

This policy should be read and understand in conjunction with the following documents:

LA DOCUMENTS:
<ul style="list-style-type: none">• Wiltshire Health and Safety Manual and Supporting Documents• Wiltshire Health and Safety Manual Contents (Appendix A)• Health & Safety On-line Incident Reporting (April 2012) (Appendix B)
SCHOOL POLICIES:
<ul style="list-style-type: none">• Behaviour for Learning B5• Child Protection Policy A2• Critical Incidents Policy A6• School Drug Policy B7• Single Equality Policy A16• Home School Policy, Agreement & Handbook for Parents/Carers B2• Letting Policy C6• Management of Bullying Policy B1• Physical Restraint Policy A8• Secure Data Handling Policy A11• Sex Relationships Education (SRE) Policy B4• Staff Well-Being Policy A27• On Line Safety Policy B3• Violence and Aggression towards Staff A15
SCHOOL PROCEDURES:
<ul style="list-style-type: none">• School Code of Conduct for Staff/Volunteers (Appendix C)• School Managed Projects and Contractor information/questionnaire (Appendix D)• Educational Visits (Appendix E)• Fire and Evacuation Procedures (Appendix F)• Fire – Staff trained and qualified to use fire extinguishers (Appendix F1)• First Aid (Appendix G)• First Aid – List of staff qualified in First Aid with level of qualification (Appendix G1)• Gritting Procedures (Appendix H)• Health and Safety Leaflet (Appendix I)• Home Visits (Appendix J)• Intimate Care (Appendix K)• Lone Working (Appendix L)• Medical Issues (Appendix M)• Non Smoking (Appendix N)• Registration and Missing Children (Appendix O)• Security on Site (Appendix P)• Slips, Trips and Falls (Appendix Q)• Transportation of Pupils (Appendix R)• Safer Swimming (Appendix S)

Wiltshire Council has a comprehensive Health and Safety Manual. Contents of the manual and risk assessments are available on <http://wisenet.wiltshire.gov.uk/documents/dsweb/View/Collection-1973>. Christ Church Primary School follows the general guidelines and regulations as laid out in the manual. Where policies and procedures are specific to our school, they are attached as appendices.

Statement of Intent:

- Christ Church (CEVC) Primary School is committed to providing a safe and healthy working and learning environment for staff, pupils and visitors.
- The school 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 school 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 school 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 and must be aware that they share in the responsibility of maintaining health and safety for themselves and for others.

Organisation:

Level 1	Head Teacher
Level 3	Management Team and Operations Manager
Level 4	Teachers, Support Staff, Admin staff and cleaners
Level 5	Pupils

Summary of duties and responsibilities

Level 1 Head Teacher

- Draw up an effective and enforceable Health and Safety Policy in line with the Local Authority safety, welfare and safeguarding policies.
- Review the policy annually or in response to a major incident.
- Appoint one governor to have an overview of health and safety matters and support the Operations Manager in carrying out risk assessments. (Appointed = Tony Green)
- Appoint one governor to monitor the Single Central Register. (Appointed = Tony Green)
- Ensure that all concerned are aware of the policy and their health and safety responsibilities.
- Take account of health and safety requirements when setting the budget.
- To identify and evaluate all risks relating to the premises, school activities and school sponsored events.
- To ensure that appropriate training, instruction and supervision are provided so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner.
- To ensure that a system of risk assessments is in place to ensure good practice and ways of minimising risk to all who use the school premises.
- Take day to day responsibilities for health and safety matters in school.
- Liaise with Wiltshire Council LA as appropriate on policy issues.
- Report any hazards to LA as necessary.
- Ensure that any defects in the premises, equipment or facilities are made safe in a timescale commensurate to risk.
- Arrange for staff training as appropriate.
- Ensure that the policy is brought to the attention of all adults who work in the school by informing them of its location on the 'T' drive and ensure that all are aware of their own health and safety responsibilities through annual update.
- To note all new regulations and relevant health and safety instructions and bring these to the attention of the Governing Body where appropriate.
- To arrange for risk assessments liaising with H&S Governor.
- Report accidents and incident information in line with LA procedures (see below and Appendix B) and when necessary carry out accident investigations.

Level 2 – Senior Management Team and Operations Manager

- Arrange for staff to be informed of health and safety procedures and ensure that these are carried out, including new staff as part of the induction process.
- To ensure that all volunteers who work at the school are given a copy of the school's 'Code of Conduct for Volunteers' (Appendix C) and that one-off visitors to the school are given a copy of the school's 'Health and Safety Leaflet' (Appendix I)
- Act upon any incidents reported at Level 3 and Level 4.
- Act on reports from level 3 within an agreed timescale and report problems to level 2.
- To write up and follow up risk assessments where necessary.
- Support L2 in highlighting any issues from day to day observations.

Level 3 - Teachers

- Ensure they read and are familiar with the 'Health & Safety' section in the 'Staff Code of Conduct'.
- Check classroom/work area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used where appropriate.
- Report any defects to Level 2.
- Perform any special tasks, e.g. fire evacuation, emergency aid.
- Report to Level 2 any accident, near miss, incidents of violent or verbal abuse or any hazard.
- Class teachers to complete annually a risk assessment for their teaching area(s).

Level 4 - Pupils

- Check work areas are safe.
- Report any incident which makes them feel unsafe to their class teacher.
- Report any unsafe image immediately to an adult.
- Report any incident of bullying to an adult or directly to a senior manager.
- Act in a safe manner when moving around school.

Specific Responsibilities

- The Health and Safety governor will arrange an inspection twice a year of the premises, materials and equipment in order to identify and institute remedial work necessitated by any risk to health and safety.
- A system of reporting defects is kept in the main office and checked daily by the Site Manager.
- The Governing Body will ensure, through the Operations Manager that any contractors employed to undertake work on the premises will follow their own and the school's health and safety policies and Local Authority guidelines (Appendix D).
- The Governing Body and/or Headteacher will arrange for risk assessments to be carried out where the health and safety of any employee, or person to whom they have a duty of care, is thought to be at risk, e.g. pregnancy, dealing with children who present challenging behaviour.
- The Operations Manager will log and file any report from service contractors e.g. fire extinguishers, intruder alarms and tree inspections. The Operations Manager will ensure that key documents are maintained and stored for monitoring purposes by SMT or external agencies e.g. Asbestos Register, Legionella reports and Fire records, etc.
- The Governing Body will look to Wiltshire Council's Health and Safety Advisor for advice as appropriate and where to arrange training.
- The Head Teacher will investigate incidents which cause, or have the potential to cause, injury to staff, pupils and visitors and to report the findings to the H&S governor and together will decide what action to take and may follow up with a risk assessment.

Reporting incidences to the Local Authority

The following types of accident and incident must be reported to the local authority:

- **Employees**
 - any type of accident or incident in which an employee or contractor is physically injured;
 - any incident in which an employee is subject to threatening, intimidating or aggressive behaviour from a pupil or other person as a result of being a school employee;
 - any incident in which an employee is subject to excessive verbal abuse from a pupil or other person as a result of being a school employee;
- **Pupils/Students**
 - any type of accident in which a pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation;
- **General**
 - any road traffic accident during a work journey (not commuting) even if damage only;
 - any other near miss incident in which someone could have been hurt.
- The school must report any of these events using the appropriate version of the electronic forms found on the link: [On-line accident/incident reporting forms](#) These can also be found on WISEnet: [WISEnet link to report an accident or incident](#)
- Any other less serious event or those involving pupil/student accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but the school should have a separate procedure for ensuring these events are recorded and relayed to parents if necessary.
- It is important that the person(s) responsible for incident reporting reads and becomes familiar with the whole of this section as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

Emergency Procedures

- The Head Teacher will ensure that there are plans prepared to cover foreseeable major incidents, e.g. fire, bomb alert, utility failure.
- Any other major incident will be treated as a Critical Incident.
- Fire and emergency procedures must be agreed by Governing Body and rehearsed by staff and pupils termly (i.e. six times a year) at various times of the day.
- The results of such rehearsals will form part of a risk assessment survey and reported to Level 3.
- Staff are given emergency evacuation procedures.

APPENDIX	TITLE
A	Wiltshire Health and Safety Manual Contents
B	Health & Safety On-line Incident Reporting
C	School Codes of Conduct for Staff/Volunteers
D	School Managed Projects & Contractors guidelines/questionnaire
E	Educational Visits Procedures
F	Fire and Evacuation Procedures
F1	Staff qualified to use Fire Extinguishers
G	First Aid
G1	List of staff with First Aid qualifications
H	Gritting Procedures
I	Health and Safety Leaflet
J	Home Visits Procedures
K	Intimate Care Procedures and related forms/risk assessments
L	Lone Working Procedures
M	Medical Issues
M1	Parental consent for administration of medicines
M2	Record on medication administration 'Bang on the Head' form
N	Non Smoking Procedures
O	Registration and Missing Children
P	Security and Off-Site Safety
Q	Slips, Trips and Falls
R	Transportation of Pupils
S	Safer Swimming