"Put your heart and soul into everything that you do."
Purpose. Passion. Success.

Health and Safety Policy

1. Linked Policies and Documents

This Health and Safety Policy must be read in conjunction with the following documents:

- Fire Safety Policy
- Fire Evacuation Plan
- Fire Risk Assessment
- Swimming Pool Safety Management System (including NOP and EAP)
- COSHH Assessments
- Educational Visits Policy (Evolve system)
- Asbestos Register
- Premises Maintenance Records

These documents form part of the school's overall health and safety management system.

2. Policy Statement

Pattishall CE Primary School recognises its duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils, visitors, contractors, and others affected by its activities.

The Governing Body and Headteacher will comply with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- RIDDOR 2013
- COSHH Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- All relevant statutory guidance and approved codes of practice

The school will:

- Maintain safe systems of work
- Provide safe premises and equipment
- Ensure effective risk assessment procedures
- Provide information, instruction, training and supervision
- Promote a positive safety culture

3. Organisation and Responsibilities

3.1 Governing Body

The Governing Body will:

- Ensure the Health and Safety Policy is implemented and reviewed annually
- Ensure sufficient resources are available
- Monitor health and safety performance
- Ensure statutory compliance

3.2 Headteacher (also Site Manager)

The Headteacher holds overall responsibility for health and safety and premises management and will:

- Ensure implementation of this policy
- Oversee all risk assessments
- Act as Responsible Person for fire safety
- Manage contractors and premises safety
- Ensure compliance with statutory duties
- Liaise with external agencies (HSE, Fire Service, LA advisers)

3.3 Caretaker (Part-Time)
The Caretaker will:
- Carry out daily/regular site checks (including temperature and condition monitoring)
- Report hazards immediately to the Headteacher
- Undertake routine site maintenance tasks within competence
- Support implementation of site safety controls, including gritting procedures

3.4 All Staff
All staff must:
- Take reasonable care of their own and others' safety
- Follow school procedures
- Report hazards, incidents and near misses
- Cooperate with health and safety arrangements

4. Health and Safety Arrangements

4.1 Risk Assessment
- Risk assessments will be completed for all significant activities
- Reviewed at least annually or after an incident or change
- Shared with relevant staff

4.2 Accident Reporting (RIDDOR 2013)
The school complies with RIDDOR 2013.
Reportable incidents include:
- Fatal and major injuries
- Injuries resulting in absence over 7 days
- Dangerous occurrences
- Occupational diseases

All accidents and near misses must be recorded in the school accident log.

4.3 Fire Safety
Fire safety arrangements are detailed in the **Fire Safety Policy and Fire Evacuation Plan**, which form part of this Health and Safety Policy.
The school will ensure:
- A Fire Risk Assessment is maintained and reviewed annually
- Fire drills are carried out termly
- Fire alarms and equipment are maintained by competent contractors
- Escape routes are always kept clear

In the event of fire:
- Activate alarm
- Evacuate immediately via nearest safe exit
- Assemble at designated muster point (KS2 playground)
- Do not re-enter until authorised

PEEPs will be completed where required.

4.4 First Aid
The school will ensure adequate first aid provision:

- At least three trained first aiders on site
- All regular EYFS staff and one Midday Meal Supervisor are Peadiatric First Aid trained
- As many staff as possible have Peadiatric First Aid training every three years.
- At least two members of staff have First Aid at Work qualifications
- Clearly marked first aid stations
- Regular replenishment of kits
- Recording of all treatment on Medical Tracker

Medication:

- Stored securely in office fridge where required
- Administered only by trained* staff where appropriate (*trained = have been informed of reason for the medicine, the dose, timings and storage considerations).
- Parents responsible for ensuring medication is in date

4.5 COSHH

- No hazardous substances will be used without a COSHH assessment
- Safer alternatives will be used where possible
- COSHH assessments are available in the school office
- Regular substances used for cleaning have COSHH ICE data sheets easily accessible
- Staff must follow all control measures

4.6 Contractors

All contractors must:

- Report to the school office on arrival
- Sign in and follow safeguarding procedures
- Be informed of fire procedures and asbestos location
- Work in accordance with agreed risk controls

4.7 Electrical Safety (PAT Testing)

- Annual PAT testing by competent contractor
- Equipment register maintained
- Staff must visually inspect equipment before use
- Faulty equipment must be removed immediately

4.8 PE Equipment

- Annual inspection by competent contractor
- Faults reported immediately to Headteacher
- Unsafe equipment must not be used

4.9 Housekeeping

- Spillages must be cleaned immediately
- Waste removed daily
- Storage areas kept tidy and safe
- Hazards must be reported promptly

4.10 Lone Working

- Avoided where possible
- Must be authorised by Headteacher

- Risk assessed where necessary

4.11 Manual Handling
- Staff must not lift loads beyond capability
- Training provided where required
- Mechanical aids used where appropriate

4.12 Display Screen Equipment (DSE)
- DSE assessments completed for relevant staff
- Adjustments made where required

4.13 Personal Protective Equipment (PPE)
- Provided where risks cannot be controlled otherwise
- Must be worn as instructed
- Maintained and replaced as required

4.14 Security
- Controlled access during school hours
- All visitors sign in and wear ID
- Gates secured during the school day
- Staff ensure premises are secure at end of day

4.15 Educational Visits
- Follow Local Authority guidance and Evisit system
- EVC must approve before Headteacher authorisation
- Risk assessments completed for all visits
- Appropriate ratios and safeguarding measures applied

4.16 Adverse Weather (Ice and Snow Procedures)
The school has procedures for managing icy and snowy conditions.
The Caretaker is responsible for:
- Gritting designated pedestrian routes and main playground areas
- Monitoring site conditions

It is acknowledged that **soft surfacing areas cannot be safely gritted**.
Where these areas are unsafe due to ice:
- Access will be restricted
- Pupils may be supervised indoors or redirected to safer areas
- Where necessary, all pupils will enter the building via the **front entrances only**

The Senior Leadership Team will make daily decisions based on site risk assessment and prevailing conditions.

4.17 Swimming Pool Safety
The school operates a swimming pool under a separate safety management system.
This includes:
- Normal Operating Procedure (NOP)
- Emergency Action Plan (EAP)
- Swimming pool risk assessments
- COSHH assessments for pool chemicals

- Staff training and competency requirements

All swimming pool operations must comply fully with these documents, which are reviewed annually.

4.18 Monitoring and Review

- This policy is reviewed annually
- The Headteacher monitors day-to-day compliance
- The Governing Body receives annual health and safety updates
- Policies are updated following incidents, audits, or legislative change

5. Fire Safety Policy (Summary Linkage)

The school Fire Safety Policy is a standalone document but forms part of this overall system.
It includes:

- Fire risk assessment
- Emergency evacuation procedures
- Fire equipment testing and maintenance
- Staff training and drills
- Fire evacuation plan procedures