



# SHERSTON C OF E

## PRIMARY SCHOOL



### Health & Safety Policy

Date Approved	Review Date	Signed
Apr 2025	Apr 2026	

Year	Amendments (in Yellow)
2025	Additions to fire evacuation procedure Reference to Protective Security & Lockdown Policy



Health & Safety Lead – Head Teacher: Mr T Towers

Health & Safety Governor – Mr Ben Warnes

Health and Safety administrators: Mrs S Mackrill and Mrs A Glassborow

*This policy has been written in line with the guidelines produced by Wiltshire LA.*

Welcome to Sherston Primary's Health and Safety Policy, where we believe in the vision of Learning, Caring & Achieving Together. At Sherston Primary, the safety and well-being of our children, staff, and visitors are paramount. We are committed to fostering an environment that promotes learning, nurtures care, and enables achievement, all within a framework of utmost safety and security. Our policy reflects our dedication to creating a school community where every individual feels valued, supported, and empowered to thrive. Through collaboration, compassion, and diligence, we strive to uphold the highest standards of health and safety, ensuring a positive and enriching educational experience for all.



### **Statement of Intent**

- The aim of the Governing Body is to provide a safe and healthy working and Learning environment for staff, pupils and visitors.
- The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

### **The Duties of the Governing Body**

In the discharge of its duty the Governing Body will:

- Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- Take account of that policy and scheme within budget and other policy considerations;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

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- Establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
  - Bring to the attention of the Service Director, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy;
- All other relevant health and safety matters;
- The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

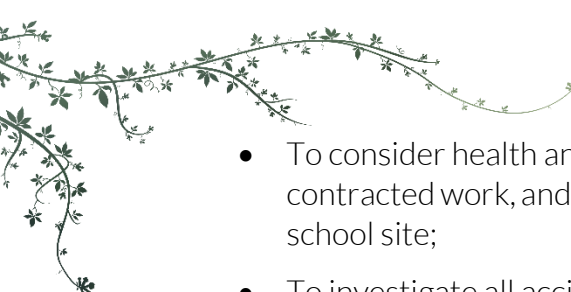
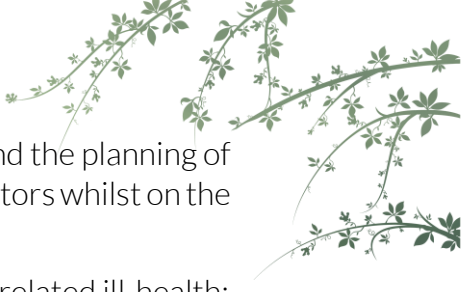
### The Duties of the Headteacher

As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (To comply with LA policy and duties under the Local Management of Schools Scheme)
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Service Director (Resources, Improvements & Young People);

And specifically –

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- To develop and distribute school-specific policies on local health and safety issues;
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

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- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
  - To investigate all accidents, near misses and episodes of work-related ill-health;
  - To monitor and evaluate the health and safety performance of staff;
  - To have and practise emergency and contingency plans;
  - To provide the means for consultation with staff on health and safety matters;
  - To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

### **The Duties of Supervisory Staff**

In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in



which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;

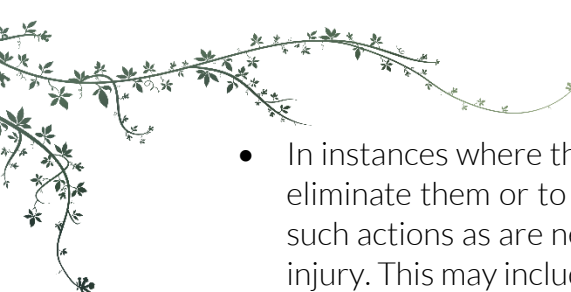
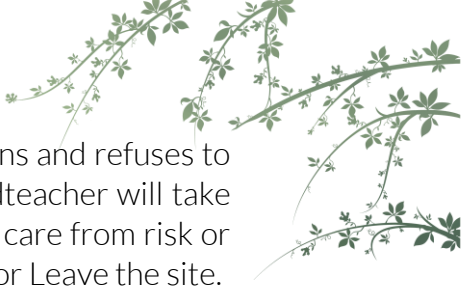
- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

### **The Duties of all Members of Staff**

- All staff are expected to familiarise themselves with the health and safety aspects of their work.
- All staff have a responsibility to:
  - (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
  - (ii) follow agreed working practices and safety procedures;
  - (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
  - (iv) ensure health and safety equipment is not misused or interfered with.

### **Hirers, Contractors & Others**

- The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
  - (i) introduce equipment for use on the school premises;
  - (ii) alter fixed installations;
  - (iii) remove fire and safety notices or equipment;
  - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

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- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or Leave the site.
  - The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

### **Staff Consultative Arrangements**

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

### **Emergency Plans**

- The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - (i) save life;
  - (ii) prevent injury;
  - (iii) minimise loss.
- The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

### **Sources of Advice & Technical Assistance**

- Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

### **Review**

- The Governing Body and Headteacher will review this policy statement bi-annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

### **Specific Procedures & Further Guidance**

- The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and

abnormal). All staff will be informed about these procedures.

- **Storage and administration of medicines:**

The school will only administer medicine that is prescribed by a doctor and clearly labelled by the issuing pharmacy. Two members of staff will be present when the medicine is administered and the relevant paperwork will be completed. Medicine will be kept in the locked filing cabinet in the front office. Inhalers and epi pens will be kept in the classroom locked cupboard.

- **Provision of first aid:**

First aid resources are kept in the corridor by Y6 classroom and clearly visible in each classroom. All staff will regularly undertake basic first aid training and information regarding paediatric first aid trainers will be clearly visible

- **Safety inspections/Maintenance:**

Sherston C of E Primary School subscribes to the Wiltshire Council Compliance Scheme which manages the Inspection, Servicing and Maintenance of the major assets of the school e.g. the boilers. A copy of the annual schedule of assets held and the dates they are serviced is held in the Buildings file in the school office and details can also be found on Concerto, their online database.

The school arranges separate inspections of these items:

Item	Schedule
Fire Extinguishers & Fire Blanket	Annually (Jan)
Intruder Alarm	Annually (Oct)
PAT Testing	Annually (Nov)
Play equipment – inside and outside	Annually (May)

SNC Maintenance, on behalf of Sherston C of E Primary School, carry out additional occasional checks on equipment. A schedule and confirmation of completion of their checks is held in the school office.

- **Fire and other emergency evacuations:** see appendix 1
- **Outdoor education activities / school trips / swimming:**

A separate risk assessment and / or Evolve will be used in each instance.

- **Lone Working:** see appendix 2
- **Access to any height:**

Step ladders must be used to access anything that cannot be reached from standing on the floor. If step ladders are found to be faulty this must be immediately reported to a member of SLT. Staff must not put themselves at risk by attempting to work at height if they do not consider it safe to do so.



- **Aggression and violence to staff:**

Some members of staff will, on occasion be in a position where they may face verbal abuse, threatening behaviour or even be assaulted in some way. Where violence and aggression is anticipated we will operate systems of work that minimise risks but it is important that *no one accepts violence as being a routine element of their work.*

All incidents of violence and aggression at work must be reported and recorded in the log book which will be reviewed by FSP 3x a year.

The police should be informed of all incidents where a member of staff has been assaulted. (In some circumstances, the member of staff may not wish the police to be involved, however, the Headteacher has the final decision and may judge that the wider protection of the community requires that a report be made to the police).

The Council's on-line Schools Accident/Incident Report Form should be used for incidents that are more serious or to highlight the cumulative effect of a series of minor incidents

Staff are expected to take account of their own safety when considering their actions in intervening in violent incidents between children or adults using the school.

Staff should avoid working in isolation, particularly out of normal hours. After evening functions, staff should consider leaving in groups rather than individually. If telephone callers become abusive or threatening, staff may issue a caution along the lines of, 'if you continue to be abusive, I shall put the telephone down', and then do so if the caller persists.

Whenever working away from school, staff must always ensure that a colleague has details of their programme and whether or not you are intending to return to the school.

- **Vehicular movements on site:**

The front entrance gate to the car park is kept closed during the hours of 9.30 and 3.30. Clear signage to indicate parking is for school staff and official visitors only.

- **High risk activities associated with the curriculum or school sponsored events:**

These will be risk assessed on a case by case basis.


Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

- **COSHH**

On site suppliers have their own risk registers and risk assessments as well as Materials Safety Data sheets. These can be found in the cleaning cupboard and the Kitchen office. The school's policy is to not use any hazardous materials as part of the curriculum.



## Local Rules

- Staff must seek permission before bringing their own electrical items into school.
  - Staff using their own vehicle for school purposes must make sure they inform their insurance company and are adequately covered.
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## SHERSTON PRIMARY SCHOOL FIRE EVACUATION PLAN

On hearing the fire alarm sound:

- Teachers will lead the children from the outside door in their classroom to the assembly point at the far end of the playground.
- If the children are being taught in a location other than their classroom (eg the hall) they will leave by the nearest exit and assemble at the far end of the playground.
- If the fire alarm goes off during break or lunch time a whistle will be blown to get the children's attention, they will then be instructed to line up.
- Visitors will leave the building by the nearest exit. If they are working with children they will take the children with them and assemble at the far end of the playground.
- The children will line up in silence, register order, facing away from the building.
- Teaching assistants will accompany the children they are working with to the assembly point.
- Office staff and Headteacher will check the children's toilets as they leave by the exit closest to the toilets.
- Office staff and Headteacher will take a mobile phone with them.
- Office staff and Y6 teacher will take the fire boxes and pupil/visitors signing in books.
- Office staff/ Y6 teacher will distribute the registers to the teachers.
- Teachers will take the register promptly and raise their hands in the air once they are completed.
- Office staff will check all visitors who have signed in to the visitor book are present
- If it is a drill, once all persons have been accounted for, the Headteacher will give the all clear and the children will be led back to their classrooms by their teacher.

If the fire is real, the office staff will maintain contact with the fire brigade via the mobile phones and follow their instructions accordingly



## SHERSTON C of E PRIMARY SCHOOL LONE WORKING PROCEDURE

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when staff or volunteers may be required, or choose, to work alone or in isolated situations.

### Categories of lone workers

Within Sherston School a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied building
- ◆ Those who work in an isolated part of a building/school grounds
- ◆ Those responding to an alarm call out after normal school hours

### Definition of Lone Working

Where staff or volunteers are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.



### Risk Awareness

When working alone, staff or volunteers **should not**:

- enter the school premises if there are signs of intruders but are advised to immediately call the police.
- place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- work alone if they have medical conditions that might cause incapacity or unconsciousness.
- undertake activities that involve working at height, have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

When working alone, staff and volunteers **should**:

- ensure that areas of the school not in use are kept secure.
- advise a relative, friend or colleague of their whereabouts, ensuring that someone knows to check on them if they fail to return home at the expected time. If the lone worker is reliant on a mobile phone, they should ensure that their network has good reception within school. However, although phones can give extra reassurance, they do not provide complete protection and individuals should still be alert for their own personal safety at all times.

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- in the case of fire, follow the school's fire and emergency procedures
  - be proactive in bringing to the attention of Headteacher and/or Health and Safety Governor any aspect of work related risks.

Cleaning staff will ensure that those still working in the building when they leave are informed as to whether or not they are the last person left in the building. In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

It is not practicable for the Headteacher to periodically visit and visually monitor people working alone.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all staff, volunteers and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher and/or Health and Safety Governor. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Contractors are responsible for following their own Health and Safety Policies, which should include lone working.

### **Protective Security & Lockdown Procedure**

Please refer to separate policy