

**A Place to Flourish**

***“I have come that they may have life, and have it to the full” (John 10:10)***



# **Safety, Health and Wellbeing Policy**

<b>Date of review/adoption</b>	Spring 2023
<b>Date of next review</b>	Spring 2024
<b>Notes</b>	This policy reflects Suffolk County Council guidance on producing a school SHaW policy (v. 2 November 2019) and was written in consultation with the H&S Advisor at Suffolk CC

Signed .....*C. Robertson*.....Chair of Governors

Date .....27.03.23.....

*\*Electronically signed and approved at the Full Governing Board meeting held on 27.03.23*

# BLUNDESTON CEVC PRIMARY SCHOOL SAFETY, HEALTH AND WELLBEING POLICY

## 1. Introduction

As a maintained school in Suffolk, the employer's legal duties are placed on Suffolk County Council. In turn, through the formal Scheme of Delegation, certain responsibilities are placed on governing boards and Headteachers. In general terms, the governing board's role is as a "critical friend" with a strategic eye. They support the school in its management of safety, health and wellbeing.

Whilst having a policy is not strictly a maintained school's legal responsibility, Suffolk County Council considers it to be an essential element of a school's safety, health and wellbeing management system. This policy may be reviewed during auditing and inspections.

Health and safety law in England is dictated by the *Health and Safety at Work (etc) Act 1974* and its subsidiary regulations, such as the *Management of Health and Safety at Work Regulations 1999*.

## 2. Health and safety management – an efficient approach

By using a clear system, the management of safety, health and wellbeing allows a more efficient, reliable and organised use of resources. The human factor is a frequent and significant component which contributes to incidents and injuries. People forget things, they may be busy or distracted, they react instinctively to circumstances and they consciously or unwittingly break rules. A systematic and efficient approach to managing health and safety can eliminate or reduce the impact of human factors. This has the potential for making a real impact on the frequency and severity of incidents.

In addition to human factors, maintenance work and routine checks on the correct use of equipment and procedures etc. are continually timetabled into the school's calendar. This helps to reduce the risk that the work is forgotten or deadlines overlooked.

## 3. Hazard, risk and benefits

*A hazard is anything with the potential to cause harm.*

*Risk is a measure of the likelihood of an injury, together with consideration of the severity.*

The process of competently weighing the elements of risk and benefit requires relevant information which is why the school refers to sources such as [CLEAPSS](#), [AfPE](#), [EVOLVE](#), the [Outdoor Education Advisor's Panel](#), the [Health and Safety Executive](#) and so on. All these references can be accessed through the [Suffolk Learning](#) website. The school ensures that those who undertake risk assessments are able to refer to the right guidance. Its implementation is monitored by senior leaders.

The school believes:

- The benefit (not just the risk) of activities in school should be taken into full account during planning;
- Children should not be “wrapped in cotton wool” by the removal of all the hazards that could affect beneficial school activities;
- Children benefit from understanding and experiencing risk;
- Children benefit by being involved in managing their own risks during school activities;
- Children benefit by learning outside the classroom;
- We should not try to eliminate hazards completely if that prevents benefits for children, but to manage the risk so that the benefit of activities can be realised;
- Activities which benefit children can involve an understood level of risk which is managed and acceptable;
- Staff must be competent, so they have the confidence to identify and manage risk using proportionate controls;
- Headteachers must be competent and have the confidence in the management of risk, supporting and encouraging staff and being able to balance the expectations and potential concerns of governors and parents/carers.

#### 4. Statement of Intent and Commitment – Safety, Health and Wellbeing



### **Blundeston CEVC Primary School** **Statement of Intent and Commitment for Safety, Health and Wellbeing**

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing and that the Governing Board and Headteacher have specific responsibilities to manage this at school level. These responsibilities must be laid out in the Scheme of Delegation for the school, and are covered in general terms in the County Council's Scheme of Delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and shall:

- support the published policies and aims of the County Council, and
  - promote continuous improvement in the health and safety performance, and
  - learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.
  3. The Governing Board will ensure that the Headteacher is supported and assisted in implementing the policy, advice and guidance from Suffolk County Council and will fulfil its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work. **This document must be made available to all staff in the school.**

This policy document has been adopted by the Governing Board and is signed by the Chair on its behalf.

\_\_\_\_\_ (Chair of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, has also signed the policy.

\_\_\_\_\_ (Headteacher)

**DATE THAT THIS POLICY WAS ADOPTED BY THE GOVERNING BOARD**

.....

**VERSION 1**

This statement is displayed in the main reception area and also the staff room.

## 5. Organisation

The Headteacher has responsibility for the day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly. This is a legal obligation under the *Health and Safety Act at Work (etc) Act 1974 (s.7)*.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school. For example, a post-threshold teacher has an implied higher level of responsibility than a teaching assistant, even if this policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

The table below sets out who is responsible for each aspect of safety, health and wellbeing in school:

Task	Person(s) responsible
Safety, health and wellbeing system & policy review	Headteacher and Chair of Governors
Resources Committee (safety, health and wellbeing)	Chair of Resources Committee
Communication and information management	Headteacher and Administration & Facilities Manager
Critical incident management	Headteacher and Administration & Facilities Manager
Health & safety training, induction and refreshers	Headteacher and Administration & Facilities Manager
Personal safety – to include dealing with challenging behaviour and lone working	Headteacher and Administration & Facilities Manager
Planned checks/procedures on premises/ equipment	Administration & Facilities Manager & Caretaker
Risk assessments for managed moves, EOTAS and excluded pupils	Headteacher and Deputy Headteacher
Infection control	Administration & Facilities Manager & Caretaker
Incident reporting and investigation	Headteacher and/or Deputy Headteacher

Coordination of risk assessment work	Headteacher and Administration & Facilities Manager
Fire procedures including personal emergency evacuation plans	Headteacher and Administration & Facilities Manager
Locally organised premises maintenance, repair and improvement	Headteacher, Administration & Facilities Manager and Finance Officer
First aid (training organisation and equipment)	Administration & Facilities Manager
Vehicle control and pedestrian safety on site	Administration & Facilities Manager
Educational visits coordinator (EVC)	Senior Teacher
Stress, mental health and wellbeing	Wellbeing Champion
School minibus	N/A
Child protection coordinator	Headteacher (DSL)
Supporting pupils with medical conditions in school	First aid trained staff
Premises security	Administration & Facilities Manager and Caretaker
Contractors on site	Administration & Facilities Manager and Caretaker
Outside lettings	Finance Officer and Governors

## 6. Arrangements

This section sets out “how we do things”. It will explain how the school manages specific areas of health and safety.

### 6.1 Safety, Health and Wellbeing Policy

This policy will be reviewed and adopted annually by the governing board (or sooner to reflect changes in legislation, guidance etc.)

The school’s Wellbeing Champion writes a wellbeing action plan annually. This is written following consultation with staff.

This policy is shared annually with staff via email and is displayed on the health and safety board in the staff room. Staff complete a document signing sheet to say they have seen, read and understood this policy (**Appendix D**).

The wellbeing action plan is also displayed in the staff room on the wellbeing board.

### 6.2 Resources Committee

The Resources Committee meets twice a term. Safety, health and wellbeing is on the agenda as a standing item. Action points are formally recorded in the minutes and reviewed at the next meeting.

The terms of reference for this committee are reviewed annually to ensure they adequately cover the functions that the school needs for the safety, health and wellbeing system to be effective and complete. The Headteacher includes a report about health and safety, in the recommended format, in their termly Headteacher's Report to Governors.

The Resources Committee reviews the school's incident records each term, and annually, to identify any patterns or other indicators requiring management attention.

The committee liaises with the LA's Schools' Health and Safety Advisor on relevant or urgent matters, via the Headteacher.

### **6.3 Communication and information management**

The Headteacher keeps up to date with health and safety guidance through various channels (e.g. Suffolk Headlines, advice and updates from the LA's Schools' Health and Safety Advisor, Suffolk Learning website etc.) These are communicated to the governing board as appropriate and added to the health and safety board in the staff room or circulated to staff via email.

Staff complete a document signing sheet to say they have seen, read and understood any health and safety guidance (**Appendix D**).

Safety, health and wellbeing is on the agenda as a standing item at staff meetings. Action points are formally recorded in the minutes and reviewed at the next meeting.

The Headteacher and governing board take into account the views of trade unions, as and when these are communicated to them. These are included in the policy, as appropriate.

The "Health and Safety Law – What you need to know" poster is displayed on the health and safety board in the staff room. This board also includes relevant information, including relevant campaigns. Staff are sent an electronic copy of the "Health and Safety Law – What you need to know" leaflet annually, together with the reviewed Safety, Health and Wellbeing Policy.

Safety, health and wellbeing issues are highlighted in the termly Headteacher's Report to Governors.

### **6.4 Critical incident management and temporary staffing absences**

In these circumstances, the school will follow Suffolk County Council guidelines. The school has reliable arrangements in place to cover the occasional (but foreseeable) absence of key staff. These include the use of existing and supply agency staff to provide cover (e.g. the school's cleaning staff fulfilling the daily cleaning and school opening/locking up responsibilities in the Caretaker's absence), as well as strategic leadership arrangements to cover the absence of senior leaders (i.e. the Deputy Headteacher will "act up" in the absence of the Headteacher, post-threshold teachers will "act up" in the absence of the Deputy

Headteacher, support and guidance sought from the LA Associate Headteacher etc.)

A critical incident useful contacts list is displayed in the Headteacher's office, the main school office and the staff room.

## **6.5 Health and safety induction training**

All staff receive an appropriate induction training or awareness, including training that is matched to their specific work and responsibilities. This includes:-

- ✦ **Overview of the school's health and safety policy and organisational structure**
- ✦ **Tour of the premises**
- ✦ **Current health and safety priorities for the school**
- ✦ **Communication and relationships with other schools and Suffolk County Council**
- ✦ **General health and safety advice, including the school's own guidance and that from the LA**
- ✦ **The use of the incident reporting procedures for incidents, hazards, work-related injuries and fires**
- ✦ **The use of the return to work reporting procedures following absence, including for illness**
- ✦ **Where appropriate, curriculum specific guidance (e.g. PE, Art, D&T, Science etc.)**
- ✦ **For certain staff (e.g. Headteacher, Caretaker), the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the local Asbestos Management Plan is available to ALL staff**
- ✦ **Initial advice to women of childbearing age about the need for a 'expectant and new mothers' risk assessment**
- ✦ **Smoking ban on all Suffolk County Council premises**
- ✦ **Fire evacuation and emergency procedures**
- ✦ **Critical incident procedures**
- ✦ **The arrangements the school has for managing visitors (signing in, accompaniment on the school site, visitor badges, how to react on discovering an unexpected person in school)**
- ✦ **Information on hazards that are specific to the school, and established controls or precautions**
- ✦ **Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds**
- ✦ **The policy around positive behaviour management (including how to manage challenging behaviours shown by pupils)**
- ✦ **What to do in an emergency, including fires which start in class**

- ✦ **Fire extinguishers and blankets – location and use**
- ✦ **Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans (PEEPs)**
- ✦ Infection control arrangements
- ✦ Employee problems and concerns – the Employee Assistance Programme which the school buys in to and access to wellbeing advice, counselling and other staff support schemes (signpost to the Wellbeing Ambassador and wellbeing board in staff room)
- ✦ Grievance procedures (if they relate to health and safety)
- ✦ Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- ✦ Materials and substances in use – handling and labelling systems/warning signs, COSHH requirements, risk assessments and health and safety data sheets
- ✦ Use and care of PPE (personal protective equipment)
- ✦ Housekeeping procedures for policy documents and local rules
- ✦ Legal responsibilities and rights
- ✦ Work permit systems (for example, arrangements for visits and trips)
- ✦ Physical examinations relating to statutory maintenance requirements, e.g. electrical equipment
- ✦ Security
- ✦ Restricted areas and equipment
- ✦ Manual lifting and handling – general advice and risk assessment
- ✦ Safe stacking of materials
- ✦ Safety procedures for machinery
- ✦ General housekeeping and maintenance of access and egress

**The bullet points in bold are deemed appropriate for all staff.**

## **6.6 Routine update training**

The school uses the Safesmart Smartlog platform. This is a cloud-based fire and health and safety compliance management software for business organisations and non-profit institutions.

The platform enables staff to access and complete health and safety training. This may be annual training completed by all staff (e.g. health and safety at work/fire awareness) or more bespoke training for individual members of staff (e.g. food hygiene/fire warden).

The Headteacher manages the Smartlog system, including routine update training. This ensures training is completed at the appropriate time and in a timely manner. Certificates are stored securely on the system and a copy is also placed in the staff member's personnel file.

First aid training is updated every three years (including paediatric first aid). Lists of first aid trained staff are displayed in every classroom and around the school, including the expiration date of training.

Staff will be kept updated on:-

- hazards (things that could cause them harm)
- risks (the chances of that harm occurring)
- measures in place to deal with those hazards and risks
- how to follow any emergency procedures

This information will be communicated through weekly updates, either by email or at staff briefings. Risk assessments will be shared with relevant staff either by email or in person at a staff meeting or training session (these will detail the risk and measures in place to deal with the risk). These will be reviewed and updated as appropriate.

Emergency procedures will be shared with staff by email, staff briefings, staff meetings or via the health and safety board in the staff room.

#### **6.7 Personal safety procedures, to include assault, abuse, threats and harm caused through involuntary behaviours**

Staff who may deal with any pupil presenting challenging or threatening behaviour will be trained by BellsCroft Consultancy. This will include behaviour and the law and low level physical de-escalation techniques. This training will be updated periodically and will be provided for new staff or staff who start working with a pupil who presents with challenging behaviour.

The school's **Behaviour Policy** details how staff will deal with pupils who present with challenging behaviour. The school's **Parent Code of Conduct** details how the school will deal with any threatening or aggressive behaviour or assault (including verbal abuse).

The school uses the CPOMS platform for recording any such incidents involving either pupils or parents/carers.

Support for staff is signposted around the school, including Education Support and the school's own wellbeing support through its insurance provider.

The school has a separate **Lone Working Policy**.

#### **6.8 Security**

Access to the school premises is restricted. A programmable card entry system is in operation on all external doors, meaning access is only accessible to those with a card key. New staff and long-term supply agency staff will be provided with a card key. They will be required to sign a form to say they agree to taking due care of the card and return it at the end of their contract. Other visitors will be given a visitor key card, which is time sensitive and will only allow them access during normal school hours.

Approved staff wear a blue lanyard. Safeguarding leads wear yellow lanyards to make it clear to visitors and pupils who they are. Other colour-coded lanyards

demonstrate a visitor's DBS check status: green for visitors who have had a successful DBS check and can be unaccompanied when in school and red for visitors who have not had a DBS check and must be accompanied at all times when on the school site. Pupils are informed about the different colour lanyards and what they mean.

Visitors will only enter the school through the main front entrance (a sign at the main car park entrance informs visitors to report to the school office). At the main school office, visitors must sign in and relevant health and safety information will be shared by office staff, including any planned fire drills and information about the safeguarding leads on site. Visitors must sign out upon departure and leave their lanyard/card key (there is a post box available to put it in if the school office is closed or unattended).

The key holder list is updated annually. Key holders are the Headteacher, Deputy Headteacher, Caretaker and cleaner (when the Caretaker is absent). The LA is informed annually about the school's key holders.

Risk assessments are written and regularly reviewed for those pupils who may abscond. These are communicated by email to the relevant members of staff and reviewed and updated as appropriate. Advice from the LA's Schools' Health and Safety Advisor will be used to support this procedure.

Perimeter checks are made by the Caretaker daily to check the security of the site and the Headteacher is informed of any issues identified.

## **6.9 Planned safety checks**

### **Procedures**

Governors monitor safety inspections through Resources Committee meetings. Incident report information is reported through the termly Headteacher's Report to Governors.

The Smartlog platform provides a comprehensive database of checks (daily, weekly, monthly, annual etc.) This correlates with Suffolk County Council's required schedule of checks. Each check includes details of the relevant legislation and what the check involves. The system is set with reminders and also lists who is responsible for the check. Reminders are sent if the check is not completed by the due date. Evidence of checks are uploaded (e.g. inspection reports, certificate of completion etc.) The Caretaker is able to directly "tick off" checks as they are completed. The Headteacher is the overall administrator of the system.

The Administration & Facilities Manager and Caretaker have weekly meetings to discuss any urgent health and safety matters and also to review the Smartlog checks, including any that are outstanding.

### **Equipment**

The school uses registered external providers to complete some checks and inspections in school. These include:-

- Fire alarm system check (6 monthly)
- Indoor PE equipment inspection (annual)
- Outdoor play equipment inspection (annual)
- Legionella check and risk assessment (annual)
- Boiler service (annual)
- PAT testing (annual)
- Powered door inspection (annual)
- Fire risk assessment (annual)
- Asbestos review (annual)
- Emergency lighting inspection (annual)
- Fire extinguisher inspection (annual)
- Lightning protection system inspection (annual)
- Intruder alarm system inspection (annual)
- Gas safety inspection (5 yearly)
- Electrical installation inspection (5 yearly)
- Air conditioning inspection (5 yearly)

Any subsequent remedial works are inspected and certified by a competent person. These checks are all logged on the school's Smartlog system with reminders being issued automatically.

Staff are reminded periodically to undertake a simple and informal visual inspections of electrical equipment.

Any deterioration of plugs, sockets and mains leads, including iPad leads, are reported to the Caretaker and appropriate measures taken. The school keeps a small amount of spare iPad charger leads for when replacements are needed.

The school buys into the LA's Core Package. This package includes some statutory checks, which use approved providers. For other inspections, the school ensures that providers are registered with the appropriate body, e.g. Register of Play Inspectors International (RPiI) for outdoor play equipment and Association for Physical Education (afPE) for indoor PE equipment.

The kiln has been decommissioned and not in use.

## **Premises**

The school has a **Nine Term Plan** in place (see **Appendix A**). This is a practical document designed to help schools plan and practise their health and safety management throughout a three-year period, based on best practice and legislation. The plan uses a PLAN, DO, CHECK, ACT system which encourages monitoring and record-keeping to show due diligence.

The school has an annual condition survey review, maintenance review and asbestos review completed by the school's Property Advisor (these are all included in the Nine Term Plan).

Governors complete termly site inspections and findings/recommendations are minuted formally and reviewed at the following Resources Committee meeting.

The Caretaker completes daily checks of the premises, including fencing, perimeters, escape routes, fire alarm panel etc. These are all logged on the Smartlog system.

The school writes risk assessments to ensure infection control is robust. These are communicated by email to staff and reviewed and updated as appropriate.

The school has a separate **Intimate Care Policy** and **Management and Administration of Medication in School Policy**.

#### **6.10 Incident report/investigation**

The school follows LA guidance for reporting incidents, including the use of the appropriate form and the recommended way to send these securely to the LA.

The Headteacher will support staff in completing such incident forms, check them before being sent and ensure they are sent securely to the LA.

The Headteacher will ensure any follow-up questions/action points are completed in a timely manner, with a view to preventing recurrence. This includes an investigation into an incident or near miss. Any findings will be shared with staff, the LA and other people with a relevant interest. Relevant risk assessments will be written after any incident or a near miss. These are communicated by email to the relevant members of staff and reviewed and updated as appropriate.

These will be reported to the governing board through the termly Headteacher's Report to Governors. The Resources Committee will periodically review the incident history and plan actions to reduce the likelihood of future incidents.

#### **6.11 First aid training and equipment**

Please see the school's **First Aid Policy**.

The school's **Educational Visits Policy** contains information about first aid provision on school visits.

#### **6.12 Coordination of risk assessment work**

The Headteacher and Deputy Headteacher are competent at writing risk assessments. Other staff are supported to write them, as is appropriate. The school uses LA risk assessment templates and amends them accordingly to ensure they are fit for purpose.

Risk assessments are reviewed at regular intervals and the outcomes of these reviews are recorded on the risk assessment form. The school views risk assessments as working, "live" documents and recognises that they will need amending and updating as situations and risks evolve and develop.

Risk assessments are communicated to the relevant members of staff by email.

Parents/carers will be involved in writing/reviewing risk assessments where they involve pupils. Pupils will also be involved if this is practicable and appropriate.

### **6.13 Fire procedures**

A fire risk assessment is completed annually. This will be carried out by a competent provider every 3 years (as recommended by the Fire Officer in September 2020). At other times, the school will complete its own risk assessment. The fire risk assessment is a dynamic document and is annotated accordingly by the Headteacher, in liaison with the Administration & Facilities Manager.

The fire risk assessment will be reviewed by a competent provider whenever there is a related incident, significant changes to the premises are made or a change to the use of the premises is planned.

Fire evacuation procedures (both detailed and concise versions) are displayed around the school, in every classroom, activity area and other key areas, such as the hall, school office, staff room, Headteacher's office, Rainbow Room and corridors (see **Appendix B**).

The school will complete a Personal Emergency Evacuation Plan (PEEP) for people who may need assistance to evacuate the building. The school will follow the advice of the LA when completing these plans.

A fire evacuation practice (fire drill) is carried out once per term. These are logged on Smartlog, including the time taken to fully evacuate everyone and any issues.

Staff complete fire awareness training annually (through Smartlog). Fire wardens take additional training (also through Smartlog) and have a Fire Warden high visibility jacket to wear in case of a fire.

The Caretaker completes a visual check of fire extinguishers weekly and a full inspection is carried out annually by a competent person. These checks are logged on Smartlog.

The Caretaker completes weekly fire alarm tests. The call point used is logged on Smartlog. There is clear signage on display at each fire alarm call point (see **Appendix C**).

The Caretaker also completes a daily check of the fire panel and escape routes, as well as weekly/monthly checks of the emergency lighting and monthly checks of fire doors.

Wheelie bins are kept away from the school at all times.

### **6.14 Locally organised premises maintenance, repair and improvement**

Landlord's consent is sought for relevant works, prior to work commencing.

Key staff are made aware of the local Asbestos Management Plan and understand the limitations and restrictions on undertaking any repairs or improvements to the fabric of the building.

The Caretaker will complete remedial works when they are deemed competent. For works that they are unable to complete, or are not qualified to complete, approved and competent contractors will complete the works.

### **6.15 Contractors on site**

All contractors are required to provide a risk assessment relating to their activity/work on site which should be agreed and lodged with the Administration & Facilities Manager.

Contractors must report to the school office when they arrive on site. Signage at the main car park entrance states that visitors must do this.

All contractors will be asked to view the asbestos plans and folder before they carry out any work and will sign to acknowledge that they have done this.

Contractors are informed of the school's safeguarding procedures, fire drill arrangements and will be supervised by the Caretaker, or another member of staff, if they are on site during the normal school day. The Caretaker will be responsible for checking the area is adequately fenced, materials are stored safely, ensuring the contractor is behaving safely in respect of their own staff, following common sense safety precautions and avoiding reckless behaviour.

Deliveries to the school will be made to the main school office (or directly to the kitchen for food deliveries).

Any areas out of bounds due to works are communicated to staff via email, staff briefings or displayed in the staff room.

### **6.16 Lettings**

Currently, the school does not have any lettings. This section will be reviewed if and when this situation changes.

### **6.17 Vehicle control, pedestrian safety and driving for work**

There is not the capacity for school staff to supervise vehicles at busy times, such as the beginning and end of the school day. However, traffic cones are used to promote safe parking outside the school, including on the yellow zigzags and in front of the school gate to prevent vehicles from turning or reversing. Banners remind drivers about safe parking, as well as not idling, and regular reminders are sent to parents/carers by text, email or via the Headteacher's newsletters.

Staff are able to park in the staff car park. This is separated from the playground by fencing. Visitors are able to park there also if there are spaces available. All staff and visitors are required to reverse park and signage in the car park reminds staff of this. No parking is permitted outside of the parking bays.

The car park gate is closed during the school day. A sign on the car park gate reminds visitors that the gate must be closed during school hours.

Where possible, deliveries are arranged at times away from the start and end of the school day.

Refuse collection vehicles do not enter the school site and park on the road outside the school instead.

Emergency vehicles are able to enter the school site via the main car park gates with one gate opening (left when viewed from the road) being sufficiently wide for a fire engine to enter.

The Headteacher checks staff's driving licences, MOTs and insurance documents if driving for work purposes, in accordance with LA advice.

Staff are reminded that they should have "Business Use" as part of their personal car policies if they drive for work purposes.

### **6.18 Educational visits**

The school has a separate **Educational Visits Policy**, in accordance with LA advice.

The school uses the Evolve service to aid its management of risk when planning and undertaking educational visits.

The school has an Educational Visits Coordinator (EVC) who completes the relevant training.

The school completes additional risk assessments for children with additional or medical needs. These are communicated by email to the relevant members of staff and reviewed and updated as appropriate.

### **6.19 Mental health, stress at work and wellbeing**

The school takes positive action to manage mental wellbeing, stress at work and wellbeing issues. This includes having a Wellbeing Champion and a wellbeing board in the staff room. This contains useful information, tips and advice, as well as signposting to available support.

The school promotes the Education Support charity and website, as well as the school's insurance provider, who offer free and confidential counselling services.

The Headteacher has an open door policy and staff are able to speak to them about any workload management issues.

Staff complete an annual wellbeing survey and this informs the wellbeing action plan. Wellbeing is also discussed at annual appraisals.

### **6.20 Safeguarding and child protection**

Government and LA guidance is followed, including *Keeping Children Safe in Education*. The school has a comprehensive **Safeguarding and Child Protection Policy**.

The importance of safeguarding is prominent around the school. There are displays and posters at the front entrance, on noticeboards, and a dedicated safeguarding board in the staff room, providing information, government guidance, policies, helpline numbers etc.

## 7. Template for Headteacher's Termly Report to Governors

	<b>Topic</b>	<b>Subject</b>	<b>Number</b>	<b>Additional Comments</b>
1.	Incident reporting to the LA's Schools' Health and Safety Advisor	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment
		Number of incident report forms completed when a pupil was the subject		
	Local recording system for minor incidents relating to pupils	Number of incidents recorded		
2.	Numbers of inspections and types	Carried out by/for management (the Headteacher and/or governing board, Resources Committee etc.)		Bring urgent or serious items to attention of the governing board, particularly where significant financial implications exist, or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Resources Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher's previous report to the governing board
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including personal safety training, positive behaviour management, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from subject coordinators when appropriate. Funding issues can be considered here.
5.	Information received from the Local Authority with safety, health and wellbeing relevance	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance etc.), new preferred suppliers and recommendations about health and safety management		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result
6.	Updates from external consultants and advisors	Reports on audits, inspections, fire risk assessments etc.		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's/advisor's report(s)

## 8. Glossary and contact details

### 8.1 Resources

Company/organisation name	Web address as of November 2020
The Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Suffolk Learning (health and safety section)	<a href="https://www.suffolklearning.co.uk/leadership-staffdevelopment/health-safety-wellbeing">https://www.suffolklearning.co.uk/leadership-staffdevelopment/health-safety-wellbeing</a>
British Safety Council	<a href="http://www.britsafe.org">www.britsafe.org</a>
MIND (mental wellbeing)	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
Department for Education (health and safety section)	<a href="https://www.gov.uk/government/publications/healthand-safety-advice-for-schools/responsibilities-andduties-for-schools">https://www.gov.uk/government/publications/healthand-safety-advice-for-schools/responsibilities-andduties-for-schools</a>
EVOLVE (educational visits service)	<a href="https://evolve.edufocus.co.uk/">https://evolve.edufocus.co.uk/</a>
Association for Physical Education	<a href="http://www.afpe.org.uk/">http://www.afpe.org.uk/</a>
CLEAPSS (art, design and science in schools)	<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
National Education Union (health and safety section)	<a href="https://neu.org.uk/health-and-safety-advice">https://neu.org.uk/health-and-safety-advice</a>
Unison (health and safety section)	<a href="https://www.unison.org.uk/get-help/knowledge/healthand-safety/">https://www.unison.org.uk/get-help/knowledge/healthand-safety/</a>

## 8.2 Glossary

Term or acronym	Definition
<b>HaSWA</b>	(The) Health and Safety at Work Act
<b>CoSHH</b>	(The) Control of Substances Hazardous to Health Regulations
<b>PUWER</b>	(The) Provision and Use of Work Equipment Regulations
<b>DSE</b>	Display Screen Equipment (also relates to the Regulations)
<b>Manual handling</b>	Used in schools' H&S when talking about lifting or moving <b>inanimate</b> objects
<b>Moving and handling</b>	Used in schools' H&S when talking about assisting or aiding <b>people</b> – either in intimate care or general medical needs
<b>SHaW</b>	Safety, Health and Wellbeing – the way Suffolk County Council term 'health and safety'
<b>PDCA</b>	<b>Plan, Do, Check, Act</b> – a way of mapping out health and safety management to make it easier to carry out
<b>CLEAPSS</b>	Consortium of Local Education Authorities for the Provision of Science Services (and DT and Art) – a service for schools which aids practical and safe experiences in the lab and classroom
<b>OH/Occupational Health</b>	A company who provides services related to employees' health in the workplace
<b>MSDS</b>	Material Safety Data Sheet – a document which provides information on a substance (or material) in terms of safe storage, use and disposal
<b>EAP</b>	Employee Assistance Provider – a company who provides counselling and wellbeing services to employees, free of charge (the school or LA buys into the service)

<b>BCP/EP</b>	Business Continuity Plan/Emergency Plan – documents which set out what the school will do in the event of ‘business as usual’ being hindered or stopped by an incident (either external or internal), pre-warned or not
<b>RIDDOR</b>	(The) Reporting of Incidents, Diseases and Dangerous Occurrences Regulations – the requirement for an employer to report certain incidents to the HSE. Your Schools’ Advisor will do this, and will notify you should it be necessary

### 8.3 Contact details

<b>Person/job/organisation</b>	<b>Contact details</b>
<b>Nina Bickerton – Suffolk (maintained) Schools’ Health and Safety Advisor</b>	01473 260399 <a href="mailto:nina.bickerton@suffolk.gov.uk">nina.bickerton@suffolk.gov.uk</a>
<b>EVOLVE support (SCC based)</b>	<a href="mailto:ed.visits@suffolk.gov.uk">ed.visits@suffolk.gov.uk</a>
<b>Mailbox for Suffolk maintained schools’ incident forms</b>	<a href="mailto:schools.incidents@suffolk.gov.uk">schools.incidents@suffolk.gov.uk</a>
<b>CLEAPPS science helpline</b>	<a href="https://science.cleapss.org.uk/helpline/">https://science.cleapss.org.uk/helpline/</a>
<b>Corporate Health and Safety (when your Advisor is unavailable)</b>	01473 260208 <a href="mailto:healthandsafety@suffolk.gov.uk">healthandsafety@suffolk.gov.uk</a>
<b>Suffolk Fire and Rescue Service</b>	<a href="https://www.suffolk.gov.uk/suffolk-fire-andrescue-service/">https://www.suffolk.gov.uk/suffolk-fire-andrescue-service/</a> (information and contact details for non-emergencies)
<b>Suffolk Constabulary</b>	<a href="https://www.suffolk.police.uk/contact-us">https://www.suffolk.police.uk/contact-us</a>

# Appendix A – Nine Term Plan

## Blundeston CEVC Primary School Nine Term Safety, Health and Wellbeing (SHaW) Plan

	<b>Term 1 Spring 2023</b>	<b>Term 2 Summer 2023</b>	<b>Term 3 Autumn 2023</b>	<b>Term 4 Spring 2024</b>	<b>Term 5 Summer 2024</b>	<b>Term 6 Autumn 2024</b>	<b>Term 7 Spring 2025</b>	<b>Term 8 Summer 2025</b>	<b>Term 9 Autumn 2025</b>
<b>PLAN</b> (timings etc.)	Next term's fire risk assessment	Next year's risk assessments for school trips	Risk assessment review/update  Consider major projects for following year, e.g. improve facilities or HSE performance	Next term's fire risk assessment	Next year's risk assessments for school trips	Risk assessment review/update  Consider major projects for following year, e.g. improve facilities or HSE performance	Next term's fire risk assessment	Next year's risk assessments for school trips	Risk assessment review/update  Consider major projects for following year, e.g. improve facilities or HSE performance
<b>DO</b>	Governor site inspection  Fire drill  Lockdown drill  Risk assessment review/update  Incident and first aid records review  H&S report to Governing Board  Log school trips on EVOLVE  Outdoor Gym Risk Assessment  Termly H&S Classroom check  SCR Check  Statutory Checks: 12 x TMVs Steel Chimney Boiler Service Emergency Lights Test First Aid Box Check	Governor site inspection  Fire drill  Lockdown drill  Fire risk assessment (external)  H&S report to Governing Board  Log school trips on EVOLVE  Emergency Light Survey  Termly H&S Classroom check  Statutory Checks: Fire Alarm Service Water Hygiene Test Kitchen & Convector Fans PE/Play equipment Asbestos review	Governor site inspection  Health and safety audit (annually)  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Board  Log school trips on EVOLVE  Termly H&S Classroom check  Statutory Checks: Fire Alarm PAT Testing 12 x TMVs Fire Extinguishers Foul Sump Pump Automatic Door Intruder Alarm Water Test Emergency Lighting Lightning Protection System	Governor site inspection  Fire drill  Lockdown drill  Risk assessment review/update  Incident and first aid records review  H&S report to Governing Board  Log school trips on EVOLVE  Termly H&S Classroom check  Statutory Checks: Legionella Risk Assessment 12 x TMVs Steel Chimney Boiler Service Emergency Lights Test First Aid Box Check	Governor site inspection  Fire drill  Lockdown drill  Fire risk assessment (internal)  H&S report to Governing Board  Log school trips on EVOLVE  Review  Termly H&S Classroom check  Statutory Checks: Fire Alarm Water Test A/C Kitchen & Convector Fans 12 x TMVs PE/Play equipment	Governor site inspection  Health and safety audit (annually)  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Board  Log school trips on EVOLVE  Termly H&S Classroom check  Statutory Checks: Fire Alarm PAT Testing Fire Extinguishers Foul Sump Pump Automatic Door Intruder Alarm Water Test Emergency Lighting Lightning Protection System	Governor site inspection  Fire drill  Lockdown drill  Risk assessment review/update  Incident and first aid records review  H&S report to Governing Board  Log school trips on EVOLVE  Termly H&S Classroom check  SCR Check  Statutory Checks: Legionella Risk Assessment 12 x TMVs Steel Chimney Boiler Service Emergency Lights Test First Aid Box Check	Governor site inspection  Fire drill  Lockdown drill  Fire risk assessment (external)  H&S report to Governing Board  Log school trips on EVOLVE  Emergency Light Survey  Termly H&S Classroom check  Statutory Checks: Fire Alarm Service Water Hygiene Test Kitchen & Convector Fans PE/Play equipment Asbestos review	Governor site inspection  Health and safety audit (annually)  Fire drill  Lockdown drill  Risk assessment review/update  Site security (safeguarding) risk assessment  H&S report to Governing Board  Log school trips on EVOLVE  Termly H&S Classroom check  Statutory Checks: Fire Alarm PAT Testing 12 x TMVs Fire Extinguishers Foul Sump Pump Automatic Door Intruder Alarm Water Test Emergency Lighting Lightning Protection System

<b>CHECK/ REVIEW</b>	<p>Risk assessment review</p> <p>H&amp;S training review</p> <p>Condition survey review with Corporate Property Adviser</p> <p>Incident review</p>	<p>H&amp;S policy review</p> <p>Asbestos review with Corporate Property Adviser</p> <p>School trips review</p> <p>Incident review</p>	<p>H&amp;S audit review</p> <p>Check updates to LA guidance</p> <p>School trip and EVC review</p> <p>Compliance review with Corporate Property Adviser</p> <p>Site security review</p> <p>Incident review</p>	<p>H&amp;S audit review</p> <p>Risk assessment review</p> <p>H&amp;S training review</p> <p>Condition survey review with Corporate Property Adviser</p> <p>Incident review</p> <p>FRA review</p> <p>Covid-19 risk assessment review</p>	<p>H&amp;S policy review</p> <p>Asbestos review with Corporate Property Adviser</p> <p>School trips review</p> <p>Incident review</p> <p>Covid-19 risk assessment review</p>	<p>H&amp;S audit review</p> <p>Check updates to LA guidance</p> <p>School trip and EVC review</p> <p>Compliance review with Corporate Property Adviser</p> <p>Site security review</p> <p>Incident review</p> <p>Covid-19 risk assessment review</p>	<p>H&amp;S audit review</p> <p>Risk assessment review</p> <p>H&amp;S training review</p> <p>Condition survey review with Corporate Property Adviser</p> <p>Incident review</p> <p>FRA review</p> <p>Covid-19 risk assessment review</p>	<p>H&amp;S policy review</p> <p>Asbestos review with Corporate Property Adviser</p> <p>School trips review</p> <p>Incident review</p> <p>Covid-19 risk assessment review</p>	<p>H&amp;S audit review</p> <p>Check updates to LA guidance</p> <p>School trip and EVC review</p> <p>Compliance review with Corporate Property Adviser</p> <p>Site security review</p> <p>Incident review</p> <p>Covid-19 risk assessment review</p>
<b>ACT</b>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>	<p>On all recommendations, actions and advice from incidents, drills and inspections</p>

## Appendix B

### Blundeston CEVC Primary School FIRE EVACUATION INSTRUCTIONS

#### CHILDREN

- Leave the building by the nearest fire exit immediately and go to the fire assembly point on the playground. **LOOK FOR THE NEAREST GREEN FIRE EXIT SIGN (this may not be the one nearest your classroom, or the one you normally use, if you are elsewhere in school).**
- Do not go back to your classroom or collect any belonging
- Keep calm and walk, without talking
- Listen to any instructions given by the Headteacher and other adults
- Join your class on the playground and wait quietly, listening for your name to be called in the register
- If the fire is near the playground, the fire assembly point will be at the church

#### STAFF

- Leave the building by the nearest fire exit immediately, leading your class/group out (if applicable) to the fire assembly point on the playground
- Do not go back to your classroom/office or collect any belongings
- Keep calm and walk
- Listen to any instructions given by the Headteacher/fire wardens
- Check all your class are present by calling the register (if applicable)
- If the fire is near the playground, the fire assembly point will be at the church

#### VISITORS

- Leave the building by the nearest fire exit immediately, taking any children who are with you (if applicable) to the fire assembly point on the playground
- Do not collect any belongings
- Keep calm and walk
- Listen to any instructions given by the Headteacher/fire wardens
- If the fire is near the playground, the fire assembly point will be at the church

#### FIRE WARDENS

- Upon hearing the fire alarm, put your high visibility jacket on (if possible)
- Office fire warden to gather the grab bag and check the fire panel. Use a walkie talkie to communicate where fire is to staff/other fire wardens
- Check detectors/break glass points if you are informed that the fire is in your area (look for red indicator light)
- Check your designated areas promptly, remove any door wedges, and then leave the building by the nearest fire exit immediately, leading your class/group out (if applicable) to the fire assembly point on the playground. **IF IT IS NOT SAFE TO CHECK YOUR DESIGNATED AREAS DUE TO FIRE, LEAVE THE BUILDING IMMEDIATELY AND INFORM THE HEADTEACHER OF THE SITUATION**
- Do not go back to your classroom/office or collect any belongings
- Keep calm and walk
- Listen to any instructions given by the Headteacher/other fire wardens
- Check all your class are present by calling the register (if applicable)
- If the fire is near the playground, the fire assembly point will be at the church



# Fire Action



Raise the alarm



Leave the building by  
the nearest exit



Report to assembly point



Do not return to the building  
until authorised to do so



Do not take any risks

Appendix C



Appendix D



**Blundeston CEVC Primary School**  
**Health and Safety Document Communication Record**

Document name: .....

Date communicated: .....

Communicated by (name and position): .....

**Please sign below to indicate you have received and understood the information contained in this health and safety document.**

**If you are unsure of the content or meaning of the information, or how this applies to you, please speak to the Headteacher. All health, safety and wellbeing concerns should be directed to them in the first instance.**

Employee's name (print in capitals)	Employee's signature	How this document was communicated to you (e.g. email, staff meeting, supervision period etc.)	Date

This record can be attached to the document in question if in hard copy. If in electronic format, please scan and file accordingly.