

Moulton Chapel Primary School

Health and Safety Policy

Statement of Health and Safety Policy

The Governing Body is committed to:

- *the provision of safe and healthy conditions for pupils, staff, visitors and contractors;*
- *compliance with all relevant health and safety legislation;*
- *seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.*

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed ……Mrs Hayley Twigger……Chair of Governors

Signed ……Lisa Sexton……..Headteacher

Date ……4th November 2026……

Next Governor review …… by October 2027……

Summary

This policy is written in line with the Local Authority Health and Safety policy.
The County Council Health and Safety policy is available in two formats:

- *a poster form (displayed in the kitchen)*
- *an employee leaflet*

The corporate Health and Safety Policy outlines the overall objectives and responsibilities and places responsibility on Directorates to produce their own Health and Safety Policy and bring it to the attention of their employees.

All Health and Safety Policies should contain 3 elements:

1. *A statement of Health and Safety Policy*
2. *Organisation*
3. *Arrangements*

This policy applies to all employees of Moulton Chapel Primary School.

Moulton Chapel Primary School is committed to providing a healthy and safe working environment for all its employees and attending children. We will ensure that their work does not adversely effect the health and safety of others.

In order to achieve this we will:

- *Comply with requirements of relevant legislation*
- *Maintain good health and safety systems and arrangements*
- *Identify hazards, assess risk and manage these effectively*
- *Ensure employees are informed of those risks identified and receive suitable information, training and instruction on managing these*
- *Consult with employees on issues of health and safety*
- *Provide and maintain safe health and safety premises and work environments*
- *Monitor and review the effectiveness of health and safety management systems and adjust where appropriate*
- *To ensure that contractors are competent to manage the health and safety aspects of their work.*

Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.
Day to day responsibility for health and safety is delegated to the Headteacher.

Governing Body

Are specifically responsible for ensuring that:

- *a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;*
- *health and safety standards are monitored;*
- *actions are prioritised where resources are required;*
- *health and safety is an agenda item at Governors' meetings;*
- *a Governor is given specific responsibility for health and safety;* Mr Tom Twigger
- *the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;*
- *assistance is obtained from specialists when in any doubt about the health and safety standards to apply;*
- *the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.*

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- *the health and safety policy is implemented on day to day basis;*
- *risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;*
- *the significant findings of the risk assessments are recorded;*

- *health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;*
- *staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;*
- *any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;*
- *specialist help and assistance is obtained where necessary.*

All Staff

Are responsible for:

- *taking reasonable care for their own health and safety and that of others who are affected by their activities;*
- *where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;*
- *using any work equipment in accordance with the training and instructions provided;*
- *co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;*
- *monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;*
- *reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.*

Pupils

Pupil are expected:

- *to exercise personal responsibility for their own health and safety and that of others;*
- *to observe standards of dress and behaviour consistent with the safety of themselves and others;*
- *to observe the rules of the school and in particular the instructions of staff.*

Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements

It is the policy of the school to train all staff in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and the contents are checked on a monthly basis and any items replaced. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt. All staff MUST complete accident records after dealing with a first aid incident.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

AIDS and Hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Managing cases of infectious

disease in schools and other childcare settings' should be followed to prevent the spread of infection. This poster is displayed in the kitchen.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the First Aid/Disabled Facilities Room.

All employee injuries and significant injuries to pupils will be recorded on report AIR form, a copy being kept on file and a copy sent to the Health and Safety Team. AIR Form for Schools

The Headteacher is responsible telephoning the Incident Contact Centre (ICC) 0345 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

***'Major'** injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.*

***'Major'** injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.*

***'Over 3 day'** absence are injuries to staff do not not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.*

***'Reportable Diseases'are** those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health Protection Team (01522 553729) shall be contacted for further details if there is any suspicion of a reprtable disease.*

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health Protection Team (01522 553729) shall be contacted if in doubt about reporting procedures.

Statutory Notices

The following statutory notice is displayed in the Kitchen.

'Health and Safety Law' poster

Also displayed is Lincolnshire County Council's Health and Safety Policy

Health and Safety Representatives and Consultation

Due to the size of the school we do not have a named Healthy and Safety representative, but any matters of health and safety should be reported to the Headteacher. The school does have a dedicated Goverbor for this role and they work collectively to promote health and safety throughout the school.

Health and safety is a standing item on the agenda of all full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- *evacuation procedures;*
- *first aid and injury reporting arrangements;*

- *any other relevant emergency procedure.*

Risk Assessment Procedures

Risk assessments for common occuring activities such as swimming, cookery, a village walk shall be recorded on the school format.

All large school events such as whole school trips or residentials involving going further than the local vaccinty require completion using the EVOLVE system.

Risk assessments are reviewed every year or when circumstances change.

Health and Safety Assistance

HBS Health Protection Team are available to provide health and safety assistance. The Team can be contacted on 01522 552993 or healthprotectionteam@lincolnshire.gov.uk