

## HEALTH, SAFETY AND WELLBEING POLICY (PART 2)

Issue 15

September 2024

Approved by:



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Head Teacher  
Bailey's Court Primary School

**Date:** September 2024

Authorised by:



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Chair of Full Governing Body  
Bailey's Court Primary School

**Date:** September 2024

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# Health, Safety and Wellbeing Policy

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***“This document contains the broad arrangements for health, safety and well-being”.***

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## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	March 1997	Original policy document.	W Davey
2	March 1999	Document reviewed and updated.	W Davey
3	March 2001	Document reviewed and updated.	W Davey
4	March 2003	Document reviewed and updated.	W Davey
5	March 2005	Document reviewed and updated.	W Davey
6	October 2008	Document reviewed and updated. Inserted "Managing Medical Needs" document into Section 3 of this policy.	D Hickson & M Telfer
7	August 2011	Document reviewed. Section 3.1 updated to include the online Sentinel/RIDDOR reporting system. Section 3.7 updated to provide clearer guidance on the management of medical needs.	D Hickson
8	December 2011	Policy rewritten to bring in line with the new model policy from the local authority, as advised during recent Health and Safety audit.	D Hickson
9	October 2014	Policy rewritten to bring in line with the new model policy from the local authority. Changes are highlighted in the left hand margin.	D Hickson
10	October 2015	Policy Reviewed – No changes made.	A Lynham
11	July 2017	Policy Reviewed & rewritten with Delegated Services	A Lynham, S-J Cannings & P Tranter
13	September 2018	Policy Reviewed	A Lynham
14	September 2020	Policy Reviewed	A Lynham
15	September 2024	Policy Reviewed	A Lynham

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Produced by the Risk Management and Reassurance Director, Delegated Services, (RM&R D), as Competent Person for the School

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## 3. ARRANGEMENTS – what people do.

The governing body adopt all local authority policies and arrangements, as adapted for the school, by agreement of this document. For school use they will be reviewed and updated on a rolling basis. When roles, titles, etc., change, they will be updated in this document at its *next* review.

### 3.1 Accidents (Including Incidents and Violence) Reporting

The reporting procedures are as follow:

**3.1.1 For Pupils** - All accidents to pupils involving injury are to be recorded. This will initially be by using the standard accident report sheets, which are kept in the first aid area.

Further to this any reportable incident will be reported electronically to SG Council and to the Health and Safety Executive (HSE). See <http://www.hse.gov.uk/riddor/report.htm>

NB: Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative, where the accident arises out of a work activity. For pupils this is usually viewed as directed time, e.g. in lessons or on trips but not playtimes. Accidents need to be reported to HSE within 10 days of the accident.

**3.1.2 For Staff** - All accidents to staff involving injury are to be recorded. This will initially be by using the standard accident report sheets, which are kept in the first aid area.

Further to this all accidents to staff will be reported electronically to SG Council and any reportable incidents, see 3.1.1 above for details, to the HSE.

**3.1.3 For Visitors** - All accidents to pupils involving injury are to be recorded. This will initially be by using the standard accident report sheets, which are kept in the first aid area.

Further to this any reportable incident, see 3.1.1 above for details, will be reported electronically to SG Council and to the HSE.

**3.1.4 For Near Miss Incidents** - For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, the H&S Coordinator will be notified. A decision will then be taken as to whether it is necessary to notify it electronically to SG Council and the HSE. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

**3.1.5 For Behaviour Incidents** - These include violence, bullying and harassment and are to be recorded by immediately inputting information onto the school welfare log.

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## 3.2 Asbestos

There are no asbestos containing materials in buildings. School was built in 1990's and no asbestos containing materials were specified in its construction.

No asbestos containing materials are to be brought on to site with the only exceptions to this being in the case of display materials, e.g. World War II gas mask in sealed container.

For further information on asbestos Visit: <http://www.hse.gov.uk/asbestos/index.htm>

## 3.3 Building/Premise

The H&S Coordinator maintains a list of building maintenance contracts in line with statutory requirements.

## 3.4 Caretaking and Cleaning

The caretaker and cleaners follow the safe practice identified from relevant risk assessments and have been provided with information, instruction and training.

### 1.1.1.1 3.5 Competency (Training)

All employees appointed are considered to be competent to perform the tasks they are given or they will be provided with information, instruction, training and supervision as necessary to make them competent.

In respect of training the Head Teacher recognises that it is a constant requirement and that in particular new employees, transferred staff and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

There are various categories of training requirements but for school use they are defined as induction training, informative/awareness training and specific (hands-on) training.

#### **Induction Training**

This will apply to new employees, employees transferred within the School to other activities, contract and agency staff, and volunteer Helpers, all of whom will need to be shown over the School and host area, and be issued with, and instructed upon, key information on policies and procedures, fire precautions, first aid and welfare arrangements, etc.

#### **Informative and Awareness Training**

A more in-depth approach, in-house, showing employees what they must and must not do; providing supervision until they gain an understanding of what is required; making them aware of their tasks and providing written procedures and arrangements.

#### **Specific Training**

This is a hands-on training approach where it is recognised by The Governors that employees will require an accepted level of competence to perform their tasks, e.g.:

- **First Aid** - Employees designated as First Aiders will be trained.
- **Administration of Medication** - Employees designated as persons able to administer medication will be trained in accordance with the School's Medical Needs Policy'.
- **Education Visits Co-ordinators and Trip Leaders** – Employees so designated will be trained in accordance with the Management of School Trips and Visits Policy
- **Other functions** – e.g., Child Protection and Safeguarding, supporting those with special needs, where employees will require a recognised level of competence.

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## **3.6 Consultation with Employees**

The school complies with the H&S (Consultation with Employees) Regulations 1996 by displaying the Health and Safety Law Poster, holding regular staff meetings where health and safety issues are discussed and through use of Email to ensure staff are aware of any particular issues, whether these be incidents or development plans, relating to them or their work area.

## **3.7 Contractors**

All contractors entering or working on school premises will do so only with the permission and authorisation of the Head Teacher or H&S Coordinator. They will be required to comply with the relevant safe working procedures and will be expected to arrange their work so as to avoid disrupting the primary purpose of the School.

The Head Teacher and /or H&S Coordinator will be responsible for liaising with contractors and ensuring safe working arrangements, and providing contractors with a copy of the School's Policies, Procedures, Codes of Practice and other guideline. Contractors will be informed in writing regarding who to contact and will follow that guidance. The Governors will be made aware of any specific problems.

For large projects Health and Safety documentation including references, risk assessments, method statements, and safe systems of work, appropriate to the working circumstances will be examined when contractors are considered for a project.

## **3.8 COSHH (Control of Substances Hazardous to Health)**

The school COSHH assessment document is kept in the office.

## **3.9 Computers (Display Screen Equipment (DSE))**

All computers in use within school, whether PCs or laptops, together with associated equipment are purchased from reputable suppliers and installed in line with relevant guidance.

**3.9.1 Computer Workstation Assessments** - Any member of staff who is a "user" as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a "user audit" for the workstation where they work. A "user" being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claims forms are available from the main office, and payment for a basic set of glasses where they are required mainly for use with DSE. User audit forms are available from the school office.

**3.9.2 Laptop Computers** - A laptop is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of "repetitive strain" type injuries. Specifically use of a separate keyboard, setting the laptop on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

Please see link for information on safe use of DSE <http://www.hse.gov.uk/pubns/indg36.pdf>

## **3.10 Defect Reporting**

Staff have been informed that they need to report defects as soon as practicable to the H&S Coordinator, preferably by Email.

## **3.11 E-Safety**

The school has a separate policy for E-safety and a copy of this policy is on display in the staff room and can be found on website. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

## **3.12 Educational Visits**

The school undertakes a mix of school trips in line with its Management of School Trips and Visits Policy which are kept in the office. All trips are to be approved by the Educational Visits Coordinator (EVC) in consultation with the Head Teacher and H&S Coordinator, these include short duration trips, inter school activities or local trips, e.g. to library, whilst any trip away from site overnight must be

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approved by the H&S Coordinator and must be notified to the Council using the Residential School trips form. Notification is required a minimum of two weeks in advance of the trip.

## 3.13 Emergency Procedures

The specific procedures are as contained in the following

Fire Orders, what to do in case of discovering a fire or on hearing the fire alarm

First aid arrangements, see below for what to do following an accident etc.

Policy, Procedures and Guidance for Emergencies and Business Continuity.

## 3.14 Fire Precautions

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire orders based on the outcomes have been produced and these are as displayed.

**NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.**

## 3.15 First Aid

The school will try to exceed the basic recommendation for first aiders but will ensure that there are a minimum of two paediatric trained staff available to cover classrooms with pupils who have not reached the age of 5 during their first school year and that a minimum of two persons who hold the appointed persons first aid certificate will also be on site.

A list of staff who hold a first aid at work certificate is on notices displayed around the school or available from the office.

**3.15.1 Following an Accident** - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

Note: In the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate. For pupil who suffer any injury to the head, above the neck, they are given a head bump band with the date & time clearly of the injury stated. A note of the injury is recorded in a book and parents are informed by text message. If when checked by a first aider it is thought to be more serious the parent/carer will be phoned.

**3.15.2 First Aid Boxes/Materials** - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site and checked/re-stocked on a termly basis, or more regularly if necessary.

**3.15.3 Injuries Involving bodily fluids** - Staff dealing with injuries involving bodily fluids must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the first aid station close to the first aid box and the school

*For further information on first aid Visit: <http://www.hse.gov.uk/firstaid/index.htm>*

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## **3.16 Higher Risk Curriculum Areas or Activities**

Higher risk curriculum areas are subject to analysis and risk assessment taking advantage of national body expertise and standards, e.g. CLEAPSS for Science, DT and Art.

**3.16.1 Play Equipment** - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Health and Safety Coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is also subject to a weekly check by the caretaker and an annual inspection by the Councils Engineering Insurers.

### **1.1.1.2**

**1.1.1.3 3.16.2 Science** - The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the Association for Science Education (ASE) and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

**1.1.1.4 3.16.3 Sport/PE** - The school follows the guidelines contained in 'Safe Practice in Physical Education 2016' produced by Association for Physical Education (AfPE) and all PE equipment is subject to regular visual inspection, carried out by staff prior to use and an inspection by an independent service contractor. Where equipment is found to be faulty the equipment is put out of use.

**3.16.4 Swimming Arrangements** - Swimming sessions take place at Bradley Stoke Leisure Centre and pupils either walk or are transported by minibus to and from the venue.

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. The school will ensure that pupils are supervised in changing areas, that lifeguards are in place and that the capabilities of the pupils are communicated to swimming teachers.

The pool has relevant health and safety procedures in place.

**1.1.1.5 3.16.5 Technology** - The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the National Association of Advisers in Design and Technology (NAAIDT) and endorsed as a standard by the Council



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## 3.17 Housekeeping

The H&S Coordinator / Site team and others, will ensure adequate arrangements are in place to keep the School clean and tidy through good housekeeping. In particular, rubbish and other combustible materials will not be allowed to accumulate. Boiler rooms and all designated escape routes will be kept clear at all times. Rubbish bins, skips, etc. will be located away from School buildings and secured to suitable fixed points. Staff will make regular checks of their areas, maintaining tidiness, arranging adequate storage and ensure appropriate cleaning arrangements.

**3.18 Induction** - All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety. Staff will also be provided with a general induction checklist which they will need to complete during their first year and each area will supplement as appropriate.

## 3.19 Infectious Diseases

The school follows the national guidance produced by Public Health England, which is summarised by the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the office. See following link for document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522337/Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf)

**3.20 Managing Medical Needs** - The school will try to accommodate pupils with medical needs wherever practicable in line with its approved medical procedures. See Managing medical needs policy.

Note: Support for pupils with medical needs is in line with DfE guidance. Issues arising from duties under the *Equality Act 2010* should be referred to the SENDCo.

## 3.21 Manual Handling

Responsibility for the safe manual handling of loads, including when necessary the lifting and carrying of pupils, will rest with the H&S Coordinator and it will only be permitted after a risk assessment has been undertaken by a competent person, and all the precautions identified put in place including the deployment of appropriate equipment e.g., hoists, the issue of personal protective equipment (PPE) e.g., gloves, and suitable and sufficient training provided e.g., in lifting persons.

See Manual Handling risk assessment document for further detail.

The H&S Coordinator will ensure safe and considerate manual handling of pupils to eliminate or minimise risks. In addition to a suitable and sufficient risk assessment, it will be identified if there is another way to undertake the task so that greater consideration of the person's personal wishes and right to dignity are respected. Appropriate equipment will be purchased and specialist training provided if needed; review and amendment of local policies will take place as necessary and all manual handling accidents and near misses will be investigated.

## 3.22 Noise and Vibration

If there are problems with noise and/or vibration specialist advice will be sought to monitor the hazard, assess risk and take remedial action if necessary.

## 3.23 Plant, Machinery, and Equipment

The provision and use of Plant, Machinery and Equipment in the School will be in accordance with the relevant safe practice identified either by risk assessment or within maintenance documents as appropriate. The H&S Coordinator keeps details of all items requiring maintenance in the Service Contract Folder.

## 3.24 Playing Fields

An inspection of the playing fields must be included as part of the seasonal three times a year inspection programme. A visual inspection of playing fields will be carried out before all organised games and contact sports, this will look for physical defects to the grounds which may increase the likelihood of slips, trips, and falls, as well as checking that fields are free from broken glass and other sharps, and all debris will be removed. This duty is delegated to the member of staff leading the activity.

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## 3.25 Premises

The following issues are premise related, i.e. to do with fixed systems within school but for which there are specific health and safety legal requirements

**3.25.1 Electricity** - The school has fixed electrical installation checked and certified once every 5 years in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug undamaged and that wire is not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use. Portable electrical equipment is also subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested annually, which legally is within 14 months.

**3.25.2 Water Hygiene/Legionella Management** - Water Hygiene/Legionella is managed in accordance with the report/risk assessment completed on the hot and cold water systems. The caretaker has been trained on the testing he is responsible for, specifically temperature monitoring at Sentinel Taps, whilst contractors undertake the regular monitoring, flushing and cleaning regimes. The school water assessment is kept in the school office

## 3.26 Risk Assessment

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities. Where supplemental risk assessments are required, they will be specific to an activity, added to more general assessments, e.g. COSHH, manual handling etc. or will be pupil specific.

## 3.27 Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people, this is the Child Protection Policy, a copy of which is available on the website. All employees need to be aware of the policy.

## 3.28 Security

A security risk assessment has been completed to identify main security for site and operations.

The school site has been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to pupils. If employees have any questions on Security they should initially speak to their line manager.

## 3.29 Transport

The options for transporting pupils etc. are;

**3.29.1 Use of staff vehicles** - Staff can transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose and need to hold business class insurance for the vehicle they use.

**3.29.2 Use of school minibuses:** Staff who hold an up to date Minibus Driver Assessment Scheme (MIDAS) Certificate approved by the school are allowed to drive the minibus.

**3.29.3 Use of Professional Transport:** The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

**3.29.4 Parents Transport:** If needing to use this option, the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

## 3.32 Wellbeing

The wellbeing of staff is seen as an integral part of the schools Health and Safety responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

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All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy

The governing body endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

### **3.33 Work at Height**

Responsibility for the safe work at height will rest with the H&S Coordinator. Risk assessments have been carried out for all frequent work at height activities and all access equipment has been identified and where appropriate subject to regular inspection with records kept. All staff having also been advised to check equipment prior to use. The H&S Coordinator will provide training on use of ladders in-house where this has been identified as suitable and sufficient from the risk assessment. See Work at Height risk assessment document for further detail.