

Health and Safety

Little Eaton Primary School

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Rationale

The governors and Headteacher of Little Eaton Primary School aim to provide a safe and healthy working environment for all staff, pupils and visitors to Little Eaton Primary School.

The governors and Headteacher will take all reasonably practicable steps, within their power, to meet this responsibility and will pay particular attention to the requirements of the Health & Safety at Work Act 1974 and its associated regulations and approved Codes of Practice.

Purpose

The purpose of this document is to...

- acknowledge the school's legal responsibilities
- explain the objectives for Health & Safety of its staff, pupils and visitors
- specify the arrangements for ensuring that these objectives are met.

Guidelines

The governors and Headteacher expect all staff to...

- display a positive attitude to, and interest in, Health & Safety matters.
- take primary responsibility for ensuring that any specific legal requirements are met.
- provide 'risk assessments' within the activities for which they are responsible are complied with.
- provide a safe and healthy working environment and take responsibility to ensure good practice and behaviour by pupils in their charge.

The Governing body and Headteacher will ensure...

- The safety of equipment in the work place
- The safe use, handling, storage, disposal and transport of articles and substances in school.
- The provision of sufficient information, instruction, training and supervision to enable staff and pupils to contribute positively to their own health and safety.
- The provision of safe access and egress throughout all areas of the school.

The school will, when necessary, consult the LEA in order to implement its Health & Safety objectives effectively.

Guidelines

A. Procedures

Procedure 1 ~ Staff – Headteacher, Senior Teacher, All Staff, Secretary/Bursar, Communicating Safety, Safety in the Curriculum, Premises Officer

Procedure 2 ~ Contractors

Procedure 3 ~ Accidents/Incidents/Injury Reporting, Statutory Notification

Procedure 4 ~ First Aid Arrangements, Casualty Case, Special Arrangements for People with Disabilities

Procedure 5 ~ Fire Precautions/Arrangements

A. Procedures

Procedures 1

The Headteacher:

- Has overall day to day responsibility for implementing the Health & Safety Policy and arrangements in the school.
- Will ensure that staff receive adequate information to enable them to carry out their own Health & Safety duties.
- Will, as and when necessary, nominate a Deputy to act on his/her behalf in matters of Health & Safety.
- Will advise the Governing Body and the LEA of any circumstances preventing this policy being implemented.
- Will, in conjunction with staff, ensure that all relevant safety guidance is available and that adequate training and supervision is given to enable staff to carry out their tasks safely in accordance with this policy.
- Will ensure that the school buildings and associated areas are subject to a formal safety inspection at least termly.
- Will take executive action to remove, contain or isolate, as is appropriate, any hazard emanating in the school buildings or associated areas.
- Will arrange for the keeping of an up-to-date list of safety representatives [teaching/non teaching] and, as far as is reasonably practicable, will be available to consult with them on safety issues.
- Will accept written reports from safety representatives/staff and, where appropriate, will respond in writing within a reasonable time. Copies of reports etc will be presented to the Governing Body.

The Deputy Head Teacher:

- Will, as and when necessary, deputise for the Headteacher in matters of Health & Safety. This may be in the absence of the Headteacher, or for the purposes of specific projects, as directed by the Headteacher.

All Staff:

- All teaching and support staff have a duty to assist in the implementation of good Health & Safety practice, and be conversant with the Health & Safety Policy.
- The Health & Safety at Work Act, 1974, Section 7 places a duty on all staff to take reasonable care of their own health and safety and that others who may be affected by their acts or omissions at work. It also requires the employee to cooperate with the employer to enable the duties of the employer to be effectively carried out or complied with.
- Section 8 requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health, Safety and Welfare in pursuance of any relevant statutory provision.
- Staff must take primary responsibility for the safety of any non-employees who may be visiting them on the school premises for official reasons eg parents.
- Are accountable to the Headteacher for the day to day safe supervision of the areas and activities they supervise. They must advise the Headteacher of any circumstances preventing them from carrying out their Health & Safety responsibilities.
- Will liaise with the Headteacher to determine the Health & Safety training needs of themselves and the staff they supervise.
- Will ensure the implementation of the policy in the area they supervise and assist the Headteacher/deputy in monitoring its effectiveness as regards the areas involving their individual specialism.
- Will ensure that the details of all accidents/dangerous occurrences, emanating in the area, or activity they are responsible for, are properly recorded and investigated, and brought to the attention of the Headteacher/deputy.
- Ensuring, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.

Office Manager:

- Will, on behalf of the Headteacher, take primary responsibility for office safety in the school.
- Will maintain efficient records of accidents/incidents occurring on the school premises, or on staff supervised activities off the premises, and ensure that the school's statutory reporting responsibilities are met.

Safety in the Curriculum

- The curriculum leader for a subject will take primary responsibility for ensuring that all staff work in accordance with this policy.

Premises Officer

Liaising, as necessary, with other relevant staff, the Premises Officer will take primary responsibility for:

- Ensuring that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions.
- Ensuring that all fire escape doors are properly identified, and accessible when the school is in use.
- Ensuring that all fire appliances are properly maintained and correctly displayed.
- Ensuring that Fire Procedure notices are properly maintained and correctly displayed.
- Making arrangements for the safe working of contractors on site ensuring, so far as is reasonable, that their work is segregated from the main school users, and in accordance with the LEA's Code of Practice.
- Ensuring that proper investigations are undertaken and reports made, for any accidents or potential accidents involving equipment for which he/she is responsible.
- Ensuring that all safety doors, eg cellar boiler room, are identified and secured against unauthorised entry.
- Ensuring, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensuring that the appropriate lights are switched on or off as necessary at night.
- Ensuring that all fixed and portable electrical equipment receives inspection/maintenance in accordance with the LEA's Code of Practice.
- Ensuring that 'Risk Assessments' required by the Management of Health & Safety Regulations are carried out as appropriate.
- Reporting to the Headteacher, any circumstances preventing him/her from carrying out his/her Health & Safety responsibilities.

Procedures 2

Contractors

- Contractors engaged by the school will be required to make prior arrangements with the Office Manager who will advise them as regards access and timing.
- On arrival, contractors will report to the Office Manager who will, in consultation with the Headteacher, agree on procedures to be carried out during works, including those for sign posting, fencing and storage of materials and vehicles.
- The secretary/bursar will report, as necessary, on works in progress to the Headteacher who will satisfy his/herself that, so far as is reasonably practicable, the safety of employees, pupils and visitors will not be affected. The Health & Safety Representative will also be informed by the Headteacher.
- Contractors will be required to work in accordance with the LEA's Codes of Practice.

Procedure 3

Accidents/Incidents/Injury Reporting

- Accidents/incidents must be recorded in accordance with LEA policy, kept in the office.
- Incidents as outlined in the LA's guidance or where subsequent absence from work or school occurs, must be notified to the LA using the Council's Accident/Incident Report Form.
- The Office Manager will take primary responsibility for ensuring that these requirements are carried out.

Statutory Notification

- A number of specified injuries, occurrences and diseases arising from or as a result of work are reportable to the Health & Safety Executive [HSE]. Most are reportable by telephone within 24 hours, and all are reportable in writing, on a prescribed form F2508, within seven working days. The Council's Health & Safety Services are responsible for carrying this statutory responsibility.
- The Office Manager, in conjunction with the Headteacher / Deputy Headteacher, will take primary responsibility for advising the Health & Safety Services, as soon as is possible, after the incident, so that this statutory responsibility can be carried out.

Procedure 4

First Aid Arrangements

- Arrangements for First Aid will be provided in accordance with the LEA's guidance.
- First Aid boxes are provided in lower and upper sites
- Where appropriate, staff will be given the opportunity to learn First Aid on approved courses outside of the school. This training will be carried out by an organisation whose training and qualifications are approved by the HSE.
- Refresher training must take place every three years.
- The Headteacher / Deputy Headteacher on behalf of the Governing Body will arrange for sufficient numbers of staff to become trained First Aiders.
- First Aiders are responsible to the Headteacher for the following:
 - assessing extent of injury or condition of a casualty and giving appropriate treatment.
 - advising the Headteacher/deputy on what action should, in their opinion, be taken.
 - notifying the Headteacher/senior teacher of the expiry of their qualifications at least six months beforehand.

Casualty Care

- Treatment at school is provided for minor injuries eg small cuts/bumps/bruises. In the case of a serious injury, First Aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent medical care.
- In the event of an injury requiring medical attention outside school, the member of staff with overall responsibility will, in conjunction with the First Aider, decide whether the casualty is taken/sent home, or transferred to hospital.

Qualified First Aiders

Pediatric FirstAid: Mrs. J. Carter, Mrs. J Rogers, Mrs. F Butler, Mrs. Slater, Mrs. Lenton, Mrs. Dallison, Mrs. Mould.

Special Arrangements for People with Disabilities

- The SENCO is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any pupil with visual impairment, motor disability or other disability that may require special safety provision.
- The SENCO will liaise, as necessary, with all appropriate members of staff to ensure that all reasonable steps are taken to assist pupils with disabilities. He/she will keep appropriate records of each pupil with disabilities and positively monitor the pupil's progress and continuing ability to access and egress required areas of the school safely.

SENCO

- Mrs Simmons,

Procedure 5

Fire Precautions/Arrangements

- The general arrangements for Fire Precautions will be consistent with the LEA's Code of Practice.
- Fire drills will be held three times a year, in the school, and will be monitored by the Headteacher. Fire evacuation procedures are posted throughout the school and in each classroom. Teaching staff are responsible for the supervision of their pupils during an evacuation. Governors will be informed of drills through the Premises sub-committee..
- All staff have a shared responsibility to ensure that escape routes inside and outside the buildings are kept clear.
- All deficiencies noted in fire evacuations should be reported to the Headteacher.
- Fire Alarms may not be turned off except on the instructions of the Headteacher.
- The maintenance of fire extinguishers and evacuation notices is the primary responsibility of the Premises Officer.

Dangerous Occurrences

Also statutorily reportable are a number of what the Regulations term 'Reportable Dangerous Occurrences', which are specified by the HSE. The following list does not include all of these specified items, but does include those conceivable in the Education premises. If in doubt, contact the LEA.

- Explosion, bursting or collapse of any closed vessel, including a boiler.
- Electrical short circuit or overload resulting in fire.
- Collapse or partial collapse of a scaffold over 5 metres high.
- Collapse or partial collapse of any floor or wall of any building used as a workplace.