Where Learning Blossoms

Thorney Close Primary School

Health and Safety Policy

Person responsible for this policy:	Mrs R. Jenner
Governor with responsibility for this policy:	Full Governing Body
Date of last review:	October 2025
Ratified by:	Full Governing Body
Due date of next review:	October 2026



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Statement of intent

At Thorney Close Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

This policy concurs with the City of Sunderland's Corporate Health and Safety Policy and seeks to make clear how health and safety will be managed locally.

Thorney Close Primary School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with Sunderland City Council Health Safety Team.

1. Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

2. Responsibilities

The Health and Safety at Work Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Thorney Close Primary School is a maintained school whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health

and safety legislation, the Governing Body and Headteacher have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors.

The Governing Body and the Headteacher as the management body will ensure that school staff and premises comply with both Sunderland City Council and school health and safety policies and practices.

It is a requirement of Thorney Close Primary School that this policy and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Copies of the policy is displayed in the staff room, will be issued to all staff, governors and will be available on Schoolbus or from the School Business Manager.

The Governing Body

Thorney Close Primary School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities. To this end the governing body will:

- Produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues.
- Implement the policies of Sunderland City Council and any agreed local policies or procedures where appropriate.
- As part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation.
- Receive and action regular and routine health and safety reports from the Headteacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems.
- Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- Ensure that the school has access to competent health and safety advice.

The Headteacher

The Headteacher will comply with Sunderland City Council's health and safety policy and in particular will:

- Visibly support all health and safety arrangements and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
- Take on the role as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005.
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of Sunderland City Council's policy and procedures.
- Ensure that the school has access to competent health and safety advice

Leadership Team

The leadership team at Thorney Close Primary School will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the

direction of the Headteacher. Specifically, the Deputy Headteacher and School Business Manager will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

Employees

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- Co-operate with senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their the headteacher any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site
- Exercise good standards of housekeeping and cleanliness.
- Be aware of information relating to the whereabouts of known or presumed asbestos within the school and have the content of the schools asbestos management plan, which is held by the School Business Manager, explained to them

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety at school.
- Co-operate with school staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

External Providers/Lettings

This policy includes within the arrangements section procedures for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements

- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:
- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

3. Table of Health and Safety Responsibilities

Responsibility	Name	Position
Overall responsibility for Health and Safety	Full Governing Body Mrs C. Jones	Headteacher
Health and Safety Lead Governor	Mr M Proctor	Parent Governor
Day to Day Health and Safety	Mrs R. Jenner	School Business Manger
Designated Safeguarding Lead and Deputy	Mrs C. Jones Mrs N. Leyland	Headteacher Deputy Headteacher
Fire Safety Officer	Mrs C. Jones Mrs R. Jenner	Headteacher School Business Manger
SAMO	Mrs R. Jenner	School Business Manger
Legionella	Mrs R. Jenner	School Business Manger
Site Safety	Mrs C. Jones Mrs R. Jenner Site Supervisor	Headteacher School Business Manger Site Supervisor
Educational Visit Co-ordinator	Mrs R. Jenner	School Business Manger
SENDCo	Mrs N. Leyland	Deputy Headteacher
Safe Handling of Medication	Mrs R. Jenner Miss J. Rich	School Business Manger Administration Assistant
First Aid	Mrs N. Leyland Miss S. Rose Miss A. Croft Miss S. Wetherell Miss S. Anderson Mr P. Vaughan	Deputy Headteacher HLTA HLTA Teaching Assistant Teaching Assistant Teacher

4. Safety Procedures and Arrangements

The attainment and maintenance of high standards of Health and Safety within Thorney Close Primary School will be achieved by the identification of hazards associated with the activities undertaken. Effective precautions and control measures to eliminate, reduce or control the risk of harm to all persons exposed to the hazards will be identified and implemented. Safety procedures and arrangements are detailed below in an alphabetical order. It is to be noted that some of these areas will have their own written policy, procedures and risk assessments.

Accident and Incident Reporting

- All accidents and work related injuries to both employees and pupils must be reported to the Headteacher and details recorded appropriately

- The online incident reporting form is to be filled in for fatalities and injuries, other than minor, which require hospital treatment.
- Major injury accidents and those resulting in over 3 days absence must be made known to the Headteacher who is responsible for informing the Local Authority representatives in accordance with the Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- In the case of injuries to pupils of any nature, parents are informed via a telephone call, detailing what has happened, where and the action taken. This telephone call is to be made by the first aider giving treatment.
- With injuries, which cause concern, parents/emergency contacts are telephoned with a view to seeking hospital treatment or pupils going home to recover.
- Any instance of abuse or of violence against a member of staff must be reported to the Headteacher immediately and an online incident Reporting form completed.
- If the abuse or violence is from an adult the Headteacher has the right to ban that adult from school premises.
- Parents/Carers who come into school in an aggressive manner, should never be seen by staff unless another adult is present.

Asbestos

- The Site Asbestos Monitoring Officer (SAMO) is responsible for ensuring that the school's asbestos register is kept fully updated and that contractors read and sign the register prior to commencing any work on school premises.
- The SAMO must also ensure that any planned works that may disturb any asbestos should be reported to the local authority, by completing the appropriate form, before work commences.
- The SAMO undertakes periodic inspections and completes a checklist. If during that inspection they encounter any disturbed asbestos, they should contact the local authority immediately for advice.
- In the event of a fire (or drill), the asbestos register must be taken outside to show the emergency services
- The school SAMO undertakes initial face to face training and refresher training is then undertaken annually via eLearning. Training certificates are held in the asbestos file and health and safety training file.
- The school SAMO is also responsible for ensuring that all staff employed at the school are briefed regarding asbestos and its whereabouts within school and any precautions which may be necessary.
- The school's asbestos register is kept in the main school office and is readily available for all contractors, visitors and staff to read and sign where necessary.
- The asbestos poster for contractors is displayed in the school foyer.
- The Asbestos Management Plan, located in the main school office, provides guidance on the actions to take in the event of an accident, incident, or emergency.

Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately washed with plenty of water and medical assistance sought as appropriate.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves and aprons are provided and must be worn.

- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution.
- Blood spillages will be cleaned up by gently pouring diluted spillage granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

Boiler and Electrical Room Safety and Maintenance of Heating Plant

- The heating plant (boiler house) is subject to maintenance and is inspected annually year under a service level agreement.
- Copies of service records for Electrical Inspection, Gas Tightness and Mechanical Inspection are held by the School Business Manager.
- The boiler house and electrical cupboard must not be used as storage areas and are out of bounds for pupils and staff. These areas are identified by safety signage and kept locked at all times.

Car Park

- The car park is lit at appropriate times, to enhance security for staff and visitors
- The driveway gates into the school are locked at 8.30am – 9.00am and 3.00pm – 3.30pm. Vehicles are unable to enter or leave school at these times.
- There is a 5mph limit in the car park. Signage is displayed to inform staff and visitors of this speed limit.
- Pathways and fencing ensure that pupils are kept away from moving vehicles and are safe.

CCTV

- Key internal and external areas are covered by CCTV.
- The footage is recorded and kept for a specific period of time.
- The cameras are checked and maintained annually and as needed.

Computers

- All staff and pupils should take regular breaks when using the computers for extended amount of time. The government recommend that staff take a 5-10 minutes break for every 50-60 minutes working on a computer. The break means doing a different type of work for that time. The computer screens for pupils and staff should be at eye level to avoid injury. Pupils and adults should sit with feet flat on the floor to avoid injury.
- Only adults should remove the plug from the socket on the laptop trolleys and remove the laptops to avoid the pupils getting an electrical shock. All computer wires should be tucked away safely to avoid accident and injury.

Communication

- Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
  - Senior Leadership Team meetings and staff meetings
  - Governing Body meetings
  - Health and Safety Governor link visit report
  - Provision of information on Schoolbus relating to safe systems of work and risk assessments

- Staff briefings
- Staff training days
- Health and safety noticeboard
- New Staff Induction
- Communication of health and safety or safeguarding bulletins or information from Sunderland City Council's Health, Safety or Together for Pupils
- Assemblies with pupils
- Through the curriculum
- External visitors i.e. fire brigade

Control and Management of Contractors

- As per Local Authority guidelines, school will use the services of a contractor on the recommended City of Sunderland approved contractor list (CHAS), for work projects carried out on site.
- The Headteacher will ensure that contractors maintain adequate arrangements to protect school staff, pupils and visitors from any hazards generated by their work whilst on site. Both school and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks. Contractors will submit copies of site and task specific risk assessments and method statements to the School Business Manager prior to commencing work.
- For certain safety critical or high risk activities, such as work with or in the vicinity of asbestos, work at a height, work on or near fragile roofs, major lifting operations and traffic management, the Headteacher must receive written safety method statements and risk assessments from the contractor and be satisfied to their content before work commences.
- A safety method statement should demonstrate that the contractor has clearly thought through the hazards which could be encountered, assessed the risks to their employee and others on the school site, and planned the work properly with the health and safety precautions prescribed before work commences. It should therefore, detail how the job is to be done safely and without any risk to health. It should include details of the personnel designated to do the work together with their training/experience, a description of each stage of the work, the access and other equipment to be used (including personal protective equipment) and, where appropriate, should include plans and drawings.
- Safety method statements which are bland and simply list the tasks to be carried out are unacceptable and of little value in preventing accidents and ill health and may be indicative of the contractor's lack of competence in such matters. In the event of the need for deviation from the safety method statement, no further work will be done until agreement has been reached and recorded in writing between the client and contractor on the method of work to be followed in the new circumstances.
- Where possible maintenance work should be undertaken when pupils and visitors are not in the building or on school site i.e. out of term time periods. However, to ensure that school fulfils health and safety requirements it may deemed necessary for work to be undertaken in term time.

Control of Substances Hazardous to Health - COSHH

- Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.
- The primary requirement for the Control of Substances Hazardous to Health (COSHH) is to conduct a risk assessment before the use or generation of any such substances. Any process which is liable to expose staff, pupils or visitors to substances hazardous to health should not be carried out unless a "suitable and sufficient" assessment has been made of the risks

to health and measures are in place to eliminate, or adequately control exposure to such substances.

- The School Business Manager is responsible for maintaining the COSHH file for products and substances used in school and ensuring that relevant safety data sheets have been received and assessment undertaken.
- At Thorney Close Primary School;
  - Cleaning materials and substances for which safety data sheets and COSHH assessment sheets have been received will only be used.
  - Stocks of substances will be kept to a minimum, used in date order and within expiry date.
  - Substances will be stored and labelled correctly in accordance with manufacturer's instructions.
  - Appropriate hazard signs will be provided on all storage areas/cupboards where a risk has been identified.
  - Substances will be disposed correctly e.g. hazardous waste, recycling of containers as indicated on the safety data sheet.
  - Staff should not bring cleaning materials or any other substances in from outside of school.
- Products used by the cleaning and catering staff are not part of the school COSHH assessments. However, school understands that assessments are completed before any chemicals are brought into school and both The School Business Manager and Site Supervisor are aware where these assessments are located if they wish to see them.

Critical Incidents

- Thorney Close Primary School is committed to good preventative practice to minimise risks to pupils, staff and visitors. Unforeseen hazards may well occur, however, the school has developed a framework for contingency planning in order to respond to any significant incident requiring the assistance of the Emergency Services and/or Sunderland City Council or others.
- The Headteacher will communicate with all relevant parties, deploy staff as necessary to manage the situation/ensure the safety of all concerned, keep a simple log of all events and actions and arrange support as appropriate for pupils and staff.

Defect Reporting

- The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings with is reported.
- School uses the Every System to report and log issues.
- Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired.
- Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display Screen Equipment (DSE)

- Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for.
- All staff that use display screen equipment as a significant part of their normal work, and those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time.
- Actions identified in self-assessments are implemented.

- Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).
- Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.
- The school ensures training records are maintained.

Disposal of Waste

- All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.
- School has an SLA with Sunderland City Council to ensure weekly collection of general waste.
- School has 5 1100 litre refuse bins, which are located in a secure storage – safely distanced from the main school building.

Doors – secure entry systems / hinge protectors

- The main access doors are opened only by an electronic 'fob' system, or by the office staff.
- These doors can be opened from 'the other side', by pressing a button. Pupils are made aware that they should never open doors in this way – only an adult should do that.
- Systems are in place to close site gates, and all exit/entry doors after 9.00, after break and lunchtime, and after pupils leave at the end of the school day.
- All internal doors have hinge protectors fitted, and these are regularly checked.

Driving and Transport

- The school will ensure all driving activities will be risk assessed and that where private vehicles are used for business use.
- Anyone driving a vehicle must meet the below criteria
  - The driver holds the appropriate licence for the vehicle being driven
  - The driver is fit to drive the vehicle
  - The vehicle is taxed, has a valid MOT and is in a roadworthy condition
  - The vehicle is insured for business use
  - The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required)
  - Safety restraints are worn whilst the vehicle is in motion
- Thorney Close Primary School recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:
  - Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
  - Hand held radios and mobile phones are not to be used on petrol station forecourts.
- All accidents that occur whilst on school business will be reported in accordance with the school accident reporting procedures.

Electrical Systems and Equipment

- Thorney Close Primary School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

- Workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.
- RCDs are tested every 6 months by a competent person.

Fire Safety

- The schools Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.
- The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.
- Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded.
- Appropriate information/instruction will be provided to pupils/visitors/contractors.
- Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.
- Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.
- Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to inform of the intent to activate system.
- Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.
- All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.
- The school has trained fire wardens who ensure that the building is empty in the event of a fire. The evacuation route for each area of the school is displayed in that location.
- If a fire is discovered, the following procedures should be carried out: –
  - Sound the nearest fire alarm. Staff should refer to and familiarise themselves with the nearest fire alarm points identified on the Emergency Exit Route Plans displayed in their area of work.
  - All persons must evacuate the building immediately
  - All doors should be closed where possible.
  - All classes, staff, pupils and visitors should leave the building by the nearest available exit, or as directed, and proceed in a quiet and orderly manner to the assembly point and await instructions.
  - The designated assembly point is the lower playground.
  - Registers will be distributed and pupils checked against the class list. Staff and visitors to school will also be checked off following. In the interests of health and safety, staff are required to sign out if they leave the premises during the school day and sign in on re-entry.
  - Quick and easy evacuation is of paramount importance. Therefore, valuable time should not be wasted in collecting personal belongings.

  - If there is to be prolonged evacuation of the building and entrance cannot be regained, arrangements are in place to move Sandhill View School site.
  - Under no circumstances should anyone re-enter the building until permission has been given by the fire officer in charge.
- Staff are instructed not to use the passenger lift in the event of a fire.
- No electrical equipment (e.g. laptops) are to be left switched on overnight. All staff are responsible for checking they are turned off in their teaching/cleaning spaces.
- All staff are required to keep door vision panels clear at all times.

Financial Resources

- The Governors along with the Headteacher will ensure there are adequate resources deployed to ensure a high standard of health and safety management and controls.

First Aid

- Thorney Close Primary School has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school.
- The number of first aiders, paediatric first aiders and appointed persons meets recommendations and adequate cover is available to cover for absences.
- All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- First Aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and are regularly checked to ensure they are adequately stocked.
- A suitable area is available for provision of first aid.
- Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded on the appropriate form.
- Correct reporting procedures are followed.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

General Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment and furniture.
- Staff should not climb on chairs or tables nor use a stepladder unless they have undertaken ladder safety training.
- Both staff and pupils should take care when moving or lifting equipment.
- Pupils should be supervised when moving equipment and furniture around the school.
- Staff should note the position of sensors when fixing displays and ensure that displays and posters are firmly fixed.

Hazard reporting

- The School Business Manager is responsible for ensuring that checks in the following areas:- waste disposal (bin areas); playing fields; school grounds; boiler house are undertaken each day.
- These checks from part of the daily site checks that the Site Supervisor undertake as directed by the School Business Manager.
- Any faults or hazards which the Site Supervisor deems that they are not competent to rectify should be reported to the School Business Manager.
- The School Business Manager/Site Supervisor will also inspect monthly all ladders used in the school and record findings.

- In addition, all employees have a duty to report any hazard or potential risk to the School Business Manager who will arrange repair and where necessary take temporary safety measures.

Infection control

- The school actively prevents the spread of infection through the following measures:
  - Routine immunisation
  - Maintaining high standards of personal hygiene and practice
  - Maintaining a clean environment
- The school employs good hygiene practices in the following ways:
  - Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
  - Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
  - Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
  - Providing PPE where necessary
  - Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
  - Washing all laundry in a separate dedicated facility and washing any soiled linens separately
  - Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
  - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
  - Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
  - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions will be covered with waterproof dressings.
- All staff are subject to a full occupational health check before starting employment at the school.
- The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their pupils immunised.
- The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.
- Wall-mounted hand sanitiser is available in all toilets, in the nurse's office and around the school.

Insurance

- Thorney Close Primary School has an insurance policy that is purchased through the Local Authority. The school is covered for public and employers' liability with suitable levels of cover for school visits, activities and facilities.
- Insurance is renewed each year with certificate displayed in the School Business Manager's office and is available for inspection by all interested parties.

Kitchen and Catering

- The school has an agreement with the Local Authority to maintain and service the kitchen plant and equipment.
- Any plant or equipment that the school purchase themselves will also be subject to a regular maintenance contract.
- The kitchen is out-of-bounds to all persons except kitchen staff or school undertaking catering roles (i.e. breakfast club set up, providing school dinner numbers, collecting lunches).
- At Thorney Close Primary School
  - Environmental health regulations are to be enforced.
  - The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
  - Care shall be taken when handling heavy and/or hot items.
  - Training in food preparation and handling is offered to appropriate staff.
  - Food preparation and handling procedures are monitored and assessed regularly.
  - Food preparation areas shall be kept clean and hygienic.
  - Pupils are encouraged to eat a healthy and well-balanced diet.

Legionella

- In order to manage the risks posed by legionella bacteria the school has a SLA with the Local Authority to ensure the school complies with Health and Safety regulations.
- The SLA ensures that school has:
  - Legionella risk assessment of the water systems on site – updated every two years
  - Developed a site specific Legionella Risk Assessment
  - A Site Log Book (Legionella File).
  - Ensure that monthly temperature monitoring takes place
  - Quarterly disinfecting
- The School Business Manager ensures that Site Supervisor undertake flushing of little used outlets on a weekly basis and all outlets during school holidays and that this flushing is recorded in the log book and will ensure that any faults or non-compliances with the required temperatures will be reported for further action.
- The school's legionella file is kept in the main school office and is readily available for all contractors, visitors and staff to read.
- Training is undertaken every 2 years. Certificates are held in the legionella file and health and safety training file.

Lifting and Moving

- All staff are required to avoid risks associated with manual handling operations that cannot be avoided. This risk is universal and applies to manual and clerical tasks.
- In normal circumstances the premises staff, are the persons designated to use equipment for the movement of loads i.e. a platform trolley or a sack trolley.
- A simple checklist can be used to consider the risk in cases of manual handling and bear in mind the advice given in the corporate policy regarding the movement and lifting of objects
  - Assessment of the load
  - Correct position of feet
  - Straight back
  - Good grip
  - Arms close into the body
  - Avoid twisting movements and overreaching
  - Use of body weight
  - Team lifting

Lone Working

- All staff should avoid lone working whenever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable, staff must comply fully with all guidance set out in the school's Lone Worker Policy.
- Anyone lone working on a regular basis should be equipped with a personal mobile phone or if necessary school mobile (caretaker and School Business Manager).
- When two or more people work late, they should try to leave the building together.
- Cars should be parked as close as possible to the access doors.
- Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Medication in School

- The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication.
- Staff will receive training in supporting pupils with medical conditions.
- The school's Administering Medication Policy will be followed at all times.
- A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.
- Separate care plans are in place for those children who have allergies.

Minibus

- There is a comprehensive school minibus policy.
- All drivers must hold the appropriate, valid driving licence and receive regular training/assessments.
- There is a school minibus risk assessment.
- The minibus must be roadworthy: daily visual checks and scheduled maintenance carried are out.
- A SLA is held with Fleet Services with the Local Authority to undertake all checks and maintenance as part tod Section 19 Permit regulations
- Seatbelts must be fitted for all passengers and worn at all times.
- Passenger numbers must not exceed the legal seating capacity.
- Children are supervised by at least one staff member in addition to the driver when possible.
- Safe boarding and disembarking procedures are followed, away from traffic where possible.
- Emergency equipment (first aid kit, fire extinguisher, high-visibility jackets) is kept on board.
- Clear procedures for accidents, emergencies, and breakdowns are in place and communicated to staff and pupils.
- Routes, stops, and timings are planned to prioritise safety and minimise risks.
- Insurance, MOT and tax is kept up to date.
- Vehicle registration documents are held securely.
- Access to the minibus keys are restricted to authorised users.
- All drivers are aware that no journey must take place if any faults that might affect the vehicle's or passengers' safety are found.
- All drivers must complete a mileage log for all journeys.

Near Misses

- A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

- If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.
- Reporting will be conducted verbally to the Headteacher as soon as possible
- The school will report near misses that constitute as dangerous occurrences to the Local Authority Health and Safety Team.
- All accidents and near misses, however small, will be reported and investigated by the and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Offsite Activities

- All such visits are planned well in advance.
- Visits are recorded on the EVOLVE system by the School Business Manager.
- Staff organising visits are responsible for recording risk assessments for each visit and ensuring that these risk assessments are checked and signed by the Headteacher.
- Consent forms for attendees with contact numbers and relevant medical information is provided for each staff group leader.
- At least one mobile phone is taken on each visit and more if groups separate during the activities.
- Where road transport is used, insurances will be checked. A portable first aid kit will be carried on each offsite visit.
- Staff will plan well ahead of a proposed visit to a farm to ensure that it is suitable in that the establishment has facilities such as toilets and wash basins, including warm running water, soap and paper towels.
- Also a place for pupils to have their refreshments away from the location of the animals.
- Appropriate washing facilities are vital since diseases and illnesses can be passed on when there is an absence of basic hygiene

Personal Evacuation Plan (PEEP)

- A Personal Evacuation Plan (PEEP) will be drawn up to meet the needs of any individual who requires one. This will be a bespoke plan to meet individual needs.

Playground safety

- Pupils are supervised by staff at break-times, mornings and afternoons. During lunchtime teaching assistants and supervisory assistants are employed to oversee pupils in the dining room and all playgrounds.
- Staff make pupils aware of potential hazards within the playground and remain diligent in overseeing play when on duty.
- The School Business Manager/Site Supervisor undertakes weekly checks of the outdoor play equipment and adventure trail play equipment, using the appropriate checklist.
- Any issues of risk will be brought to the attention of the School Business Manager immediately.
- The school business manager will ensure an annual inspection and service maintenance agreement is in place for the outdoor play equipment.
- There is a risk assessment in place for playground safety.

Physical Education

- Staff have a duty to be aware of the health and safety requirements regarding safe play and the use of PE apparatus.
- A school PE kit is provided for all pupils and should be worn by.

- Teachers should, wherever possible, change into appropriate clothing or change their footwear as a minimum requirement. This sets a good example to pupils and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.
- An inspection of PE apparatus is undertaken by an external specialist company annually.
- Staff should be familiar with the PE risk assessment.

Personal protective equipment (PPE)

- PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.
- PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Risk Assessments

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and events and the running of the school building and grounds.
- The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by School Business Manager following guidance contained in this policy and are approved by the Headteacher.
- These risk assessments are available for all staff to view and are held centrally in the main school office.
- Risk assessments shall be reviewed
  - Annually or
  - following significant changes to the activity or premises or
  - following an accident/incident, or following feedback from an interested party
- Staff are made aware of any changes to risk assessments relating to their work. Risk assessments shall take account of the individual needs of all employees, pupils, parents/carers, visitors and any other persons affected by the school's activities.
- In addition to the duties placed on the Headteacher and School Business Manager for the monitoring and improvement of risk on a day to day basis, each member of staff has a duty to consider potential dangers/hazards in given situations, activities and events for themselves and in particular for the pupils for whom they have responsibility. Staff are

therefore, responsible for undertaking and submitting risk assessments appropriate to their role.

- Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Headteacher. Such risk assessments will be reviewed on a regular basis.
- It is the responsibility of employees to inform the Headteacher or the School Business Manager of any medical condition (including pregnancy) which may impact upon their work.
- It is the responsibility of pupils' parents/carers to inform school of any medical condition which may require support during school hours.

Security

- Thorney Close Primary School treats the security of all who use the school as a top priority. Security arrangements are monitored and reviewed regularly by the Headteacher and School Business Manager and following a security related incident or feedback from an interested party.
- Security arrangements currently in place to keep staff visitors and pupils safe include:
  - CCTV
  - Intruder Alarm System
  - Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
  - Keeping internal and external areas secure by closing all gates and school doors on arrival and departure from the premises.
  - Ensuring all visitors and staff sign on the electronic InVentry Management System upon arrival, and sign-out when they depart, with the time recorded.
  - Ensuring all visitors show identification upon arrival to the school.
  - Ensuring pupils never open the front door and staff only admits known/expected persons to the school.
  - Fitting security locks to all windows identified as requiring them
  - Keeping all gates and boundaries in good repair and checked regularly.
  - Keeping all gates bolted for safe access control.
  - Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection and the procedures that will be followed should they be delayed and their child not collected.
  - Requiring parents/carers to inform staff in advance if another adult will be collecting their child.
  - Requiring written permission from parents/carers if child (year 5 or 6) is dismissed to walk home alone.
  - Not permitting any child under the age of 16 from collecting a pupil.
  - Ensuring that pupils are handed over personally to the collecting adult.
  - Emergency keyholders details are registered with the local authority in case of emergency or out of hours' alarm call out.
  - Providing lockable metal filing cabinets for personnel files, a safe for money etc. and lockable cupboards to satisfy data protection, confidentiality and fire risk requirements.
  - The staff room has 50 lockers for employee and visitor use.
- It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised school identity or visitor's badge.
- Where intruders are present outside the building, supervising staff should, if in doubt, bring pupils back into the building and inform senior staff in order to resolve the problem. Police will be called where there is a concern.

- School has an SLA with the Local Authority for security. The Security Services provides advice and support to pupils, staff, visitors and users of the school as well as the protection of the building property and assets.
- The SLA also provides a secure money collection service for school banking.

Severe weather

- The headteacher, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

Slips and trips

- In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure of identify the hazards, including:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- School considers the above risks and decides if existing precautions are sufficient, or if further measures need to be introduced.
- There is a snow clearance and gritting plan in place.

Smoking

- At Thorney Close Primary School, we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke. The school operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.
- The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.
- Smoking is not permitted at any time anywhere in the school grounds including; staff room or the car park.
- Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.
- Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.
- No-smoking notices are prominently displayed around the site, including at all entrances to the school, and anyone found smoking on the premises will be politely asked to leave.

Staff Well-being

- Thorney Close Primary School has a staff well-being policy.
- Thorney Close Primary School recognises that the mental and physical well-being of our employees is key to the running of a successful school and the service delivered to our pupils.
- All employees must declare to the Headteacher any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential and are secured in a lockable filing cabinet with controlled authorised access to ensure privacy is kept.
- Employees may discuss in confidence with the Headteacher any personal health or domestic issue which they feel may impact on their role at the school.
- Employees must report to the Headteacher any incidents relating to staff well-being such as violence, intimidation, stress or bullying.

- The Governors and Headteacher recognise their responsibilities towards addressing issues from work related stress. Any member of staff who feels they may be suffering from stress should discuss their concerns with the Headteacher as soon as possible.
- The Headteacher will seek advice from Occupational Health, Human Resources or Corporate Health and Safety as appropriate and make staff aware of the relevant sources of support. A staff room has been provided for employees to take their breaks, rest periods and refreshments in.
- The school procures the service of the Local Authority HR team and ratifies the polices they provide.

Temperature

- The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in.

Training

- The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- Staff members will be provided with regular training opportunities and have access to support where needed. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.
- The headteacher will also ensure that there is an appropriate number of first-aid trained staff members working within school.
- There is a training matrix that details roles and appropriate training.
- The health and safety officer will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:
  - IOSH Managing Safely
  - Managing asbestos.
  - Managing Legionella
  - Having responsibility for the storage and accountability for potentially hazardous materials.

Visitors to the school

- All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in once ID and DBS checked.
- No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors

threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Working at heights

- Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Work Experience

- The school welcomes and supports students on works experience. All placements are formally arranged with recognised providers.
- The school will make available information to students on placements according to their status and the length of their placement.
- All students will be asked to sign to indicate receipt of documentation.

5. Monitoring and review

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and Headteacher every three years.

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives.

Our procedure for actively monitoring our system includes:

- School uses Every system to record and document checks, maintenance and inspections.
- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.