



Health & Safety Policy

(inc. Access & Security Policy)

**Ratified by Governors
Review: February 2024**

1. General Statement

The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils/students

The Governing Body notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see p2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others

The arrangements outlined in this policy statement and the various other safety provisions made by the Governing Body cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities

The Governing Body will review this policy statement every 2 years and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils

Signed (Chair, Governing Body) _____ Date _____

Signed (Headteacher) _____ Date _____

Date for Review – February 2023

2. The Employer and the Governing Body

The 'Employer'

The employer is the Local Authority in city maintained and schools. The Governing Body, although not the employer, is required to base their health and safety policies on those of the Local Authority.

The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Asbestos at Work Regulations and School Teachers Pay and Conditions (work life balance)

The Local Authority where it is the employer, requires that all Governing Bodies and Key Managers implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage.

3. Responsibilities of the Governing Body

- Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such governors are required to ensure that the management structure detailed in the diagram (see p7) is documented, implemented and effective
- Health and safety will feature as a regular agenda item at governors' meetings. Members of the Governing body monitor and review the effectiveness of the school health and safety policy and
- ensure that any necessary changes are made
- Reports on health and safety will be received from the Headteacher and any of the following as appropriate:
 1. The Local Authority's Health and Safety Adviser (new initiatives/local advice)
 2. The school Governors Health & Safety representative
 3. Union safety representatives
 4. The Premises Officer
 5. The Business Manager

The Governing Body will, so far as is reasonably practicable, provide:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function
- A safe environment for staff, pupils and visitors to go about their various activities
- Adequate welfare facilities
- Necessary safety and protective equipment and clothing
- Safe equipment and systems of work
- Safe arrangements for the handling, storage and transport of articles and hazardous substances
- Supervision, training and instruction so that all staff and pupils can perform their activities in a safe and healthy manner.

- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/ pupil training will be regularly updated

The following health and safety reports:

- Information to parents where applicable, via lemail/newsletters.
- On other occasions, as appropriate, and in response to specific concerns.

The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others
- Set standards and ensure responsibility is assigned for:
 1. Reporting, recording & investigating accidents
 2. Establishing and participating in the school health and safety team (including Governing Body representation)
 3. Undertaking, recording & reviewing risk assessments, especially with regard to:

- Potential accidents
- Health hazards
- School sponsored on and off site activities
- Pupils/students and their behaviour
- Monitoring adherence to health and safety standards
- Reviewing documentation and distributing information from the Local authority etc
- Carrying out classroom inspections
- Providing health and safety training
- Providing first-aid
- Dealing with emergencies
- Supervising storage facilities
- Dealing with waste disposal
- Monitoring housekeeping standards
- Dealing with complaints on health and safety
- Purchasing and maintaining equipment
- Testing of equipment to ensure it is safe (PAT Tested)
- Carrying out minor repairs to doors, fences, windows etc
- Organising security and fire protection arrangements
- Implementing risk control measures

So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

The school advise all staff of the following:

- Updates available on the 'H&S' Noticeboard in the staff room
- Copy of the full policy is available for all staff to view on 'P' drive – School Policies folder
- H&S section within the Staff Handbook given to staff at the beginning of academic year
- Individual policies relating to H&S (ie: First Aid, Security etc.) all available on 'P' drive.

Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place

Ms Pat Payne	Premises Officer	Mr P Davidson	H&S Governor
Mr U Patel	Headteacher	Mrs S Tuckwood	Business Manager

Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health

Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works, etc. - they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations

4. Responsibilities of the Headteacher

As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Headteacher, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school.

In particular, the Headteacher will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment

- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan (if required)
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Discuss health and safety matters with the Local Authority the Governing Body, and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures
- Ensure that all equipment receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment (a safety hazard) is removed immediately and labeled as defective
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary
- Identify the training needs of staff and pupils and make recommendations to the Governing Body on resource implications of meeting such needs
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail
- Ensure that adequate instruction and supervision are provided for pupils as required
- Ensure that sufficient first aid cover and facilities are provided – a First Aid room is provided and there is a First Aider available at all times
- Collate accident information and, when necessary, carry out accident and incident investigations
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks

- Monitor the standard of health and safety throughout the school, including all school based activities by:
 1. Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 2. Carrying out periodic audit and review of the safety management systems that are in place
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters

Duties of Line Managers / Phase Leaders

As well as having the responsibilities of all members of staff (see 6), LM & PL will be directly responsible to the Headteacher, for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility

All Line Managers/Phase Leaders, of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also their area of responsibility
- In particular be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils and others to comply with its requirements

As part of their day to day work all Line Managers/Phase Leaders will ensure that:

- Safe methods of work exist and are implemented throughout their area of responsibility
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- All health and safety information is communicated to the relevant persons.
- They themselves & others for whom they have responsibility take part in H&S training as appropriate. New employees will receive any relevant training required
- Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is provided at all times
- Regular safety inspections are made of their area of responsibility and any concerns are reported to the headteacher/premises officer. Corrective action is taken where necessary to ensure the health and safety of staff, pupils and others
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work
- All machinery and equipment in the area in which they work (ie: laptop trolley) are adequately guarded and are in good and safe working order
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all equipment in the area in which they work
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.

- All health and safety signs meet the statutory requirements (e.g. Safety Signs) and are displayed in appropriate locations
- They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks
- They report, as appropriate, any health and safety concerns to their Headteacher, Assistant Headteacher and Business Manager

Additional duties of Business Manager

- Support the Assistant Headteacher with the health and safety induction of new members of staff including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc.
- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.).
- With the Premises Officer, ensure that all the school's machinery, and other fixed services /systems are maintained (and inspected as relevant), and that maintenance and inspection records are kept on site - All records kept in the P.O. room.
- Ensure that emergency procedures are in place, including arrangements for 'out of hours' emergencies, that these are communicated to all staff and tested regularly, e.g. regular fire drills, and that relevant information is readily available to the emergency services - All relevant information is placed in the red fire information box.
- Ensure visitors to site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter e.g. asbestos - All visitors/contractors advised as follows:
 - Upon entering the school they are given information on what to do if there is a fire and if any concerns regarding safeguarding
 - Contractors are asked to view and sign the Asbestos Record book

Responsibilities for Sport Coaches

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours.
- Ensure all outside Sports Coaches have the correct credentials and are aware of all school policies prior to carrying out their duties
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use. - Indoor & outdoor inspected annually
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports.
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities

Responsibilities of All Staff

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work
- Take part in health and safety training as required
- Inform their Line Manager/Phase Leader if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc)
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare
- Ensure that all tools and equipment are in good and safe working order and are not used by unauthorised persons or in an improper manner
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled in accordance with their written risk assessment (*none used at HPS*)
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied
- Report any defects that they observe in the premises, equipment and facilities to the headteacher, and take action to ensure no one is put at risk
- Report all accidents and incidents immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form – (*appendix 1*) Completed form passed Mrs Aydin, Assistant Headteacher.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks

Additional duties of the Educational Visits Coordinator (EVC)

- Ensure all educational visits are planned and undertaken in accordance within current national and local guidelines.

- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits.
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies.
- Ensure all staff involved in the planning of educational visits are suitably trained and competent.
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits.
- All information regarding the organisation and procedures for trips and visits is in the Policy on the 'P' drive, under School Policies.

Additional duties of Premises Officer

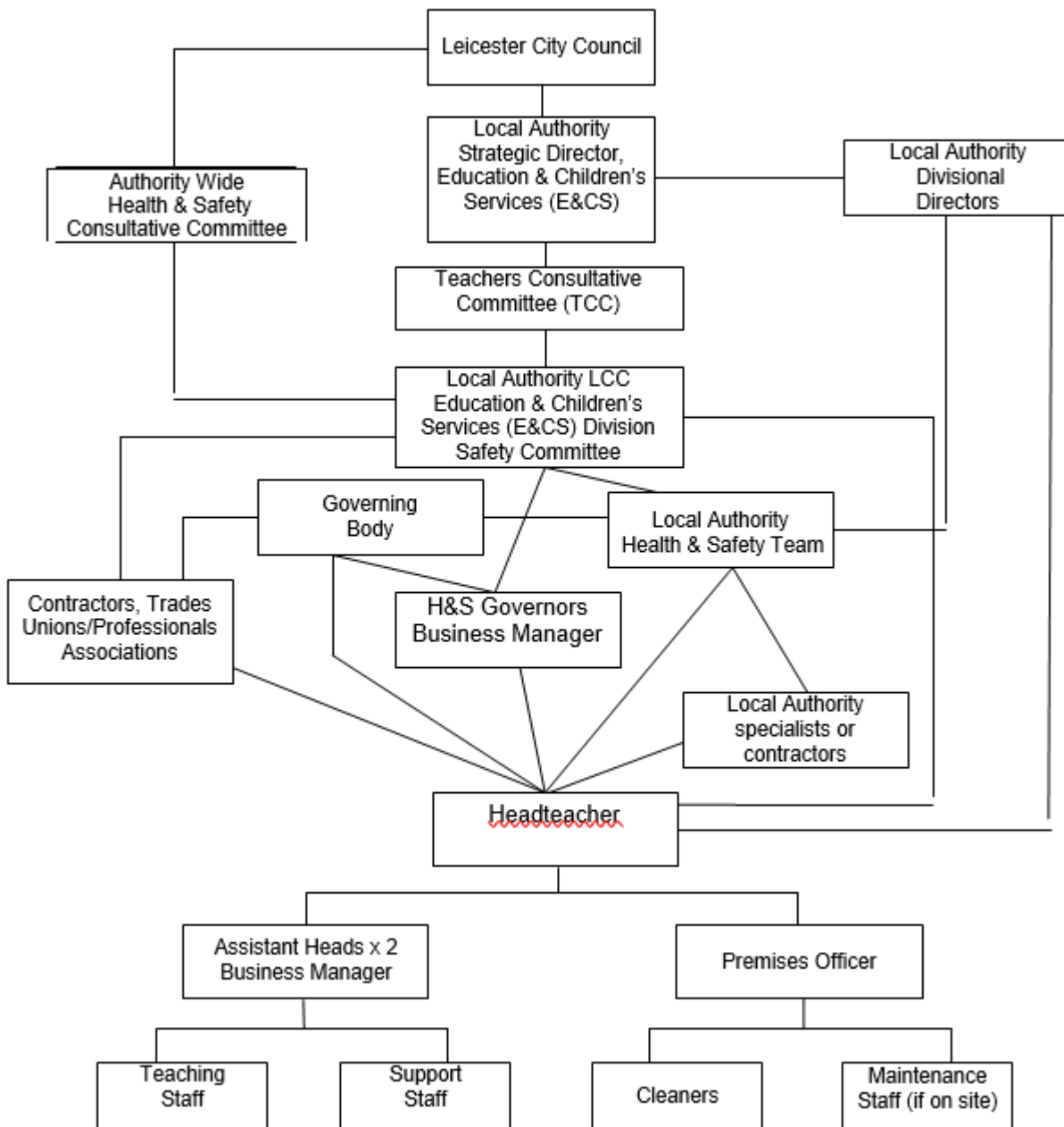
- Undertake relevant inspections and monitoring including asbestos and water hygiene monitoring, fire safety checks, ladder inspections, etc.
- Ensure premises records are kept up to date, including records of asbestos and water hygiene monitoring, fire drills, fire safety checks, contractor maintenance, portable appliance testing, etc. - Records of all checks kept in the P O office.
- Ensure contractors are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter on site, e.g. asbestos, etc. before commencing any work. All contractors are asked to complete the Asbestos register if required.

Additional duties of Swimming Coordinator

- Ensure a suitable and sufficient risk assessment is in place, implemented and reviewed for all activities in the swimming pool and associated areas.
- Ensure a suitable normal operating procedure (NOP) and emergency action plan (EAP) is in place, implemented and reviewed for all activities in the swimming pool and associated areas.
- Ensure all activities in the swimming pool and associated areas are undertaken in accordance with normal operating procedures (NOP) and the emergency action plan (EAP).
- Ensure all staff operating in the swimming pool and associated areas are suitably trained for the roles that they undertake.
- Manage all staff involved in the operation of the swimming pool and ensure they are all aware of the duties and responsibilities associated with their role.
- 2021-22 - Swimming Manager - Mrs Uma Patel (Teacher)

Other staff attending - Miss C Peet (Apprentice) & Mrs V Bhatia (TA)

Health and Safety Reporting/Communication Arrangements where the Local Authority is the Employer



Staff Consultative Arrangements

Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school Health & Safety committee. This comprises of the Headteacher, Premises Officer, Business Manager and the Health & Safety Governors.

The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety

arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.

Employees have a legal right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members.

Under the Health & Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.

At Herrick Primary School we have a Health & Safety Team which meet termly to discuss any issues. If any concerns arise staff are asked to contact the Headteacher or Premises Officer, who are the official school representatives.

The functions of the Governing Body

- To assist in the development of safety rules and safe systems of work
- To assist in the identification of hazards
- To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate
- To receive and examine safety audit reports
- To consider the introduction of new or revised safe systems of work
- To consider the implications with regard to health and safety of the introduction of new technologies into the workplace
- To instigate and promote health and safety awareness campaigns
- To assist in checking that the declared health and safety policy is fulfilled
- To receive and act upon reports from the Health & Safety Executive
- To consider reports from safety representatives
- To assist in the identification of safety training requirements

Functions of the Safety Representatives (Headteacher & Premises Officer)

- To investigate health and safety complaints by employees
- To investigate accidents, potential hazards and dangerous occurrences at the workplace
- To make representatives to the employer on matters arising from the above
- To carry out regular formal inspections of the workplace and inspections following accidents
- To represent employees
- To receive health & safety information from the Business Manager, Governing Body or Local Authority

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences
- Results of any health & safety tests or measurements in the workplace
- Information on articles/ substances used at work
- Technical information about health & safety hazards
- Information about proposed changes which may affect health & safety of employees/ pupils/ visitors

Except where:

- *The information is specific to an individual and without their consent*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employers undertaking*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings*

Safety representatives are entitled to 'reasonable' facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Governing Body, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher.

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Headteacher / Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. - they must give proper consideration to the health and safety aspects before the tendering any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

When the premises are hired to persons outside the 'employ' of the Governing Body, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they do **not**, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- **Not exceed** the capacity figures detailed on any lettings documentation

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

10. Risk Assessment

The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. At HPS Risk Assessments are reviewed every 2 years unless amendments are required.

The results of all risk assessments will be reported to the Governing Body (if it is felt required) who will prioritise issues and assign resources to undertake remedial/control measures where required.

11. Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk.

In undertaking this work they will have regard to the **Snow Line** procedures published by the Local Authority.

The school plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives
- Prevent injury
- Minimise loss

This sequence will determine the priority of local emergency plan responses

The school emergency plan includes arrangements for:

- Contacting emergency services
- Informing parents/guardians and the Local Authority
- Dealing with the media

The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

12. First Aid

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

The number of designated first-aiders at HPS is within the number required by law. Herrick Primary School have a main First-Aider and staff from all other departments of the school have been first-aid trained. All EYFS staff have received Pediatric First-Aid training.

Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

Each Phase have 'their own' first aid kit and the Phase Leader is responsible for ensuring that all staff are aware of it's location. They must take care to ensure that when items are discarded, they are discarded safely. The First-Aider ensures that all kits are kept up to date.

First-Aider information is available in the Medical Room.

First-aid kits are held at various locations throughout the school as determined by risk assessment (First Aid room, Nursery, Reception, KS1, KS2 & Kitchen). A First-Aider is located within the immediate vicinity of one of these 'first aid points'.

A written record will be kept of all first aid administered either on the school premises or as part of a school related activity.

Adequate and appropriate first-aid provision forms part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.

First Aid Box Contents

- There is no mandatory list of items that should be included in a first aid container. Each container includes the following –

Triangular bandages
Air flo face shield
Pair of examination gloves
Packet of plasters
6 antiseptic wipes
6 safety pins
2 large wound dressings
6 medium wound dressings
2 eye pads

H&S Information included in the Staff Handbook



All staff are made aware of any changes to the school Health & Safety procedures or day to day changes via a newsletter or flyer on the Health & Safety board. The information below is included in the staff Handbook, issued to all members of staff at the start of a new academic year.

School Policies

Copies of all school policies are available to view on the 'P' drive – School policies folder

Admin Staff using Display Screen Equipment

All admin staff have been issued with the Display Screen Equipment Health & safety Employee Information sheet giving full information on workstation set up and health issues. Any problems should be reported to the Headteacher.

Lone Working

Any member of staff who is going to be working in an area of the school on their own are to inform Pat Payne, Premises Officer. Miss Payne will check on this member of staff at hourly intervals to ensure they are safe. All staff have been issued with a copy of the Lone Working Policy.

Contractors on Site

All contractors are asked to sign an 'ID & Authorisation to Work Register' which is kept in the Reception area. They undertake that they have read and understood the Health & Safety notes on the document, which include what to do on hearing the fire alarm, EMAS regulations and no smoking on the school site. If contractors are to be working in an area where there is the possibility of Asbestos, then they will be asked to sign the Asbestos Registers. All contractors report to Miss Payne, Premises Officer.

On-Site Vehicle Movements

All staff who park their vehicle on the front or rear car park have access by key fob or bleeper. All visitors gain access by using the intercom to the main reception. The front car park is fenced on all sides and no children are allowed in the rear car park area which is set away from the classroom area. All staff who use the car parks are asked to take extra care if they have to move their vehicles during the school day.

The rear car park remains closed from the start to the end of the school day.

Mobile Phones

Children: All parents have been advised that children are not to bring mobile phones to school with them- unless they have written authority from the Headteacher.

Staff: All staff are asked to ensure that their phones are put in the lockable cabinet in their classroom during the school day.

Premises: Miss Payne, Premises Officer, has a school mobile phone which is used by contractors etc. to contact him regarding the premises.

Head / Assistant Headteacher: School mobile phones to be used to communicate with office / fire drills etc.

Trips: The school have a mobile phone which is given to the leader of any trips in order that they can quickly contact the school if required.

Office: Mobile telephone numbers of staff are not given out to third parties without the agreement of the person concerned.

Playgrounds

Parents have been asked not to bring dogs or other animals into the playgrounds when they collect their children.

Smoking

Herrick Primary School is a non-smoking establishment and this includes the school grounds. All parents/carers and contractors have been made aware of this and a notice is displayed in the foyer showing this information.

Administering of Medicines

Members of staff are **not** allowed to administer any type of medication to the children. Mrs Morgan / Mrs Ibrahim are in charge of all First Aid issues and if children require medication during the school day she must be made aware and take any necessary action. A full copy of our Medicines Policy can be viewed on the 'p' drive in the Policies folder

Whistleblowing Policy

The school follow the LCC guidelines for Whistleblowing and the full policy can be found on the 'p' drive. 'Whistleblowing is described as *'providing a safe alternative to silence'*. If you have any concerns, regarding a colleague - contact your Phase Leader or Headteacher. If you have concerns regarding the Headteacher – contact Mr S Martin, Chair of Governors.

Health & Safety Responsibilities

All members of staff are advised annually of the Health & Safety representatives. A poster is also placed in the staffroom with this information. All concerns should be reported immediately to - Mr U Patel - Headteacher (Mrs Aydin or Miss Kaur, Assistant Headteacher in his absence), or Miss Payne - Premises Officer.

Working in the Sun

All staff are asked to take protective measures when working outside in the sun. Please ensure that sunhats are worn and cream is applied where necessary. SPF15 is recommended for use and where possible, schedule work to minimise exposure.

Risk Assessments

A complete set of the school's Risk Assessments are in the Business Manager's room for your information. If while working at the school/attending a trip you consider an issue warrants a Risk Assessment that we do not have, please contact Mrs S Tuckwood, the Business Manager.

School Extranet

Further information on all aspects of Health & Safety, including a list of *Employee Wellbeing Guides* offering information to help staff to lead a healthy lifestyle, can be found on the Leicester City Council Extranet. Access to the Extranet can be gained through the <http:schools.leicester.gov.uk/login>

Username: Schooluser

Password: P3gasus



Accident reporting form

1. Please complete this form and hand it to Mrs Aydin.
2. Mrs Aydin will decide if the RIDDOR form has to be completed for LCC

Injured person information	
Full Name	
Address	
Contact number(s)	

Accident information			
Date of accident		Time of accident	
Location of accident			
Details of injury			
Nature of and how accident happened			
Did anyone witness the accident?	No <input type="checkbox"/>	Yes – please give name(s) and details of witness(es) <input type="checkbox"/>	
Was first aid involved?	No <input type="checkbox"/>	Yes – please give details <input type="checkbox"/>	
Recommended action to be taken			RIDDOR form to be comp. YES / NO
Form completed by (print your name)			
Your signature	✕		

Declaration – designated person	
Signature of Senior Leader	✕

Accident reporting form (Witness)

Accident information			
Date of accident		Time of accident	
Staff member involved in accident			
Location of accident			

Witness Information	
Statement	
Role in School	
Today's date	
Name & Signature	✕

This policy is part of, and should be read in conjunction with, the school Health & Safety Policy and Data Protection Policy. The main aim is to ensure that quality learning and teaching takes places in a safe and secure environment and the school is working in line with the relevant legislation required.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The Policy will be reviewed/amended regularly.

Visitors to Site

Authorised Visitor

Members of the public – person(s) who are not contracted or employed by the school but who have a legitimate reason to enter the premises through designated routes. A Contractor – any individual, group of people or organisation who is under a contract, formal or informal, to undertake work on behalf of Leicester City Council, or the school.

Unauthorised Visitor

Person lost on the premises, who may pose a H&S risk to themselves and/or others. Hostile/mischievous – person(s) intent or with the potential to do harm to other persons and/or property.

Procedures for Visitors

- All school gates are locked during school times
- Visitors gain access to the school by intercom – pedestrian and car park gates
- Advised to come to Reception to sign in.
- All visitors/contractors sign in on our electronic system which produces a photo badge for their ID
- Visitors are asked who they are to see and where they will be working
- If visitors to see another member of staff they are escorted to the classroom.
- If contractors, they are met by Ms Payne (Premises Officer)
- All visitors are given Health & Safety – Fire – Child Protection information to read before they leave the reception area.
- All visitors/contractors have to sign out before leaving the premises
- If visitors visit from another organisation then ID badges must be presented
- No Visitors are left with children unless they have a current DBS

Premises

The school perimeter is fenced and all gates are locked with a padlock at the end of the school day. The electronic gates to the front and rear car park are kept locked during the school day and only opened by staff with their passes, or by reception when requested by visitors.

- All entries to the premises via the gates during the school day are recorded by the office. Checks are carried out during the day to make sure they are closed.
- The main pedestrian gate and the gate to KS1 playground is open at the start and end of the school day by the Premises Officer. It is kept locked at all other times.
- Where coded doors are installed, staff must not pass any door lock combinations to anyone who does not work within your building; this includes family and friends.
- All visitors must sign in at reception on our electronic system which produces a visitor's badge. They will be collected from reception by a member of staff.
- All windows should be closed in all areas at the end of the working day, on no account should fire exit doors be used as means of entrance/exit to and from the premises.

Unauthorised Access

This may lead to situations involving:

- Physical assault or violent behavior
- Theft - which could escalate to a conflict situation if the person is challenged
- Arson Criminal Damage - this may lead to a conflict situation if the person is challenged
- Terrorism - Unauthorised persons may present a health and safety risk to themselves and to others.
- All employees and unauthorised visitors/contractors should display their valid identity badge in a prominent visible position whilst on the premises.
- Unauthorised visitors, or suspected unauthorised visitors should be asked politely who they are and why they are there.
- Do not approach any persons if you feel it could lead to a conflict situation, or if it could leave you in a vulnerable position.
- Any suspicious person(s) or packages should be reported to the Headteacher.

Data Protection Information

Pupils

- All pupils personal details which have been provided by their parents/carers are kept in their individual files in the main office in a locked cabinet.
- Electronic information is stored on SIMS & CPOMS - both are password protected.
- Access to this information is available to – Senior leaders, admin staff and teachers.
- Information shared with DfE & LCC through Anycomms - Secure File Transfer site.
- On occasion pupil information is requested by outside agencies – i.e. School Nurses, SENCo referrals (Educational Psychologist etc.)
- Transfer information is sent to the new school via a CTF file uploaded through Anycomms. The same process is used for children moving onto secondary schools.

- Children's school work/information for Secondary Schools is handed to the new school upon collection.

Parents

- Personal information from parents (i.e. work details, email etc.) is kept in the child's contact file in the main office in a locked cabinet.
- Electronic information is stored on SIMS. Every academic year parents are sent a Data Form printed from SIMS and asked to amend/delete any incorrect information. This shows parents/carers what information is stored on our system.
- Photographs – Parents are asked to complete a consent form at the beginning of the academic year giving permission for their child to have photographs taken.
- Communication – Parents are asked to complete a Communications Request Document at the beginning of the academic year giving the school permission to send information regarding fundraising events, After-school Clubs etc.
- School Nurse, EWO or similar for contact information.
- Since the pandemic began (2019) communication with all parents/carers has been via email/text – SchoolComms.

Staff

- Staff with password access to any programmes / computers must not share passwords and should log out when leaving any electronic device.
- All personnel information is entered onto our SIMS system – Only the Headteacher, Business Manager & Bursar have access to this system, which is password protected.
- Paper copies of information for all staff (i.e. qualifications, correspondence, training etc.) are kept in their individual file in a locked cabinet in the Business Managers Room.
- Salary/Appraisal/Medical/Bank information is kept in the above file.
- Salary information (including Bank details) are sent to EMSS, our Payroll provider via a EGRESS which is a secure, messaging site.

Governors

- All personnel information for Governors is kept in the Business Managers office in a locked room.
- All information is also held by LCC Governor Services.
- In order to ensure the school complies with legal requirements, the following information is available on our website -
Name and contact information - Register of Interests information
Meeting Attendance Register

Complaints / Disciplinary Appeals / Exclusions

- All notes, reports and documents relating to the above are kept electronically on the Server and paper copies in the staff/pupils personnel/contact file.
- Depending on the outcome of the above the information could be shared with the following –
- Governing Body Appeal Panel - LCC Exclusions Dept. (Pupils) - EWO

Governors

The school governors are responsible for:

- ensuring that they are organised to exercise their responsibilities. To do this all Sub-Committees of the Governing Body are responsible for this;
- arranging to consult and inform all staff about security;
- resource allocation and approving training for security in consultation with the Headteacher
- arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher

Headteacher

- The Headteacher is responsible for:
- ensuring that this policy works and is understood by all staff
- ensuring that this policy is monitored as required by the Governing Body
- identifying training needs and arranging for training if required
- ensuring that regular routine security checks and risk assessments take place
- raising awareness of pupils to security and personal safety issues
- developing and encouraging close links with others

Delegation of Responsibility

Individual Staff Members

All staff members have a responsibility for ensuring the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults

- that property is safeguarded
- that they know when to contact the police
- how to implement the school's emergency plan
- their own actions do not expose themselves or colleagues to unacceptable risks

Involvement of Other Groups

The Headteacher is responsible for the development of strategies for ensuring that parents and the police are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

Pupils

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, sports festivals, cycling/proficiency training, visits)
- the safe use of the school (eg anti-bullying, FABS, school councils)
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

Risk Assessment

The Headteacher will ensure that a formal Security Risk Assessment takes place every 2 years (and at any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1.

Incident Reporting

Incidents reported should include - trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

All security incidents should be reported to the Headteacher, and the Governing Body.

Cash on Site

HPS is a 'cashless' school. The school Bank Card is kept locked in the safe in the front office. Parents/carers make payments through 'Parent Pay' for meals, visits etc.

School Equipment

All electrical equipment is labelled and entered onto the school inventory. New IT resources are logged with serial number, purchase date and use, on the IT Asset Register.

Personal Security

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include:

- ensuring priority is given to personal security training
- fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers
- ensuring appropriate legal advice is obtained from the LCC Legal Services following incidents in which the police will not prosecute;
- sending formal letters to people making threats or verbally abusing staff as appropriate;
- fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the LCC Counselling Service;
- Ensuring appropriate investigation of all incidents of violence that take place.

General

No Security Policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and staff a similar sense of responsibility for their own safety and that of others.

Appendix 1

Risk Assessment- Security

Person in Charge:	U Patel
Work Activity:	Security
Activity Location:	Whole School
Persons Affected:	Staff/Pupils/Visitors
Date of Assessment:	April 2022

Severity x Likelihood	Minor Injury 1	Major Injury 2	Serious Injury 3
Unlikely 1	LOW 1	LOW 2	MEDIUM 3
Likely 2	LOW 2	MEDIUM 4	HIGH 6
Very Likely 3	MEDIUM 3	HIGH 6	HIGH 9

Hazards / issue	Controls in Place	(Y / N)	Further Action taken to reduce risk	Risk H/M/L
Policy and Procedures	The school has written procedures for security of people and property. These were agreed by the governing body and reviewed annually	Y	Security Policy reviewed in light of GDPR.- includes use of all personal information data – pupils/parents & staff. Visitor arrangements inc. DBS and vetting reviewed, policy in place. Visitors are made aware of fire/emergency arrangements when signing in at reception.	M
Data Information Staff	Encrypted memory sticks used by teachers on laptops they take home. All personnel files kept in locked cabinet in Headteachers office. Data only provided to the school Human Resources and Payroll provider	Y	All staff given a copy of the Data policies and signed to acknowledge receipt. All staff have access on 'P' drive (GDPR folder) to all documents involving use of their data.	M
Data Information Governors	In order to comply with government legislation all the required Governor information has been included on our Website.	Y	To be updated and amended when required.	L
Data Information Pupil/Parents	Encrypted memory sticks used by teachers on laptops they take home. All pupil information files kept in locked cabinet in main office. Data provided to DFe, LCC, School Nurse, school transfer system is sent via Annycomms which is a secure site.	Y	All parents asked to ensure information is updated as and when necessary. New contact information form, Communication Request Form and Photograph Consent Form issued at the beginning of a new academic year.	M
Staff training & communication	Staff have been given information, instruction and training where required on these procedures	Y	Staff handbook includes revisions to policies	L
Access control including visitors	Access to the building is restricted to staff and authorised visitors. Visitors are all issued with badges and have to sign in and out at reception Staff challenge anyone without a badge and escort them to reception. External signage to sign post visitors to Main Reception. Controlled doors to reception with window access to staff. Controlled doors activated by reception staff to enter main school area.	Y	Staff aware of their responsibilities collectively and as individuals. Visitors' access arrangements are robust. Staff issued with photo ID passes.	M

Premises Security	The buildings are secured at night by the Premises Officer. The premises is secure from vandalism and burglary as far as is reasonable and practicable.	Y	Procedures in place. Premises Officer has instructed staff in Lone Working procedures. All staff advised through Staff Handbook.	M
Grounds Security	High perimeter fences erected to prevent unauthorised entry to the grounds. Front and rear car parks are intercom activated and are kept closed unless opened by staff with passes. Access during the school day is through an intercom in reception. Pedestrian gate is locked during school hours and access only by intercom in reception. A detailed Visitors' Policy is in place showing the school procedures. La staff must report at reception as must all external contractors. Supply staff will be issued with a photographic ID from the electronic entry system. Through raising awareness staff are aware of procedures and are vigilant	Y	CCTV systems for high risk areas are installed with the monitor situated in the front office. Information from the CCTV footage will only be viewed by SLT and others deemed necessary. Any information relating to incidents will be passed to the Police.	M
Contractors & maintenance people	Are either DBS checked or supervised onsite. Issued with photographic ID badge from the electronic entry system. Vehicles only use designated safe access and parking at certain times of the school day.	Y	As detailed within the Security Policy. All LA personnel or contractors employed through LA procurement are DBS checked. Office Staff to request site/evidence when on site.	M
Community Use	Our security strategy includes community use of the building. Community use has been physically separated from pupils where practicable. In spaces shared with community use there are other procedures in place such as supervision.	Y	Community use of the school is infrequent; however with the increase in extended school activities full risk assessment are carried out at planning stage, inc Security Risk Assessment.	M
School Belongings	Valuable school equipment has been identified and reasonable measures taken to keep it secure. All equipment is entered on the Inventory and labelled with a security mark by the Premises Officer.	Y	As detailed within the Security Policy. All money is banked at the earliest opportunity. Equipment to be locked securely overnight where able.	
Personal Belongings	Staff and pupils are discouraged from bringing valuables into school. Staff are provided with a lockable cabinet in the classroom/staffroom.	Y	Information to all staff through Staff Handbook. Pupils are not allowed to bring mobile phones or other such devices into school.	

ACTION LIST					
No	What further action is necessary to reduce the risk?	Action by whom?	Date for completion	Date completed	Comments
	None required at present				
Name: Mr U Patel, Headteacher		Signature:		Date: April 2022	Review Date: April 2024