



**The Colleton Primary School**

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The Colleton Primary School

Health and Safety Policy

This policy runs in conjunction with the school's Rainbow Plan.

Reviewed	2 <sup>nd</sup> December 2019
Next review	December 2020
Responsibility	Sites and Buildings Committee

This policy is issued in accordance with the relevant national Health and Safety at Work Acts. It supplements the statements and policies of the Wokingham District Council. All staff are required to read the relevant sections from the Wokingham Health and Safety Manual. It is a requirement of all staff that this policy is read in conjunction with any WBC advice.

<http://wsh.wokingham.gov.uk/leadership/health-and-safety/manual/>

The arrangements set out below are designed to implement the general aims in the school. The Governing Body is committed to this Policy and will regularly monitor its implementation and effectiveness through the Sites and Buildings Committee.

### **General Policy on Health and Safety**

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- a. Establish and maintain a safe and healthy environment throughout the school.
- b. Establish and maintain safe working procedures among the staff and pupils.
- c. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- d. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety at work. Further, to ensure they have access to health and safety training as appropriate or as and when required.
- e. Maintain any place of work under the control of the Governors and Headteacher in a condition that is safe from risk to health and to provide and maintain means of access from that place of work that are safe and without risk.
- f. Formulate effective procedures for use in case of fire and for evacuating the school.
- g. Lay down procedures to be followed in the event of an accident.
- h. Teach safety as part of pupils' duties where appropriate.
- i. Provide and maintain adequate welfare facilities and to make recommendations to the Borough Council as appropriate.

### **1. Responsibility of the Governors and Headteacher**

The Governors and Headteacher are responsible for the implementation of this policy within the school however the Governors have delegated the day-to-day management of this policy to be a duty of the Headteacher . In particular they will:

- a. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis. This duty is primarily the responsibility of the Sites and Buildings Committee.
- b. Prepare an emergency evacuation procedure and arrange for periodic evacuation drills (normally at least once a term) to take place. The results will be recorded in the relevant section of the Fire Safety folder in the office. It is expected that at least one evacuation per year procedure shall be practiced during the school lunch break
- c. Make arrangements to draw attention of all staff employed at the school to the school and WBC policies and procedures and of the relevant safety guidelines and information issued by the WBC.
- d. Make arrangements for informing pupils, students and other users of the school of the relevant safety procedures.
- e. Arrange for the withdrawal, repair, or replacement of any item of furniture, fitting, or equipment identified as unsafe.
- f. Report to the Property Department of WBC, any defect in the state of repair of the buildings or their surroundings, which is deemed unsafe. Make such interim arrangements as are reasonable to limit the risk entailed.
- g. The Governing Body will deal with all aspects of maintenance under their direct control through the work of the Sites and Buildings Committee.
- h. Report to WBC any other situations identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
- j. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who specifically delegated to assist the Governors and Headteacher in the management of Health and Safety at the school. Such delegated responsibility must be defined as appropriate.
- k. Ensure that safe procedures/practices are in place in partnership with the CPTA with regard to swimming pool use.
- l. Ensure that all risk assessments are in place through the use of EVOLVE for outside visits and residential.

## **2. Duties of the person delegated to assist the Headteacher in the Management of Health and Safety.**

The delegated person, the Site Controller, shall:

- a. Assist the Headteacher in the implementation, monitoring and development of the safety policy within school.

- b. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on their application in school.
- c. Co-ordinate arrangements for the design and promotion of safe working practices within the school.
- d. Investigate any Health and Safety problem identified within the school and take or recommend (as appropriate) remedial action.
- e. Be responsible for the daily upkeep of the school swimming pool, including the use and safe storage of chemicals.
- f. Satisfy himself that contractors working on-site are competent tradesmen and are aware of the Health & Safety issues associated with the task being undertaken. He is authorised to order that a method of working ceases on Health and Safety grounds on a temporary basis subject to further consideration by the Headteacher and Governors.
- g. Carry out regular inspections of the school and its activities and make recommendations on methods of resolving any problems identified. This work will include the termly Health and Safety tour of the school and grounds undertaken with the Headteacher.
- h. Complete the relevant COSHH forms for substances legitimately used in school.
- i. Make a visual check of the external condition of the grounds at the beginning of each day to ensure users of the site arrive to a safe and pleasant environment.
- j. Complete the relevant sections of the Fire Safety Manual as required e.g. records of evacuation practices, records of fire alarm tests.
- k. Lock and unlock external doors at the beginning and end of each session as applicable and appropriate.
- l. Ensure that staff with control of resources (both financial and other) gives due regard to safety needs: e.g. P.E Co-ordinator.
- m. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- n. Spend, as appropriate, the monies allocated to cleaning and maintaining the school.
- o. Provide warning notices and signs as appropriate

### **3. Responsibilities of staff towards pupils and others in their care.**

All staff are responsible for the Health and Safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- a. Exercise effective supervision over all those for whom they are responsible, including pupils.
- b. Be aware of and implement safe working practices, set a good example personally.
- c. Ensure Risk Assessment Sheets are completed where appropriate including outside visits and residential through EVOLVE.
- d. Identify actual or potential hazards and introduce procedures to minimise the possibility of mishap.
- e. Take due note and ensure appropriate action, of information pertinent to the specific health and safety requirements of individual pupils in their care.
- f. Ensure that equipment and tools used are appropriate to the planned use and meet accepted safety standards. Staff should make a visual check of every piece of equipment, (particularly electrical and P.E. equipment) before use.
- g. Ensure appropriate protective clothing and safety equipment is used as necessary.
- h. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- i. Evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements.
- j. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- k. Ensure all the requirements for off-site and hazardous activities are adopted and adhered to.
- l. Complete all relevant Accident Report Forms following an accident. These can be acquired in the school Office.
- m. Provide for adequate instruction, information and training in safe working practices and recommend suitable "off the job" training.

N.B. When any staff member considers that corrective action is necessary but that this lies beyond the scope of their authority, they should refer the problem to their team leader.

#### **4. Responsibilities of all employees.**

All employees have a responsibility to:

- a. Take reasonable care for any Health and Safety matters for themselves and person who might be affected by their acts or omissions at work.
- b. Co-operate with WBC and others in meeting statutory requirements.
- c. Not interfere with, or misuse anything provided in the interests of Health, Safety or Welfare.

- d. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their supervisor.
- e. Ensure that tools and equipment are in good condition and report any defects to their supervisor.
- f. Use protective clothing and safety equipment provided and ensure these are kept in good condition.
- g. Ensure that offices and accommodation are kept tidy.
- h. Ensure any accidents, whether or not an injury occurs and potential hazards are reported to their team leaders or supervisors.

**Please note the following:**

Newly-appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant Health and Safety matters are drawn to their attention at an early stage in their work time in school.

Whilst it is a management responsibility to instruct all employees in safe working practices in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments e.g. school day and extended visits. In such cases the employee concerned should be particularly alert for hazards and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected to meet the standards required by employees.

**5. Responsibility of Pupils.**

All staff will remind pupils that they are expected to:

- a. Exercise personal responsibility for the safety of themselves and their fellow pupils.
- b. Observe standards of dress consistent with safety and/or hygiene (those would preclude unsuitable footwear, knives and other items considered dangerous).
- c. Observe all the safety rules and expectations of the school and in particular the instructions of the staff in the event of an emergency.
- d. Use and not misuse, neglect or interfere with items provided for safety purposes.

**6. The involvement of Trade Unions.**

Recognised Trade Unions may appoint safety representatives and the name of any person so appointed will be posted in reception.

The function of a safety representative, as agreed by the Authority and the Trade Unions are to:

- a. Keep themselves informed of legal requirements on Health and safety at work and the Authority's arrangements for meeting these.
- b. Keep themselves informed of any hazards at school and the measures by which they may be minimised or eliminated.
- c. Undertake periodic safety inspections of the school (up to three times per year at agreed times) and draw any defects to the attention of the Headteacher.
- d. Inspect a potential hazard, new piece of machinery, work process, the scene of an incident as required and recommend any corrective action necessary to the Headteacher.
- e. Report any continuing Health and Safety problems to the District Council. Problems and matters of general interest can also be reported to the Trade Union panel of the Education Department Safety Committee. If necessary, advice can be obtained on how to make this referral.
- f. Contact from the Council Safety Officer named on the Health and Safety information notice in the entrance lobby.

## **7. Visitors to School**

- a. All visitors must report to Reception.
- b. Visitors will be required to sign the Visitors Book and wear a visitors sticker at all times.
- c. Staff must sensitively apprehend any visitor observed in school who are not wearing a sticker without endangering their own or others safety. If in doubt, contact the Headteacher or Site Controller for advice.
- d. A panic button in working order must, at all times, be provided in the Office.

## **8. School Lettings**

The Governors and Headteacher, through the work of the Site Controller, must ensure that:

- a. The means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirers is safe (this would include any equipment supplied by the hirer). If the Headteacher knows of any hazard associated with the above, they should take action to make the hirers aware of it.
- b. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

- c. Hirers of the building are briefed on first application to hire about the location of phones, fire escape routes, fire alarms and the fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- d. Hirers using any equipment or facility provided by the school are familiar with its use and, if necessary, briefed accordingly.
- e. Arrangements are made for checking the security and condition of the premises and equipment used after the vacation of the hirer and their staff.

## **9. Fire and Emergency procedures.**

### **Procedures are clearly set out in each area of the school**

- a. All soundings of the Fire Alarm, unless under test conditions, are to be treated as a serious risk.
- b. All teaching staff entering and leaving the building at lunchtime must sign in and out.

## **10. Fire prevention Equipment.**

- a. Arrangements are made through a contract for regular checks on all fire-fighting equipment.
- b. The Site Controller will give advice on the use of extinguishers if required. It is important to ensure the correct extinguisher is used on certain types of fire, denoted by the fire's source/cause.

## **11. First Aid and Accident reporting arrangements.**

Reference should be made to the relevant section of the WBC's Health and Safety Manual.

- a. First Aid equipment is available in all areas. A defibrillator is kept in the school office.
- b. The list of the school's current First Aiders is displayed in the staffroom.
- c. In the unlikely event that a First Aider is absent from site, staff must contact Paramedics immediately.
- d. The Headteacher is responsible for administering the accident reporting arrangements, the notification of serious accidents causing death or major injury and dangerous occurrences. The Headteacher must be informed of such occurrences and will decide on evidence, what action needs to be taken.
- e. The accident report forms are kept in the office.
- g. WBC indemnifies any employee rendering First Aid to the best of their ability.



h. Staff administering First Aid are to remember that this might involve actions of a sensitive nature, if so, First Aid should not be administered by a member of staff working alone, unless absolutely necessary.

## **12. Risk Assessments**

The Headteacher & Site Controller hold the overview of all risk assessments and have the master file. The Sites and Building Committee monitor the risk assessments.

## **13. Site-specific Health and Safety issues.**

- a. Special care should be exercised when in the proximity of the car park.
- b. Special care needs to be taken to ensure all playground gates are shut during the day.
- c. All pool users must familiarise themselves with the Pool operating procedures and risk assessments, these are sent to every team at the beginning of the swimming season.
- d. All cleaning materials and chemicals must be locked in the cupboards provided for this purpose.
- e. A termly check on the internal maintenance of the building shall be made by the Sites and Buildings Committee.
- f. Parents leaving medicines in the school office must complete a form giving their permission for the medication to be given. Medicines can be administered by the school office or any other authorised person. Only prescribed medicines are given. If other medicines are required, then parents are asked to administer these personally at the appropriate moment of the day.
- g. Epi pens are kept in folders, with photographs, in the PPA room.
- h. Inhalers are kept in the PPA room. Any use of an inhaler will be supervised by an adult and recorded in a book kept with the inhalers.
- i. Children presenting with a specific allergy or medical conditions will always have a Management Plan for their condition.
- j. Specific medicines or equipment required on a regular basis ie Diabetes, are kept in a locked cupboard in the Team area of the specific child.
- k. Pond area – this is fenced in and accessed only through a gate with a coded lock. The code is recorded in the office.
- l. Bees – the bees are managed by the bee keeper. Staff are aware and should relay instructions to children if working in the wildlife area.

- m. The chickens have their own risk assessment kept in the risk assessment folder.
- n. Due to a child who has a severe nut allergy being in school, we are a nut free site.
- o. The Teletubby hill should be regularly inspected.

**14. Arrangements for responses to the sounding of the Intruder Alarm.**

We have an alarm company who will be the first response to any alarm. The site controller, chair of governors or Headteacher may be contacted if necessary. It is the first response company who make the decision about any further contact.

Signed :.....(Sites and Buildings Committee)

Date :.....