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Date           September 2024

Review        September 2025

**Woodford Valley C.E. Primary Academy**  
**Health, Safety and Welfare Policy**

*Woodford Valley C.E. Primary Academy is committed to creating the ethos in which children can grow towards Christian life, learning and love.*

*And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples."*

*John 13 34-35*

## **Intent of this Policy**

The Governing Body of Woodford Valley intends to provide safe and healthy working conditions for employees (teaching, non-teaching staff) pupils, parents and visitors, to ensure that their work does not adversely affect the health and safety of other people.

## **Organisation**

- The Governing Body is responsible for setting the Health and Safety Policy, which they will keep under review. It will be reviewed annually in the first Buildings and Sites meeting of the academic year, or in response to any major incident. Governors with responsibility for Health & Safety will keep an overview of health and safety matters.
- The Head teacher and Governors will take day-to-day responsibility for health and safety matters in the school. She will liaise with Governors/LA/Diocese as appropriate on Policy issues and arrange for staff training as appropriate.
- Teachers and non-teaching staff have a responsibility to 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 and should: -
  - ❖ check that classroom/work areas are safe;
  - ❖ ensure that any equipment is checked and is safe before it is used;
  - ❖ ensure safe procedures are followed;
  - ❖ ensure protective equipment is used;
  - ❖ report any defects to Health and Safety team, Deputy head or Head teacher
  - ❖ perform special tasks, as appropriate (e.g. First Aid).

## **1.0 STATEMENT OF INTENT**

1.1 The intent 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 Education Authority's Health, Safety and Welfare Policy (particularly Section 4.10 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LEA;
- (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 Head teacher's performance on health and safety matters;
- (vi) bring to the attention of the Assistant Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- (vii) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- (viii) base our Health, Safety and Welfare Policy on the LA model policy
- (ix) when committee members have attended training, they will feedback to the rest of the committee, keeping up-to-date with relevant changes etc

2.2 So far as is reasonably practicable the Governing Body, through the Head teacher, 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 HEALTH AND SAFETY COMMITTEE (SITES AND BUILDINGS)**

3.1 On behalf of the Governing Body and to support the Head teacher, the Health and Safety Committee have responsibility for the formation and implementation of the school's Health and Safety Policy.

3.2 The Health and Safety Committee will ensure that:

- (i) safe methods of working exist and are implemented throughout the school;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff and pupils are instructed in safe working practices;
- (iv) regular safety inspections are made of all areas of the school site;
- (v) hazardous substances are correctly stored and inaccessible to pupils;

- (vi) positive, corrective action is taken when necessary to ensure the health and safety of all staff, pupils, governors and others;
- (vii) they monitor the standard of health and safety throughout the school and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (viii) they report any health and safety concerns to the Head teacher and other relevant persons.

#### **4.0 THE DUTIES OF THE HEADTEACHER**

4.1 As well as the duties which all members of staff have (see 5.0), the Head teacher has the general and specific responsibilities as set out in Section 4.11 of the LEA'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 LEA policy and duties under the Local Management of Schools Scheme;
- (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 Assistant Director (Resources & Improvement);

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 LEA 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 LEA 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 an annual health and safety performance report of standard indicators to the Assistant Director (Resources & Improvement).

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

#### **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All members of 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, including the completion of risk assessments for all activities for which these are required; Lone working policy
- (iii) ensure that all equipment and resources under their area of responsibility (e.g. as subject leader, midday supervisor) are in safe working order, and that protective clothing is provided and readily available where appropriate;
- (iv) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- (v) ensure health and safety equipment is not misused or interfered with.

- (vi) to cooperate with their employer at all times
- (vii) carry out any activities in accordance with training and instructions
- (viii) inform the head teacher of any risks

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 The Head teacher 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 Head teacher, 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 LEA, 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 Head teacher 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.

6.8 All visitors to the school should report any concerns they have of safety to the admin staff in the main reception

## **7.0 STAFF CONSULTATIVE ARRANGEMENTS**

7.1 The Governing Body, through the Head teacher, 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 Head teacher 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.

This sequence will determine the priorities of the emergency plan.

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 and the outcome will be reported to the Governing Body.

## **9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE**

Whenever required, the Governing Body, Head teacher and other staff are to seek advice from the LEA, the Council's corporate 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.

## **10.0 REVIEW**

10.1 The Governing Body and Head teacher 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.

## **11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE**

11.1 The Governing Body and the Head teacher 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.

11.2 The written procedures required within the school are as follows:

- First aid provision; storage and administration of medicines
- Reporting of accidents, incidents, hazards and near misses
- Asbestos and hazardous substances/materials
- Lone working
- Site security
- Risk assessments
- Use of contractors
- Fire and other emergency evacuations
- Organising outdoor education activities
- Manual handling
- Water hygiene
- Work experience for students/pupils
- Safety inspections,
- Stress and employee well-being,
- Swimming,
- Unexpected loss of utilities,
- Violence to staff,
- Public performances,
- Working at height

These are maintained as appendices to this policy.

## 11.2 Procedures

**Safety Monitoring and Inspections-** to carry out termly inspections of the site. Records to be kept in the school office. Visual daily checks to be carried out by staff in their classrooms. Carry out annual whole school checks with staff. Evidence kept on risk assessment sheets; these are kept in the Risk assessment folder in the school office.

**Employee Wellbeing-** We carry out regular 1:1 meetings which are recorded and kept in the staff files. On induction, staff are given information regarding staff well-being, well-being help line etc.

**Asbestos Management-** We make sure all staff are aware of where the asbestos is and are instructed to tell any change in condition. Contractors are made aware and sign the asbestos register which is kept in the office. We use Wiltshire County contractors to make our annual checks and receive a report from them when it is completed.

**Cash handling-** For all cash to be reconciled by VM. RM to bank at the end of the week and for this to be checked by DY.

**Computer workstations-** all staff to follow the risk assessment policy for using computers at workstations.

**Food safety-** Ensure all staff are familiar with the food safety risk assessment and adhere to it. Where relevant, staff carry out the online food hygiene training. Certificates are kept in the office.

**Big events and activities-** To carry out risk assessments for all activities. Check insurance and make sure everyone involved complies.

**Infectious diseases-** Ensure all staff have read the policy, follow the guidelines whilst keeping themselves and children safe. The manual on Infectious diseases is available in the office. Any concerns must be reported to Vicki Mates (admin officer/first aider) immediately.

**Manual Handling-** Training is provided on manual handling. All staff should carry out a Risk assessment before any form of manual handling.

**Outdoor play equipment-** Ensure MDSA's are aware of all outdoor equipment and do visual checks on a regular basis. If they note any dangers, they are to report it to the office and cordon it off to make it a safe area. Annual checks are carried out by contractors and paperwork is kept in the office evidencing this.

**School performances-** List of attendees taken down, health and safety talk given at the start of performances with fire exits identified.

**Visitors-** Ensure all visitors go to reception and sign in and wear a lanyard. Visitors to sign out at the end of their visit. CCTV to be operating all through the school day.

**Smoking-** There is a no smoking policy on site. Signs are visible everywhere and should be replaced when damaged.

**Electrical testing-** To ensure PAT testing occurs at least bi-annually according to the Health and Safety policy. Records to prove this are kept in the office.

**Staff cars to transport children-** To check staff hold the correct insurance and this is evidenced. Records are kept in the office.

**Volunteers-** All volunteers are required to sign in. All regular volunteers complete the required Child Protection training. Evidence to be kept by the Head teacher.

**Waste-** All staff are aware where to deposit waste securely and safely.

**Water Hygiene-** To ensure the contracted company carry out all the tests and inspections necessary. To ensure all staff carry out water running procedures and complete the record sheet.

**Work experience-** Ensure all details of work experience candidates and placements are checked and recorded prior to the date starting. Follow all necessary procedures for safeguarding and confidentiality. All work experience students receive a health and safety talk on induction from their class teacher.

**Working at height-**Ensure that all staff have access to steps and use them in accordance to the Health and safety policy. A risk assessment to be carried out and reviewed when necessary.

**First Aid procedures-** Ensure all staff have received First aid training and read the relevant policies and risk assessments. Staff to also attend specific First aid training when necessary. Certificates and documents are kept as evidence in the school office. First Aid Risk assessment has been completed.