



HERON CROSS PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Date: June 2025

Review Date: June 2026

The Governors of Heron Cross Primary School recognise their corporate responsibility as employers for providing a safe and healthy environment for all staff members, pupils and other persons who come onto the premises or who may be affected by the operations of the school. This health and safety policy document sets out the safety arrangements and procedures for achieving a standard that meets current legislation and the needs of the school. The document should be read in conjunction with the Stoke on Trent City Council Health and Safety policy.

Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out remedial work and to protect employees and other persons who use or visit the establishment. Governors should be aware of their responsibilities for maintaining the premises as detailed in the local requirements. The Governors will carry out an annual inspection of the school and report to the Headteacher any health and safety issues, jointly agreeing a plan of action.

In order to successfully implement the policy, day to day management responsibilities for health and safety are delegated to the Head Teacher who in turn may assign specific tasks to other individuals.

The Headteacher in consultation with the Governors, will create a written health and safety statement which is reviewed annually consulting with governors, staff and trade union safety representatives where necessary. In the absence of the Headteacher, the Senior Leadership Team will take responsibility for day to day health and safety issues.

The aims of the Safety Policy are, so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- b) Provide and maintain accommodation, equipment and systems of work that are without risk to health.
- c) Provide training and instruction to enable employees to perform their work safely and efficiently.
- d) Make available safety equipment and protective clothing as necessary for the job task.

In order to achieve the policy objectives, employees have a duty to co-operate by adhering to the procedures and observing any supplementary rules.

It is in everyone's interest to help maintain the good health and safety record that exists at the school.

RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible for implementing and monitoring this policy and must ensure that health and safety considerations are always given priority in planning and day to day supervision of work activities.

The duties of the Headteacher include:

- Inspecting and checking work areas for which they are responsible ensuring that safety standards are being maintained.
- Monitoring compliance with safety rules and safe systems of work.
- Developing and enforcing any additional safety rules or guidance in order to reduce risk.
- Informing staff of safety rules and their legal duties, and identifying any training needs.
- Record any potential hazards, accidents or near miss situations.
- Assess workplace risks, where necessary reducing them to an acceptable level and reporting significant findings to Governors with details of action taken.

SPECIAL RESPONSIBILITIES OF TEACHERS/SUPERVISORY STAFF

The safety of pupils in the classroom, and during all other school activities is the responsibility of the class teacher or person in charge of the group.

Such persons are expected to:

- Exercise effective supervision of pupils
- Ensure that they have addressed any potential emergencies, where necessary familiarising pupils of the procedures.
- Give clear instructions and warnings as often as may be necessary.
- Set an example by using safe working methods and abiding by any safety rules.
- Ensure that where personal protection is required for themselves or for pupils, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations for additions or improvements where problems or risks are identified.

RESPONSIBILITIES OF EMPLOYEES

Employees have a duty to:

- Work safely and efficiently and in accordance with any training given.
- Use equipment and items of personal protection so that they can carry out work safely and meet statutory obligations.
- Report incidents or hazards that may lead to injury or damage to the Headteacher.
- Observe the safety rules and comply with legislation.
- Not misuse equipment or endanger themselves or others by their actions.
- Safely store or remove immediately after use any item which, though necessary for a task could cause damage or injury to others if used without appropriate supervision.
- Report all accidents and damage in their work area to the Headteacher at the time of the occurrence whether a person has been injured or not.

SAFETY ARRANGEMENTS

FIRE PROCEDURES

Procedures for evacuating the premises are displayed in every room throughout the school. These are also displayed around the building. All staff must familiarise themselves with details of escape routes and assembly areas.

The Headteacher is responsible for fire related matters which include:

- Organising at least one fire drill each term
- Reviewing fire procedures as necessary
- Checking that fire notices are displayed in prominent positions throughout the building
- Organising weekly checks of fire alarms and exits ensuring that they open easily and are free of obstruction on either side.
- Organising the checking of smoke detectors and emergency lighting at least monthly.
- Ensuring that newly appointed staff and students receive induction training in emergency procedures.
- Identifying and arranging any additional training requirements. Arranging for annual testing of systems and maintenance of firefighting appliances.
- Maintaining records of all tests, inspection checks and evacuations carried out.
- Co-ordinate fire arrangements with contractors on site.

ACCIDENT REPORTING

All accidents and work-related illness to both to employees and pupils must be reported to the Headteacher. Employees must ensure that details of accidents are entered in the accident books kept around the school. For employee accidents, employees must complete a form which can be obtained from the school office. Major injury accidents and over 3-day absences will be made known to the Headteacher who is responsible for informing the Health & Safety representative. Other incidents which fall into the various categories of the Regulations must also be reported to the Headteacher and where necessary to the Health & Safety representative. Separate forms are available for employee accidents, & pupil accidents.

FIRST AID

A designated first aider is responsible for the administration of first aid, for recording treatment given and for maintaining supplies. In their absence a further trained first aider will provide first aid cover. The designated first aider is also responsible for carrying out weekly checks on the contents of first aid boxes and for replenishing stock.

When pupils are taken on visits and trips staff should check with the designated first aider that travelling first aid kits are available.

COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. These items should always be under the direct control of employees and stored in a place which is not accessible to pupils. Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects. Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the school office.

PORTABLE ELECTRICAL APPLIANCES

The Headteacher will arrange for formal testing of all portable electrical equipment including leads and plugs on an annual basis and ensure that records are maintained. This is carried out under the PFI agreement.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items, and for ensuring that they are taken out of use until repaired or disposed of.

PLAYGROUND AND PLAY EQUIPMENT INSPECTIONS

Employees will inform the Headteacher of any hazards or problems which occur to play equipment and play surfaces. Playground supervisors will ensure that the number of users is restricted to avoid overcrowding. Site Staff carry out equipment checks ???????

HAZARD REPORTING

The Site Team are responsible for carrying out checks in the following areas:- waste disposal; playing fields; school grounds; boiler house. Any faults or hazards should be reported to the Headteacher. Annual inspections of all ladders used in the school will be carried out and findings recorded. In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

DISPOSAL OF WASTE

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution.

TRAINING

The Headteacher is responsible for measuring the safety performance of staff and for identifying any training needs. Governors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the principal aims of the Stoke City Council Health and Safety training policy. The Headteacher will ensure that training is extended where necessary to volunteer workers, and that new staff

undergo health and safety induction and that up to date records of training are maintained.

CONTRACTORS

Where services are contracted out, the contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk. The Headteacher should liaise with contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.

RISK ASSESSMENT

Whilst the Headteacher is responsible for ensuring that formal risk assessments have been carried out, the management responsibility is delegated to the School Business Manager who ensures that any necessary action has been taken to eliminate or reduce risk and that assessments have been reviewed where necessary.

The Headteacher and School Business Manager will ensure that staff are made aware of the significant findings of any assessment affecting them or their work activities and retain up to date master copies on file.

SMOKING

The school is a NO SMOKING establishment which all staff and visitors are required to comply with at all times. No Smoking signs are visible on entering the school grounds and buildings.

DISPLAYS

Staff should take note of the position of PIR sensors when fixing displays and ensure that displays and posters are firmly fixed. Employees should also be aware to not cover emergency lighting, fire alarm sensors or PIR sensors with displays.

ASBESTOS

Stickers indicate the presence of any asbestos. Staff should take note of the stickers within the building and in case of any deterioration or crumbling of any surfaces should immediately inform the Headteacher who will act immediately to ensure that the area is checked by professionals. The asbestos register is available for all staff to view on the staff shared drive.

WORK EXPERIENCE

The school welcomes and supports students on work placement. Any placements are arranged in writing following contact by the Work Experience co-ordinator at the relevant placement base. It is the responsibility of that co-ordinator to request relevant information from the school and to only send students on placement if satisfied with the information which they have received.

The school will make available information to students on placement either verbally or in writing according to the status and length of placement.

INTRUDERS

It is the responsibility of all staff to request information from anyone in the building who is not accompanied by a member of staff, whose visit has not been previously indicated by a member of staff or who is not wearing a recognised identity badge from a regular supplier of services provided to the school.

Where intruders are present outside the building supervising staff should, if in doubt bring children back into the building and inform senior staff in order to resolve the problem. Police will be called where there is concern.

SAFETY ADVICE AND ASSISTANCE

The Headteacher will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Headteacher and can be accessed by staff.

It is in everyone's interest to foster a safe and healthy working environment and with the support of all concerned, the highest possible standards can be achieved and maintained.

MEDICINES IN SCHOOL

Occasional Requests:

Parents/Carers requesting the completion of a course of medication in school should come into school to administer the medication. Staff do not administer medication. Children should not carry medicines or tablets school.

REGULAR/EMERGENCY MEDICATION

Parents/Carers must complete a consent form. Parents/Carers are requested to keep a supply of the medication at home and in school to avoid children carrying medication.

Foundation/KS1 inhalers are kept at a high level in the classroom. KS2 children are responsible for their own inhalers.

CHILD PROTECTION PROCEDURES

The Governors have an agreed Policy and Guidelines for Child Protection. A copy of the policy is available in the Policy Folder. The designated person for Child Protection is the Headteacher.

JEWELLERY

Pierced Ears: For reasons of Health and Safety, children should not wear ear studs or earrings to school. If parents are unable or unwilling to take this advice then only studs and not rings or sleepers will be acceptable.

Other Jewellery: Many items of loose jewellery are unsuitable for wearing in school but there are some items that parents wish their children to wear for personal, religious and family reasons. In the case of this jewellery, it is recommended that on days when the class is participating in swimming, PE or games, all items of jewellery, including watches, are taken off and left at home. The school is unable to accept responsibility for any loss or damage to items that have been taken off at school and teachers should not be approached to look after these items

EVACUATION PROCEDURE

When the alarm sounds, every person must evacuate the buildings. Staff must ensure they close doors behind them where possible.

The meeting point is outside of the school building on the entrance to the lido (at the very end of Claud Street, near to our field access point)

Registers must be taken for pupils, and office staff will take out the signing in and out books, and the visitor book. Staff are responsible for ensuring all of their team are present and informing SLT as soon as possible if anyone is not accounted for.

The fire alarm is linked to the Alarm Receiving Centre, so emergency services response will be activated once the alarm sounds.