



Aston Rowant C+E Primary School

Health and Safety Policy

Mission Statement

Growing together, rooted in God, enjoying fullness of life.

Date of Policy: September 2024

Date of Policy review: September 2025

Head Teacher: Mrs Helen France

Date: 5th September 2024

H&S Governor: Mr Tom Sowerby

Date: 5th September 2024

LINKED POLICIES

- Substance and Misuse Policy
- Relationships and Sex Education (RSE) Policy
- School Uniform Policy
- First Aid Policy
- Medicines Administration Policy
- H&S Part 4 Policy

KEY OBJECTIVE

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

KEY RESPONSIBILITIES

All members of our school community are encouraged to take a proactive role regarding health and safety and children learn to display wisdom and responsibility with regards to keeping themselves safe both at school as well as when outside of the school environment.

THE SCHOOL CURRICULUM

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. E.g. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

GRATITUDE RESILIENCE OUTREACH WONDER TRUTH HARMONY

'Let your roots grow down into him, and let your lives be built on him.' Colossians 2:7

SCHOOL MEALS

We provide the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current HMRC stated amount.
- Guaranteed State Pension
- An income related employment and support allowance, introduced on October 27th 2008

They may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. As fizzy drinks, sweets and chocolate bars can damage children's teeth, we discourage these from school.

SCHOOL UNIFORM

It is our school policy that all children wear the correct school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the correct uniform. If a family has financial difficulties, and this results in a child not having the correct uniform or adequate equipment, our school will do all it can to support that family. We ask parents not to send their child to school with 'extreme' hairstyles or an appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exceptions to this rule are earring studs in pierced ears. Children are asked to either remove these during PE and games or to cover them with a plaster.

CHILD PROTECTION

The designated person responsible for child protection in this school is the headteacher. However, this responsibility may be delegated if necessary.

There is a named governor responsible for safeguarding and child protection.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance in the interests of the child.

We require all adults employed in school to complete a DBS check to ensure that there is no evidence of offences involving children or abuse.

SCHOOLS SECURITY

Whilst it is difficult to make any school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. Please see Site Security Risk Assessment for detail on the hazards and mitigations in place to safeguard against unauthorised access.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom without a school visitor's badge

If any adult in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately and activate the lockdown procedure. The headteacher will warn any intruder that they must leave the school site immediately. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police. All staff are aware of the Lockdown procedure and a drill for this is carried out regularly.

SAFETY OF CHILDREN

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher has any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

We do not take any child off the school without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. Each class has their own first aid kit accessible in the classroom, and there is also one located in the staff room. The majority of staff at the school has been trained in first aid (see separate Medical Policy).

Should any incident involving injury to a child take place, a member of staff trained in first aid will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the school accident book, and we inform parents in all cases. Should a child be seriously hurt, the parents will be contacted on the emergency telephone number provided.

SEAT BELTS

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times.

THEFT OR OTHER CRIMINAL ACTS

The headteacher or class teacher will investigate any incidents of theft involving the children.

If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support the member of staff in question if s/he wishes the matter to be reported to the police.

PREMISES AND GROUNDS

The LA and DfE publish guidelines on how schools should meet the minimum requirements for providing a safe and suitable workplace for students, staff, visitors and contractors. These are attached as “Workplace Health Safety and Welfare” and “Advice on standards for school premises”.

The Bursar and named governor are responsible for ensuring that these requirements are met or exceeded. They will liaise with the headteacher and /or other staff members as appropriate.

MONITORING AND REVIEW

The governing body has a named governor with responsibility for health and safety matters. It is this governor’s responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The Bursar alongside the nominated health and safety governor liaise with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis and ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher reports to governors at every full governing body meeting on any health and safety issues.

The policy will be reviewed at any time at the request of the governors, or at least once every two years.

ANNEX A

Oxfordshire County Council Workplace Health, Safety and Welfare Procedure

Applicable Legislation:

Health and Safety at Work etc. Act 1974 (HASWA)

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) (WHSWR)

Management of Health and Safety at Work Regulations 1999 (as amended) (MHSWR) Schools Premises (England) Regulations 2012

Introduction

Most workplaces, except for some outdoor workplaces and domestic premises, are covered by these regulations. Oxfordshire County Council and persons in control of premises must ensure that all workplaces comply with the regulations. Establishments with devolved funding such as schools will need to use their resources to ensure compliance.

Purpose – its aims and objectives

This procedure provides examples of minimum standards generally meeting the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended). It does not form a complete specification for a workplace or guarantee compliance with the regulations.

Scope

This procedure applies to all Council workplaces as defined below.

Definitions

Workplace: any non-domestic premises made available to any person as a place of work including: schools, offices, libraries, museums, depots, hospitals, day centres, converted dwellings and outdoor workplaces but not construction sites, fields, forests or vehicles although parts of the regulations sometimes apply to temporary work sites, fields, forests and stationary vehicles.

What do managers and heads of establishment/settings need to do? Managers must take account of the following key higher risk areas in managing the workplace, and when carrying out workplace risk assessments, in order to comply with the regulations. Workplace inspections will help to ensure that standards are being maintained and any issues arising dealt with.

Repairs and Maintenance

The workplace and its equipment must be maintained in an efficient state, in efficient working order and in good repair. A suitable system of maintenance is required for equipment such as emergency lighting, guarding, window opening limiters, powered doors, lifts, escalators, fixed window cleaning equipment, safety harness anchorage points and ventilation systems. These items must be fit for purpose. For corporate buildings Carillion are responsible for general repairs and maintenance. Contact the Property Helpdesk on Tel: 08081566659 or Email: Property.Helpdesk@Oxfordshire.gov.uk

Ventilation

Workplaces must be effectively and suitably ventilated by windows or other openings or mechanical ventilation systems. Mechanical systems should be regularly maintained by a competent contractor.

Temperature

The workplace must be adequately thermally insulated where necessary, having regard to the type of work being carried out and the physical activity required to carry it out. The excessive effects of sunlight on workplace temperatures must be avoided. The indoor minimum is normally 16°C (13°C for very active work). There is no recommended maximum but reasonable steps should be taken to achieve comfortable temperatures. Thermometers must be available to measure temperatures throughout the workplace. Thermal Comfort The term 'thermal comfort' describes a person's state of mind in terms of whether they feel too hot (heat stress) or too cold (cold stress). Thermal comfort involves more than just the temperature. It also involves environmental factors (such as humidity and sources of heat in the workplace) combined with personal factors (such as clothing you are wearing and the physical demand of the work). Suitable adjustments need to be made to manage thermal comfort in the workplace. These may include rescheduling work time and practice (e.g. very hot/cold weather). Engineering controls should be the first choice to reduce or eliminate the hazard. This may include looking at a combination of environmental controls on the heating/air movement/air conditioning, as well as allowing employees to make behavioural adaptations.

Lighting

Suitable and sufficient lighting preferably natural must be provided for the activity to be undertaken and to allow people to work and move about safely. Localised task lighting may also be required where necessary for detailed work and to prevent eye strain. Stairs in particular should be lit in such a way as to ensure shadows are not cast over the main part of the tread. Automatic emergency lighting, powered by an independent source, needs to be provided where sudden loss of light would create a risk. Additionally outdoor traffic routes used by pedestrians should be adequately lit taking account of numbers and environmental aspects.

Cleanliness and waste materials

Every workplace and its furniture, furnishings, fittings and surfaces of floors, walls and ceilings must be kept sufficiently clean. The frequency of cleaning and the standard of cleanliness will vary according to the nature of the premises and the activities undertaken. No waste materials should be allowed to accumulate unless in suitable receptacles.

Room dimensions

Every room where employees work must have sufficient floor area, height and unoccupied space for purposes of health, safety and welfare. Normally at least 11 cubic metres of unoccupied space per person is required. This figure does not apply to rooms being used for lectures, meetings and similar purposes. The workplace design and workstation layout should ensure the ability to move with ease, in safety.

Workstation and seating

Workstations need to be ergonomically designed giving due regard to the employee, activity, equipment or controls and freedom of movement. A suitable seat must be provided for each person where the work can or must be done sitting and this seating must be suitable for both the activity concerned and for each person doing it.

Traffic routes

Externally, provision should be made to ensure that people and vehicles are adequately segregated and can circulate in a safe manner. This may entail restricting either vehicle or pedestrian movement at particular times and possibly providing ramps, handrails and barriers according to the particular environment.

Falls or falling objects

Suitable and effective measures must be taken to prevent any person falling or being struck by falling objects. Materials and objects need to be stored and stacked in such a way that they are not likely to fall and cause injury.

Windows and glazing

Glazing of windows and doors should be to the appropriate standard for the exact location and must be specified at the time of ordering in the event of the need for re-glazing. Applied safety materials (e.g. safety film) will have a finite life which needs to be noted and appropriately managed. Windows, skylights and ventilators must be capable of being opened, closed or adjusted in a safe manner without risk to health or safety. Open windows, skylights or ventilators should not project into an area where persons are likely to collide with them.

Cleaning windows safely

The design or construction of all windows and skylights must be such that they may be cleaned safely. Harness and anchorage points may be required. Control measures meeting the requirements of the Work at Height Regulations 2005 may need to be implemented.

Doors and gates

Doors and gates must be suitably constructed to ensure the health and safety of those operating them or affected by their opening and closing. This may include fitting safety devices or viewing panels particularly in doors which open both ways and in doors on main traffic routes. Power-operated doors and gates should have safety features to prevent people being struck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency. Regular maintenance of the feature and the emergency control provisions is required by the Workplace (Health, Safety and Welfare) Regulations.

Sanitary conveniences

Suitable and sufficient sanitary conveniences, which are adequately ventilated and lit, kept in a clean and orderly condition and are separate for each sex (except a unisex toilet in a room capable of being locked from the inside), must be provided at readily accessible places. Disabled toilets are unisex.

Table 1:

Minimum number of sanitary facilities for mixed use (or women only)

Number of people at work	Number of toilets	Number of washbasins
1 – 5	1	1
6 – 25	2	2
26 – 50	3	3
51 – 75	4	4
76 – 100	5	5

Suitable and sufficient washing facilities in the immediate vicinity of every sanitary convenience and every changing room, with hot and cold, or warm, running water, must be provided. These should be adequately ventilated and lit, in clean and orderly condition, with liquid soap or other suitable means of cleaning and with towels or other suitable means of drying.

NB If necessary, special provision should be made for any employee with a disability to have access to sanitary conveniences and washing facilities which are suitable for his or her use.

Drinking Water

An adequate supply of wholesome drinking water with an upward jet or suitable cup needs to be provided. Bottled water/water dispensing system may still be provided as a secondary source of drinking water. Where drinking water cannot be provided directly from a mains supply refillable enclosed

containers can be used. These should be refilled at least daily unless they are chilled water dispensers where the containers are returned to the supplier for refilling. All water dispensers should be regularly sanitised and maintained to ensure acceptable water quality.

Accommodation for clothing

Suitable and sufficient accommodation must be provided for any employees' own clothing, not worn during working hours, and for special work clothing. Facilities should be provided to enable wet or damp work clothing to be dried before the start of the following work period. Facilities for changing clothing Suitable and sufficient facilities must be provided for any employee at work to change clothing required for work. Facilities are to be easily accessible, of sufficient capacity and provided with seating and should provide for security of clothing. The accommodation should be clean, warm, dry and well ventilated.

Rest areas

Suitable and sufficient rest facilities, and areas for eating, must be provided in contamination free areas. Work areas can be counted as rest areas as long as eating facilities provided are clean and there is a suitable surface on which to place food.

Smoking

Smoking is prohibited in all Council buildings. Smokers must use designated areas.

Pregnant mothers

Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to toilets and, where necessary, include the facility to lie down.

Schools

In addition to the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) The School Premises (England) Regulations 2012 stipulate standards for school premises.

Further guidance and advice:

OCC Health and Safety Team

healthandsafetyhelp@oxfordshire.gov.uk

Tel: 03300 240849

Health and Safety Executive (HSE)

<http://www.hse.gov.uk>

L24 (2nd edition) Workplace Health, Safety and Welfare Approved Code of Practice and guidance

<http://www.hse.gov.uk/pubns/books/l24.htm>

Department for Education (DfE) Advice on Standards for School Premises

<https://www.gov.uk/government/publications/standards-for-school-premises>

The School Premises (England) Regulations 2012

http://www.legislation.gov.uk/uksi/2012/1943/pdfs/uksi_20121943_en.pdf

Annex B Standards for Education Premises (Schools)

By and large the School Premises (England) Regulations 2012 cover facilities for pupils rather than for employees or other workers and the Department for Education advice states: “The Education Act 1996 places a duty on the Secretary of State to prescribe standards for the premises of all maintained schools in England and Wales. Those for England are set out in The School Premises (England) Regulations 2012 (SPRs) and they apply to all existing and new schools maintained by a local authority.

There are fewer regulations than previously and they are less prescriptive, allowing schools more flexibility in how they use their premises. Many regulations state that provision must be ‘suitable’. This is not precisely defined, but schools must take into account the age, number and sex of pupils, and any special requirements they have, when determining whether provision is suitable.

This guidance advises on how to meet the regulations. It also provides signposts to other, more general, premises related legislation and guidance of relevance to schools.” The SPRs do specify that suitable toilet and washing facilities must be provided for the sole use of pupils and separate toilet facilities for boys and girls over the age of 8 must be provided. Suitable accommodation for the medical and therapy needs of pupils must be provided which includes accommodation for medical examination and treatment and the short term care of sick and injured pupils and include a washing facility and be near to a toilet.

Acoustic conditions and sound insulation of each room or other space must be suitable having regard to the nature of the activities normally taking place there.

Internal lighting provision must be suitable for the nature of the activities taking place and external lighting must be provided to ensure that people can safely enter and leave the school premises.

Suitable drinking water supplies must be provided in areas separate from the toilet facilities.

Toilet provision must have an adequate supply of cold water and washing facilities must have an adequate supply of both hot and cold water.

Cold water supplies for drinking must be clearly signed as such and hot water at the point of use must not pose a scalding risk to users.

Suitable outdoor space for curriculum physical education must be provided together with space to enable pupils to play outside.