

Health and Safety Policy



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Revision History

Version	Date	Reviewed By	Status	Comments
1.0	January 2024	H&S Dept	Live	update to named first aiders
1.1	January 2025	H&S Dept	Live	Included additional areas Alcohol and drug use policy, New or expectant mothers, Young persons, Legionella, and additional information on Fire Arrangements, additional first aid arrangements, violence in the workplace and computer usage.
1.2	February 2026			Updated staff names

This document will be kept at Pucklechurch CE VC Primary School's main office and is on the school website.

AMENDMENT RECORD

Amendments to the Health & Safety Policy of Pucklechurch CE VC Primary School will be issued following any review of the Policy where significant changes are required. Their incorporation should be recorded above.

We are a responsible employer and take our duties under the Health and Safety at Work Act 1974 seriously; we have therefore formulated this policy to help us comply with our legal duties. These include providing a safe place and a safe system of work for our staff and others who may be affected by our activities.

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Health and Safety Policy	DATE:	27.02.26
EIA CARRIED OUT BY:	G Jones	EIA APPROVED BY:	A Walters

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment (transsexual)		X
Marriage and civil partnership		N/A
Pregnancy and maternity		X
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X

Sex (male, female)		X
Sexual orientation (gay, lesbian, bisexual, transgender; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment.

Pucklechurch CE VC Primary School

Health and Safety Policy

Statement of intent

At **Pucklechurch Primary School CE VC Primary School**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992

- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3 This policy operates in conjunction with the following school policies:

- COSHH Policy
- Asbestos Management Plan
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessments
- Educational Trips and Visits Policy
- Working at Heights Policy
- Lone Working Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Fire Evacuation Plan
- Visitor Policy
- Contractors Policy
- Administering Medication Policy
- Staff Wellbeing Policy

Organisation and responsibilities

The **governing board**, in consultation with the **headteacher**, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- **Annually** assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

The **governing board** will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

The **headteacher** will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness **annually**.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the **health and safety officer**.

The competent health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the **headteacher**.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the **governing board**.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

- Report any defects in equipment or facilities to the designated **health and safety officer**.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The **headteacher** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The **headteacher** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The **headteacher** will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the **headteacher**, kept up-to-date by the **health and safety officer**, and is made available to anyone who needs to alter or maintain the building.

The **headteacher** will hold **weekly** progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The **headteacher** will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

The **headteacher** will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to assess risks specific to their role.

The **health and safety officer** will ensure staff know how to meet their duties outline in this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Legal Requirement

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out an assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- size of the business.
- type of business.

- building layout.
- past history of accidents.
- proximity of business location to emergency medical services.
- needs of travelling and/or lone workers
- first aid cover in times of sickness or annual leave.

Responsibilities of Appointed Persons

Appointed Persons are responsible for:

- taking charge when a person has been injured or falls ill.
- calling an ambulance where necessary.
- looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

The following are general first aid related procedures to be followed by all staff:

- if you are aware that an employee/pupil has been taken ill, or has had an accident, you should not attempt to give first aid treatment yourself if not trained.
- if you need to access a first aid kit for personal use, do not remove it from its designated place.
- any loss or damage to first aid equipment must be reported to an Appointed Person/First Aider.
- if a first aid kit is poorly stocked, this should be reported to any Appointed Person/First Aider.

Managing Pupils

Pupils with medical conditions will be properly supported so that wherever possible they have full access to education, including school trips and physical education.

The governing body will ensure that school leaders consult health and social care professionals, pupils and parents, to make sure that the needs of pupils with medical conditions are effectively supported.

Other third-party premises

Where our staff are working on third-party premises, they must ensure that they are familiar with the site's reporting procedures and take the name of the trained first aider/appointed person to contact if treatment is required.

Managing visitors

Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a First Aider. If the visitor has had an accident, the member of staff notified should report this to the school business manager to ensure that an entry is made in the accident book.

Staff training

An Appointed Person does not require First Aid training. The Appointed Person will be trained in house with regards to the responsibilities of the position and locations of equipment.

Nominated staff will be trained in First Aid most appropriate to their role e.g. Breakfast Club Assistants will be trained in Paediatric First Aid, Office staff will be trained in First Aid at Work. The number of First Aid trained staff will be based on risk assessment.

Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

First aid boxes are located in classrooms, and the Health and Safety Officer is responsible for their secure storage and use.

Paediatric First Aiders are:

- Vikki Pearce
- Hollie Brooker
- Heidi Seward
- Matt Lavis
- Gail Butler
- Sarah Vincent

Number of Emergency First Aid at Work First Aiders: (Hollie Brooker, Vikki Pearce)

Guidance On First Aid Supplies

The HSE Guidance currently states that the minimum stock of first-aid items might be:

(a) a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);

(b) 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);

- (c) two sterile eye pads;
- (d) four individually wrapped triangular bandages, preferably sterile;
- (e) six safety pins;
- (f) two large sterile individually wrapped unmedicated wound dressings;
- (g) six medium-sized individually wrapped unmedicated wound dressings;
- (h) a pair of disposable gloves (see HSE's guidance Skin at work: Latex allergies).

The contents of first-aid containers should be examined frequently and restocked soon after use. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.

If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid container.

Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

Some employees carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma or an AAI). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate. A First Aider can administer an AAI if the casualty is unable to do so and they have received appropriate training in its administration.

11.4 Infectious diseases

The school follows the national guidance produced by UK Health Security Agency (UKHSA) 'Health protection in children and young people settings, including education'.

Contacting the Emergency Services

The **headteacher** will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, **office staff** will contact the pupil's parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is **the netball court**.

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 is the legislation governing Fire Safety. The order requires any person who has some level of control in premises to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

10.1.1. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety:

- a fire risk assessment will be undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- fire action notices will be displayed at the premises outlining the actions to be taken on discovering a fire or hearing the alarm.
- fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year. An evacuation caused by the accidental or malicious sounding of the fire alarms can count as one of the required fire drills.
- training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals.
- all new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- all escape routes will be clearly signposted and kept free of obstructions at all times.
- all fire-related equipment e.g. Detection system, emergency lighting etc will be regularly tested, serviced and maintained in line with current regulations.
- fire extinguishers are subject to an annual check by competent contractors and on a weekly basis the extinguishers are visually checked by the caretaker to ensure that they are in position and that the pins are in place. All staff are aware that in the event of a fire the priority is to raise the alarm and evacuate the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.
- if any employee notices defective or missing equipment, they must report it to the caretaker via his job list

10.1.2. Emergencies

The school will put in place arrangements for crisis and emergency management to reduce the consequences of major hazards and risks and to action a recovery plan in the event of a serious incident or accident. Schools Critical Incident Plan, including contact details, will be accessible off-site and out of hours and are kept on the i-drive (Governors) and also a paper copy is in the Policies folder in the SBM's office.

10.1.3. Client and third-party premises

Where our staff are working at another school or other third party premises, they must ensure that they are familiar with the client's fire procedures and the actions to take on discovering a fire, on hearing the alarm and the location of the evacuation assembly point.

10.1.4. Communication

We will inform staff of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that where appropriate, visitors to and users of our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire:

- Raise the alarm immediately by operating a break glass unit, mechanical alarm, or by shouting 'Fire! Fire!'
- Firefighting equipment is provided on all escape routes, the kitchen/gas boiler room.
- Do not attempt to fight the fire unless it is obstructing your exit from the building.
- do not stop to collect personal belongings or switch off computers.
- ensure that no-one is left in the room and close the door behind you.
- ensure that you or the designated person has called the fire brigade.
- report to the assembly point located at – **Netball courts**
- play your part in the roll-call so you are safely accounted for.

If you hear the fire alarm:

- immediately leave using the nearest available fire exit.
- report to the assembly point for a roll-call.
- if you are with a visitor, ensure they accompany you.

The Head Teacher, School Business Manager and/or Caretaker are in charge, if on site, otherwise the office staff and fire marshals will take charge.

. Their duties are:

- establishing if it is a genuine fire or false alarm.
- co-ordination of the evacuation of #schoolname's premises.
- liaise with other Pucklechurch Primary School Fire Marshals at the emergency assembly point, checking for persons not accounted for.
- liaison with company representatives regarding evacuation.
- liaison with Fire Service on its arrival.

All staff members fully understand and effectively implement the **Fire Evacuation Plan**.

The **headteacher** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a **termly** basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on an **annual** basis by an approved contractor.

Fire alarms will be tested **weekly** from different fire points around the school, and records will be maintained and held in the **school office**.

Emergency lighting will be tested on a **six-monthly** basis, and records will be maintained and held in the **school office**.

Accident reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated **health and safety officer** using the standard **Accident Report Form**.

The **health and safety officer** will be responsible for informing the **headteacher** if the accident is fatal or a "major injury", as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings

- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, as outlined above, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the **site manager** as soon as possible, who will then inform the **headteacher** as appropriate.

Serious hazards will be reported using the appropriate form available in the **school office**.

Accident investigation

All accidents, however small, will be investigated by the health and safety officer and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Our active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- **Annual** audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Termly** inspection of premises, plants and equipment.
- **Monthly** reports and updates to the **headteacher**.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Bomb threat procedure

All staff members fully understand and effectively implement the school's **Critical Incident Policy**.

In the event of an emergency, the procedures outlined in the **Critical Incident Policy** will be followed.

Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

Where possible, recording devices will be used whilst receiving a bomb threat.

The staff member receiving the call will contact the **headteacher** immediately, who will then alert the police and the LA.

The **headteacher** will decide whether or not to evacuate the building.

Evacuation

The school will follow the procedure outlined in the **Personal Emergency Evacuation Plan** in the event of a crisis.

In the event of a fire, the **Fire Evacuation Plan** will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Legionella

Pucklechurch Primary School acknowledges the health hazards arising from exposure to bacteria in water systems and will protect those employees and other persons potentially exposed as far as is reasonably practicable.

Legal Requirement

The **Health and Safety at Work Act 1974** puts a duty of care on controllers of premises to all those that use the premises. The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** puts a duty on employers to control the risk from biological agents, including Legionella.

Procedure

A water risk assessment will be completed on behalf of the school and records of this assessment will be retained in the School Office by the school business manager. Any remedial actions required will be arranged by the school business manager, including any routine testing of water outlets.

Training

All relevant employees will receive training on the risks of Legionella and how to complete any testing and preventative maintenance required.

Visitor to the school

The procedures outlined in the **Visitor Policy** will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the **headteacher**, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Violence at work

We recognise that both violence at work and threatening behaviour can be issues of concern to many staff and this could have health and safety implications for the school. Due to its importance, this violence at work policy also forms part of the school's overall Health and Safety Policy.

Definition

Violence at work has been defined as "any incident in which the person is abused, threatened or assaulted in circumstances relating to their work". Whilst this definition applies to all staff, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- those who deal directly with visitors
- lone employees
- those who work outside of normal business hours, such as cleaners
- cash handlers

Legal Requirement

The Health & Safety at Work etc. Act 1974. S2(1) provides that "it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees". We also owe visitors such as parents and contractor's similar duties. In order for us to fulfil these duties, we will do the following:

- carry out a risk assessment in order to assess the risks to staff and other visitors
- decide what control measures, if any, are necessary
- implement any control measures if the assessment shows that they are necessary
- monitor any arrangements to ensure that they are effective.

Employees' duties

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

Procedures

The following are guidelines on action that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive but are a set of principles to be followed if a risk is perceived.

- as part of the risk assessment process, we will talk to staff across the school in order to assess what, if any, further measures are required
- staff are actively encouraged to discuss with their line managers any concerns that they may have and will be treated sympathetically
- any incidents of violence must be recorded and filed as well as being reported to an individual's line manager. This includes all incidents of violence, threats and verbal abuse
- if an incident causes a member of staff or a visitor to suffer death, major injury or more than three consecutive days off work (including weekends) an accident report will be made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Dealing with visitors

The safety of our staff is paramount. Should anyone find themselves dealing with rude or aggressive visitors, they must never return aggression as this is how anger can escalate into violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

Staff training

Should a risk assessment identify that staff training is necessary in order to reduce the risks, then suitable training will be given.

Advice and counselling

The school recognises that in the event of an employee being a victim of violence, some counselling or other specialist help may be required. It is our intention to deal with these cases constructively and sympathetically. The Headteacher will be able to give you advice and guidance on how to obtain help and assistance with any workplace violence related issue. All requests for help will be treated in the strictest of confidence.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

Pupils will report any loss or defects to their **class teacher**, who will report it to the **site manager** for repair.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment, such as toolbox tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out by the **health and safety officer** to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The **SBM** will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not [exempt](#).

Using a [P11D](#) form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

If the school follows either of the below procedures, we will not report uniform costs as detailed in above to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC.
- Paying back the employee's actual costs.

Any other clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.

If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves and the school reimburse them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees.

If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

Maintaining equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained **health and safety technician**, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment

- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the **health and safety officer** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

A **health and safety technician** should be consulted as necessary.

Hazardous materials

The school will act in accordance with the school's **COSHH Policy** at all times.

No chemicals or other hazardous materials will be used without the permission of the **headteacher**.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The **health and safety officer** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The **site manager** in liaison with the **health and safety officer** will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Control measures will be checked and reviewed by the **site manager** on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by **department leaders**. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the **health and safety officer**.

The **health and safety officer** will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The **site manager** will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

A **termly** audit of hazardous materials will be undertaken by the **site manager** with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken on **3rd October 2024** by **CASA environmental**, which is a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be undertaken following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

Further details concerning the management of asbestos can be found in the **Asbestos Management Plan**.

Medicine and drugs

The school's **Supporting Pupils with Medical Conditions Policy** will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take.

Only trained staff will administer medication.

Staff will receive **annual** training in supporting pupils with medical conditions.

The school's **Administering Medication Policy** will be followed at all times.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds.

Alcohol & drugs

We recognise that drinking before, or whilst at work, could have serious health and safety implications.

In addition, we recognise that non-prescribed drugs are widely available that could have health and safety implications. We are also aware that whilst not developing an addiction, some employees may choose to take them recreationally. As a result, this policy states our position on the consumption of alcohol and taking of any non-prescription drugs or other substances that are unlawful under criminal law as well as prescription drugs which may adversely impact on performance.

Alcohol, Drugs and Health and Safety

Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often inappropriate. Not only can alcohol, drugs and other substances affect work performance, it can also compromise the individual's safety and that of others.

Common side effects include a loss of concentration, impaired judgement, loss of coordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include but are not confined to those operating vehicles and machinery, supervising others, or working at height.

Any person taking prescription drugs which may affect their ability to carry out their duties should discuss this with the Head Teacher in confidence.

Prohibition on Alcohol, Illegal Drugs and Substance

Staff are not allowed to bring alcohol onto school premises or any premises on which Pucklechurch Primary School requires them to work. Alcohol may only be consumed on school premises when provided on fund raising or social occasions authorised by the school.

No illegal drugs or other substances are allowed onto school premises or any site on which Pucklechurch Primary School requires them to work. They should not be consumed at any time. The prohibition on illegal drugs and other substances extends to all activities that are connected with staff activities whilst at work. This includes all areas, both internal and external.

Due to the risks involved, staff engaged may not consume any alcohol during the normal working day (even away from the premises):

Where employees attend overnight conferences/training courses and parties they may consume reasonable amounts of alcohol but must ensure that are within the legal alcohol limit to be able to complete their work on the following day.

2.3 Disciplinary Sanctions

If Pucklechurch Primary School has reasonable belief that an employee comes to work whilst under the influence of drugs, alcohol or other substances, or otherwise consumes such on the premises in breach of this policy, it may result in disciplinary action up to and including dismissal being taken.

2.4 Advice and Counselling

We recognise that there may be circumstances when an employee has an alcohol, drug or substance related problem that requires specialist help; it is our intention to deal with these cases sympathetically. Your General Practitioner will be able to give you advice and guidance on how to obtain help and assistance with any alcohol, drug or other substance related issue. In the event that any member of staff is diagnosed as having a problem, we will treat it as a health matter. However, this does not necessarily mean

that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken. If a programme of counselling is sought and the individual employee subsequently reverts back to their previous level of dependency, we retain the right to treat any resulting decline in performance or breach of policy as a disciplinary matter.

All requests for help will be treated in the strictest of confidence, please speak to the Head Teacher If the storage of written information becomes necessary, this will be carried out in accordance with the requirements of the **Data Protection Act 2018**

Continuation in Present Role

For reasons of health and safety of the individual, or of others that may be at risk, we reserve the right to transfer any individual undergoing treatment for drug, substance or alcohol dependency from a safety critical role. In doing so, the needs of the individual will be considered and wherever possible, a suitable alternative post sought. Where an individual's job role is found to be contributing to a problem, then the school will take all reasonable steps to deal with this.

Housekeeping and cleanliness

Contract cleaners will be monitored by the **site manager**. The standard required will be clear in the service level agreement held with the contracted cleaners.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the **site manager**.

Special consideration will be given to the disposal of laboratory materials and clinical waste.

The **headteacher** is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

All staff are subject to a full occupational health check before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.

The school encourages parents to have their children immunised.

All cuts and abrasions will be covered with waterproof dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Further information concerning our policies and procedures addressing infection control can be found in our **Infection Control Policy**.

Risk assessment

The **headteacher** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The **health and safety officer** will be consulted when risk assessments are being carried out.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The **governing board** will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's **Uniform Policy**)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced

- Record the findings
- Review the assessment regularly and revise if necessary

Security and theft

Policy and procedures to reduce security risks are addressed in the **Security Plan**.

CCTV systems will be used to monitor events and identify incidents taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a **weekly** basis to ensure large amounts are not held on-site.

Money will be counted in an appropriate location, such as the **school office**, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The **headteacher**, in liaison with the **governing board**, makes a decision on school closure on the grounds of health and safety.

If a closure takes place, the **governing board** will be promptly informed.

The school will act in accordance with the **Adverse Weather Policy** at all times.

School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's **Educational Trips and Visits Policy**.

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the **Manual Handling Policy**.

Working at heights

Policy and procedures concerning employees working at heights are addressed in the **Working at Heights Policy**.

Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy**.

Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

New Or Expectant Mothers

Pucklechurch Primary School is aware of its duty of care regarding expectant mothers, their unborn child and nursing mothers while they are at work. For this reason, the school will take all reasonable steps to ensure that employees are not exposed to hazards that may cause a risk to their or their child's development.

Legal Requirement

The **Management of Health and Safety at Work Regulations 1999** requires the school to assess the risks and take reasonable steps to look after the health of the unborn child, the development of the child, the nursing child and its employees.

Procedures

The following procedures have been implemented where an employee believes that they may be pregnant:

- the employee should inform their line manager as soon as possible, if they believe that they may be pregnant, even where the pregnancy has not been confirmed.
- the Head Teacher must complete a Pregnancy risk assessment as soon as possible.
- the findings of the checklist are to be discussed with the employee and, if appropriate, changes made to their role in order to avoid the risks they are exposed to that may be detrimental to their pregnancy.
- where risks cannot be controlled sufficiently the school may provide alternative duties to protect the pregnant/nursing mother.
- the Head Teacher and pregnant employee will periodically, at least monthly, review the work undertaken to ensure that all risks are identified and controlled

- when the pregnant employee returns to work from maternity leave a further assessment shall be made by the Head Teacher.

Young persons

Pucklechurch Primary School aims to implement practical measures to minimise the risk to the health, safety and welfare of young person's working at our locations.

Children and young persons are inherently less aware and less experienced in terms of their understanding of risk. Their physical and psychological immaturity may also be a factor to be considered in what they may be expected to do. All activities involving children or young persons must be formally risk assessed and safeguards or control measures introduced as appropriate. The specific needs of individuals must be taken into consideration when undertaking the risk assessment. Where appropriate individual risk assessments must be formulated for each child or young person.

Definitions

The term 'child' and 'young person' are defined in the Management of Health and Safety at Work Regulations:

- 'Child' is defined as a person who is not over compulsory school age. In practice, this is someone who has not attained the minimum school leaving age of 16 years.
- 'Young person' is defined as 'any person who has not attained the age of 18 years'.

The Health and Safety (Training for Employment) Regulations have the effect of giving young persons or children on work experience training programmes and trainees on training for employment programmes the status of 'employees'. The immediate provider of their training is treated as the 'employer'.

Work Placements

Children or young person's working with the company must:

- be supervised by a responsible competent person.
- undergo induction training.
- be provided with information on risk and any control measures in place.
- be provided with information on Emergency Procedures.

When assessing risks to children or young persons, the school will ensure that they are protected at work from any risk to their health or safety that is a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

A child or young person must not be employed for work:

- that is beyond their physical or psychological capacity.

- that involves harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affects human health.
- that involves harmful exposure to radiation.
- that involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training.
- where there is a risk to health from extreme cold or heat, noise or vibration.

Risk Assessments

When completing risk assessments, account should be taken of:

- the suitability of the area;
- the suitability of the building (design of stairways, balconies, etc.);
- the level of supervision.
- the activities being undertaken.

Additional measures that may be considered in order to provide adequate protection for children or young persons are:

- not to expose the young person to the risk at all.
- provide close supervision by a competent person.
- provide relevant and comprehensible instruction and training.

The risk assessment must consider:

- the inexperience, lack of awareness of risks and immaturity of children and young persons.
- the layout of the workplace and workstation.
- the nature, degree and duration of any exposure to physical, biological or chemical agents.
- the form, range, and use of work equipment and the way in which it is handled.
- the organisation of work processes and activities.
- the extent of health and safety training provided or to be provided.
- any risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work.

Provision of Information to Parents and Schools

There is a requirement to provide information to people with parental responsibility in situations where children are on work experience programmes, and this includes part-time or temporary work. They must be informed of the key findings of the risk assessment and the control measures being taken.

A copy of the risk assessment must be issued to the School Work Experience Placement Organiser who must be instructed to relay this information to the individual people with parental responsibility prior to the commencement of the Work Experience placement.

Workplace health and safety: stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to

concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

All staff wellbeing matters are managed in line with the **Staff Wellbeing Policy**.

Computers

All computers in use within school, whether PC's or Laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us to determine whether or not they can be classified as "users" for the purposes of current legal requirements. This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by the School Business Manager.

Legal Requirement

The law relating to the use of DSE, such as computers, is covered by the **Health and Safety (Display Screen Equipment) Regulations 1992** (the DSE Regulations) as amended. These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.

Definition of "user"

The regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

Procedures

In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- all new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 4 weeks of starting work with us. It is the duty of the School Business Manager to provide this to all new starters.
- all existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time or believe they are suffering adverse effects from DSE use, then another one should be completed. Whilst care has been taken to

ensure that the questionnaire is self-explanatory any queries can be referred to the School Business Manager.

- where the questionnaire identifies problems, e.g. glare, inappropriate seating etc it is the responsibility of the School Business Manager to ensure that these are rectified.
- staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in other work duties such as telephone calls and office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the School Business Manager.
- where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.
- Laptop computers – The school recognises that laptop computers and similar devices such as “tablets” are not designed to be used for extended periods. If staff are likely to spend extended time working on the laptop, then the school will consider measures to reduce the possibility of ‘repetitive strain’ type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface so the top of the screen is at eye level and sitting in a supportive seat are recommended.

Employee duties

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the School Business Manager as soon as possible.

Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test funded by the company. This will be organised through an optician of the employee’s choice. However, it is the employee’s responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be based on the clinical judgment of a competent practitioner.

Supply of glasses

Where the optician has confirmed, in writing, that glasses are needed exclusively for DSE use, we will contribute towards the cost. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the individual employee.

eSafety

The school has a separate policy for e-Safety which outlines the permitted activities in relation to ICT, and required controls, security and assurance.

Monitoring and review

The effectiveness of this policy will be monitored **continually** by the **headteacher** and **the governing board**. Any necessary amendments may be made **immediately**.

The next scheduled review date for this policy is **31st January 2026**.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number
Health and safety link governor	Chair of Governors	Contacted via Clerk to the Governors on 0117 9372578
Executive Headteacher	Alan Walters	0117 9372579
Head of School	Gemma Jones	0117 9372579
Competent person	Hollie Brooker	0117 9372579
Health and safety technician	H&S Dept.	0345 872 3639
Caretaker	Phil Greenwood	0117 9372579

Signed

(Chair of Governors)

Next Review: March 2027