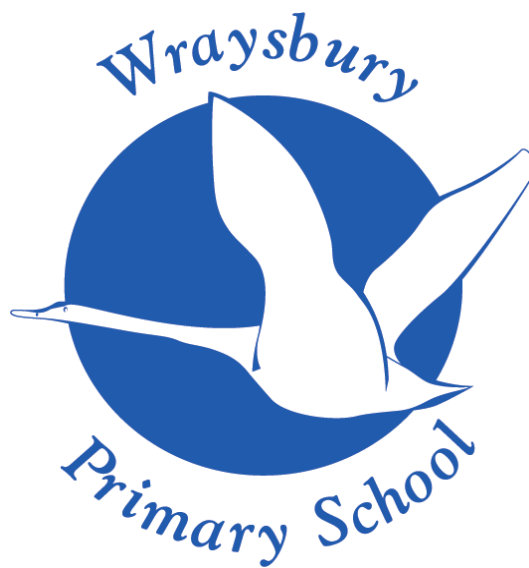


# Health & Safety Policy



Welley Road  
Wraysbury, Staines  
TW19 5DJ

Headteacher: Mrs A Fox

Produced by: **Alison Fox**, Updated by **Myles Gresswell**

Approved by: **Resources Committee**

Review date: **November 2025**

The School Health & safety Policy should be read in conjunction with:

- The Health & Safety at Work etc. Act 1974 and other Statutory Regulations
- The Royal Borough of Windsor & Maidenhead's Health & safety Policy
- LA Codes of Practice/HSE/CLEAPSS/COSHH/DSE/RIDDOR

## Wraysbury Primary School Health and Safety Policy

### The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Local Education Authority of Windsor & Maidenhead Borough Council will take all reasonably practicable steps to ensure the health, safety and welfare of all staff and pupils whilst engaged in school activities. This school's policy forms the local arrangements and should be read in conjunction with the Royal Borough Windsor and Maidenhead Corporate Health and Safety Policy
2. In particular, the LEA in conjunction with the Governing Body will ensure, so far as it is reasonably practicable:-
  - (a) That all places under its control, where staff and pupils are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its activities.
5. The Head Teacher with the assistance of other staff members will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff and will encourage them to identify hazards and suggest measures for improving safety performance.
9. This policy is complementary to the LEA's Directorate Health and Safety Policy and it is the school's local arrangements for implementing the Council's Corporate H & S Policy and Codes of Practice.
11. This policy statement supersedes any previously issued.

Chair of Governors

Signature

Date

# **SAFETY ORGANISATION Objectives**

The objectives of Wraysbury Primary School's health and safety policy are:

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

## **Responsibilities for implementing the Policy**

### **Governing Body**

The responsibility for ensuring that health & safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular they will:-

- Make arrangements to ensure the school has an up-to-date health & safety policy
- Have in place procedures to identify hazards and evaluate risk control measures
- Delegate health & safety responsibility to staff and ensure that they are followed
- Ensure a governor attends appropriate health & safety briefing provided by the LA or the school and carries out termly inspections
- Have health & safety on the agenda at Governing Body meetings as appropriate
- Ensure the Headteacher, as the key manager for health & safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Body will provide in co-operation with the LA, where responsibilities for premises and equipment are shared:-

- A safe environment for pupils, staff, visitors and other users of the premises
- Plant, equipment and systems that are safe
- Safe arrangements for transportation, storage and use of articles and substances
- Safe and healthy conditions that take account of
  - Statutory requirements
  - Approved Codes of Practice
  - DFE or LA guidance
  - RBWM Corporate Health a& Safety Policy and Codes of Practice
- Adequate information, instruction, training and supervision
- Provision of all necessary safety and protective equipment.

## **Responsibilities of the Headteacher**

The Headteacher as the officer in charge of the day-to-day management of the school will carry out the duties of key manager detailed below. In his/her absence the Deputy Head will carry out these functions.

- Pursue the objectives of the Governing Body and the LA with respect to health & safety.
- Ensure there are procedures in place for reporting Health and Safety issues.
- Ensure risk assessments are carried out where appropriate and suitable actions are taken to remove potential hazards or reduce the level of risk.
- Co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions.
- To receive written reports from Safety Representatives and Safety Advisors concerning possible hazards and to respond in writing within a reasonable period of time to the points made.
- Ensure the cause of all accidents, near misses and dangerous occurrences are investigated and reasonable steps taken to prevent a recurrence and reported to the RBWM in accordance with the LA's procedures.
- Ensure that materials and equipment purchased are safe and without risk when properly used and are adequately maintained.
- To include health & safety issues in reports to the Governing Body.
- To keep abreast of the changes in the Council's health & safety policies and procedures and pass on the information to the staff concerned.

## **Responsibilities of the Caretaker/Premises Manager**

The Caretaker and Premises Manager have the responsibility for implementing the policy in the common parts of the building. In particular, he/she will liaise with contractors and will provide them with information on any hazards, such as asbestos, electrical services etc. that they may come across whilst working on school premises.

The Caretaker and Premises Manager will also ensure that contractors do not place the health & safety of staff and pupils at risk whilst on school premises.

Staff and pupils are required to report all accidents to the Caretaker/Premises Manager/Headteacher so that they are properly investigated, recorded and reported in accordance with the guidance issued by RBWM.

## **Phase Leaders**

Phase Leaders must ensure their staff and pupils follow safe working practices at all times. They will ensure the equipment within their area of work is subjected to termly inspections and report defects to the caretaker.

They will ensure staff are made aware of their responsibilities. Phase Leaders will discuss Health & Safety issues at Team Meetings and report findings to the Headteacher.

## **Class Teachers/Teaching Assistants**

Teaching staff timetabled to be in charge of classes are responsible:

- For ensuring the safety of pupils in their charge.
- Being aware of and adopting safety measures within their own teaching areas.
- Following safe working practices.
- Being aware of school emergency procedures and carrying them out when necessary

**All Staff**

All employees have a general duty under the Health & safety at Work Act to:-

- Co-operate with the Headteacher to ensure that this policy is implemented
- Take reasonable care of their own safety and that of other persons.
- Use equipment in a safe manner and in accordance with the instructions issued
- Take all reasonable steps to ensure health & safety of those affected by their activities.
- Check equipment and classroom or work area regularly and report any issues to their supervisor or appropriate person.
- Report accidents or dangerous occurrences at the earliest opportunity.

**Pupils**

Pupils have a responsibility to act with all reasonable care with regard to the health & safety of themselves, other members of the school, contractors and members of the public. They are required to co-operate and act upon instructions given by members of staff and adhere to safety guidance given, in helping to maintain standards of health & safety within the school.

## **SPECIFIC ARRANGEMENTS FOR HEALTH & SAFETY**

### **1. Accident Reporting**

Any accident or injury to a member of staff is to be reported by the person or persons involved in the accident to the Headteacher or Deputy Headteacher. The member of staff is required to record this accident themselves, unless they are incapacitated. The welfare assistant is responsible for recording pupil accidents on the accident report sheets held in the first aid room, and reporting to the Headteacher any serious accidents or near misses. There is a specific accident form for staff or more serious pupil accidents. These are to be signed by the Headteacher and a copy sent to the Health & Safety team at RBWM. Certain work-related injuries must be reported to the HSE. Full details for reporting accidents are contained separately in the HSE Code of Practice.

### **2. Accident Investigation**

All significant accidents or incidents that are considered to be dangerous "near miss" situations, are to be reported to the Health & Safety team at RBWM and the Governing Body. Any practice or condition that is likely to have an adverse effect on the health & safety of personnel or damage to equipment or property is to be reported to the Headteacher. Such reports are to be recorded.

### **3. After School Club (Gap Club and outside agencies)**

It is the responsibility of the ASC to ensure attendee lists are kept up-to-date and follow up missing children.

### **4. Arrangements before School**

Gates will be opened to allow access onto school grounds at 8:30am. **There is no supervision until this time**, unless children are on site for a specific reason. Members of staff whose children attend the school may come in with their parent however they will need to be supervised by their parent until 8.30am.

### **5. Arrangements After School**

Parents are asked to collect their children and leave school promptly, not allowing children to use the school play equipment or areas where after school clubs are operating. Dogs are not permitted on school grounds. A member of staff is on duty at all gates from 3.05pm. The EYFS and KS1 parents are responsible for their child as soon as they leave the classroom. Year 6 pupils with a gate pass can travel home unaccompanied. The class teacher or teacher on the gate brings any uncollected pupils to the office if they have not been collected by 10 minutes after the end of their school day and the Admin Team telephones the names on the contact sheet. Any children not collected by 3.45pm may be placed in After School Club at the parents' expense. The school will continue to try and contact one of the named contacts until 4.15pm when Social Care will be contacted.

### **6. Asbestos**

The school has been surveyed for asbestos (type 2 inspection). The school office and the Borough's Building Services Unit hold the asbestos register.

This register will be referred to prior to any maintenance work being carried out by school staff or contractors and a permit to work completed. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is to be reported immediately to the Borough's Building Services Unit on 01628 796262 and the area cordoned off until it is made safe.

## **7. Car Parking**

Due to restricted space, parking on school grounds is reserved for staff and visitors only. Parking is available adjacent to the Waylands' entrance to school. Parents are requested to park safely and with consideration for our neighbours in regular forms of communications. Please refer to the Parking and Cars on School Site Policy.

## **8. Consultation arrangements with employees**

Consultation with staff will take place during regular staff meetings.

## **9. Contractors on Site**

The Borough's Building Services Unit can oversee large projects. They can ensure competent contractors are employed and work carried out safely. They can monitor contractors' activity. The school may also directly employ contractors. In these circumstances the Headteacher will ensure competent contractors are employed and health & safety matters are given top priority. The Premises Manager will discuss with the Headteacher measures needed to ensure safety and may be asked to oversee them.

All contractors are to enter school via the main entrance, sign in using the Inventory System, and wear a badge. The contractors are then accompanied to the location of work. Office staff will go through our safeguarding and emergency evacuation procedures with all contractors when they sign in. Staff will be given advance notice of contractors if at all possible.

## **10. Electrical Safety**

Portable electrical equipment is tested as part of the Borough's contract. The interval of testing is determined by RBWM. (18 monthly from September 2024) In addition to the tests, staff must visually inspect the equipment for physical damage to cables and plugs prior to use. The Facilities Manager/Caretaker must be alerted if any electrical equipment is felt to be faulty. It is the responsibility of each staff member to ensure that they use all electrical appliances correctly and safely. (Training to be requested if thought necessary). Class teachers are responsible for ensuring the safe supervision of pupils when using electrical items. Personal electrical equipment from homes should not be used in school unless PAT tested.

## **11. Emergency Procedures (see appendix A)**

### **Fire**

- The Headteacher is the Fire Warden and co-ordinates fire prevention activities. A range of fire fighting equipment is available in the school for use by trained personnel. These are maintained under contract through the LA.
- The Headteacher will ensure regular fire drills (once a term) are carried out and these evacuations timed and recorded. Fire procedures are displayed in all classrooms and areas in school.
- The Caretaker and/or Premises Manager will carry out weekly tests on fire alarm call points and emergency lighting and keep a log of the tests.
- He/she will also ensure all escape routes are kept clear at all times. All staff are required to report blocked escape routes to the caretaker.
- Dustbins and skips are placed as far from the school building as is practicable, and moved inside of the gates during school holiday times. Rubbish must not be permitted to accumulate in or around the building.
- The access route for emergency vehicles (yellow hatched area in staff car park and Waylands gate) must always be kept clear.



## **Bomb Alert**

- Any bomb alert will be treated as a code red.
- The Headteacher or person in charge will be alerted immediately and the fire alarm sounded.
- Normal fire drill procedures will be followed but everyone will be moved to the top of the field or as far away from the school building as deemed necessary.

## **Lockdown**

- The lockdown signal is 5 individual rings of the bells and will be instigated by the Headteacher, or under their direction.
- Teachers are reminded about procedures at least annually and they are on display in all classrooms.
- All adults and children are to be in classrooms, with the doors and windows closed, blinds down.
- The Headteacher will coordinate events from the main office.
- When the school is in lockdown, no one should be admitted into the building until the all clear is signalled.
- All clear is signalled by another 5 individual rings of the bells, using the internal phone system to ring to classrooms, or a member of staff going to the classrooms in person.

## **12. First Aid and Supporting Pupils' Medical Needs**

The first point of contact for first aid will be the teacher/teaching assistant. First aid boxes are located in the classrooms as well as the Welfare room and are regularly checked to ensure they are adequately stocked. During lunchtime when the welfare assistant may not be available, the Lunchtime Team are responsible for the wellbeing of the children and have been trained to deal with minor injuries.

### Administration of Medication

In certain circumstances, parents may request the school to administer medication to pupils during school time. (e.g. prescription medicines or antibiotics – where the child is better but needs to complete the course, or where the taking of a medicine will ensure improved attendance.) Medicines will be given only after the parent has completed the relevant permission form in the school office (see Supporting Children with Medical Needs Policy) or permission has been given in writing.

### Asthma/Nut Allergy Register

An asthma/allergy register is kept and updated regularly. Each child has a named inhaler/epipen kept in the medical room. This is sent home at the end of the academic year so that parents can replace the medication if necessary. **IT IS THE PARENTS' RESPONSIBILITY TO ENSURE THAT INHALERS AND EPIPENS ARE KEPT UP TO DATE.** The school also holds an emergency inhaler/epipen – see separate policy.

### Severe Allergies and Medical needs

Children with severe allergies (e.g. diabetes, nut allergy) will have their photo and emergency procedures on display in the medical room and staff room.

## **13. Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of health & safety. Accidents can be prevented by following the subsequent guidelines, as far as it is reasonable and practicable.

- Corridors and passageways to be kept clear and unobstructed.
- Shelves to be stacked neatly and not overloaded.
- Floors to be kept clean and any spillages to be mopped up immediately by whoever notices it
- Emergency exits to be kept clear.

#### **14. Hazardous Substances**

Hazardous substances are used in the school for teaching, cleaning and minor maintenance. Substances used will be assessed in line with RBWM's guidance on Control of Substances Hazardous to Health (COSHH). See COSHH Data sheets in the office

#### **15. Height Awareness**

Premises staff are trained for working at height, and the LA. provides regular training for all staff on height awareness. The school ladders have ladder check tags on them and the Facilities Manager completes regular checks.

#### **16. Legionellosis**

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. A LA contractor carries out monthly checks and the premises staff are required to run off the taps weekly, and after a school holiday.

#### **17. Manual Handling**

The caretaker/Premises Manager may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued from the HSE and the Borough. These staff will be provided with training on safe lifting techniques.

#### **18. Occupational Health & Counselling**

There is a referral service available for staff through HR (Care First). The number is displayed in the staff room.

#### **19. Offsite Trips & Activities**

The LA has issued separate guidance on offsite activities and these procedures must be strictly adhered to. Teachers organising such activities must familiarise themselves with these guidelines.

Permission slips are obtained before a child is taken off the premises. If a child has not returned their slip, personal contact with a parent may be used.

Teachers responsible for school trips will take a travelling first aid kit.

In case of accident/incident, the person in charge will contact the school immediately. The school will then alert parents etc. if necessary.

#### **20. On site vehicle movements**

When necessary for any vehicle to be driven through a pupil area on the school grounds, it must be accompanied by a staff member on foot, to ensure that pupils are in no way endangered.

#### **21. Physical Education**

All PE and play equipment is tested annually under local authority arrangements. Pupils are supervised by the class teacher at all times when using equipment. No jewellery is to be worn. Premises staff carry out regular visual inspections and report to the H&S leader as appropriate.

#### **22. Playground Safety**

A class is supervised by at least one adult in the playground and normal school rules apply.

#### **23. PTFA Events**

In the case of PTFA events being held in school, normal school rules apply and some staff members will be present.

## **24. Security**

Security is of crucial importance to the school and it is the responsibility of the caretaker to ensure the premises are locked and the alarm set at the end of the day. If the school is open for extended hours, a nominated keyholder must be responsible for locking up. The caretaker is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action. The key holders are: Caretaker, Premises Manager, Headteacher, Deputy Headteacher and Assistant Headteachers.

## **25. Smoking Policy**

Smoking or vaping is not permitted within the school, directly outside the school, or on the playgrounds or fields (see separate policy)

## **26. Swimming Pool**

During the summer term, teachers will be involved in swimming sessions with their class. A fully qualified lifeguard will teach these sessions and will hold up-to-date life saving qualifications. The teacher or teaching assistant will stay at the poolside with the class. No children will wear any jewellery whilst swimming and all children will wear swimming caps.

If there is an emergency, the phone by the pool will be used to request help/phone an ambulance and as a backup two children will be sent with an appropriate warning sign to inform the main school office (see Swimming Pool Policy).

## **27. Violence Against Staff**

The LA, Governors and the Headteacher will not tolerate acts of aggression against staff from any person, either verbal or physical. Such incidents will be dealt with in accordance with the LA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LA and the school.

## **28. Visitors**

Entrance to school is via the main entrance only. The side gates are locked at 8.40am and reopened at 3.05pm for the end of school. There may be exceptional occasions when the Waylands' gate is opened for access during the school day.

All visitors must sign in and be issued with a visitor's badge. (Except for class assemblies or productions, where numbers prohibit this practice.) Any visitor not wearing a badge should be challenged and directed to the school office. Pupils must notify staff should they see a stranger in school.

## **29. Wearing of Jewellery**

Following local authority guidelines, pupils may not wear jewellery for school except:

- watches
- small stud earrings that can be removed by the pupil for PE or swimming.

## **30. Work Outside Normal Hours**

When a member of staff is working outside normal working hours, the caretaker will be informed so that appropriate security measures can be implemented.

## **Monitoring the Effectiveness of the Policy / Health & Safety Advice**

The Governing Body has primary responsibility in respect of the Health & Safety at Work Act 1974 and will seek to implement health & safety instructions and advice issued by the Local Authority.

In order to assist the Headteacher manage his/her responsibilities, health & safety monitoring must take place on a regular basis and a monitoring report submitted to the Governing Body. A termly inspection will be conducted by the nominated H & S governor, Headteacher or Deputy Headteacher.

Safety audits may also be initiated and undertaken by the LA Health & safety Officer. The Headteacher will be notified in advance of the audit. Safety Advisers are also available for advice and can be contacted on 01628 796994.

Part of the monitoring process will be the inspections by contractors to ensure the safety of goods or equipment. (E.g. the annual inspection of all portable electrical equipment or checks on the air handling units.)

The implementation of this policy will be monitored by the regular inspections of Phase Leaders, Facilities Manager, Caretaker, Headteacher and Governors.

## Health & Safety Policy – Appendix A

### Fire Evacuation Procedures

- When the continuous bell sounds, all children and adults must stop what they are doing and exit the building.
- If working with a small group, the adult with them is responsible for their evacuation.
- The fire assembly point is the field.
- The register will be brought to each class by the administrative staff and the Headteacher or Office Staff will inform the fire brigade.
- Children are to walk out of school sensibly and line up quickly and quietly.
- If the normal exit is blocked, use the nearest available exit.

### Lunchtime Fire Procedure

- On hearing the fire alarm, all staff members on duty in the playground will line the children up in their register groups in the junior playground. The adults will ensure that no child re-enters the building.
- Staff members on duty in the dining area will evacuate all children from the building and check the toilets are vacated.
- The Headteacher and Deputy Head will ensure that, as far as practicable, the rest of the building is evacuated.
- Registers will be brought to the evacuation point by the administrative staff who will also inform the fire brigade.

**NO MEMBER OF STAFF SHOULD ATTEMPT TO FIGHT THE FIRE**

### Fire and Bomb Alerts

In the event of a fire or bomb alert, the Headteacher or person designated must:

- Ring the fire alarm to activate the evacuation of the premises
- Phone 999 for the fire brigade
- Check the evacuation procedure has been followed
- Remain at Waylands gate to meet the emergency services to direct them to the incident
- All children and adults to remain outside until the 'all clear' has been given.