



Willow Bank Junior School

Health & Safety Policy

Statutory policy

<i>Version</i>	<i>Last Review</i>	<i>Next Review</i>	<i>Committee</i>	<i>Comments</i>
1.0	Feb 2012	Feb 2013	FGB	
1.1	March 2014	March 2015	FGB	Designated persons of responsibility updated
1.2	March 2015	March 2016	FGB	No changes
1.3	March 2016	March 2017	FGB	Designated persons of responsibility updated
1.4	March 2017	March 2018	FGB	
1.5	March 2018	March 2019	FGB	Designated persons of responsibility updated
1.6	March 2019	March 2020	FGB	New sections added for Contractors and Educational Visits
1.6	September 2020	September 2021	FGB	No changes
1.7	September 2021	September 2022	FGB	Designated persons of responsibility updated
1.8	September 2022	September 2023	FGB	No changes
1.9	September 2023	September 2024	FGB	Changes to location of first aid kits and updated term of VDU to DSE
2.0	September 2024	September 2025	FGB	No Changes

General Statement of Policy

It is accepted that under statute law the ultimate responsibility for health and safety rests with the employer. In respect of schools maintained by the Local Authority, the employer is the Local Authority and whilst it may delegate some of its functions under the Health & Safety at Work Act to headteachers and governors, the duty to comply with statutory requirements cannot be delegated and remains with the Local Authority.

The headteacher and governors of Willow Bank Junior School recognise that on behalf of the employer they have overall responsibility for certain aspects of the organisation and implementation of a health and safety policy, and that key personnel in the management structure are identified and their health and safety roles defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised, the employer having responsibility for ensuring that any necessary detailed arrangements for safe working are drawn up, implemented and maintained.

Willow Bank Junior School recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All Willow Bank Junior School activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the school's organisational structure and in accordance with Willow Bank Junior School's Health and Safety Policy.

This policy will be brought to the attention of all employees and will be subject to an annual review, with revision where necessary.

Objective

It is the policy of Willow Bank Junior School that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient, well-run school. Willow Bank Junior School requires, therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives, the governing body of Willow Bank Junior School will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

Willow Bank Junior School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the Local Authority or external agencies, as and when appropriate. The school will continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health and safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the school.

Teaching staff and support staff shall endeavour at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

Where and when necessary, protective clothing and equipment will be provided by the school and will be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty, with relation to the school's health and safety policy, will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the headteacher and governors of the school shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimise this risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which that risk assessment applies.

Headteacher's Responsibilities

The Headteacher is responsible for the implementation of the school's health and safety policy and for ensuring the school fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others. In order to fulfil these responsibilities, he/she will:

- Bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy, including regular audits, inspections and safety tours.
- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school.
- Appoint responsible persons to co-ordinate the actions of staff and pupils in the event of a fire.
- Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises.
- Consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein.

Designated persons of responsibility

Competent person appointed to advise on Health and Safety	Mrs A Hanson
Fire	Mrs A Hanson
First Aid	Mrs F McAllister
Medication	Mrs S Creech
Child Protection	Mrs C Cowen
Swimming	Miss L Dodson
Visits/residential trip	Mrs S Creech
PE	Miss L Dodson
Science	Mrs F McAllister
Design & Technology	Mrs F McAllister
Art	Mrs F McAllister
Information Technology	Miss L Dodson

The person(s) appointed as competent by the headteacher or governing body of Willow Bank Junior School to advise on health and safety shall assist in the monitoring and review of procedures and policy as required. They will also be responsible for ensuring that everybody at the school is kept up to date with changes in legislation, working practices and other issues in relation to health and safety within the school.

The person(s) responsible for First Aid will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised code of practice issued by the HSE in 1990.

The member of staff with responsibility for each area designated above will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection.

Members of staff with a specific responsibility, such as for visits or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the headteacher of any subsequent specialist requirements for the health and safety of staff or pupils.

Line managers are responsible for keeping themselves and all members of their team up-to-date with any changes to working methods or procedures pertaining to this policy and any associated documentation.

Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm. They will be responsible for reporting to the headteacher all accidents or injuries.

All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects or other safety hazards encountered.

Emergency Procedures

An emergency plan will be drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building, and will be reviewed on a regular basis.

The aim of the emergency plan is to ensure that:

- In the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the school can be safely evacuated.
- All relevant information is made available to the emergency services.
- Notices detailing the action to be taken in the event of an emergency are posted.
- Those persons with specific duties are identified.
- Those persons with specific needs or disabilities are catered for.

The emergency plan will include line drawings of the school showing the following details:

- Essential structural features including escape routes, doorways, walls, corridors etc and a designation of the classroom, work and internal assembly spaces.
- Location of any flammable materials stores.
- Location and type of fire fighting equipment.

- Location of manually operated alarm call points and the control equipment for the alarm.
- Location of main electrical, gas, oil and water valves and control systems.
- Location of water hydrants.
- Location of the assembly points.

The emergency plan is kept in the following location: **School Office**

The person responsible for ensuring that it is passed to the emergency services upon their arrival at the school is: **Headteacher or School Business Manager**

An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school as necessary. Where contractors' activities on the school site may affect the implementation, or the information contained within the emergency plan, amendments will be made accordingly.

Procedures to be adopted in an emergency shall be displayed throughout the premises at suitable locations through the posting of prominent notices.

Fire Procedures

The headteacher has overall responsibility for ensuring that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to. This will include formal certification, staff training, co-ordinating the actions of staff and pupils in the event of a fire and liaison with the fire service with respect to inspections etc.

The headteacher is also responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:

- The action to be taken on hearing a fire alarm.
- The action to be taken on discovering a fire.
- Raising the alarm and the location of alarm points.
- The location and use of fire fighting equipment.
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises.
- Appreciation of the importance of fire doors and the need to close all doors and windows.

In addition, he/she will ensure that the following checks are completed regularly and records kept:

- Fire fighting equipment inspected annually by an approved contractor.
- Fire alarm system inspected annually by an approved contractor
- Fire alarm bell test conducted weekly by the headteacher
- Fire drill conducted termly by the whole school under the supervision of the headteacher
- Emergency notices reviewed annually by the headteacher and the governing body.

First Aid

The headteacher will, through the nominated person for First Aid, ensure that the provisions conform to the Health and Safety (First Aid) Regulations 1981. The responsible person will ensure that:

- First aid boxes are available and fully stocked and replenished with approved standard items only.
- The appropriate number of qualified first aiders or their deputies are available at all times.
- Any special emergency treatments, which may be required following an accident involving any hazardous substances, are available and that sufficient staff are trained to deal with such treatments.

Where pupils or employees require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment.

First Aid boxes are located at the following points:

- First Aid Area
- Library

Travelling First Aid kits are located in:

- Stationery Cupboard
- School office
- With all staff on playground duty

All injuries must be reported immediately to the headteacher and recorded in the accident book within 24 hours of occurrence. The accident book is located in the First Aid Drawers.

Injuries which require hospital treatment must be reported to Wokingham Borough Council Health & Safety team via an incident form which is kept in the school office.

Incident Reporting (Near Misses)

All incidents, or 'near misses', involving personnel or property will be reported and logged under the relevant section in the accident book. This information will be used to inform any risk assessments undertaken to control these incidents or 'near misses'. Regular analysis of these incidents will be made so as to minimise future accidents.

Medication

The school recognises that there is no general contractual requirement for any member of staff to administer medication to a pupil. See separate Medicine Policy.

Medical Incidents

All medical incidents such as fainting and epileptic seizure will be recorded. In all cases, parents/guardians will be informed and asked to collect their child. The person responsible for First Aid must ensure that pupils are cared for in an appropriate fashion. This will involve the continuous observation of the pupil while awaiting the arrival of the parent/guardian/ emergency services.

Risk Assessments and Safety Audits

The headteacher of Willow Bank Junior School is responsible for ensuring that risk assessments are carried out and reviewed on a regular basis as part of a safety audit. Health and safety tours will be carried out termly and reported to the governing body. Audits will be carried out annually and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of a number of staff, at least one person being competent to make assessments concerning the activity or processes involved. The purpose of the assessment is to:

- Identify hazards
- Assess the nature and seriousness of the hazard and subsequent risks
- Avoid risks by elimination
- Control any remaining risks by
 - selection of control measures
 - maintenance and use of controls
 - monitoring and surveillance
 - supervision, information, instruction and training

Risk assessments will be recorded using the Wokingham LA template.

Workplace Stress

Workplace stress is recognised by the management of Willow Bank Junior School as a legitimate problem affecting staff and one which needs careful and sympathetic management. It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical wellbeing of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

It is accepted that major changes in workplace practices or management structures within any organisation can be stressful and therefore it is the policy of Willow Bank Junior School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary. Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress. Such consultations will be treated without prejudice and in the strictest confidence.

Violence to Staff

The management of Willow Bank Junior School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Violence, or the risk of violence, to any employee is considered a very serious matter and management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated and the necessary disciplinary action taken. Any employee who has been the subject of violent or abusive behaviour during the course of their employment will be offered legal advice and representation and counselling as appropriate.

Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police for investigation and action.

In order to combat violence at source, teaching staff and others who may be placed in situations where violence may occur (e.g. lunchtime supervisors) will be offered advice and training in pupil management and guidelines for dealing with fighting and abusive behaviour will be issued and revised as necessary.

All necessary precautions will be taken to ensure that unauthorised access is kept to a minimum.

Visitors and Security

Visitors must report to the school office immediately on arrival. They will be signed in to the visitors book and will be given a red visitor lanyard or a yellow sticker (depending on the nature of the visit) to wear. Any person (other than a member of school staff or pupil) on the school site and not in possession of a lanyard or sticker will be challenged and, if necessary, asked to leave.

Contractors

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safeguard the health and safety of non-employees who may be affected by the school's activities. The school has therefore a responsibility to inform contractors of any risks that they may encounter whilst on site. In particular contractors must be directed to the Asbestos Register and requested to sign they have read it. These duties also require contractors on the premises to safeguard pupils and employees in relation to risks arising from their work activities. They would therefore need to inform the school of any risk factors and ensure that they were adequately controlled.

Machinery and Equipment

All machinery and equipment within the school will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices to indicate when such machinery or equipment is unfit for use. It is the responsibility of staff when using and/or issuing equipment to check for obvious signs of damage and report any defects found.

Electrical items will be checked by a competent electrical engineer on a regular basis. All work equipment shall be maintained and used in accordance with the 'Provision and Use of Work Equipment Regulations 1992'.

Materials and Hazardous Substances

The use of any material or substance within Willow Bank Junior School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a COSHH programme, the details of which will be kept for reference.

The school recognises the requirement as a result of COSHH (Control of Substances Hazardous to Health Regulations 1994) to:

- Undertake assessment of all hazardous materials with respect to usage and risk
- Assemble comprehensive hazard data information

- Instigate control measures through
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination/reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
- Make arrangements for the issue and use of PPE including checking, maintenance and training as appropriate.

Mains Electricity

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within Willow Bank Junior School. Any work of an electrical nature on any conductors or circuits shall be carried out only by competent and qualified electricians.

Lifting and Manual Handling

The risk of injury due to the manual handling of loads is recognised by Willow Bank Junior School and all measures will be taken as necessary to reduce such risks through individual risk assessments. Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights. Consideration will be given to pregnant workers in line with EC Directives.

As a guide, for an adult, 20kg will be the maximum weight (held close to the body). If the load is held at arm's length, then this limit will be reduced by 50%. For more comprehensive details, refer to the Manual Handling Regulations 1992.

Transport

When transporting pupils for school activities (e.g. educational visits, sports matches) one of the following options must be used:

- Transport and driver are hired from a reputable source. This is the usual practice for school trips.
- Staff transport pupils/equipment in their own cars. Staff who use their own cars must confirm their insurance policy covers them for this purpose as such cover is not provided by Wokingham Borough Council.
- Parents/guardians are advised of the venue and time of activity and that their child is required to be there at that time. Parents/guardians will be responsible for transporting their child or arranging lifts with other parents/guardians.

Staff driving their own vehicles for work (e.g. attending off-site meetings) must hold Business Class insurance and produce evidence of this when requested by the school's management.

DSE Operation

Staff using or involved in the use of DSE (Digital Screen equipment) must assist in the undertaking of workplace risk assessments and, upon request, will be offered a free eye test for the purposes of working with display screen equipment. Workplace risk assessments will include consideration of all users, the working environment, hardware, software and staff training.

Art, Technology and Science Activities

Hazards associated with working with the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by pupils and staff can be found in many domestic environments.

Staff will be given relevant medical/emergency information on pupils who are likely to suffer an allergic reaction to any of the materials or processes used in these areas. Where appropriate, pupils will be required to wear the provided personal protective equipment.

The following tools, materials and processes are considered by Willow Bank Junior School to have the potential to cause injury. Appropriate risk assessments will determine safe working procedures. All activities will be monitored accordingly.

Craft knives

- These will only be used under teacher supervision by responsible KS2 aged pupils.

Low melt glue guns

- These will only be used under teacher supervision by responsible KS2 aged pupils.

Hot melt glue guns

- These are potentially more dangerous and will only be used under the strictest teacher supervision.

Super glue

- These will not be used by pupils.

Power hand tools

- These will not be used by pupils.

Wood/plastic/metal/clay/modelling materials

- All materials used will be checked for suitability.
- Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.
- When working with wire, face masks or goggles will be provided.
- When working with thin sheet metals, rough wood and certain other materials, gloves will be provided.

Dirty activities

- Whenever pupils are involved in activities where clothing could be soiled, damaged or entangled, some form of protective clothing will be worn.

Testing activities

- Pupils will be kept clear of experiments involving stretched materials, hanging loads and the releasing of objects from a height.

Flying objects

- Any throw, spinning or launched object will be directed away from spectators.

Food preparation equipment

- Equipment should be carefully stored in a secure cupboard.
- Strictest hygiene procedures will be followed at all times.
- Work surfaces, aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition.

Food storage

- Food will be stored in appropriate, sealed containers and maintained at the correct temperature.
- Use-by dates will be monitored; food must not be used if it is past its use-by date.

Cookers and microwave ovens

- These will only be used under teacher supervision by responsible KS2 aged pupils.
- Cookers and microwave ovens will be sited and maintained as per manufacturers' instructions.

Hot oil and boiling sugar

- These will not be used by pupils.

Chemicals

- Before using any chemicals or processes involving hazardous substances, staff will refer to the appropriate COSHH data sheets.
- Chemicals will not be stored in any container other than that in which they were supplied.

Mains electricity

- This will not be used by pupils.

Battery power

- Pupils will be taught to use batteries correctly and know the difference between mains and battery power.

Plants, fruits and seeds

- Staff will ensure that any plant, fruit or seed used in an activity is safe and suitable for children with allergies

PE Activities

Before engaging pupils in PE activities, staff will check that:

- All equipment is in a safe working condition.
- Individual pupils are physically and medically able to participate.

All PE equipment will be stored in such a way as to reduce any potential hazards that may occur from pupils gaining unauthorised access. The PE store will be arranged to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that access routes are kept clear.

In addition to regular internal checks, all PE equipment will be checked at least annually by a competent external contractor and any defective equipment removed from service until maintenance has been completed.

The PE teacher will have a first aid qualification.

Swimming

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. As a minimum, at least one person will hold an appropriate life saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons, there will be a trained observer capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the wellbeing of any pupil. The observer must not be the instructor.

Before any swimming takes place staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practised. When pools are being used by more than one school, standardised emergency procedures must be established and practised at regular intervals.

All observers must be in position before pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the poolside.

Educational Visits

All visits must be arranged in accordance with advice set out in the LA's Off-site and Hazardous Activities Manual and with the prior approval of the Headteacher. Activities involving an overnight stay or an overseas visit must have the prior approval of the governing body. All trips that are 30 miles or more from the school and those requiring an overnight stay require prior approval from the LA.

All trips must be entered onto the EVOLVE system and subject to a risk assessment before the visit takes place.

Signed: Headteacher

Signed: Chair of Governors

Date: