Shocklach Oviatt

C.E. Primary School

Health and Safety Policy

Date: October 2026

Review Date: September 2027

School Vision

We aim high in our hearts and minds as we blossom in God's garden.

Blessed is the one who trusts in the Lord and whose confidence is in Him. They will be like a tree planted by water... and never fail to bear fruit. – Jeremiah 17:7-8

1. HEALTH AND SAFETY POLICY STATEMENT

1.1.1 Shocklach Oviatt CofE Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.1.2 The provisions in this policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

1.2 The purpose of the policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety;
- To set out duties and responsibilities;
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met;
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.2.1 The Governing Board is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their senior colleague. Special care should be taken with the health and safety issues of any new venture.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

2.1 The Executive Head Teacher has overall responsibility for the implementation of this policy and will work with the Caretaker and School Burser to ensure this is done effectively. These three members of school staff will work alongside the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Board requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment

2.2 The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Executive Head Teacher, line managers and subject leaders to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Council risk assessment process.

Consultation

2.3 Employees with concerns should normally raise them with the Executive Head Teacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union and or appointed safety representative. Requests for external help should be raised initially with the Executive Head Teacher who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

2.4.1 Contractors carrying out work for the school will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Executive Head Teacher to ensure that the School's Governing Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

2.4.2 All contractors are expected to report their arrival and departure to the Caretaker and/or School Burser before commencing work. They must sign in and out using the electronic system. If they are working in an unsafe manner they are requested to stop work by the Caretaker. Contractors must be supervised unless they hold a current DBS.

2.4.3 School linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

2.4.4 All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the key holders.

Inspection and Monitoring

2.4.5 The Executive Head Teacher, Caretaker and Health and Safety Governor will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school annual health and safety review. Feedback from this process will be referred to the Governing Board.

2.4.6 The Local Authority Health and Safety Advisory Service is commissioned each year to complete a review of all health and safety matters. Feedback from this process is also referred to the Governing Board.

3. RESPONSIBILITIES

3.1 The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to day responsibility to the Executive Head Teacher. The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The Governing Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Executive Head Teacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the Executive Head Teacher's absence, the Deputy Headteacher assume the above day-to-day health and safety responsibilities.

3.3 The nominated Health and Safety Lead is the Caretaker.

3.4 School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Draw any health and safety matters to the attention of the Executive Head Teacher immediately, who will record it in the incident book.

3.5 Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 The Caretaker will monitor cleaning contracts, ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary. It is the responsibility of the Caretaker to monitor the cleanliness of the building; any issues are reported to the Executive Head Teacher. This is part of the daily visual inspection.

3.7 The Caretaker is responsible for the security of the school site in and out of school hours. He is responsible for visual inspections of the site, and for the intruder and fire alarm systems. There are

four key holders, including the Caretaker and Executive Head Teacher, who will respond in an emergency.

3.7 Contractors will agree health and safety practices with the Caretaker through the before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4 PROCEDURES

4.1. Fire Safety and Bomb Threat

4.1.1 A set of regulations for emergency evacuations are displayed within each classroom. All exits are marked and kept free of obstructions. There are 18 fire extinguishers and two fire blankets in the school. Fire safety equipment is checked regularly by Stewart Fire Protection LTD and records of their visits are kept. The Caretaker checks the alarm on a weekly basis. Fire practices are held termly and recorded in the fire practice book. In the event of a fire, all staff and children congregate on the bottom playground facing towards the school. Named staff are responsible for checking toilets. It is the responsibility of the School Burser (or Admin Assistant) to call the fire brigade. It is the responsibility of the class teacher to take the fire register out. It is the responsibly of the Executive Head Teacher (or the Head of School) to check that the school has been evacuated.

4.1.2 Fire extinguishers may only be used by staff, and only then if staff are trained in how to operate them and are confident that they can use them without putting themselves or others at risk.

4.1.3 Children who have additional needs will be supported by their 1:1 LSA and those who have a physical disability will have a pre-determined alternative route.

4.1.4 In the event of a Bomb Threat the procedure will be the same except children will assemble on the playground to be counted and then taken to the car park at The Bull public house. Here, they will be held until either returning to the school building or being dismissed to parents/carers.

4.2 Lock-Down Procedure

4.2.1 Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school);
- An intruder on the school site (with the potential to pose a risk to staff and pupils);

- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog roaming loose.

4.2.2 Staff are alerted to the activation of the lockdown procedure plan by a recognised signal, audible throughout the school. Pupils who are outside of the school buildings to be brought inside as quickly as possible. Three sharp blasts on a whistle indicates to those outside to enter the building immediately by the nearest entrance. Those inside the school will remain in their classrooms with all external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked). Pupils are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Pupils or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. pupils using toilets when siren goes.

4.2.3 Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for (and instigate an immediate search for any missing). Staff should encourage the pupils to keep calm. As appropriate, the school should establish communication with the Emergency Services as soon as possible.

4.2.4 There should be no movement throughout the school. Staff to remain in lockdown positions until informed by key staff e.g. Senior Leadership Team.

4.2.5 A lockdown drill will be undertaken at least once a year.

4.3 Gas Safety

4.2.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

4.2.2 Gas pipework, appliances and flues are regularly maintained.

4.2.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.3 Legionella

4.3.1 The responsible person is the Caretaker who completes monthly monitoring checks. A water risk assessment is completed yearly and when significant changes have occurred to the water system and/or building footprint. Identified operational controls are conducted and recorded in the school's maintenance file.

4.3.2 The risks from legionella are mitigated by regular water flushing and temperature checks.

4.4 Asbestos

4.4.1 The responsible person is the Caretaker. The asbestos register can be found in the maintenance file in the school office.

4.4.2 Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

4.4.3 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

4.4.4 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

5.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

5.1 Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. Cleaning cupboards are locked during the day and the keys kept out of reach of children. Teaching staff should note that the use of chemicals in science should be checked with the Science Lead or the Executive Head Teacher.

5.2 Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

5.3 Control of substances hazardous to health (COSHH) risk assessments are completed by the Caretaker and office staff. They are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

5.4 Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

5.5 Any hazardous products are disposed of in accordance with specific disposal procedures.

5.6 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.0 EQUIPMENT

6.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets the appropriate standards.

6.2 All equipment is stored in the appropriate containers and storage areas. All containers are labelled with the correct hazard sign and contents.

6.3 It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Executive Head Teacher, with a note saying Fault Do Not Use. The following points about equipment should be noted:

- Staple Guns – These are not to be used by children and must always be stored in a drawer when not in use.
- DT Equipment, including glue guns - Children are instructed in the correct use of this equipment and fully supervised when using tools.
- Ladders – Ladders are available in school. These are checked during health and safety inspections. Staff and volunteers should use ladders and not chairs when displaying work. They must be checked before use, as outlined in the Staff Handbook.
- PE Equipment - PE equipment is inspected annually by an outside contractor. Pupils are taught how to carry and set up PE equipment safety. Staff must check this before use. Any concerns about the condition of any apparatus must be reported to the School Burser.

6.4 <u>Display screen equipment</u>

6.4.1 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

6.4.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

6.5 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- Any potential hazards will be reported to the Caretaker/School Burser immediately.
- Electrical equipment is numbered and logged. Equipment should be carefully sited to avoid trailing leads. All staff are expected to visually check equipment before use and report damage and remove from the area with a notice saying "Fault - Do Not Use".
- No electrical equipment should be introduced into school from home without the prior agreement of the Executive Head Teacher.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. These are checked every five years and records are maintained in the school office.
- All isolator switches are clearly marked to identify their machine.
- Only trained staff members can check plugs.
- A portable appliance test (PAT) will be carried out yearly by a competent person.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work is only carried out by a competent person.

7.0 LONE WORKING

7.1 Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties
- Site cleaning duties

- Working in a single occupancy office
- Remote working

7.2 Potentially dangerous activities, such as those where there is a risk of falling from height, use of dangerous equipment, will not be undertaken when working alone. If there are any doubt about the task to be performed, then the task will be postponed until other staff members are available.

7.3 If lone working is undertaken. A colleague, friend or family member will be informed by the employee about where the member of staff is and when they are likely to return.

7.4 Lone policy working is covered to employees at induction.

7.5 The lone worker will ensure that they are medically fit to work alone.

8.0 WORKING AT HEIGHT

8.1 We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

9.0 MANUAL HANDLING

9.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

9.2 Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

10.0. HEALTH AND HYGIENE

10.1 We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We encourage staff and pupils to follow good hygiene practices.

10.2 Liquid soap and warm water are provided for handwashing. Electric hand driers and paper towels are provided. Pupils are taught the importance of handwashing after using the toilet, before eating or handling food, after using and/or disposing of used tissues, and after handling animals.

10.3 Personal Protective Equipment (PPE) is provided including disposable non-powered vinyl or latex-free CE-marked gloves, disposable plastic aprons, and goggles where there is a risk of splashing or contamination with blood/bodily fluids. PPE is also provided when handling cleaning chemicals.

10.4 Notifiable and Infectious Diseases

10.4.1 Details of notifiable diseases and periods of exclusion are kept in the school office. We follow recommended exclusion periods as outlined by the UK Health Security Agency and other government guidance.

10.4.2 We will ensure adequate risk reduction measures are in place to manage the spread of infectious diseases including, more frequent washing of hands, implementing more regular cleans of frequently touched surfaces and keeping rooms well ventilated.

10.4.3 Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parents/carers will be informed promptly and further medical advice sought.

10.5 Medicines

10.5.1 Only those who hold a suitable qualification can administer medicine to children. This must be witnessed by a second person. If medicine is to be administered, a request must be received on the appropriate form which may be obtained from the office. A record must be completed on the back of the medical form. We can only administer prescribed medicines from the original container, to the child named on the container, which clearly states the correct dose. If verbal consent has been given for non-prescribed medicine e.g. calpol, this must be confirmed by email. A record must be made on a separate form located in the school office.

10.5.2 Medicines are stored in a locked cupboard or the fridge in 'The Den' which is locked by the use of a keypad on the door. Exceptions to this are EpiPens and inhalers prescribed for individual use, which are clearly named and kept in a box in the child's classroom. Spare EpiPens and inhalers are located in the first aid supplies in the disabled toilet.

10.6 First Aid Provision

10.6.1 There are recognised First Aiders across school, both First Aid at Work and Paediatric. The school office maintains a list of First Aiders, along with their training dates, and these are displayed throughout school.

10.6.2 Every classroom holds a first aid kit. There is a dedicated first aid station in the disabled toilet. Adults supervising during break times carry first aid kits.

10.6.3 Every injury should be reported using the reporting slips which can be found above the water cooler opposite the disabled toilet. Once populated with the information, these need to be returned to the school office. Injury forms are checked each term by the school office for trends of accidents. These are reported to the Governing Board.

10.6.5 If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by a member of staff. In a non-emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

10.7 Clinical Waste

10.7.1 Spillages of blood, faeces, saliva, vomit, nasal and eye discharges must be cleaned up immediately wearing PPE. When spillages occur, a product that combines both a detergent and disinfectant must be used, as per the manufacturer's instructions. Disposable paper towels or cloths must be used and discarded as clinical waste.

10.7.2 Always segregate domestic and clinical waste and ensure clinical waste is disposed of in the medical bin in the disabled toilet. This must be double-bagged.

11.0 FIRST AID RECORDS

11.1 A first aid form will be completed as soon as possible after first aid has been administered by the member of staff or first aider who deals with it. As much detail as possible will be supplied. Information about injuries will also be kept on record in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

11.2 Reporting to the Health and Safety Executive

11.2.1 The Admin Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

11.2.2 The Executive Head Teacher will report these to the HSE as soon as is reasonably practical and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

For school staff, these include:

- Death
- Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Executive Head Teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that to do result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

For pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences. These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

11.3 Notifying Parents/Carers

11.3.1 The teacher, or teaching assistant will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

11.3.2 Letters/text messages are always sent to parents/carers of any aged child who has had a bump on the head.

11.4 Reporting to Child Protection Agencies

The Executive Head Teacher will notify the CWAC SCiE Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

11.5 Reporting to Ofsted

The Executive Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

12.0. NEW AND EXPECTANT MOTHERS

12.1 New and expectant mothers risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report expose to an antenatal carer and GP at any stage of exposure. Shingles in caused by the same virus, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly.

13.0 OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

14.0. ANIMALS IN SCHOOL

14.1 No dogs are allowed in the school grounds. Our school nurture dogs are an exception as they are up to date with vaccinations and worming and flea treatments. They are trained to worked specifically as therapy dogs. (See risk assessment)

14.2 On occasions other animals may be kept in school to enhance learning, such as chicks. A risk assessment will be written before such an event.

15.0. SECURITY

15.1 All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are requested to enter only by the front door.

15.2 Staff who remain in school late are advised to ensure that the staff entrance door is locked and that doors should not be opened to anyone who is not known to the school. (See Lone Working Policy – part of the Staff Handbook).

15.3 In the event of anything suspicious or a child or a teacher is at risk of injury then a pre-coded card will be sent to the Executive Head Teacher or to the office and they will act appropriately (i.e. red card = emergency).

15.4 Classes in The Grove are taught by a teacher and at least one additional adult and so at no time an adult is left alone. A telephone is also provided.

15.5 Outside of school hours, if the intruder alarm is activated, the keyholders will be notified. Further notes are set out in appendix 1.

16. OFF SITE VISITS

16.1 Off-site visits are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. It is the duty of the lead teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for visits outside of school hours is always sought.

16.2 When taking pupils off the school premises, we will ensure that:

- Risk assessments are completed where off-site visits and activities require them using Evolve. These are approved before the visit takes place by the Educational Visits Co-ordinator and the Executive Head Teacher.
- All off-site visits are appropriately staffed.

- For visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate. For all other visits, there will always be at least one first aider.

17. VIOLENCE AT WORK

We believe that staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our employees.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Executive Head Teacher immediately. This applies to violence from pupils, visitors or other staff.

18. SMOKING

Smoking and e-cigarettes are not allowed within the school building and grounds.

19. STAFF AND THE HEALTH AND SAFETY POLICY

All staff, teaching and non-teaching, are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. The information contained in this policy is reviewed each September as part of training days.

20. TRAINING AND INFORMATION

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the School Burser.

21. POLICY REVIEW

This Policy will be reviewed annually. The Governing Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review each term and this will form part of the Executive Head Teacher's Report to Governors.

Date of Policy: September 2026

PERSON RESPONSIBLE FOR POLICY:	***CAROLINE MACKENZIE***
APPROVED:	
SIGNED:	
TO BE REVIEWED:	**SEPTEMBER 2027**

Appendix 1

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft
- Any damage is quickly repaired
- Incidents are reported to the police, the LA and the diocese as appropriate
- A budget for essential security items is requested as necessary
- Advice from LA Safety Officer is sought when security or safety is being reviewed
- All staff are asked to be alert to suspicious activities.

Evacuation Plans

- Termly fire practices are held
- The fire bells/equipment are tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The School Burser (or Admin Assistant) is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is regularly maintained by EPG
- The key holders for the school are controlled. Currently these are the Executive Head Teacher, Caretaker, School Burser and a teacher
- Access to the building during school hours is restricted by the use of card readers on doors and playground gates
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- Hirers of the school are advised to take account of security
- The school has CCTV

Equipment/Money

- Computer equipment is kept in locked trolleys/caddies. It is security marked and records are kept of serial numbers
- Cash holdings are kept to a minimum
- The Caretaker varies the timing of bank visits

Activation of Security Alarm

As we are in a rural area, the alarm system can often be activated due to a spider on an alarm sensor, or a rodent travelling around school at night.

If the alarm is activated, the company responsible for monitoring the alarm will contact the key holders who will confirm if they can attend site.

If more than one sensor has been activated, the monitoring company will state that it is a 'confirmed intruder'.

Do not attend site alone.

Walk around the perimeter of the building for any signs of entry before accessing the building.

The alarm keypad will confirm which sensors have been activated.

If in any doubt, do not enter and contact the emergency services.

Health and Safety Policy Check List

Yes/No

1. Have you got a copy of the schools Health and Safety Policy?
2. Do you know how to report an injury?
3. Do you know where the slips are kept for recording an injury?
4. Do you know what the fire drill is?
5. Have you been made aware of any workplace hazards?

6. Do you know who to report to about any faulty equipment or anything which may cause injury?
7. Do you understand your responsibility towards health and safety?

Name:

Signature:

Date: