



Eldersfield Lawn C.E. Primary School

LIFE

Living and Inspiring Futures for Everyone

“Start children off on the way they should go and even when they are old, they will not turn from it.”

Proverbs: 22:6

Health and Safety Policy

Reviewed: September 2026

Next Review: September 2027

STATEMENT OF SAFETY POLICY

The Governors of Eldersfield Lawn C.E. Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without having first been consulted.

The Governors recognise the Statement of General Policy of Worcestershire County Council Directorate of Educational Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Educational Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- ✦ the Management of Health and Safety at Work Regulations 1999;
- ✦ the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- ✦ the Manual Handling Operations Regulations 1992
- ✦ the Provision and Use of Work Equipment Regulations 1998 and
- ✦ the Display Screen Equipment Regulations 2002.

2. THE ORGANISATION

2.1 Worcestershire County Council Directorate of Children's Services:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Eldersfield Lawn C.E. Primary School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- d) advising the Head of WCC Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.

- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002; the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LEA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LEA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- i) Notifying the LEA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.

- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the LA's Handbook of Safety Information).

2.4 Subject Leads are responsible for:

- a) all matters of health and safety in their subject area.
- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) having regard for subject safety in school linked to use of equipment, or other risk which may be involved in particular learning activities and experiences.
- e) ensuring that the relevant staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to areas of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching and Support Staff are responsible for:

- a) ensuring that they are familiar, recognise and minimise any risk during particular learning activities and experiences, ensuring an appropriate risk assessment has been completed as a way to prevent and reduce any potential hazards.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person in school to the School Business Manager or Headteacher.
- b) co-operating with WCC as the school's employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Sites and Buildings Caretaker / Cleaner in Charge is responsible for:

- a) Ensuring that they are familiar with and follow the school's health and safety guidance from the LA 'Safety of Buildings' in the 'Handbook of Safety Information'.
- b) Bringing to the attention of the School Business Manager or Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school's health and safety policy and relevant risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under their direct control (i.e. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the Business Manager or Headteacher of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance.

2.7 The First Aider / Appointed Person is responsible for:

Maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

2.8 Safety Representatives (Appointed by Staff / Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees where relevant.
- e) Receive such training as may be necessary for them to perform their duties.

3. THE ARRANGEMENTS

All documents referred to in the following guidance are located in the school office.

Access and Egress – The caretaker is responsible for the clearance of ice, snow and leaves etc. - steps to prevent the obstruction of fire exits. (N.B. - in the event of snow or ice, the first priority should be to clear paths leading to the main entrances for both pupils and staff, before car parks, playgrounds or roadways.)

Accident Reporting - Handbook of Safety Information, pp. 2.1 - 2.3

Incidents are reported in the school accident book kept in the office. There is a separate book located in the hall near the sink areas to record incidents involving outside use of the hall.

The Arts –see individual risk assessments where relevant policies, or notes included within teacher planning.

Blood-borne Diseases (see also First Aid)

Handbook of Safety Information, p. 2.12 - 2.13 and "Infection Control Guidelines for Schools", Herefordshire and Worcestershire Local Health Protection Unit 2004.

Building Repairs and Contractors (including extensions and new buildings)

Handbook of Safety Information, pp. 2.14 - 2.16. Site meetings are held before any work is undertaken and contractors are expected to work within the LA guidelines. The need for adequate segregation of workmen and pupils is considered and we establish guidance for adequate day to day communication between school and contractors.

Inspection of the school's asbestos register by those planning works (including minor works) to ensure that existing asbestos will not be damaged or disturbed, which is now a legal requirement. The asbestos file is kept in the school office.

Cleaning - the need to place warning signs when floors are wet and slippery (and remove them when the floor has dried). Wearing of suitable shoes when cleaning floors. Basic precautions for common cleaning materials.

Handbook of Safety Information, Section 8 - pp. 220 - 223. Need to undertake COSHH risk assessments – Handbook of Safety Information p. 2.17 – 2. 20.

Communications - staff can report any problems or defects at any time to the School Business Manager, Headteacher or Caretaker. If they are not available the information will be recorded via written form and left in the school office for attention (Caretaker's noticeboard). The Head will then take any action deemed necessary or report the problem to the governors of the resources committee.

Consultation (Staff / Trade Union Safety Representatives)

Handbook of Safety Information, pp. 2.80 - 2.81 and notes in section 3.9 of this booklet.

COVID 19 – All staff and visitors to comply with WCF Risk Assessment for Schools and the WCF Risk Assessment for Schools – Addendum if there are any identified positive Covid cases.

For COVID-19 advice related to education settings including school provision:

Worcestershire County Council Public Health Team

Email: WCChealthprotection@worcestershire.gov.uk

Tel: 01905 845491

Design and Technology –see individual risk assessments where relevant, or notes included within teacher planning.

Display Screen Equipment (VDU's) - Handbook of Safety Information, p. 2.21 - 2.23.

Educational Journeys and Visits - Handbook of Safety Information pp. 2.28 - 2.33 and WCC folder "Off-site Visits, Field Studies and Outdoor Education Guidelines", 2001. The school has formally adopted the guidance given in this document as its policy in this area. Risk assessments are carried out for all off site visits and a copy is kept in the School Visit Folder.

Fire Alarms - Handbook of Safety Information, p. 2.39 - 2.44. Arrangements for regular testing and record keeping are part of the service agreement that the school holds.

Emergency Lighting has been installed and it should be tested and the results recorded at the same time (monthly checks).

Fire Appliances (Extinguishers, Fire Blankets)

Handbook of Safety Information, p. 2.39 - 2.44. Arrangements for regular visual inspection and annual examination.

Fire Evacuation and Fire Drills - Handbook of Safety Information, p. 2.40 and 2.42

- At least once a term. Different scenarios are practiced at different times of the day. Records of the drills are recorded and kept in school office.

Fire Prevention - Handbook of Safety Information, p. 2.41 - 2.42. Mainly good housekeeping – all staff are vigilant and take action to avoid potential hazards.

Fire Risk Assessment - Handbook of Safety Information, p. 2.40. A legal requirement that will require the services of a competent person, usually a trained specialist. Worcestershire County Council Property Services section offer this service. Fire risk assessments will need to be reviewed if there are significant alterations to the school building(s). The most recent one took place in **January 2024**.

First Aid - Handbook of Safety Information, pp. 2.12 - 2.13 and 2.45 - 2.50. NB gloves **must** be worn, whenever blood or other body fluids are involved.

Flammable Substances - Handbook of Safety Information, pp. 2.51 e.g. most aerosols, some paints and spirit duplicator fluid must be kept in fireproof storage such as a steel cupboard or locker.

Forest School – Risk assessment are kept in the Forest school handbook and in the central file.

Good Housekeeping - clutter is a major cause of accidents, but relatively simple to prevent. Organised working and regular clear-outs can prevent its spread. See also: **Slips, Trips and Falls – Prevention of** (below).

Hazardous Chemicals - Handbook of Safety Information, pp. 2.17 - 2.20 and (Middle and High schools only) 4.16 - 4.22, 6.23 - 6.34. Also safety data sheets in Whole School Risk Assessment File. Use of information to carry out COSHH risk assessments - arrangements for protective clothing.

Information / Publications - Handbook of Safety Information is kept in the school office and Staffroom resource cupboards. Off-site Visits, Field Studies and Outdoor Education Guidelines and other safety publications (e.g. DfES Safety Series) are kept and can be seen by staff. Arrangements for ensuring that safety information is circulated to the people who need to see it.

NB. All schools have been provided with 2 copies of the Handbook of Safety Information - a full copy for the headteacher and/or School Safety Officer and an abridged copy (without subject guidance which has been provided separately for specialist staff) for placement in the staff room. All schools have also been provided

with 2 copies of Off-site Visits, Field Studies and Outdoor Education Guidelines, one of which will normally be kept by the Educational Visits Co-ordinator (EVC).

Lettings - Refer to LEA lettings policy: "Casual Lettings: the Hiring Out of School Facilities" Accommodation Resources Unit, 2002.

Medicines - administration of. Handbook of Safety Information p. 2.63.

Monitoring - of safety performance - analysis of accident records and trends,
- of results of 6 monthly Safety Audit,
- of safety policy - arrangements for annual review.

Near Misses - Handbook of Safety Information, p 2.2. Systematic consideration of near misses can help to reduce the number of actual accidents.

Playground Safety and Supervision - Handbook of Safety Information, pp. 2.65 - 2.67 refers to the arrangements for supervision in playgrounds, as well as the regular checks necessary on "adventure playground" equipment.

Physical Education - – refer to subject folder, lesson planning and separate risk assessments. All teachers have read and signed the 'Safety in Physical Education' guidance published by Worcestershire county Council, and adhere to it's guidance.

Portable Electrical Appliance Testing - termly ("user") visual inspection by staff, annual test and inspection by competent person for all equipment used by pupils. Less often for other appliances unless subject to movement in use (e.g. polishing machine, iron) - Handbook of Safety Information, pp.2.34 - 2.38.
Annual – caretaker is trained.

Protective Clothing - gloves, goggles, overalls and more specialised protection for some work in Design and Technology. Many references in Handbook of Safety Information, but especially pp. 3.74, 4.8 (Primary D&T), 4.5, 4.26 and 4.49 - 4.52 , and Section 8 (Caretaking) pp. 206, 220 and 224.

Public Performances – in the event of any arrangements being needed linked to the safety of the public and Public Entertainments Licence (depending on requirements of District Council). Handbook of Safety Information p. 2.71 and pp. 2.90 - 2.92.

Record Keeping - Records are kept of accidents, boiler inspections/repairs, fire alarm tests, fire drills, fire appliances, machinery inspections lifts and hoists, portable electrical appliances, pressure vessels etc., except where already mentioned under other sections. Records are kept in the school office.

Reporting - Annual

Headteacher - The Headteacher makes an annual health and safety report to the Governing Body. It should include any notable incidents that have happened during the year (e.g. serious accidents) and the conclusions from the safety audits, together with actions to be taken.

Headteacher's termly report contains a Health & Safety section.

Governors - The Governing Body make an annual report on health and safety using the outcomes of the annual safety audit.

Risk Assessment - Handbook of Safety Information pp. 2.72 - 2.75. Risk assessments are reviewed by a group of staff and governors as necessary. They are stored in the Risk Assessment file in the office. (*NB. All schools have been provided with a "Whole School Risk Assessment File" for storage of completed risk assessments in non-curriculum areas. Curriculum related risk assessments are stored with Schemes of Work for ease of use during lesson planning.)

Safety Inspections -

The LA's "Safety Audit" - Handbook of Safety Information p. 2.78; is carried out by the Head, safety governor, school secretary and a parent (fresh eyes).

arrangements for inspections by Staff / Trade Union Safety Representatives - Handbook of Safety Information p. 2.81 (see also Section 3.9 of this booklet).

School Safety Committee – There is a named governor with responsibility for Health & Safety. Where meetings need to be convened governors attend where it affects their areas of responsibility. Handbook of Safety Information p. 2.76 - 2.77.

Science - see individual risk assessments where relevant, or notes included within teachers planning. Also refer to the Be Safe publication by ASE, Third Edition.

Security – The school building is secure. Visitors report to reception where they sign in and are given a badge to wear. Handbook of Safety Information p. 2.78 - 2.89. Children are educated to be aware of visitors, particularly those they don't recognise. Most external Fire doors remain closed during the school day and all are shut at night. The front main school gates have been upgraded and access is now gained via an intercom system. The car park gates are closed during the school holidays. Perimeter security is reviewed regularly and as part of the annual safety audit.

Slips, Trips and Falls – Prevention of – Health and Safety Executive free leaflet EDIS 2: "Preventing Slip and Trip Incidents in the Education Sector" considers the serious nature of slip and trip accidents (approximately 1/3 of all serious accidents in schools to both pupils and staff) and gives many practical suggestions for reducing the risk. Removal of clutter, prompt clearing up of spills and the wearing of appropriate shoes (by both pupils and staff) can have at least as much effect as the provision of specialist surfaces.

Swimming Pools – (Not present on site) Handbook of Safety Information p 2.93 and p. 224. Pool safety and teaching methods will normally be detailed in the P.E. policy, which can be referred to here.

Staff who teach swimming are required to attend the pool safety course run by Cascades before they are allowed to take a group.

Training - Induction. Arrangements for health and safety training of new staff are part of a general induction package.

Training - Specific. Arrangements made for providing staff with specific training needs, e.g. Chemical and Manual Handling training for caretakers, Manual Handling training for SSAs supporting physically handicapped children. Staff are made aware of courses as they become available.

Working Alone – see separate policy
Handbook of Safety Information pp. 2.100 – 103.

Vehicles – members of staff must pass the LA mini bus driver awareness programme or the MIDAS scheme before they can transport pupils. Staff driving a minibus must have at least one other adult with them.

The school car park is for staff and official visitors only. The car part is segregated from pupils and a sign informs parents not to walk children through it.

A bus bay is provided for any school transport (taxi/minibus) at the start and end of school days. Parents are asked not to park in it.

Handbook of Safety Information p 2.94 - 2.96.

Violent Incident Reporting

Mainstream schools – by means of the accident reporting procedure.
Handbook of Safety Information pp. 2.1 – 2.3 and 2.7 for **all** incidents.

Where training in Positive Physical Intervention has been given by the LA, serious incidents involving the use of physical restraint must also be reported to the Education Psychology Service on Form R.

5. USEFUL SOURCES OF FURTHER INFORMATION

From the Health and Safety Executive:

All HSE books are obtainable from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA, from Dillons Bookstores or from other book shops via normal ordering procedures. Free leaflets are not available from bookshops, but can be downloaded from the HSE website: www.hse.gov.uk where other useful safety information can be found.

1. Safety Policies in the Education Sector, 1994
ISBN 0 7176 0723 2
2. Managing Health and Safety in Schools, 1995
ISBN 0 7176 0770 4
3. Health and Safety Guidance for School Governors and Members of School Boards, 1998, ISBN 0 7176 1298 8
4. Management of Health and Safety at Work - Regulations and Approved Code of Practice L21, 1999, ISBN 0 7176 2488 9
5. Five Steps to Risk Assessment IND(G)163REV1, 1998 ISBN 07176 1565 0
(leaflet - single copies free)
7. Getting to Grips with Manual Handling - IND(G)143REV1, 2000 ISBN 0 7176 1754 8 (a guide to safe lifting and carrying). (leaflet - single copies free)
8. Preventing Slip and Trip Incidents in the Education Sector – EDIS2, 2003
(leaflet - single copies free)

From Worcestershire County Council:

1. Handbook of Safety Information, 1998 (partially revised 2000)
2. Off-site Visits, Field Studies and Outdoor Education Guidelines, 2001

POLICY REVIEW

Last reviewed: September 2026

To be reviewed annually.