REDLAND PRIMARY SCHOOL HEALTH AND SAFETY POLICY

Reviewed by	Veronika Joy September 2026
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1.0 STATEMENT OF INTENT

1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

(i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;

(ii) take account of that policy and scheme within budget and other policy considerations;

(iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;

(iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

(v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;

(vi) bring to the attention of the Lead Health and Safety Officer at Wiltshire Council, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 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 and those on fixed-term contracts, to receive comprehensive information on:

(i) this policy;

(ii) all other relevant health and safety matters;

(iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

(i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;

(ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;

(iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director – Family & Children Services.

And specifically –

(iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;

(v) To develop and distribute school-specific policies on local health and safety issues;

(vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

(vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;

(viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;

(ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

(x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;

(xi) To investigate all accidents, near misses and episodes of work-related ill-health;

(xii) To monitor and evaluate the health and safety performance of staff;

(xiii) To have and practise emergency and contingency plans;

(xiv) To provide the means for consultation with staff on health and safety matters;

(xv) To supply an annual health and safety performance report of standard indicators to the Director – Family & Children Services.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare. (This policy statement is Appendix 1 to this Policy)

4.2 As part of their day-to-day responsibilities they will ensure that:

(i) safe methods of working exist and are implemented throughout their area of responsibility;

(ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

(iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

(iv) new employees working within their area are given instruction in safe working practices;

(v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;

(vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

(vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;

(viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;

(ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

(x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

(xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;

(xii) all health and safety information is communicated to the relevant persons;

(xiii) they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

(i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

(ii) follow agreed working practices and safety procedures;

(iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;

(iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

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

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

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

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

(i) introduce equipment for use on the school premises;

(ii) alter fixed installations;

(iii) remove fire and safety notices or equipment;

(iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe

working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

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

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(i) save life;

(ii) prevent injury;

(iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be rehearsed as appropriate by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written procedures required within the school are as follows:

- Storage and administration of medicines
- Provision of first aid
- Safety inspections
- School managed projects
- Fire and other emergency evacuations
- Stress and employee well-being
- Organising outdoor education activities
- Swimming
- Unexpected loss of utilities
- Site security
- Reporting of accidents, incidents, hazards and near misses
- Use of or exposure to any hazardous substances or materials
- Access to any height liable to cause injury
- Violence to staff
- Lone working
- Use of contractors
- Out-of-hours use of school buildings and facilities
- Managing water hygiene
- Public performances
- Waste disposal
- Work experience for pupils / students

- High risk activities associated with the curriculum or school sponsored events

11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.0 CONSISTENCY OF POLICIES

12.1 This policy should be read alongside the following other school policies:

- Safeguarding and Child Protection Policy

LA Policy Statement

Appendix 1 to Redland School Health and Safety Policy

Wiltshire Council

Health, Safety and Welfare Policy Statement for Schools

1.0 STATUS OF POLICY

1.1 This statement is subsidiary and complementary to the corporate policy issued by the Head of Paid Service.

1.2 Nothing in this statement should be read as in any way countermanding or altering the corporate policy.

1.3 This policy applies within all Community and Voluntary Controlled schools where the local authority is the employer. It does not apply for employers in other school settings, namely Voluntary Aided, Foundation, Academy or Independent schools. It is available to the Dioceses and to the Governing Body of Academies, Voluntary Aided and Foundation schools to inform them of the LA's policy and to provide a model which may be used to produce similar policies.

1.4 This policy is provided in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. This implies that failure to comply with its requirements may be a criminal offence under the Act and may also provide grounds for disciplinary action or other sanctions.

2.0 STATEMENT OF INTENT

2.1 Within Community and Voluntary Controlled schools, the Local Authority acknowledges that the primary responsibility for the health, safety and welfare of all employees and non-employees, as directed by the Health and Safety at Work etc. Act 1974 and other associated legislation, rests with the local authority in conjunction with the respective Headteacher and Leadership Team of each school. Within Voluntary Aided, Foundation and Academy schools, it is the Governing Body and respective Headteacher and Leadership Team that has the primary responsibility.

2.2 The LA also recognises that all employees and pupils have the right to a safe and healthy working environment and is committed to ensuring compliance with all statutory duties and, within that legal framework, to encouraging best standards as far as is reasonably practicable.

2.3 This does not, however, absolve any member of staff from their personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

2.4 Joint co-operation between the local authority, Governors, Headteachers and employee representatives is essential to the successful implementation of this policy.

3.0 MANAGEMENT STRUCTURE OF H&S WITHIN SCHOOLS

3.1 Many people have roles in the successful management of health and safety within schools. Each of these has specific responsibilities and is also accountable for the carrying out of these responsibilities and for their general health and safety performance.

3.2 Contractors are directly accountable to enforcement officers in respect of their own health and safety but the party who engages them can also be held responsible if there is insufficient care in their selection or an insufficient degree of communication with them or local control of them.

3.3 The local authority is responsible for bringing this structure to the attention of all those to whom it is

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relevant.

3.4 For the avoidance of doubt, the local authority does not take responsibility for any health and safety matter in Voluntary Aided, Foundation or Academy schools. All such schools are expected to put in place the measures necessary to comply with statutory duties and to engage any competent provider of advice necessary in order to achieve this. The local authority will allow such schools to have free access to its online Health and Safety Manual for Schools and to have paid access to its health and safety training workshops for schools. The local authority will also annually offer Voluntary Aided and Foundation schools the opportunity to purchase a site monitoring and telephone helpline advisory service to complement any other health and safety management procedures. None of this provision alters the responsibility and accountability for health and safety in these schools as set out in 2.1.

3.5 Advice and support on a range of health and safety related topics is available to Governors and Headteachers via Officers within the local authority. See Section 9.

4.0 RESPONSIBILITIES

4.1 THE LOCAL AUTHORITY

General Responsibility:

- To provide commitment and resources to fulfil the Council's policy on Health, Safety and Welfare and through this, to secure the health, safety and welfare of staff and others affected by work undertakings.
- To provide a competent and adequate source of general health, safety and welfare advice and support to which schools have access; and a competent and adequate source of specialist advice and services in respect of non-delegated functions relating to building, maintenance and other support activities, to which schools have access.
- To provide the means of monitoring the standard of health and safety management within schools and the undertaking of designated maintenance and service contracts.
- To secure compliance with non-delegated landlord duties.
- To secure compliance with this policy by providing adequate means of advice, training and support to schools and LA Officers in core health and safety matters.
- To seek and obtain consultation with employee representatives.

And additionally, through the delegated functions of officers:

- To provide access to health and safety training for Governors and school staff.
- To co-ordinate effective interventions to health and safety issues raised by OFSTED or by other sources
- To vet, authorise and monitor learning outside the classroom activities and events.
- To provide support to schools in respect of the health and safety of physically impaired children and looked-after children in schools.

4.2 GOVERNING BODY

General Responsibility:

- To take due account of the LA's Health, Safety and Welfare policy within budget and other policy considerations.
- To ensure that health and safety responsibilities delegated under the Wiltshire Scheme for

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Funding Schools are met.

- To develop, in partnership with the Headteacher, a local complementary policy in respect of schools' specific health and safety arrangements.
- To monitor and evaluate the Headteacher's performance in respect of health and safety.
- To bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

4.3 **HEADTEACHER**

General Responsibility:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured.
- To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools.
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and, if necessary, the Director responsible for schools.

Specific Responsibility:

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To develop and distribute school-specific policies on local health and safety issues.
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures.
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger.
- To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means.
- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site.
- To investigate all accidents, near misses and episodes of work-related ill-health.
- To monitor and evaluate the health and safety performance of staff.
- To have and practise emergency and contingency plans.
- To provide the means for consultation with staff on health and safety matters.
- To supply a health and safety audit report of standard indicators to the local authority when requested.

4.4 **SCHOOL SENIOR / SUPERVISORY STAFF**

General Responsibility:

- To assist the Headteacher to fulfil his/her responsibilities.
- To ensure that those being line managed comply with LA and school policy and procedures in respect of health and safety.
- To develop safe systems of work for specific tasks.

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Specific Responsibility

- As designated by the Headteacher.

4.5 **KEY SKILLS STAFF**

Specific Responsibility:

- To provide H&S expertise in a particular area e.g. first aider, education visit co-ordinator, kiln operator etc.
- To identify the need for relevant knowledge, skills, equipment and materials.
- To work within the relevant LA and school policy.
- To report any situation that significantly compromises health and safety.

4.6 **SCHOOL MAINTENANCE STAFF**

Specific Responsibility:

- To provide health and safety competence in particular areas of work.
- To identify the need for relevant knowledge, skills, equipment and materials.
- To work within the relevant LA and school policy.
- To report any situation that significantly compromises health and safety.
- If given the delegated task, to provide general supervision to contractors working on the school site.

4.7 **PARENT HELPER / VOLUNTEER GROUPS**

Specific Responsibility:

- To engage only in work or activities specifically authorised by the Headteacher and Governors and that they are competent to do.
- To work within the LA and school policy.
- To report to the Headteacher any situation that significantly compromises health and safety.

Means of Accountability:

- The Headteacher is responsible for all parent helper/volunteer activities.
- Individuals may be directly accountable to enforcement officers.

4.8 **CONTRACTORS**

General Responsibility:

- To undertake work in a safe manner in compliance with health and safety law and approved guidance.
- To notify the Headteacher of any situation in which the health and safety of others affected by the contractor's activities is or maybe significantly compromised.

Means of Accountability:

- Directly accountable to enforcement officers in respect of compliance with statutory duties.

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- General supervision and post-contract monitoring to be provided by the contracting officer.

4.9 **INDIVIDUAL STAFF**

General Responsibility:

- To work within LA and school policy.
- To take care of their own health and safety and of others affected by their acts or omissions.
- To report any situation that significantly compromises health and safety.

5.0 STANDARDS

5.1 As a broad principle, health and safety standards will be used to enhance the potential range of activities that schools undertake rather than curtail them.

5.2 Where it exists, specific legislation and associated approved codes of practice and guidance notes will be used to set the standard of health and safety management requirements.

5.3 Beyond this, the local authority, upon advice from the Head of Occupational Health and Safety, other Council officers and recognised sources of information outside of the LA, will establish more general standards to be met by school management teams.

5.4 In doing so, full consultation will be sought with Governor and Headteacher representatives, LA partners and Trade Union representatives.

5.5 School management teams should set local standards, publicised through the school's own health and safety policy, on issues where LA policy does not exist or requires more definition.

6.0 MEANS OF MONITORING STANDARDS AND MEASURING PERFORMANCE

6.1 Much of the monitoring of health and safety standards within schools should be through local self-regulation. Headteachers are expected to arrange for regular monitoring of premises, equipment and practices, by school staff and governors, against the standards set by LA and local school policy, and to take appropriate action accordingly.

6.2 The local authority will provide the means for a programme of school audits to be undertaken by the Council's Occupational Health and Safety Service.

6.3 Each Headteacher will be required to submit details of health and safety performance indicators upon request. This data will be evaluated to recognise achievements, to determine any support which may be necessary or to trigger formal intervention.

6.4 Health and safety responsibilities will be assessed as part of an individual's annual performance appraisal.

6.5 Individual schools will record, investigate and evaluate all incidents which result in harm or loss to any member of staff, child or other person arising out of, or in connection with, the school's undertakings.

6.6 Incidents falling within the scope of 'reportable' as defined within the Health & Safety Manual for Schools must additionally be reported to the Council's Occupational Health and Safety Service.

6.7 Both sets of data will be monitored and used to identify issues of concern and assess the adequacy of existing control measures.

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7.0 COMPETENCE AND PERSONAL DEVELOPMENT

7.1 All individuals with designated health and safety functions should be demonstrably competent to undertake them. Competence may be achieved through a combination of practical experience and formal Learning.

7.2 Personal development of school staff is a function delegated to schools.

7.3 A non-exhaustive list of competencies commonly required by school staff is given in the Training Section of the Health and Safety Manual for Schools on Right Choice.

8.0 INTERVENTION PROTOCOL

8.1 An intervention protocol will operate in the event of the Governing Body and/or Headteacher of a school being unable to secure the health or safety of those for whom the LA has responsibility. The protocol is set out in two levels and is shown diagrammatically over pages 7 and 8.

8.2 Under the Funding Scheme for Schools, where a Governing Body has not taken reasonable steps to address an identified health and safety issue, the costs of any remedial work can be charged back to the school budget.

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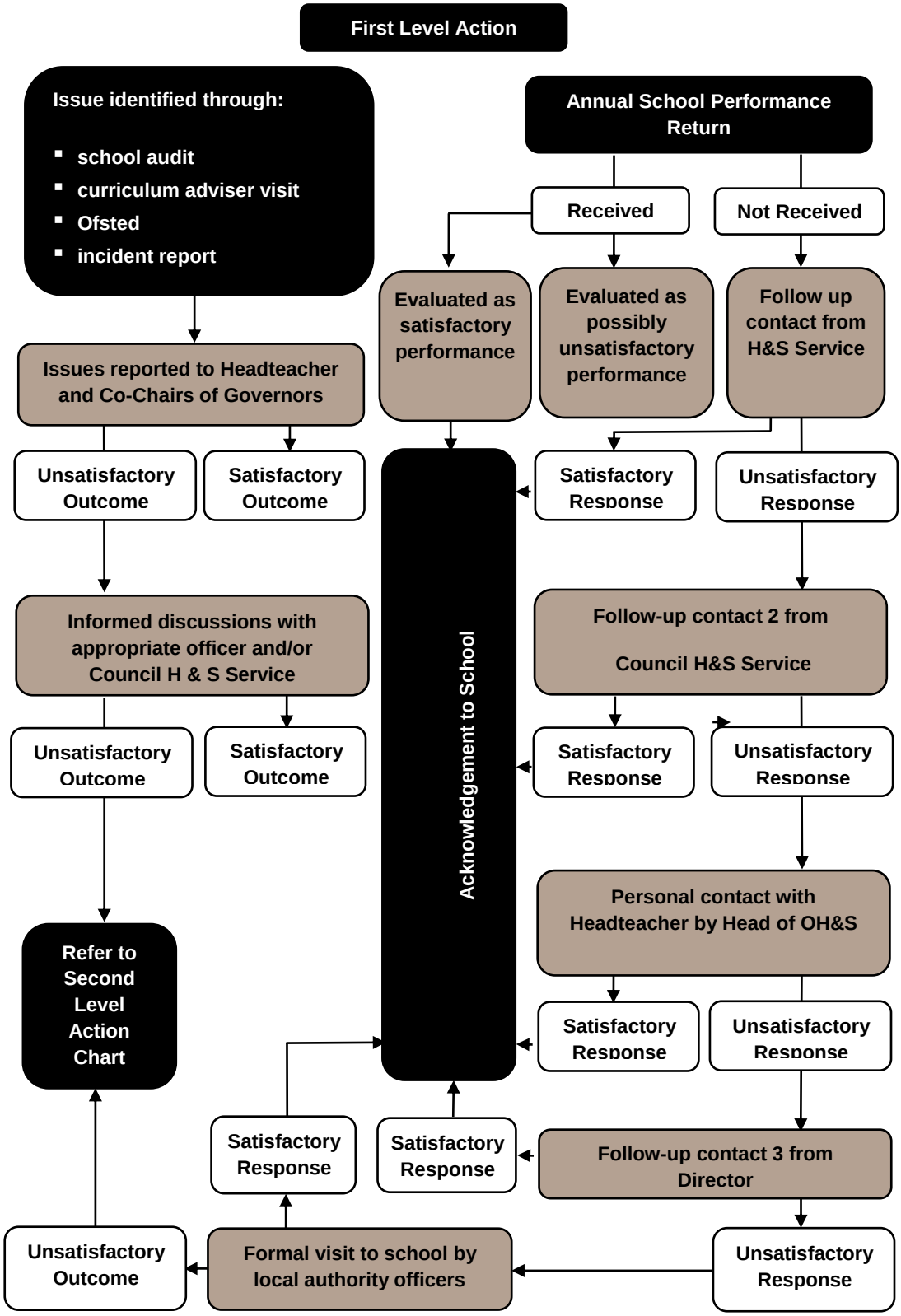

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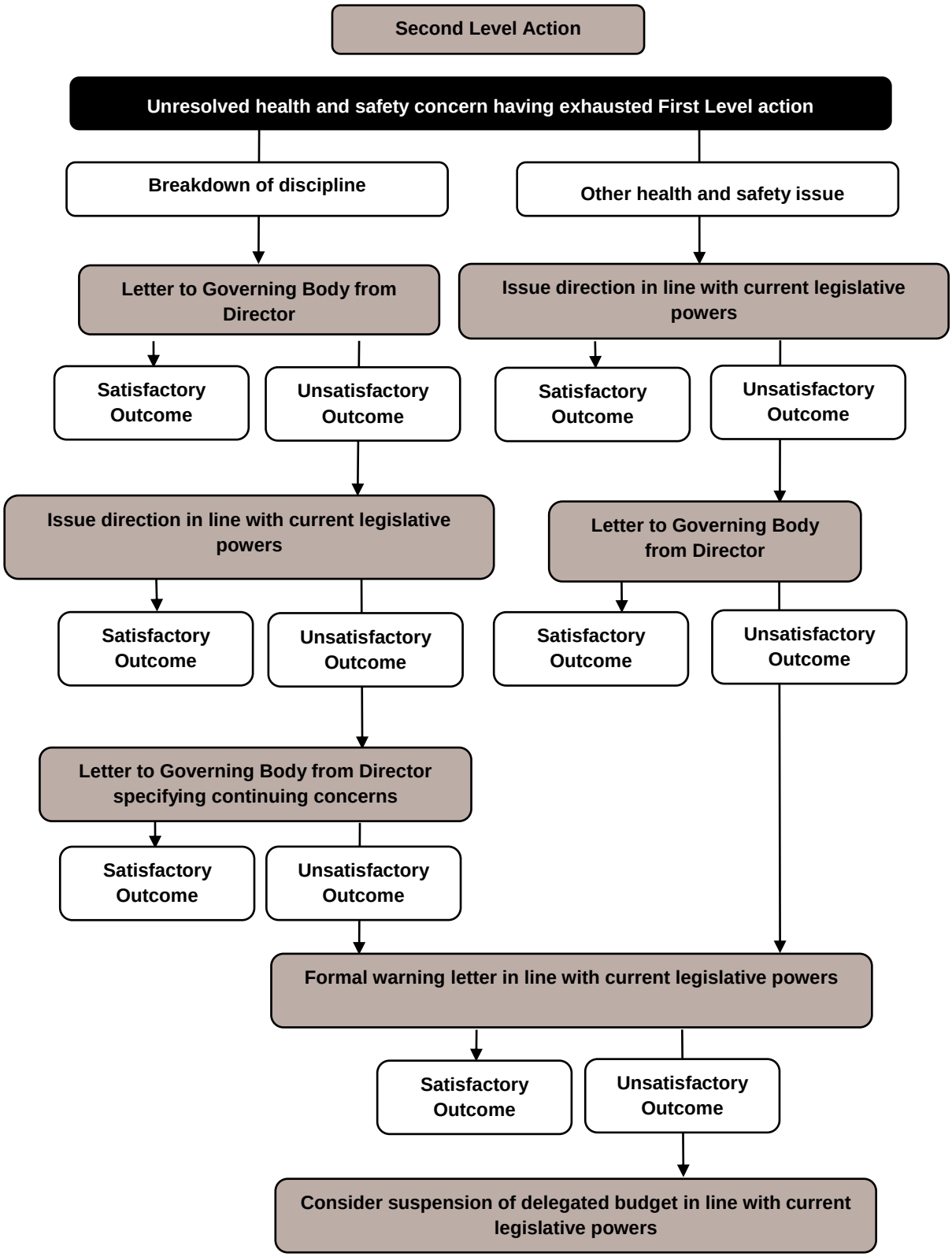

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9.0 SOURCES OF ADVICE AND SUPPORT

LA Occupational Health and Safety Service Principal source of specialist advice on wide range of school site and activity health and safety issues	**schoolhealthandsafety@wiltshire.gov.uk**
Outdoor Education Support Officer Specialist advice and pre-authorisation procedure	**evolve@wiltshire.gov.uk**
School HR Section Advice on general personnel and welfare issues	**hradvisory@wiltshire.gov.uk**
Occupational Health Service Specialist advice on wide range of work related health issues	**occhealth@wiltshire.gov.uk**
Employee Well-Being Helpline Confidential helpline available to all maintained school employees	**01225 713147**
School Building & Places Section Advice on funding of building improvements; some technical buildings advice	**schoolorganisation@wiltshire.gov.uk**
Governor Support General advice for Governors and administration of bookings for training courses	**governorservices@wiltshire.gov.uk**
LA Safeguarding Quality Assurance Service Advice to schools and LA staff on child protection issues, including allegations of abuse against staff	**SEA@wiltshire.gov.uk**
Education Psychology Service Advice offered on children (0-25) with special needs. Support service for post-traumatic needs	**ed.psychology@wiltshire.gov.uk**

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Sensory Impairment and Physical and Medication needs Service (SIPMS) Advisory teachers who can provide consultancy and advice for schools to support learners who have these presenting needs in the school environment.	**LeadSIPMS@wiltshire.gov.uk**
Strategic Asset & FM Services Advice in relation to property maintenance where the school is a member of the Statutory Compliance and Reactive Maintenance Scheme	**0300 456 0101** **fmsupport@wiltshire.gov.uk**
Specialist advice on communicable diseases	**publichealth@wiltshire.gov.uk**
School Nurse Service **General advice on child health, medications and health promotion**	**0300 247 0090** **vcl.wiltshirespa@nhs.net**

10.0 ARRANGEMENTS MADE UNDER THIS POLICY

Detailed arrangements for the management of health and safety are contained in the Wiltshire Health and Safety Manual for Schools available on Right Choice.

11.0 REVISIONS

This policy will be regularly reviewed and revised as necessary.

Terence Herbert

Chief Executive

April 2023

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