

Stokesay Primary School



Individual School Health and Safety Policy

RATIFICATION: Sep 26

DATE OF NEXT REVIEW: Sep 27

REVIEWED BY: Head of School

APPROVED BY: Local Governing Body

1. Introduction and Scope

This Handbook (Part 3) sets out Stokesay Primary School's local arrangements for health and safety. It must be read alongside the Trust's Health & Safety Policy (Part 1) and the General Arrangements (Part 2). It applies to all staff, governors, volunteers, pupils, contractors and regular visitors on site.

Our aims are to:

- prevent accidents and cases of work-related ill health;
- provide and maintain safe premises, plant and equipment;
- comply with health and safety legislation and best practice;
- embed a positive safety culture where everyone takes responsibility;
- ensure clear, idiot-proof procedures that are easy to follow.

2. Statutory and Guidance References (current)

- Health and Safety at Work etc. Act 1974; Management of Health & Safety at Work Regulations 1999;
- RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations);
- Regulatory Reform (Fire Safety) Order 2005; Fire Safety Act/updated guidance as applicable;
- Control of Substances Hazardous to Health Regulations 2002 (as amended) – COSHH;
- Manual Handling Operations Regulations 1992; Display Screen Equipment Regulations 1992 (as amended);
- Provision and Use of Work Equipment Regulations 1998 (PUWER); Work at Height Regulations 2005;
- Electricity at Work Regulations 1989; Gas Safety (Installation and Use) Regulations 1998;
- Legionella L8 ACOP & HSG274; Water Hygiene guidance;
- Data Protection Act 2018 & UK GDPR;
- Working Together to Safeguard Children (DfE 2023) and Keeping Children Safe in Education (DfE 2025).

3. Roles, Responsibilities and Lines of Reporting

Employer responsibilities sit with the Trust and are delegated locally as follows:

- Executive Headteacher – Chief Health & Safety Lead (Responsible Person): Mr Paul O'Malley.
- Head of School – day-to-day implementation and leadership of this Handbook: Mr William Vaughan.
- Health & Safety Coordinator / Premises – coordination of inspections, records, statutory testing, defect control, contractor management: Miss Millie McKnight.
- Trust Estates/Compliance – oversight of statutory compliance and audits.
- Educational Visits Coordinator (EVC) – visit approval, advice and assurance: Mr William Vaughan.
- Safeguarding/H&S Link Governor – monitoring and challenge: Mrs Rose Patey.

All staff must: take reasonable care for their own H&S and that of others; follow training and instructions; use equipment/PPE correctly; report hazards, defects, near-misses and incidents immediately.

4. Communication, Document Control and Records

- Current versions of policies, procedures, risk assessments and statutory test logs are held in the office and on the shared drive.
- Room-specific instructions (e.g., evacuation cards) are displayed in teaching spaces and offices.
- Accident/incident records, RIDDOR notifications, and investigation reports are retained per Trust retention schedule.
- Staff are briefed on key changes at induction and through staff meetings and email bulletins.

5. Health & Safety Training and Competency

All staff receive H&S induction covering: fire safety, first aid/accident procedures, manual handling awareness, DSE basics, site rules and reporting. Training is refreshed according to risk and statutory cycles.

- Role-specific training: Paediatric First Aid; Team-Teach/behaviour; Premises safety; COSHH; Work at Height; EVC; Minibus (if applicable).
- Managers review training needs at appraisal and supervision; the office maintains a live training matrix.
- Staff must attend required training, apply learning in practice, and retain certificates.

6. First Aid and Medical Needs – Provision and Procedures

6.1 Provision

- Sufficient numbers of trained first aiders are maintained, including paediatric first aiders, to ensure cover at all times children are on site and on visits.
- First aid kits are located in every classroom, the reception/office and the kitchen (with burns kit). Central stock is checked monthly.
- A live list of qualified first aiders is displayed in staff areas and held in the office.

6.2 Responding to Injury/Illness – Step-by-step

- Make the area safe; apply universal precautions (gloves) for blood/body fluids; reassure the child/adult.
- Call a first aider; call 999 immediately for serious/life-threatening conditions.
- Record the incident (see Section 7); inform parents for head bumps and significant injuries on the same day.
- Escort or arrange collection if the pupil cannot remain safely in school after assessment.

6.3 Infection Control

- Use gloves for potential blood/body-fluid contact; wash hands after care; dispose of waste in appropriate bins.
- Clean and disinfect affected surfaces promptly; isolate the area if needed until safe.

6.4 Medicines in School

- Only administered with written parental consent and in line with the Medicines Policy.
- Controlled drugs and emergency medications are stored securely and accessible to trained staff.
- Two adults present where practicable; record each administration; follow Individual Healthcare Plans (IHPs).

6.5 Sleep and Rest in School

For children in the two-year-old provision, opportunities for rest are planned in response to individual needs and agreed in partnership with parents. Where rest or sleep is required, children use **age-appropriate sleeping mats** in a designated area that is clean, safe and suitable for young children.

Children who are resting or sleeping are **always supervised within sight and hearing of staff** and are never left unattended. Staff carry out **regular visual checks** to monitor children's comfort and wellbeing.

Room temperature and ventilation are monitored to ensure a safe and comfortable environment, with adjustments made as required.

If a child falls asleep unexpectedly, staff respond appropriately, continue close supervision and record this as part of the child's daily care. Sleep and rest arrangements form part of the school's risk assessment and safeguarding procedures for under-threes.

7. Accidents, Incidents, Near Misses and RIDDOR

7.1 Immediate actions

- Make safe; provide first aid; summon emergency services if required; preserve evidence for significant incidents.

7.2 Recording and internal reporting

- Pupil incidents: record in the pupil accident log/CPOMS and notify parents as appropriate.
- Staff/visitor incidents: record in the staff accident book/Trust portal as directed.
- Inform the Head of School and H&S Coordinator for significant incidents or any hospital attendance.

7.3 RIDDOR 2013 – what must be reported to HSE

- Death; specified injuries (e.g., fractures other than fingers/toes; amputations; serious burns; loss of consciousness from head injury/asphyxia);
- Over-7-day incapacitation for employees; occupational diseases when diagnosed;
- Dangerous occurrences (e.g., fire/explosion causing work to be stopped for over 24 hours);
- Injuries to non-employees (pupils/visitors) taken directly from the scene to hospital for treatment.

The Chief H&S Lead ensures HSE notification and liaison with the Trust/Local Authority. We investigate, identify root causes, update risk assessments and communicate learning.

8. Fire Safety – Prevention, Testing and Evacuation

8.1 Prevention and housekeeping

- Keep exits, corridors and fire doors clear; never wedge open fire doors.
- Store flammables safely; control ignition sources (no hot works without permit).

8.2 Testing and drills

- Weekly fire alarm test; monthly emergency lighting function test; annual full test; extinguishers serviced annually; all recorded.
- Fire drills at least termly (half-termly preferred); lessons learned are shared and actions tracked.

8.3 Evacuation – what staff do (cue sequence)

- On alarm: instruct pupils to stop, leave belongings; line up and evacuate via the nearest safe route.
- Close doors/windows if safe; proceed to the assembly point (playground for each Key Stage site)
- Take the register; report any missing persons immediately to the incident controller.
- Office brings visitor lists and first aid grab bag; no one re-enters until authorised by SLT/emergency services.

8.4 PEEPs and SEND

- Personal Emergency Evacuation Plans (PEEPs) are prepared for pupils/staff who may need assistance.
- Practice plans with support staff; assign buddies and equipment where needed.

9. Lockdown / Invacuation – Triggers and Procedure

- Triggers include intruder risk, community incidents nearby, dangerous animals, chemical spills, and extreme weather.
- Signal (short, repeated whistle blasts / SLT instruction). Actions: bring people inside; secure doors/windows; lights off; blinds closed; move out of sight; stay quiet; keep phone on silent; await all-clear from SLT/police.

- During unstructured times (break/lunch): nearest staff sweep and shepherd pupils inside using the closest safe entry; teachers account for classes as soon as practicable.
- After all-clear: controlled dismissal; record incident; support pupils/staff as needed.

10. Severe Weather – Snow, Ice, Wind and Flood

- Site team implement gritting plan based on forecast; priority routes communicated; non-gritted areas may be cordoned off.
- Staff and pupils must use gritted routes only; report slip hazards immediately.
- High winds: secure/lay down mobile equipment (e.g., goals/hoops) as directed; avoid treelines if advised.
- Closure/late start decisions are made by SLT in line with Trust guidance; parents informed via text/email/website.

11. Contractors, Works and Asbestos Management

- Only approved contractors may work on site; they must sign in, receive a briefing, and read the Asbestos Register before intrusive works.
- Before work: verify RAMS, insurances, permits to work (hot works, roof access), isolation plans, safeguarding controls and scheduling to avoid pupil contact where possible.
- During work: segregate areas, maintain housekeeping, control dust/noise, and stop work if unforeseen hazards arise.
- After work: inspect, remove waste, reinstate and sign off with Site/SLT.
- Staff must not drill, pin, or disturb walls/ceilings without approval. If suspect material is found/damaged, stop, isolate and inform Site/SLT immediately.

12. Risk Assessment – How We Do It

We use the HSE Five Steps: identify hazards; decide who might be harmed and how; evaluate risk and controls; record; review.

- Where required: classrooms, PE, Forest School, science/DT/art activities, events/performances, educational visits, lone working, manual handling, DSE, COSHH, work at height, contractors.
- Dynamic risk assessment: staff make on-the-spot adjustments when conditions change; significant changes are recorded afterwards.
- Reviews: annually as standard, and sooner after incidents/near misses or significant changes.
- Storage: all live risk assessments are on the shared drive and available in the office.

13. Work at Height and Equipment Safety (PUWER)

- Use only school-approved steps/stepladders; pre-use check for damage; maintain three points of contact; never stand on chairs.
- Do not overreach; ask for help to foot the ladder; no lone working at height.
- Under PUWER, only trained/authorised staff use work equipment. Remove defective items from service and report immediately.

14. Electrical, Gas and Water (Legionella) Safety

- Electrical: fixed wiring (EICR) via Trust schedule; PAT testing on a risk-based cycle; users carry out visual checks before use; no privately owned electricals unless PAT-tested and authorised.
- Gas: annual service by Gas Safe engineers; report any smell of gas immediately; evacuate area; isolate if trained; call emergency services and SLT.
- Water hygiene: weekly flushing of little-used outlets; monthly temperature checks; contractor oversight; report out-of-use outlets to Site for management.

15. Display Screen Equipment (DSE) and Homeworking

- Staff who habitually use computers complete an annual DSE self-assessment; adjustments (chairs, risers, footrests) are provided as needed.
- Good practice: feet supported, eyes level with top of screen, forearms parallel to desk, regular micro-breaks.
- Homeworking (where agreed): staff are responsible for safe set-up and data security as per policy.

16. Manual Handling and Movement of Loads

- Plan the lift, clear the route, use trolleys or team lifts; keep the load close; bend knees; keep back neutral; lift smoothly; avoid twisting.
- Never ask pupils to move heavy furniture or equipment.
- Manual handling risk assessments in place for predictable tasks (e.g., furniture moves, deliveries, PE apparatus). Training refreshed to suit role risk.

17. Lone Working and Out-of-Hours Use

- Avoid lone working where possible. If necessary: obtain SLT permission; sign in/out; carry a charged phone; agree a check-in; park in well-lit areas; do not undertake high-risk tasks.
- Lettings and community users receive written emergency procedures and are responsible for their guests' compliance.

18. Educational Visits and Transport

- All visits follow the Educational Visits Policy and EVC approval process; risk assessments must be completed and approved in advance.
- Ratios reflect age, activity and environment; paediatric first aid cover and first aid kit taken; medications and IHPs carried and administered per policy.
- Transport: business insurance where private vehicles are used; seatbelts/child restraints are compulsory; avoid 1:1 situations; use central pick-up/drop-off points where possible; parental consent in place.

19. Housekeeping, Cleaning and Site Safety

- Clear spills immediately and use wet-floor signage; keep corridors and exits clear; do not store items in plant rooms or electrical cupboards.
- Rooms/stores: avoid overloading shelves; heavier items between knee and shoulder height; keep chemicals locked away.
- Report defects promptly to Site; cleaning standards monitored against contract KPIs.

20. Environment, Energy and Waste Management

- Switch off lights/IT when rooms are empty; avoid unnecessary printing; report leaks and energy waste.
- Recycling: follow local systems for paper/card, plastics, toners and WEEE; hazardous and clinical waste are removed by licensed contractors.
- Sharps (where applicable for medical needs) are disposed of in approved sharps containers and collected by licensed providers.

21. Personal Protective Equipment (PPE)

- PPE is a last resort when risks remain after other controls; the school supplies appropriate PPE and replacements.
- Staff must wear PPE as instructed, store it correctly and report defects immediately.

22. Behaviour, Violence and Staff Wellbeing

- We promote respectful conduct and a safe working environment. Report verbal abuse, threats or violence immediately; incidents are logged and investigated.
- SLT support staff with de-escalation strategies; post-incident support and stress risk assessments are provided where needed.

23. Records, Evidence and Retention

- We maintain: accident/incident logs; RIDDOR reports; fire/evacuation/drill records; statutory test logs; training matrix; risk assessments; contractor RAMS/permits; water hygiene logs.
- Retention periods follow the Trust retention schedule and legal minimums (e.g., accident records retained for the required period; child-related records retained in line with statutory guidance).

24. Monitoring, Audit and Review

- SLT, Site and the Link Governor conduct regular inspections; Trust Estates completes annual audits; KPIs (accidents, training compliance, risk assessment reviews) are monitored.
- This Handbook is reviewed at least annually or earlier after incidents/changes in law or practice; updates are communicated to staff.