

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 (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 D8• 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 through Wiltshire Council's 'Right Choice' website.<http://www.rightchoice.wiltshire.gov.uk> - (Health & Safety Resource Page) (.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:

- 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 Statement (particularly section 4.2 – Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools 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, together with supporting procedures, which are reviewed annually or in response to a major incident,
 - periodically assess the effectiveness of this policy and ensure that any necessary revisions are made
 - establish an effective health and safety management structure within the school and monitor and evaluate the Head Teacher's performance on health and safety matters, and
 - bring to the attention of the Associate Director, Operational Children's Services, any health and safety concerns 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 Head Teacher, 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, and
 - 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 governors will appoint one member of the Governing Body to have an overview of health and safety matters (Appointed -Tony Green, Associate Governor) and, in particular to:

- 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,
- monitor the 'Single Central Record'
- support the Operations Manager in carrying out risk assessments,
- support the Operations Manager to ensure 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)
- ensure that a robust system of reporting defects and subsequent outcomes is in place

Organisation:

In addition to the responsibilities of the Governing Body, all other members of the school community have general responsibilities to ensure that the school is a healthy and safe place. Some members of staff however have specific responsibilities depending upon their role within the school. To this end we have identified 4 levels of responsibility as indicated below:

Level 1	Head Teacher
Level 2	Management Team and Operations Manager
Level 3	Teachers, Support Staff, Admin staff and cleaners
Level 4	Pupils

Summary of duties and responsibilities

Level 1 Head Teacher

The head teacher is required to take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times. In particular the head teacher must:

- take day to day responsibilities for health and safety matters in school and monitor and evaluate the health and safety performance of staff,
- 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, through the systematic use of risk assessments,
- 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,
- bring any health and safety concerns outside of the head teacher's own control to the attention of the governing body and the Associate Director, Operational Children's Services,
- ensure that routine maintenance and servicing of equipment through the LA mechanism or other competent means is carried out,
- ensure that any defects in the premises, equipment or facilities are made safe in a timescale commensurate to risk,
- monitor and secure compliance with the school's policy and related procedures together with the control measures identified through risk assessments,
- ensure that this policy (and its related procedures) 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.
- note all new regulations and relevant health and safety instructions and bring these to the attention of the Governing Body where appropriate,
- 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,

- investigate all accidents, near misses and episodes of work related ill health,
- report accidents and incident information in line with LA procedures (see below and Appendix B)
- have in place and practice emergency and contingency plans,
- provide the means for consultation with staff on health and safety matters,
- along with the H&S Governor, supply an annual health and safety performance report of standard indicators to the Associate Director, Operational Children's Services

Level 2 – Senior Management Team and Operations Manager

As part of their day-to-day responsibilities, members of the SMT and the Operations Manager will also ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility,
- staff and pupils are informed of health and safety procedures and safe working practices and ensure that these are followed,
- new staff and familiar with this policy and its procedures and are given instructions in safe working as part of their induction process,
- regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary,
- positive corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others,
- all volunteers who work under their supervision 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),
- all plant, machinery and equipment in the department in which they work is stored securely, in safe working order and its use restricted to authorised members of staff,
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work,
- any highly inflammable and/or hazardous substances in the department in which they work, are correctly stored and labelled, and exposure is minimized,
- they act upon any incidents reported at Level 3 and Level 4,
- they act on reports from level 3 within an agreed timescale and report problems to Level 1,
- they write up and follow up risk assessments where necessary, and
- they support the Head Teacher in highlighting any issues from day to day observations.
- In particular, the Operations Manager will:
 - ensure that a robust system of reporting defects and outcomes is in place. log and file any report from service contractors e.g. fire extinguishers, intruder alarms and tree inspections, and
 - 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.

Level 3 – All Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and have a responsibility to:

- ensure they read and are familiar with the 'Health & Safety' section in the 'Staff Code of Conduct' and follow agreed working practices and safety procedures
- check classroom/work areas are safe,

- check equipment is safe before use,
- ensure protective equipment is used where appropriate and that health and safety equipment is not misused or interfered with,
- 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, and
- complete annually a risk assessment for their teaching area(s).

Level 4 – Pupils should

- check work areas are safe,
- report any incident which makes them feel unsafe to their class teacher or another member of staff,
- report any unsafe image immediately to an adult,
- report any incident of bullying to an adult or directly to a senior manager, and
- act in a safe manner when moving around school.

Specific Responsibilities

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 Right Choice -
https://services.wiltshire.gov.uk/Forms/hr/incident_report_investigation2.php
- 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 (Critical Incident Plan), 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. three 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 2 or directly to the Head Teacher.
- 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

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