



St Barnabas Primary School
and
Green Lane Pre School



POLICY DOCUMENT

<p>Title:</p> <p>Health and Safety</p>
<p>Reference and Source Document: LA Corporate H&S Policy</p>
<p>The key purpose: Develop clear health and safety guidance</p>
<p>Lead Staff Responsibility: Headteacher – Mrs Sarah Hanson Health and Safety Officer- Miss Hollie Packer</p>
<p>Governing Body Responsibility : Full Governing Body</p>
<p>Reviewing Cycle and next date: Annual Next date Autumn 2026</p>
<p>Approved by Leadership Team on: 1.9.25</p>
<p>Approved by Governing Body on: 15.9.25</p>

**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 based 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.

Where an accident or incident occurs, an investigation will be carried out by a competent Health and Safety officer to understand the cause and impact. This is reported via RIDDOR where appropriate, and measures will be put in place to ensure the same incident does not occur again.

Please see First Aid Policy for more information on recording and reporting accidents and incidents.

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.

Worcestershire County Council carry out an external audit on the site every 3 years. School leaders have access to Schools statutory compliance SharePoint, to ensure that statutory compliance is carried out in accordance with regulations and guidance.

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 Office 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;
- Put into place effective systems for communicating and consulting about H&S to staff and employee / union H&S representatives.

Office Manager

The Office 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;
- Health and Safety risk assessment, audit and action plan
- Organising H&S training for school staff and governors;
- Occupational Health referral forms for staff members;
- Preparing H&S reports for the Headteacher and Governing body.

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

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, Bikeability, Water Safety, Fire Service, Police Service and Theatre/Drama groups.

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, PR Associates 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	Mrs Karen Lewing		Review, monitor, advise Review Accessibility Plan
Head Teacher	Mrs Sarah Hanson		Implementation and management of H&S Training Advising GB
Office Manager Health & Safety Lead Officer	Miss Hollie Packer	IOSH Managing Safely- 2024	Office Risk Assessments H&S Audit H&S Action Plan H&S Policy Staff Occupational Health referrals Accident Reporting
Site Manager	Mr Richard Morgan	COSHH Legionella Awareness	COSHH Register Water Testing Site Risk Assessments

		Working at Height PAT Testing	
First Aiders See Appendix 1 First Aid Risk Assessment & procedures	Mrs Sarah Hanson	Paediatric First Aid	Head Teacher
	Mrs S Hanson Lisa Fletcher	First Aid	Lead First Aider
	Chloe Allaway Astrid Bazley Maria Beesley Jodie Boraston Rebekah Boulter Rachel Charles-Short Claire Clarke Emily Davies Heidi Duffy Marie Hall Jessica Hatchett Greg Forrester Zoe Jenkins Georgina Johnson Tanya Lategan Lucy Merrett Charlotte Norris Jennifer Oakley Julie Page Carey Rackliff Sian Rowley Sharon Scott George White Jade White	First Aid	First Aider
	Lunchtime/ Wraparound Care Steve Ashby Fozia Begum Abida Naheed Fozia Kousar & above	First Aid	First Aider
	Forest School Mrs J. Oakley		First Aider in Forest School
	Green Lane Pre-School Amanda Badland Fozia Begum	Paediatric First Aid Food Hygiene	First Aider

	Sarah Cummings Natalie Gowing Dawn Hammond Alison Harvey Jo Margretts Katie Talbot Rachel Verman		
Fire Marshalls	Sarah Cotton Sarah Hanson Georgina Meynell Richard Morgan Hollie Packer Cathy Spence Rachel Wall Pre-School: Natalie Gowing Jo Margretts	Fire Marshall Training	Fire Warden
Minibus Driving	Sarah Hanson Nicola Moore Richard Morgan	Mini bus driving test with Worcestershire County Council	Test renewed every 3 years
Off-Site Visits EVC	Miss Lucy Merrett	EVC Training	Off-site visit notifications via EVOLVE Trip Risk Assessments

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. This would relate to adults working within the school environment and not children who would not, at any time, be exposed to this level of environment.

Managing Asbestos

The school holds an UpToDate asbestos register. All adults are made aware of the presence of asbestos and the potential risk to them. At St. Barnabas CE Primary School there is minimal asbestos within some glued floor tiles in store cupboards. Children do not access these areas.

All adults are subject to asbestos awareness as part of their training.

The Asbestos register is held in the front office and is required to be read and signed by every contractor we have on site carrying out any work. Any asbestos needing to be disturbed or removed would be done so under the correct requirements to ensure site and personal safety.

Asbestos risk assessment is carried out every 5 years by a registered external company.

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.

Plan, Do, Check, Act

(PDCA) is the model on which the HSE built their guidance (HSG65) for managing health and safety.

Plan- Consider where you are now and where you need to be, setting the direction for effective health and safety management.

Do- The plan was made for a reason, so it is important for employers and employees to carry it out as outlined

Check- The time to measure your performance and make sure that the implemented plan is working.

Act- Review your performance and act upon any changes that need to be made.

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. Typical Health and Safety training for school staff will include, but is not limited to:

- Fire awareness and safety (all staff), Fire Marshall training (some staff)
- Water safety
- Evacuation and lock down procedures
- Road safety
- Food hygiene
- Undertaking risk assessments
- Off-site trips and visits, including residential trips
- Asbestos and other hazardous chemicals
- Forest school or outdoor learning
- Specific training for example, using kitchen knives in Food Technology, storing and safe use of other potential harmful equipment in Design Technology or Art
- First aid training, including Paediatric First Aid
- Other medical training eg use of an AED, allergy awareness and Epipen administration, use of inhalers and asthma awareness, supporting pupils with specific medical conditions
- Administration of medication
- Safe use of gazebos
- Safe handling of large equipment
- PE and sporting activities
- Weather specific health and safety eg extreme hot weather
- Minibus driving test
- Supervision of pupils
- Proportionate control of health infections

- Working at height (site manager only)

St. Barnabas CE Primary School always uses registered and competent service providers for example, coach companies or for outdoor and adventurous activities such as canoeing or high ropes, Bikeability or other activity and for food providers.

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, Office 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 'Secure 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. 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.

All substances are labelled and stored in a locked cupboard away from children. We keep an up-to-date inventory of all chemicals and materials held in school and ensure hazardous waste is collected by a registered waste carrier.

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

The school holds an UpToDate Critical Incident Plan which is reviewed at least annually.

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.

Emergency equipment kept on site:

Automated External Defibrillators (AED)

School Inhalers

Epi Pen

Please see First Aid Policy for more information

The Council can provide simple general instructions for dealing with such emergencies (Emergency Response Instruction Cards (ERICs)). The council offers support for 'critical incidents'. 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

The nominated Health and Safety governor inspects the school premises and ensures that the daily working practice is in line with the school approved policy.

The headteacher reports in writing at least termly to the Governing Body related to health and safety including a full accident and incident report.

The County Council working alongside our service provider and school H & S key adults, ensure that all compliance checks are kept up to date.

School will also 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 Aid Policy APPROVED Nov 2024.doc](#)

Appendix 2: Guidelines for Lone Working

[Guidelines for Lone Working updated Sept 2024.docx](#)