



St Barnabas  
C of E Primary School



Green Lane  
Pre-School

St Barnabas Primary School  
and  
Green Lane Pre School

POLICY DOCUMENT

<b>Title:</b> Health and Safety
<b>Reference and Source Document :</b> LA Corporate H&S Policy
<b>The key purpose:</b> Develop clear health and safety guidance
<b>Lead Staff Responsibility:</b> Headteacher – Mrs Sarah Hanson School Business Manager and Nominated lead for Health and Safety – Mrs Vicki Fisher Health and Safety Officer (in school Risk Assessments) – Mr Ian Whale
<b>Governing Body Responsibility :</b> Full Governing Body
<b>Reviewing Cycle and next date:</b> Annual Next date Autumn 2025
<b>Approved by Leadership Team on:</b> <b>06.09.2024</b>
<b>Approved by Governing Body on:</b> 16.09.2024

**St. Barnabas CE Primary School & Green Lane Pre-School  
Christian Vision and Aims statement**

**Inspire, Nurture and Achieve**

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued, encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them,  
for the kingdom of heaven belongs to such as these."

**We aim to:**

*Inspire a positive approach to life and learning;*

*Value and **nurture** each child as an individual: developing **resilience, independence,** and an **understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work** and **co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place in God's world.***

## **1. Policy Statement**

St. Barnabas CE Primary School is a maintained school and Green Lane Pre-School is a governor led pre-school facility which is held at the nearby church hall, an off-site provision under the leadership of the head teacher. Through this policy the Council devolves the employer responsibilities for operational Health and Safety (H&S) management (including fire safety management) to St. Barnabas CE Primary School. The Council will provide such systems and support to the school as is needed to ensure the health and safety of pupils and staff. The Council will also monitor schools H&S performance against legislative compliance and applicable standards. Schools failing to comply or meet required standards will be required to implement such measures as are necessary to remedy the deficiencies from their own budgets.

## **2. Strategy:**

The Council's strategy for the leadership and management of H&S in schools is to devolve operational accountability and responsibility. The basis for this strategy is that:

- Schools are autonomous in terms of their activities and the use, maintenance and repair of their premises; and,
- Schools have control over their budgets and are best placed to determine the legally required 'reasonably practicable' measures to reduce H&S risks.

The Council retains the overall statutory duties as the 'employer' and 'owner of premises' and will provide support and systems to facilitate the leadership and management of H&S in schools. Schools are expected to apply pragmatic, proportional and sensible measures to manage H&S risks:

- Eliminate – By not doing an activity or finding an alternative way of achieving the same result at lower risk, schools must be able to justify their approach if it impacts on pupil learning;
- Reduce – By introducing sufficient measures to lower risk to an acceptable level;
- Transfer – By purchasing the services of the Council or another supplier to manage the risk for the school; or,
- Accept – By deciding the level of risk is tolerable and needs no further reduction.

The Council will audit and inspect schools to establish compliance with legislation and standards and to determine the management of risks is suitable and sufficient. Schools are expected to budget and pay for any measures necessary to manage H&S risks to an acceptable level.

## **3. Organisation:**

### **The Council**

For Community (maintained and voluntary controlled) schools the County Council is the employer and has the statutory duty for the safety of employees, pupils and others affected by school activities. The H&S duties for the County Council in respect of these schools are –

- Ensure compliance with health and safety legislation – monitor and initiate action if necessary;
- Ensure an active and proportionate approach to managing health, safety and welfare risks to the school workforce and pupils;
- Support the governing body to develop a school health and safety policy and provide procedures, standards and guidance;
- Provide health and safety training and information to the school workforce, including governors with H&S responsibilities, so that they understand their responsibilities;
- Ensure that those delegated health and safety tasks, e.g. risk assessment, are competent to carry them out; and,
- Provide access to competent health and safety advice.

## Governing Body

The Governing Body has a responsibility to ensure that the school has effective H&S arrangements in place to meet statutory requirements, council and national guidance. The Governing Body should:

- Ensure that procedures are in place to effectively manage H&S;
- Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel;
- Include H&S as a regular item for meetings of the Governing Body;
- Has a named Governor to oversee H&S within the school;
- Ensure competent H&S advice is available when required;
- Work with the Headteacher and School Business Manager to support and strengthen H&S leadership; and,
- Provide challenge and hold the Headteacher and senior leaders to account for H&S performance.

## Headteacher

The Headteacher demonstrates leadership of H&S both for the management of the risks and to act as a positive influence on the development of children's understanding of risk. The Headteacher has considerable autonomy in the day to day running of the school and needs to ensure H&S risks are appropriately managed. The Headteacher should:

- Put into place an effective system for managing and monitoring H&S risks;
- Ensure staff, pupils and visitors are aware of the precautions and protective measures required for managing H&S risks;
- Ensure that where H&S has been delegated, that staff have the authority, capacity, competency, resources and training to take on these responsibilities and that clear lines of accountability are established and communicated;
- Ensure that all employees (including themselves) have H&S information and training relevant to their role and the risks in the school;

- Nominates a person to act as the focal point for H&S within the school; and,
- Put into place effective systems for communicating and consulting about H&S to staff and employee / union H&S representatives.

## **Business Manager**

The Business Manager is nominated lead for H&S and as such will have the day to day responsibility for H&S within the school and be required to implement the Headteachers' responsibilities as detailed above. The whole school responsibilities also include:

- That H&S is included in the procurement of goods and services;
- The selection of contractors and their management whilst on site;
- The recording / reporting of accidents and incidents;
- Organising H&S training for school staff and governors; and,
- Preparing H&S reports for the Headteacher and Governing body.

The nominated lead within the school holds, IOSH Managing Safely.

## **Teachers and Support Staff**

All of the school workforce have a role in the management of H&S risks. All staff will:

- Take reasonable care of their own H&S and that of others affected by their work;
- Cooperate with the school to keep the workplace safe;
- Not interfere with, or misuse anything provided for H&S;
- Carry out activities and use equipment in accordance with training and instructions; and,
- Inform the school (or council) of any serious risks.

Staff have regular training on current issues or new initiatives. Each bay displays ASE "Be Safe" booklet (HSE requirement for activities). Children are taught about a wide variety of health and safety issues and also how to manage their own risks in an age appropriate way across the curriculum. This is done via activities led by the teacher or visitors coming into the school. Full advantage is taken of the range of activities offered by the Health and Road Safety Team, Fire Service, Police Service, Theatre/Drama groups and Life Caravan.

## **School Premises**

The devolution of the operational management of H&S includes providing a safe working environment for staff and pupils. Support for the management of premises health and safety risks can be provided by the Council's agents, Acivico or another provider at the School's discretion. However, this support does not extend to the day-to-day management of risks in school premises. Schools are required to allocate resources to carry out a range of frequent and regular tasks. Full details of the requirements

for managing premises is contained in the Council's Officer-in-Charge handbook and accompanying appendices.

Title	Name	H&S Qualifications	Responsibility
Local Authority	Worcestershire County Council	N/A	Overall responsibility
H&S Governor	Mr Bob Morrison		Review, monitor, advise
Head Teacher	Mrs Sarah Hanson		Implementation and management of H&S Training Advising GB
School Business Manager	Mrs Vicki Fisher	IOSH Managing Safely (2005, refreshed 2017)	Office Risk Assessments H&S Audit H&S Action Plan H&S Policy
Health & Safety Officer	Mr Ian Whale	Risk Assessment	School Risk Assessments H&S Audit
Site Manager	Mr Richard Morgan	Legionella Awareness COSHH	COSHH Register Site Risk Assessments
School Administrators	Mrs Georgina Meynell Miss Hollie Packer Miss Natalie Baldwin		Accident Reporting
First Aiders	Mrs Sarah Hanson	Paediatric First Aid	Head Teacher
<b>See Appendix 1 First Aid Risk Assessment &amp; procedures</b>			
	Mrs S Hanson	First Aid	Lead First Aider
	Miss C Allaway Mr S Ashby Mrs A Bazley Mrs M Beesley Miss J Boraston Mrs S Bozward Mrs R Boulter Ms R Charles-Short Mrs C Clarke Miss E Davies Mrs H Duffy Mrs L Fletcher Mr G Forrester Mrs L Griffin Mrs M Hall	First Aid	First Aider

	Mrs J Hatchett Miss Z Jenkins Mrs G Johnson Ms J Mann Mrs M Marklew Miss L Merrett Mrs C Norris Mrs J Oakley Mrs J Page Mrs C Rackliff Mrs S Rowley Mrs S Scott Mr I Whale		
	<b>Lunchtime</b> Mrs F Begum Mrs L Fletcher Mrs L Griffin Mrs M Hall Mrs G Johnson Mrs F Kousar	First Aid	First Aider
	<b>Forest School</b> Mrs J. Oakley		First Aider in Forest School
	<b>Green Lane Pre-School</b> Mrs S Cummings Ms D Hammond Mrs F Begum Mrs J Margretts Miss R Verman	Paediatric First Aid Food Hygiene	First Aider
Fire Wardens	Sarah Cotton Sarah Hanson Vicki Fisher Georgina Meynell Richard Morgan Hollie Packer Cathy Spence Rachel Wall Sarah Cotton Jo Margretts Natalie Gowing		
Off-Site Visits EVC	Miss Lucy Merrett	EVC Training	Off site visit notifications via EVOLVE

**4: Arrangements**

## General

School will undertake to control hazards and to reduce risks, so far as is reasonably practicable, in order to minimise the impact on staff, pupils and anyone else affected by school activities. School is required to implement sufficient arrangements to proportionately and sensibly manage H&S risks. The Council can provide services and support to schools to fulfil their responsibilities:

- Competent H&S advice, information and guidance;
- An electronic H&S management system for reporting events;
- Support for the management and planning of visits and learning outside the classroom activities including the EVOLVE system;
- A portfolio of school focused training;
- Statutory and pseudo-statutory inspections, surveys and testing; and,
- Independent auditing of schools H&S performance.

It must be remembered that the Council has the statutory duty for H&S in schools and will intervene where necessary to ensure the safety of pupils and staff. Schools may be charged for the introduction of any measures the Council has to implement to comply with legislation.

## Hazard identification, risk assessment and controls

Risk assessment is a dynamic process of continuous improvement whereby risks are progressively eliminated or reduced to an acceptable level. ALL work should be designed and planned to minimise risks. Care must be taken that changes to activities or how they are organised or provided or alterations to work practices do not introduce additional risks. The Council expects schools to apply a pragmatic, proportional, and sensible approach to risk management.

School will ensure they have methods and processes in place to identify health and safety hazards, e.g. hazard inspection tours. All identified hazards will be subjected to a risk assessment, and protective and preventative measures implemented to control the hazards and reduce risks to an acceptable level. Risks will be ranked and prioritised and all significant risks will be recorded by formal assessment. As a general guide:

- Primary schools and 'traditional' classrooms in other schools and colleges are typically lower risk environments;
- Arts & Drama, Design & Technology, Music suites, Science Laboratories and Sports will have higher risks; and,
- Outdoor activities, managing contractors and vehicle movements will have the highest risks.

For high-risk activities and unusual risks, managers will ensure that written operational guidance in the form of a Safe System of Work (SSOW) or Method Statement is provided in addition to the required risk assessments. Where there is no other method of mitigating the risk, e.g. entry into a hazardous area, hot works (flame cutting and welding), work with asbestos and work at height etc., a Permit-To-Work (PTW) system may be used.



## Legal requirements

A copy of the policy will be given to each member of staff to ensure they understand their responsibilities for H&S and the arrangements the school has made to manage H&S. Council and school policies, procedures and work instructions shall be followed to ensure compliance with legislation. Best practice shall be followed where no legislation or procedure exists.

## Objectives and programme

The School is required to comply with legislation and standards. Performance against these objectives will be monitored by audits and sampling (audits of specific areas). Schools failing to meet the objectives will be given a programme of recommended actions.

## Competence, training and awareness

All staff should be competent to undertake their duties. School needs to identify the H&S training requirements staff require to undertake their devolved responsibilities. H&S training is available from the Council or wider marketplace.

## Communication, participation and consultation

School is required to set up formal methods for communication H&S information to staff. H&S is included as an agenda item at Governors, team and staff meetings. A formal H&S Committee is instituted and there are H&S representatives in the school. At St. Barnabas the H & S committee consists of: Nominated Governor, Head teacher, School Business Manager, Health and Safety Officer, Site Manager and with input and consultation from other senior leaders, the IT Technician and/or EVC at certain times. Typical methods for disseminating H&S information are:

- School internet pages
- The Council intranet
- Internal paper and electronic magazines
- Staff email
- 'Priority' mailings
- The Staff Review process
- Line management and supervision
- 'Team talk' and other staff discussion forums

- Training courses to disseminate specific information on the implementation of policy, policy statements and procedures.

School will also establish methods of consultation with Unions / employee representatives to distribute information and receive feedback about H&S issues.

## **Documents and document control**

The Council will provide schools with general and school specific information via the 'Children's Portal'. The content will be monitored and updated by the Council's internal H&S Team. Schools will be automatically alerted to additions, reviews and updates to the content.

## **Operational control**

H&S will be managed with equal priority to any other school activity.

Risks to school staff health will be managed. In practice this means –

- Recruiting people that have the fitness and health required to perform the job role
- Monitoring employee health during their working life, e.g. health surveillance where appropriate
- Intervening early when ill health affects fitness for work or work performance
- Providing clean, safe, healthy workplaces and working environments
- Flexible working arrangements for a good work-life balance
- Reasonable job demands
- Reasonable control over how work is planned and carried out
- Support to help employees do their job and fulfil their role within the school
- Promoting physical activity in the workplace
- Information, instruction and training.

School activities will be assessed for the level of risk using. Reasonably practicable control methods shall be applied to minimise the risk. Records shall be kept of all significant risks using appropriate systems.

Equipment and hazardous substances will be purchased and used in accordance with the Provision of Work Equipment Regulations 1998. Staff using equipment shall be competent having been given suitable and sufficient information, instruction and training. No electrical equipment shall be used without being visually and electrically tested and passed as safe (Portable Appliance Test).

Hazardous substances (chemical and biological) will be assessed for their impact on pupil and staff health; following the instructions on the product or in the safety data sheets may be sufficient for the use of domestic (cleaning) products. Otherwise an exposure assessment as specified in the Control of Substances Hazardous to Health Regulations 2002 (as amended) is required.

School will manage their premises to provide a safe and healthy environment:

- Statutory notices will be prominently displayed at the entrance to each building;
- Policies, procedures and guidance will be implemented for the management of school buildings and grounds, especially hazards such as asbestos, fire and water quality (legionella);
- All electrical equipment will be tested according to an appropriate schedule that includes both portable and fixed electrical equipment;
- Lifts and lifting equipment will be inspected and tested according to legislation;
- Playground equipment will be properly designed and constructed for the pupil age group, and inspected regularly; and,
- Suitable, sufficient and appropriate signage will be displayed for all hazards and in particular for fire and evacuation routes.

## **Emergency preparedness and response**

All staff and pupil accidents involving injuries, violence, property damage and near misses will be recorded using the Council's systems. Accidents reportable to the Health and Safety Executive may be subject to investigation; the school will be notified of this requirement by the council's H&S Team. Schools will be provided with regular statistics in order to monitor accidents.

Schools will prepare and keep current business plans for dealing with minor and major emergencies. These will include:

- First aid
- Evacuations (including Personal Emergency Evacuation Plans (PEEPs) for staff and pupils with mobility problems)
- Loss of utilities and heating
- Flooding
- Severe weather
- Release of a toxic substance
- Partial or full closure of the school
- Major incident on a school visit
- Death of a pupil or member of staff.

The Council can provide simple general instructions for dealing with such emergencies (Emergency Response Instruction Cards (ERICs)). Support for 'critical incidents' is the subject of a separate SLA. The Council will work in partnership with schools in order to deal with any major health events that might affect pupils and staff, e.g. pandemic flu.

## **5: Monitoring & Review**

School will have a full audit every three years designed to establish that –

- Appropriate management systems exist
- Adequate systems are in place to assess, evaluate and control risks
- The results of risk assessments are implemented
- Any residual risk is within the resources of the school to mitigate.

This policy will be reviewed annually or whenever there is a significant change in legislation or the organisational structure.

## **Appendix 1: First Aid Risk Benefit Assessment and Procedures**



First%20Aid%20Risk  
%20Benefit%20Asse:

## **Appendix 2: Guidelines for Lone Working**



Guidelines for Lone  
Working updated S