



## **Malmesbury C of E Primary School**

**Company Number 08483768**

*'Growing together in wisdom and love; discovering life in all its fullness.'*

# **Health and Safety Policy**

Version: 1.4

Issue date:	February 2014
Review date:	January 2024
Date of next review:	January 2025

### **Malmesbury C of E Primary School**

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## **1.0 STATEMENT OF INTENT**

1.1 The aim of the Governing Body of Malmesbury C of E Primary is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Governing Body believes that 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.

1.4 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.

## **2.0 THE DUTIES OF THE GOVERNING BODY**

2.1 In the discharge of its duty the Governing Body will:

- (i) Satisfy itself that relevant school staff are familiar with requirements of the appropriate legislation and codes of practice;
- (ii) take account of the legislation and codes of practice and consider these with reference to the probability of the risk occurring and the impact of that risk, against the financial cost and other policy implications of managing that risk;
- (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) 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.

2.2 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:

- (i) this policy;
- (ii) all other relevant health and safety matters;
- (iii) 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.

## **3.0 THE DUTIES OF THE HEAD TEACHER**

3.1 As well as the duties which all members of staff have (see 5.0), the Head Teacher has general and specific responsibilities. These are:

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is ensured. This achieved through an annual health and safety audit, regular updating of risk assessments and written procedures, and communication with staff.

(ii) To bring any health and safety concern outside of his/her own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body;

And specifically –

(iii) 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;

(iv) To develop and distribute school-specific policies or statements on local health and safety issues, these include:

- \* Lock down procedures – Code Yellow/Code Red
- \* Evacuation procedure
- \* Risk Register and Business Continuity Plan

(v) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

(vi) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with school health and safety procedures; (See staff training log).

(vii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;

(viii) To arrange routine maintenance and servicing of equipment through suitably competent means;

(ix) To consider health and safety (using CCO1 Safe Selection of Contractors form) in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;

(x) To investigate all accidents, near misses and episodes of work-related ill-health and to follow the school's accident and incident online reporting procedure;

(xi) To monitor and evaluate the health and safety performance of staff;

(xii) To have and practice emergency and contingency plans;

(xiii) To provide the means for consultation with staff on health and safety matters;

(xiv) To supply an annual health and safety performance report of standard indicators to the Governing Body.

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

#### **4.0 THE DUTIES OF SUPERVISORY STAFF**

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Head Teacher, or the member of staff nominated by the Head Teacher, 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.

4.2 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 by means of the school's Induction Procedure for staff, volunteers or work experience students;

(v) risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary, and that these may be referenced in the School Office;

- (vi) regular safety inspections are made of their area of responsibility as required by the Head Teacher 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 Head Teacher.

## **5.0 THE DUTIES OF ALL MEMBERS OF STAFF**

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work and to adhere to the guidance provided in the Staff Handbook (V1, Feb 2014)

5.2 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 and attend annual refresher training;
- (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.
- (v) Inform their line manager, the Site Manager or the Business Manager of any health and safety concerns they have or hazards they become aware of.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 The Head Teacher 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.

6.2 When the premises are used for purposes not under the direction of the Head Teacher, 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, as per the school's Lettings Policy. Hirers will need to provide evidence of public liability insurance compliance, and sign to acknowledge that they have read the Terms and Conditions of Hire. These refer to the school's health and safety policy, related risk assessments and the child protection policy, copies of which may be found in the Community and Outside Contractors file in the School Office.

6.3 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 organizer of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. (However an employee of the school, if running a school-sponsored activity, would not need to produce separate evidence of such insurance). For all non-school sponsored activities then insurance cover would be required as per section 6.2, regardless of the hirer's employment status.

6.4 When the premises are hired to persons outside the employment of the school, 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.

6.5 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. Method statements need to be discussed and agreed with the Head Teacher and Site Manager before work commences.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher 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.

6.7 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.

## **7.0 STAFF CONSULTATIVE ARRANGEMENTS**

7.1 The Governing Body, through the Head Teacher, 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.

## **8.0 EMERGENCY PLANS**

8.1 The Head Teacher 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.

This sequence will determine the priorities of the emergency plan.

8.2 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 annual Risk Register evaluation and the outcome will be reported to the Governing Body. See Critical Incidences guidance (in the Health and Safety file in School Office, fire and evacuation plans (in the Fire Record Log Book in School Office) and Code Red and Yellow procedures (in the Written Procedures file in School Office).

## **9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE**

Whenever required, the Governing Body, Head Teacher and other staff should seek expert advice, therefore the school subscribes to Educating Safely LLP as our

Competent Person and the Local Authority's Occupational Health service. In addition other competent persons may be consulted to ensure that the most current and relevant information is used in carrying out this policy.

## **10.0 REVIEW**

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

The Governor with responsibility for Health and Safety is Nigel Roberts.

## **11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE**

11.1 The Governing Body and the Head Teacher 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.

11.2 The written procedures required within the school are as follows and can be obtained from the school office on request namely:

- Child Protection Policy 2023-4
- Bomb threat guidance
- Control of Substances Hazardous to Health (COSHH)
- Staff Behaviour Policy and Code of Conduct 2023-24
- Learning Outside the Classroom, including transportation of pupils
- Working at Height
- Buildings and Equipment Maintenance ScheduleManual Handling
- Out of Hours use of facilities (Lettings Policy)
- PE Policy
- Intruder in the grounds / building – Codes yellow and red.
- Security Procedures
- Disclosure and Barring service Policy
- Key/Fob Control
- Disaster Recovery / Business Continuity
- Selection of Contractors (Procurement Policy)
- Use of Electrical Equipment
- Exposure to hazardous substances/materials
- Vehicular movements on site
- Waste Disposal
- Outdoor Play Equipment
- Lone Working
- Accident and Incident Reporting
- School Swimming in LA Leisure Centres guidance

11.3 Certain of the school's policies provide additional information and guidance on health and safety matters. The relevant policies are:

- Anti-Bullying
- Behaviour & Discipline
- Online Safety Policy

- Fire/Emergencies Plan including building and site evacuation
- First Aid & Administration of Medicines
- Governors' Code of Practice
- Lettings
- Personal use of Social Media
- Recruitment & Selection
- Recruitment of Ex-offenders
- Equality and Diversity
- Equality Information Statement
- Staff Well Being
- Vaping
- Violence and Aggression
- Whistleblowing

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

## 12 Policy adoption

Signed  
Steve Heal  
(Head Teacher):



Date: January 2024

Signed  
Laurence Mussett  
(Chair of Governors):



Date: January 2024