sight of pupils. The green gates accessing the playground should be closed at all times and only opened at the beginning and the end of the school day. The gate next to Owls will also be padlocked once all the children are in. All other school access gates are padlocked. Pupils are under strict instructions not to answer the door to anyone, even people they know, but to fetch an adult to answer the door. All visitors must sign the visitors' book in the entrance. At the end of the day the doors must be closed to maintain the security of the school site and the staff.

Door codes

The Head will occasionally change the door access codes and the SBM will inform the staff. Door access codes are given to a small number of trusted adults who need access to the school. Everybody who has been given access codes must keep them confidential and ensure that they cover the panel when entering codes to ensure the security of the building and the safety of the children.

Display screen equipment

Office staff will complete the display screen equipment training CD and risk assessment supplied by the LA and will adjust their working environment as necessary.

Lone working (please see policy regarding Lone Working)

Staff should not ideally be left working alone. However, this is sometimes unavoidable so staff should let someone else know where they are and what time they should be expected home. The last but one person to leave the building should let the last person know that they will be alone.

Close Down Procedures

Each teacher is responsible for ensuring that computers and lights are switched off and windows and doors are closed in their own classrooms. The last person to leave the building must first check that all lights are off then check that all doors are closed as this affects the burglar alarm. All cleaning materials and equipment must be put away. The last person to leave and set the burglar alarm may be a teacher, the SBM, cleaning staff or the Head.

Reporting on accidents, incidents, hazards and near misses

Any accidents are recorded in the log. A record is kept of any incidents, hazards or near misses and actions are taken as a result of any such incident in order to minimise the risk. (Health and Safety Log)

Use of dangerous tools, equipment and machinery

Any tool can be dangerous if it is used inappropriately. Staff and pupils must use tools, equipment and machinery safely at all times. Power tools are only used by the tradesmen or competent handymen. All tools must be kept under close supervision and out of the reach of pupils at all times.

Use of or exposure to any hazardous substance or materials

Most cleaning materials which are used by our cleaning staff are not hazardous substances except for bleach, lime scale remover and dishwasher tablets. All cleaning products are kept in areas inaccessible to pupils. COSHH data sheets are held in the school office. If a teacher uses an aerosol fixative for art work this should be done in a well-ventilated room away from pupils. If a member of staff needs to use cleaning materials, they must wear gloves. Bodily fluids must be disposed of using the bodily fluids kit and flushed away or placed in the sanitary containers in the staff / girls' toilets.

Taking the children to Church

When the pupils are taken to Church, there should be an adult at the front and the back of each class. All pupils must go in a sensible manner and be reminded to walk not run. Pupils should be given the opportunity to go to the toilet before we leave school. Teachers and teaching assistants must take all equipment for children with medical needs with them e.g. inhalers, epi-pens. The adult leading the children should stop several times to allow the line to catch up and stay together.

PE

Earrings must be removed or covered in tape if they cannot be removed. Watches must be removed. All children must wear PE kit which is fit for purpose in order to participate in PE lessons. PE activities will be covered by a general risk assessment and all members of staff who teach PE will be made aware of this and the need to be aware of health and safety at all times

Staff well-being

The Governors and Headteacher take seriously their responsibility towards staff wellbeing. Please refer to the Staff well-being policy. Any incidents of violence or aggression towards staff are unacceptable and must be referred to the Headteacher or in the case of the Headteacher being victim of violence or aggression this should be referred to the Chair of Governors and appropriate action will be taken.

Manual Handling

Manual Handling means: The transporting or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling or carrying.

Examples of typical manual handling tasks in schools are:

- moving tables and chairs
- carrying piles of books
- putting out PE equipment
- transferring special needs pupils and so on

Handling inanimate objects

Whilst it is not unlawful to ask pupils to assist in manual handling tasks, and indeed in some cases may in fact be viewed as part of the educational process e.g. setting up gym equipment, we must ensure that an assessment of the risks has been carried out and that due consideration has been given to the physical and psychological capability of the individuals concerned.

Short-term immobility

When mobility-impairment is temporary such as when a pupil (or adult) has a limb in plaster or is using crutches then we will assess the means by which that person can move safely around the school site and most importantly, evacuate in the event of an emergency. Staff or, if suitable, other pupils can be allocated duties to provide a steadying hand for balance, on steps and slopes for example, but no untrained person should be allowed to lift, carry or provide significant weight-bearing support. If a pupil has a degree of immobility requiring this level of assistance then the school will undertake a full assessment of need with the parents before the child next attends school.

Permanent or long-term immobility

Pupils with permanent or long-term mobility-impairment require specific attention to ensure that the manual handling situations that will be encountered are identified, assessed and controlled so that the health, safety and well-being of the pupil and staff are protected.

Access to any height liable to cause injury

Safety-steps, kick stools or stepladders must always be used if staff are working at height. If scaffold is required e.g. to change the electric light tubes in the hall or central area, then this must only be erected and used by trained people.

Use of contractors

Contractors for major contract/ construction work are selected on the basis of their inclusion in the Diocesan/LA approved list or through the schools own prior experience and knowledge of the contractor. Pre-tender quotes are taken along with health and safety method statements. The work of the contractor is regularly monitored for compliance with health and safety standards while the work is in progress and after completion. The school checks to ensure that contractors hold the necessary levels of insurance (£5 million public liability) and provides contractors with relevant health and safety information e.g. incident reporting procedures, first aid provision, fire and other emergency procedures, lesson break times, access needs, security provision, vehicle movement, deliveries, parking arrangements, welfare and toilet facilities, eating and drinking facilities, storage, removal and transport of waste.

High risk activities associated with the curriculum

Any high risk activity associated with the curriculum must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the member of staff leading the activity and must be authorised by the Headteacher.

High risk activities associated with school sponsored events or public performances

Any high risk activity associated with school sponsored events must be subject to a written risk assessment which outlines the risks and the control measures. This will be completed by the Headteacher or a nominated member of FOW. This may well also be placed on EVOLVE (LA provided)

Use of personal electrical equipment

Staff are permitted to bring in personal electrical equipment but it must be subject to a visual check for safety.

Personal use of school equipment

School equipment is not permitted for personal use without the prior agreement of the Headteacher. Most teachers have laptops which they are permitted to use at home for work activities.

Personal food preparation facilities

Members of staff are permitted to use the kettle, toaster and microwave.

Traffic movements on site

The school has no parking available. Parents are regularly reminded to drive responsibly and park considerately. Parents are asked to park considerately on the road. Parents should be mindful of not disrupting the shop entrance.

Use of private vehicles for work purposes

When members of staff use their vehicles to travel to and from work this does not constitute a work activity. But using the car to travel to another place, which the employer requires them to be, would fall into this definition. For example, collecting supplies, attending training or transporting pupils. In this case the employee should have business car insurance. The Headteacher will make sure that this is communicated to all members of staff.

Storage and collection of waste

The cleaners and kitchen staff collect general waste and recyclable materials daily and store these in the large wheeled bins kept at the front of the school ready for collection.

Volunteer helpers

All volunteer helpers are given a volunteer pack which includes a code of conduct and it is the responsibility of the class teacher to explain duties, responsibilities and restrictions.

Work experience

All work experience placements are granted at the discretion of the Headteacher and are subject to a risk assessment. Students are given a work experience pack and a health and safety briefing on day one.

Children of staff

Children of staff are welcome to come to work with parents if, for example, the child is fit and well but their own school is closed for staff training. If a child of a member of staff is in school then the child is the responsibility of their parent. Permission must be sought from the Headteacher for a child of a member of staff to be on site.

1.0 Snow and ice clearance

- 1.1 Each year, many staff and members of the public suffer personal injuries as a consequence of slipping and falling on ice and snow. The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.
- 1.2 The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....." Our policy is to grit a pathway for pedestrians from the pedestrian entrance gates to the main front door of the school. Snow clearance will usually take place in the morning with grit added to the pathways if necessary or appropriate. Children may need to be restricted to walking at playtimes if the playground is still icy.
- 1.3 It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.
- 1.4 Headteachers are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgment and prioritise de-icing and salting of key access routes.
- 1.5 All reasonable efforts should be made to ensure that the establishment remains open as normal.
- 1.6 Schools should follow the LA guidance for severe weather events that culminate in closure.

3. ROUTES TO SCHOOL DURING SEVERE WEATHER

- 3.1 The Headteacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. The Headteacher will consult then ring key staff to notify closure by 7:30 am. The Headteacher will then contact all teachers. Teachers will ring any teaching assistants who would have been working in their class that day. The SBM will contact kitchen staff and any other relevant staff or visitors, send a message out to parents via email or text and the SBM will put a message on the school website.

4.0 COLD WEATHER

- 4.1 The Education (School Premises) Regulations 1996 set a standard of 18°C in teaching areas and 15°C in the hall/gymnasium, corridors, cloakrooms and toilets where the external air temperature is - 1 °c or above. Workplace Regulations recommends a minimum temperature of 16°C for office areas.

4.2 Failure to reach these temperatures is usually a maintenance issue, but where there is a mechanical breakdown which puts the heating system out of action for any length of time, consideration needs to be given to whether it is appropriate for the building to be occupied.

4.3 Any plans to provide emergency heating must be the subject of a risk assessment.

Appendix 2

Health and Safety Compliance Checklist

	AREA TO BE CHECKED	REGULARITY	APPOINTED CONTRACTOR OR MEMBER OF STAFF
1	Fixed Electrical Checks	5 year cycle	EC ELECTRICALS
2	Premises Inspection	Termly	Theresa Merefield & Kirsty Cull
3	Asbestos (Visual inspection)	Termly	Theresa Merefield & Kirsty Cull
4	Outside Play Equipment	Half termly	ABI CC
5	PE Gym & Outside Equipment	Formal Annual	RJS GYM MAINTENANCE
6	Boiler Service and Speedyboil de-scale	Annual	BOB JONES HEATING ENGINEER/ Francis & Cull Ltd
7	Fire Alarm Points	Internal - Weekly	ALEX STROUD/ Kirsty Cull
8	Fire Bell	See fire alarm points (7) & Central fire Inspection (11)	
9	Fire Drill	Termly	ABI CC
10	Fire Extinguishers	Internal - Monthly	Kirsty Cull
		Annually	WESSEX FIRE & SECURITY
11	Central Fire Alarm-Service Inspection	6 Monthly	WESSEX FIRE & SECURITY
12	Emergency Lights Testing	Internal - Monthly	Kirsty Cull
13	Emergency Lights	Annual	WESSEX FIRE & SECURITY
14	Water Testing Legionella	Monthly(temperature testing)	Kirsty Cull
		Annually (water test samples)	IWS WATER HYGIENE
		Every 2 years (risk assessment)	IWS WATER HYGIENE
15	Intruder Alarm	Annual	WESSEX FIRE & SECURITY
16	Kitchen Equipment Electrical	Annual (dishwasher)	ROUNDSTONE CATERING EQUIPMENT
17	Ladder Checks	Termly	Theresa

			Merefield
18	Trees	Every three years	TREEWISE
19	Portable Appliance Testing	Every year	PATINSPECT
20	Controlled Waste General waste/recycling (yearly contract)	Contract - annual Weekly/fortnightly	Theresa Merefield
21	Pest Control	6 weekly	PCS
22	Dining Room Tables	Annual	SICO
23	Food Hygiene	Spot Checks	WILTSHIRE COUNCIL
24	First Aid	3 Yearly	Theresa Merefield
25	Urinal service	Annual	Rob Allen DRT
26	Fire risk assessment Fire Training for 3 staff	3 yearly	
27	COSH – Safety Data Sheets (held digitally)		

Health and Safety Policy Statement for Schools

1.0 STATUS OF POLICY

- 1.1 This statement is subsidiary and complementary to the corporate policy issued by the Head of Paid Service.
- 1.2 Nothing in this statement should be read as in any way countermanding or altering the corporate policy.
- 1.3 This policy applies within all Community and Voluntary Controlled schools where the local authority is the employer. It does not apply for employers in other school settings, namely Voluntary Aided, Foundation, Academy or Independent schools. It is available to the Dioceses and to the Governing Body of Academies, Voluntary Aided and Foundation schools to inform them of the LA's policy and to provide a model which may be used to produce similar policies.
- 1.4 This policy is provided in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. This implies that failure to comply with its requirements may be a criminal offence under the Act and may also provide grounds for disciplinary action or other sanctions.

2.0 STATEMENT OF INTENT

- 2.1 Within Community and Voluntary Controlled schools, the Local Authority acknowledges that the primary responsibility for the health, safety and welfare of all employees and non-employees, as directed by the Health and Safety at Work etc. Act 1974 and other associated legislation, rests with the local authority in conjunction with the respective Headteacher and Leadership Team of each school. Within Voluntary Aided, Foundation and Academy schools, it is the Governing Body and respective Headteacher and Leadership Team that has the primary responsibility.
- 2.2 The LA also recognises that all employees and pupils have the right to a safe and healthy working environment and is committed to ensuring compliance with all statutory duties and, within that legal framework, to encouraging best standards as far as is reasonably practicable.
- 2.3 This does not, however, absolve any member of staff from their personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.
- 2.4 Joint co-operation between the local authority, Governors, Headteachers and employee representatives is essential to the successful implementation of this policy.

3.0 MANAGEMENT STRUCTURE OF H&S WITHIN SCHOOLS

- 3.1 Many people have roles in the successful management of health and safety within schools. Each of these has specific responsibilities and is also accountable for the carrying out of these responsibilities and for their general health and safety performance.
- 3.2 Contractors are directly accountable to enforcement officers in respect of their own health and safety but the party who engages them can also be held responsible if there is insufficient care in their selection or an insufficient degree of communication with them or local control of them.
- 3.3 The local authority is responsible for bringing this structure to the attention of all those to whom it is relevant.

- 3.4 For the avoidance of doubt, the local authority does not take responsibility for any health and safety matter in Voluntary Aided, Foundation or Academy schools. All such schools are expected to put in place the measures necessary to comply with statutory duties and to engage any competent provider of advice necessary in order to achieve this. The local authority will allow such schools to have free access to its online Health and Safety Manual for Schools and to have paid access to its health and safety training workshops for schools. The local authority will also annually offer Voluntary Aided and Foundation schools the opportunity to purchase a site monitoring and telephone helpline advisory service to complement any other health and safety management procedures. None of this provision alters the responsibility and accountability for health and safety in these schools as set out in 2.1.
- 3.5 Advice and support on a range of health and safety related topics is available to Governors and Headteachers via Officers within the local authority. See Section 9.

4.0 RESPONSIBILITIES

4.1 THE LOCAL AUTHORITY

General Responsibility:

- To provide commitment and resources to fulfil the Council's policy on Health, Safety and Welfare and through this, to secure the health, safety and welfare of staff and others affected by work undertakings.
- To provide a competent and adequate source of general health, safety and welfare advice and support to which schools have access; and a competent and adequate source of specialist advice and services in respect of non-delegated functions relating to building, maintenance and other support activities, to which schools have access.
- To provide the means of monitoring the standard of health and safety management within schools and the undertaking of designated maintenance and service contracts.
- To secure compliance with non-delegated landlord duties.
- To secure compliance with this policy by providing adequate means of advice, training and support to schools and LA Officers in core health and safety matters.
- To seek and obtain consultation with employee representatives.

And additionally, through the delegated functions of officers:

- To provide access to health and safety training for Governors and school staff.
- To co-ordinate effective interventions to health and safety issues raised by OFSTED or by other sources
- To vet, authorise and monitor learning outside the classroom activities and events.
- To provide support to schools in respect of the health and safety of physically impaired children and looked-after children in schools.

4.2 GOVERNING BODY

General Responsibility:

- To take due account of the LA's Health, Safety and Welfare policy within budget and other policy considerations.

- To ensure that health and safety responsibilities delegated under the Wiltshire Scheme for Funding Schools are met.
- To develop, in partnership with the Headteacher, a local complementary policy in respect of schools' specific health and safety arrangements.
- To monitor and evaluate the Headteacher's performance in respect of health and safety.
- To bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

4.3 HEADTEACHER

General Responsibility:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
- To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools.
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and, if necessary, the Director responsible for schools.

Specific Responsibility:

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To develop and distribute school-specific policies on local health and safety issues.
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures.
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger.
- To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means.
- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site.
- To investigate all accidents, near misses and episodes of work-related ill-health.
- To monitor and evaluate the health and safety performance of staff.
- To have and practise emergency and contingency plans.
- To provide the means for consultation with staff on health and safety matters.
- To supply a health and safety audit report of standard indicators to the local authority when requested.

4.4 SCHOOL SENIOR / SUPERVISORY STAFF

General Responsibility:

- To assist the Headteacher to fulfil his/her responsibilities.
- To ensure that those being line managed comply with LA and school policy and procedures in respect of health and safety.
- To develop safe systems of work for specific tasks.

Specific Responsibility

- As designated by the Headteacher.

4.5 KEY SKILLS STAFF

Specific Responsibility:

- To provide H&S expertise in a particular area e.g. first aider, education visit co-ordinator, kiln operator etc.
- To identify the need for relevant knowledge, skills, equipment and materials.
- To work within the relevant LA and school policy.
- To report any situation that significantly compromises health and safety.

4.6 SCHOOL MAINTENANCE STAFF

Specific Responsibility:

- To provide health and safety competence in particular areas of work.
- To identify the need for relevant knowledge, skills, equipment and materials.
- To work within the relevant LA and school policy.
- To report any situation that significantly compromises health and safety.
- If given the delegated task, to provide general supervision to contractors working on the school site.

4.7 PARENT HELPER / VOLUNTEER GROUPS

Specific Responsibility:

- To engage only in work or activities specifically authorised by the Headteacher and Governors and that they are competent to do.
- To work within the LA and school policy.
- To report to the Headteacher any situation that significantly compromises health and safety.

Means of Accountability:

- The Headteacher is responsible for all parent helper/volunteer activities.
- Individuals may be directly accountable to enforcement officers.

4.8 CONTRACTORS

General Responsibility:

- To undertake work in a safe manner in compliance with health and safety law and approved

guidance.

- To notify the Headteacher of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised.

Means of Accountability:

- Directly accountable to enforcement officers in respect of compliance with statutory duties.
- General supervision and post-contract monitoring to be provided by the contracting officer.

4.9 INDIVIDUAL STAFF

General Responsibility:

- To work within LA and school policy.
- To take care of their own health and safety and of others affected by their acts or omissions.
- To report any situation that significantly compromises health and safety.

5.0 STANDARDS

- 5.1 As a broad principle, health and safety standards will be used to enhance the potential range of activities that schools undertake rather than curtail them.
- 5.2 Where it exists, specific legislation and associated approved codes of practice and guidance notes will be used to set the standard of health and safety management requirements.
- 5.3 Beyond this, the local authority, upon advice from the Head of Occupational Health and Safety, other Council officers and recognised sources of information outside of the LA, will establish more general standards to be met by school management teams.
- 5.4 In doing so, full consultation will be sought with Governor and Headteacher representatives, LA partners and Trade Union representatives.
- 5.5 School management teams should set local standards, publicised through the school's own health and safety policy, on issues where LA policy does not exist or requires more definition.

6.0 MEANS OF MONITORING STANDARDS AND MEASURING PERFORMANCE

- 6.1 Much of the monitoring of health and safety standards within schools should be through local self-regulation. Headteachers are expected to arrange for regular monitoring of premises, equipment and practices, by school staff and governors, against the standards set by LA and local school policy, and to take appropriate action accordingly.
- 6.2 The local authority will provide the means for a programme of school audits to be undertaken by the Council's Occupational Health and Safety Service.
- 6.3 Each Headteacher will be required to submit details of health and safety performance indicators upon request. This data will be evaluated to recognise achievements, to determine any support which may be necessary or to trigger formal intervention.
- 6.4 Health and safety responsibilities will be assessed as part of an individual's annual performance appraisal.
- 6.5 Individual schools will record, investigate and evaluate all incidents which result in harm or loss

to any member of staff, child or other person arising out of, or in connection with, the school's undertakings.

- 6.6 Incidents falling within the scope of 'reportable' as defined within the Health & Safety Manual for Schools must additionally be reported to the Council's Occupational Health and Safety Service.
- 6.7 Both sets of data will be monitored and used to identify issues of concern and assess the adequacy of existing control measures.

7.0 COMPETENCE AND PERSONAL DEVELOPMENT

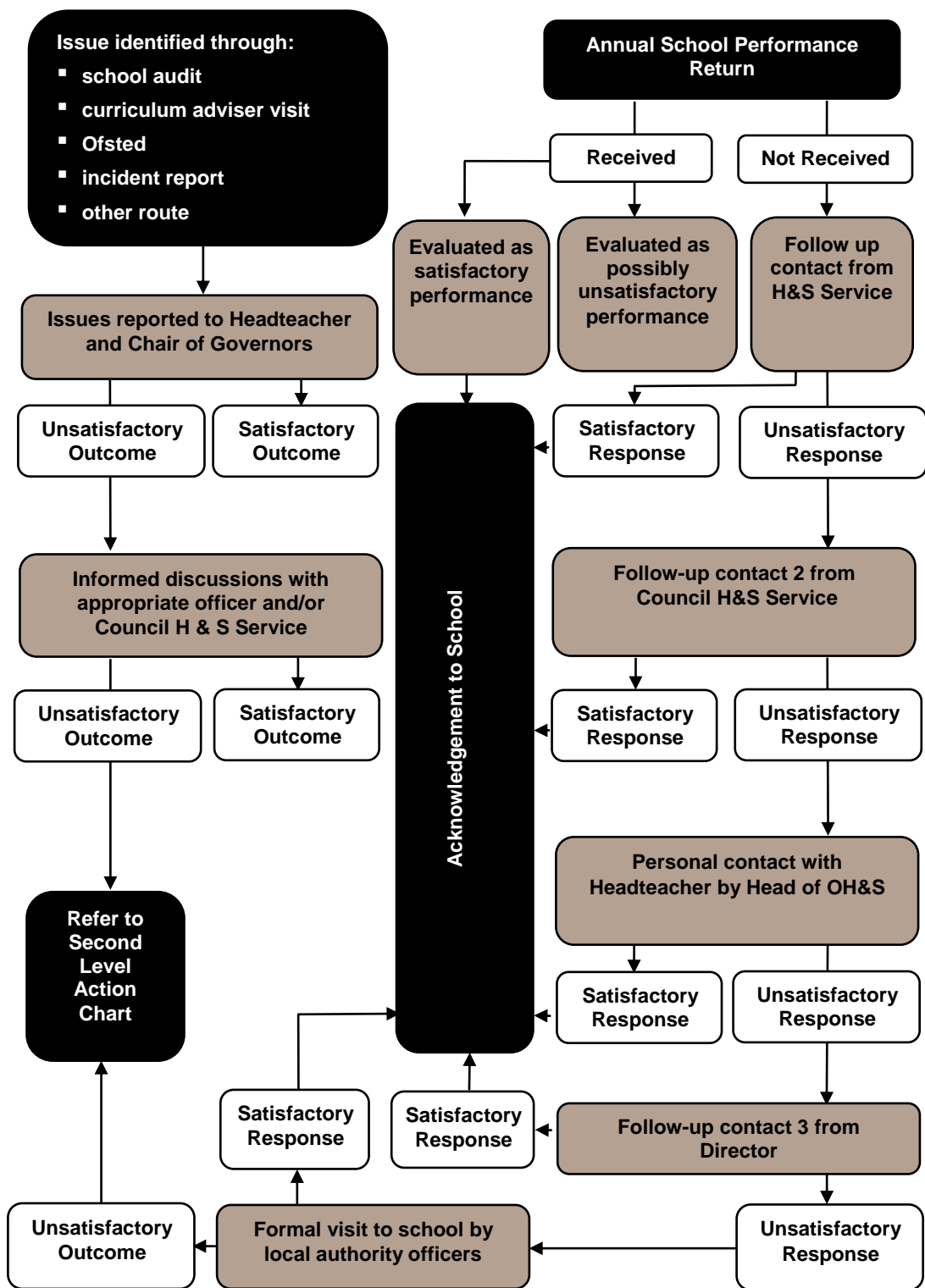
- 7.1 All individuals with designated health and safety functions should be demonstrably competent to undertake them. Competence may be achieved through a combination of practical experience and formal Learning.
- 7.2 Personal development of school staff is a function delegated to schools.
- 7.3 A non-exhaustive list of competencies commonly required by school staff is given in the Training Section of the Health and Safety Manual for Schools on Right Choice.

8.0 INTERVENTION PROTOCOL

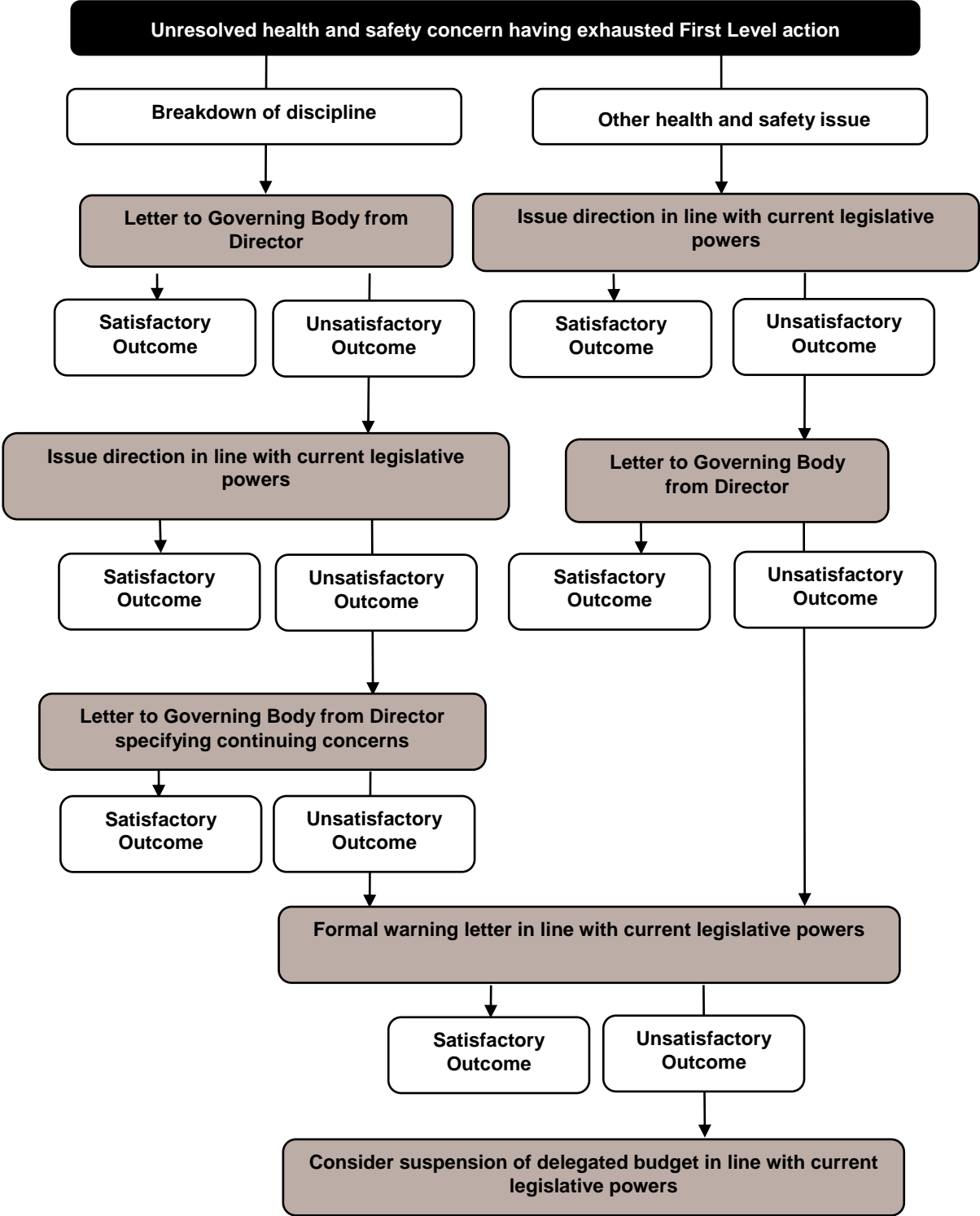
- 8.1 An intervention protocol will operate in the event of the Governing Body and/or Headteacher of a school being unable to secure the health or safety of those for whom the LA has responsibility. The protocol is set out in two levels and is shown diagrammatically over pages 7 and 8.
- 8.2 Under the Funding Scheme for Schools, where a Governing Body has not taken reasonable steps to address an identified health and safety issue, the costs of any remedial work can be charged back to the school budget.



First Level Action



Second Level Action



9.0 SOURCES OF ADVICE AND SUPPORT

<p>LA Occupational Health and Safety Service Principal source of specialist advice on wide range of school site and activity health and safety issues</p>	<p>schoolhealthandsafety@wiltshire.gov.uk</p>
<p>Outdoor Education Support Officer Specialist advice and pre-authorisation procedure</p>	<p>evolve@wiltshire.gov.uk</p>
<p>School HR Section Advice on general personnel and welfare issues</p>	<p>hradvisory@wiltshire.gov.uk</p>
<p>Occupational Health Service Specialist advice on wide range of work related health issues</p>	<p>occhealth@wiltshire.gov.uk</p>
<p>Employee Well-Being Helpline Confidential helpline available to all maintained school employees</p>	<p>01225 713147</p>
<p>School Building & Places Section Advice on funding of building improvements; some technical buildings advice</p>	<p>schoolorganisation@wiltshire.gov.uk</p>
<p>Governor Support General advice for Governors and administration of bookings for training courses</p>	<p>governorservices@wiltshire.gov.uk</p>
<p>LA Safeguarding Quality Assurance Service Advice to schools and LA staff on child protection issues, including allegations of abuse against staff</p>	<p>SEA@wiltshire.gov.uk</p>
<p>Education Psychology Service Advice offered on children (0-25) with special needs. Support service for post-traumatic needs</p>	<p>ed.psychology@wiltshire.gov.uk</p>
<p>Sensory Impairment and Physical and Medication needs Service (SIPMS) Advisory teachers who can provide consultancy and advice for schools to support learners who have these presenting needs in the school environment.</p>	<p>LeadSIPMS@wiltshire.gov.uk</p>
<p>Strategic Asset & FM Services</p>	<p>0300 456 0101</p>

Advice in relation to property maintenance where the school is a member of the Statutory Compliance and Reactive Maintenance Scheme	fmsupport@wiltshire.gov.uk
Specialist advice on communicable diseases	publichealth@wiltshire.gov.uk
School Nurse Service General advice on child health, medications and health promotion	0300 247 0090 vcl.wiltshirespa@nhs.net

10.0 ARRANGEMENTS MADE UNDER THIS POLICY

Detailed arrangements for the management of health and safety are contained in the Wiltshire Health and Safety Manual for Schools available on Right Choice.

11.0 REVISIONS

This policy will be regularly reviewed and revised as necessary.

Terence Herbert
Chief Executive

April 2023