



Hornsea Burton and Skipsea Primary Schools

Health and Safety

Policy

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Statement of intent

At Hornsea Burton and Skipsea Federation, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.
- making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- ensure the provision of sufficient information, instruction, training and supervision.
- producing effective evacuation procedures
- producing adequate accident reporting procedures.
- making special arrangements, if necessary, to ensure the health and safety of any disabled person using the premises.

The promotion of the Safety, Health and Welfare of staff and pupils is considered to be a mutual objective for the L.A., Governors and staff. It is therefore the school's policy so far as reasonably practicable to take the necessary steps to ensure the Safety, Health and Welfare of its staff and pupils and also the public and visitors.

This is a statement of Organisation and Arrangements for Skipsea Primary School. This does not replace the Authority's Health and Safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils, parents, visitors, contractors and all those on the school site.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- [DfE \(2022\) 'First aid in schools, early years and colleges'](#)

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Risk Assessment Policy
- School Uniform Policy
- Invacuation, Lockdown and Evacuation Policy
- Personal Emergency Evacuation Plan (PEEP)
- Bomb Threat Policy
- Lockdown Procedure
- Visitor Policy
- Contractors Policy
- Manual Handling Risk Assessment
- Working at Heights Risk Assessment
- Lone Worker Risk Assessment
- Staff Wellbeing Policy
- [Display Screen Equipment \(DSE\) Risk Assessment](#)
- COSHH Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- [Administering Medication Policy](#)
- Supporting Pupils with Medical Conditions Policy
- Smoke-Free Policy
- Data Protection Policy

- Educational Visits and School Trips Policy
- [Evacuation Procedure](#)

The Director of CFS will issue and review, as necessary, the Children and Family Services Safety policy, which is based upon the Corporate Safety Policy. The school's arrangements should be read in conjunction with the CFS Policy and Corporate Safety Policy. Safe systems of work and other documents will be drawn to the attention of every employee.

2. Roles and responsibilities

The governing board will:

- monitor and consider inspection reports
- prioritise actions where resources are required
- ensure actions are taken
- include health and safety on Governors' meeting agenda
- discuss and implement the Head teacher's health and safety report:
- consider and ratify the health and safety policy and guidelines for the school premises; (The annual review of this policy will be undertaken by the head teacher and the governor's sub-committee on health and safety)
- act as client under Construction (Design and Management) Regulations where building projects are not funded by the Council; if the school funds a construction project with no financial input from the authority then the governors have responsibility for ensuring compliance with the Construction (Design and Management) Regulations. In this situation the cost of any training required to become conversant with the regulations will have to be borne by the school.
- monitor and manage, in conjunction with Head teachers, all minor building/contract work not subject to The Construction (Design and Management) Regulations authorised by the school but not executed or supervised by the Council. **Governors' attention is drawn to 2.7h in the host policy (CFS Health & Safety Policy).**

The governing board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.

- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- manage on a day-to-day basis all health and safety matters in the school in accordance with the LA policy and this health and safety policy
- Set the direction for effective health and safety management.
- arrange for risk assessments to be carried out and to undertake an annual review.
- act as or appoint a competent Safety Supervisor to co-ordinate and distribute health and safety information to all staff employed or working at the school, ensuring regular inspections of the whole school are carried out.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually and prepare an annual health and safety report for governors.
- Take all reasonably practicable steps to ensure this policy is implemented by other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties (site manager/caretaker).
- Pass on information received on health, safety and welfare matters to appropriate people.
- Ensure that all accidents are recorded and investigated and promptly in accordance with the council's accident reporting procedures
- Arrange for staff training needs to be addressed
- Consult with Governors and/or Local Authority on policy issues and any problems in implementing the health and safety policy
- Co-operate with and provide the necessary facilities for trades unions' safety representatives and representatives for employees' safety.
- in conjunction with governors, monitor and manage all minor building/contract work not subject to Construction (Design and Management) Regulations 1 authorised by the school but not executed or supervised by the Council.

The site manager/caretaker will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.
- Review the Risk Assessment/COSHH shared area on at least an annual basis and in the event of need.

- check classrooms/work areas daily to ensure they are safe and report any defects to the head teacher.
- ensure protective equipment is used, where appropriate.
- participate in inspections if appropriate.
- bring problems to the attention of the head teacher.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work. Employees have a duty to look after their own health and safety and that of others and comply with the employer's instructions regarding health and safety. Employees must tell the Head teacher of any shortcoming in health and safety arrangements. This means that their actions should not place themselves, or others, at risk and that they will report immediately any defect in buildings, equipment or procedures to the member of staff responsible, i.e., the Head teacher (The Health and Safety at Work etc Act 1974).
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety. Observe standards of dress consistent with safety and/or hygiene (for example tying hair back and wearing suitable sporting clothes and footwear when teaching or participating in PE, wearing an apron and having hair tied back when teaching food technology etc)
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- know and apply the emergency procedures in respect of fire and first aid.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.

- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the Police, Fire Brigade, Road Safety Officer etc. It might also be through a health-related topic such as smoking.

Children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g., scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g., a pond, pollution, soil studies
- When on educational visits

For any physical activity, children are expected to wear the appropriate clothing and footwear for the planned activity (e.g., shorts and t shirts for indoor PE, warm and waterproof clothing and footwear for Forest School sessions). They are expected to be bare footed for indoor physical activities as bare feet grip better, and to wear pumps or trainers for outside activities. We have 3 school rules: Be kind, Be safe, be the best that we can be.

In accordance with L.A. safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult: child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

3. Arrangements for Safety.

For the following items reference must be made to any guidelines issued by the Local Authority.

Display Screen Equipment Regulations 1992. *(The School Admin Officer)*

All DSE workstations must comply with the Authority's 'User' assessment form. Users of DSE will be entitled to eye and eyesight tests and provided with spectacles if deemed necessary in accordance with the Council's Policy. Further information is available from the Occupational Health Unit.

Manual Handling Operations Regulations 1992. *(The head teacher)*

The school will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Assessments for the manual handling of loads, persons and animals will be undertaken by the head teacher in consultation with the relevant Trade Union Representative and the person(s) carrying out the activities. Staff will be informed of the findings and actions required. The assessments will be retained by the head teacher. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g., age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

Safety Services Unit

The Council's Safety Services Unit employs a number of qualified Safety Officers, one of whom is dedicated to providing advice and support to the Education Authority. They also have the authority to enquire into,

investigate, and stop work practices if, in their opinion, the activity is giving rise to a possible risk to the health, safety or welfare of pupils, staff, contractors or to members of the public.

The work activity will not be allowed to re-start until such time as the cause of the potential danger is removed or rectified.

Electrical safety (*The School Admin Officer*)

Portable Electrical Equipment

All portable electrical equipment will be examined on an annual basis by a competent contractor. The school Admin Officer will organise the annual safety check of portable electrical equipment. The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such test/examination.

The use of personal electrical equipment will only be allowed provided it has been examined and tested in accordance with the above and that any costs incurred remain the responsibility of the individual concerned or the school.

Unsafe electrical equipment must be taken out of use immediately and arrangements made for its repair or disposal. Repaired equipment must be checked prior to use.

Electrical equipment offered for disposal to another user must have been tested annually and must carry the date of the last test, as identified by the Infrastructure and Facilities or other competent adviser.

Fixed Electrical Wiring

The BMP Solutions or Wally Mays will carry out the examination of the fixed installations from the socket outlet to the main board.

Provision and Use of Work Equipment Regulations 1992 (*The School Caretaker*)

Any equipment provided for use at the school will be purchased to meet an appropriate (Conformite' European) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment and inspected.

Risk Assessments (*The School Caretaker/head teacher/ School Admin Officer*)

In line with the **Management of Health and Safety at Work Regulations** assessments are undertaken to determine any significant risk to staff, children or any other persons on the site. Risk Assessment Sheets are used to record any significant findings and consequent action is taken to reduce the level of risk.

The Risk Assessment should identify the hazards present and evaluate the extent of the risk. Any significant high levels of risk are discussed between the Head teacher, the caretaker and the governor's Finance and Personal Committee (further reference being made to the Safety Services Unit if necessary) and the risks reduced to an acceptable level before work commences.

All risk assessments will be reviewed whenever there is a change in the work activity, which may increase the risks to health and safety and in any event at least once each year and communicated to all staff.

Inspections

To monitor health and safety in the school the caretaker/head teacher/governor/School Admin Officer will carry out inspections once every term. Any findings from these inspections will be discussed with the head teacher and should any areas of risk be identified immediate action to reduce the level of risk will be taken. There may be occasions when further action may be required to reduce the risk and insufficient funding is available and this will be reflected in the school's action plan.

This will be reported to the head teacher and Governors and the work activity will cease until appropriate funding is made available. The matter will then be brought to the attention of the Governors. Copies of the

health and safety inspections will be kept in a file. This information along with any subsequent action will be disseminated to all relevant members of staff either on staff shared area or hard copies in a file.

4. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The Head teacher will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site. The headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

A fully equipped first aid box is kept in the medical room (Hornsea Burton) and the disabled toilet (Skipsea). The schools' office has the accident register, accident forms and a list of any medical needs children have. All class teachers have a copy of the medical needs of pupils in school in case an issue arises out of the classroom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

The head teacher will ensure that there is a recognised first aider on site, properly trained to meet current and future needs. First aiders will take part in practical refresher sessions to be held at regular intervals. Those trained in first aid will have access to adequate first aid facilities and be supplied with the prescribed equipment. First aid coverage must be maintained throughout the normal working hours. First Aid boxes will contain the prescribed items. Replenishment of used items is the responsibility of the school's first aiders who will place an official order with the supplier.

Reporting procedures

Parents are informed of bumps to the head by letter, whenever they are reported as having happened. They are also sent a text to inform them that their child has had a head bump and to look for letter in book bag when child gets home. In the case of a more severe head injury, parents/carers will be called.

Accident forms are filled in for any accident requiring professional medical attention or caused by any defect in the school or its equipment. The First Aid procedures and contents of the First aid box will be in accordance with the First Aid Safety Guidance Document.

A record of treatment will be maintained and shall be used in conjunction with the accident reporting and investigation procedure as a means of accident prevention. Good records of initial treatment may be

valuable if further medical attention is required or if legal action is considered by those involved in an accident.

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

5. Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so. Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the main playground. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

In any school there is always the potential risk of a fire and to a much lesser degree a bomb threat. The head teacher will ensure that Health and Safety Inspections (which include the precautions against fire) are carried out as required. Copies of the inspections will be kept available on the school site. The Fire Authority is the enforcing body under these regulations and has the power to serve prohibition and enforcement notices.

The head teacher will ensure that all users of the school building are aware of and understand the emergency evacuation procedures. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The school also has a separate policy and procedures for Lockdown and termly drills take place for partial lockdown (see critical incident policy).

6. Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school has appointed educational visits coordinators (Mrs Hatfield at Hornsea Burton) and Mr Tarrant at Skipsea) and ensure they receive the training necessary to carry out the role. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays. When arranging external visits, the school will follow the latest L.A.'s Educational Visits Safety Guidelines and any relevant bulletins the L.A. periodically issue.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

9. Fire safety

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g., heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed **annually**. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

11. Evacuation and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and Personal Emergency Evacuation Plan in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb and Package Policy. In the event of an emergency, the procedures outlined in the Bomb and Package Policy, the Invacuation, Lockdown and Evacuation Policy, and the Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

12. Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

All contractors and visitors must sign in the visitor's book, which is located by the main door. A visitor's badge will be issued, and visitors are expected to wear the badge at all times whilst on site. They must report to the head teacher or admin staff before being allowed to have access to the school. Whilst on site, they must be aware of and observe any site safety rules. On departure they must deposit the badge and sign out in the same book. Information regarding risks and control measures that each party needs to aware of will be shared prior to the commencement of any work.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher / Teacher-in-charge /Caretaker.
- All contractors must report to the general office. The Headteacher / Teacher-in-charge /Caretaker, will then be informed of their arrival
- Contractors will work under close supervision of the Headteacher / Teacher-in-charge /Caretaker, so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All work will be monitored by the Headteacher / Teacher-in-charge /Caretaker. They may wish to take the matter forward and report the shared concerns with the contractor concerned and the appropriate department at the L.A.

13. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;

- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14. Personal protective equipment (PPE)

Regulations 1992 (*The School Caretaker*)

The provision of personal protective equipment will be determined by the appropriate member of staff and agreed with the head teacher. Advice can be obtained from the L.A.'s Safety Services Unit.

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g., school uniform, does not constitute PPE. Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

15. Work-related hazards

Working at heights

Staff are advised not to work at height but if they need to for such things as displays then they are to follow Policy and procedures concerning employees working at heights as directed by the LA.

Lone working

Policy and procedures concerning employees' lone working are addressed in the Lone Worker Policy produced by the LA. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Car parking

Car parking is a concern at Skipsea as it is a hazard for those who use the school. No Parents are allowed to use the School Car Park. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc. There is regular contact with Traffic Police and the Road Safety Officer who will talk to parents and children and provide Leaflets and posters to display and send out.

Letters to parents will emphasise that when trips/visits are organised, coach times will be passed on to parents, if the trip/visit is to take place before or after the school day commences/finishes. [i.e. before 8.45am or after 3.20 p.m.] Personal contact will be made with any adult who parks in an obstructive way by the Headteacher / Caretaker/ teacher in charge. All comments by parents or neighbours will be followed up.

16. Maintaining equipment

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

It is the responsibility of the Class teacher and site manager/caretaker to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Defective equipment

Repair, Maintenance and Upkeep of the School Building

Where Infrastructure and Facilities are requested to carry out work on the site, they will be responsible for ensuring that it meets all the appropriate regulations and is carried out to a satisfactory standard and in a safe manner.

This role has been amended in a number of schools as a result of the introduction of Local Management of Schools (LMS) where schools may order works through the Self-Help Scheme. Common sense must be exercised in noting any obvious dangers to staff, pupils, students, clients or others.

Governors and Head teachers are advised to follow the following procedure:-

- a) The head teacher will follow the Council's standing orders and any relevant health and safety legislation (HASAWA, MHASAW, CDM etc.) when using a self-help Scheme.
- b) The head teacher will discuss and agree the method(s) of carrying out the work and have regular updates to resolve any problems with the contractor on site before work is allowed to continue.
- c) Contractors will report to the head teacher to sign in and agree the work to be carried out before commencing.
- d) Staff must have the approval of the head teacher before giving any instructions to the contractor as this may result in additional costs being created which it may not be possible to meet within the budgeted figure for the job.
- e) If the contractor is not on site and there is imminent danger due to the contractors work then the head teacher will take all reasonable steps deemed necessary to ensure persons are not put at risk.
- f) The contractor will be informed what has been identified as dangerous and what action has been taken.
- g) Where work has been ordered by the Infrastructure and Facilities the matter will be reported to the appropriate Surveyor.
- h) Advice can be obtained from the Infrastructure and Facilities and the Safety Services Unit if this is necessary.
- i) The appropriate Surveyor must always be consulted or notified of the identified danger and what action has been taken by the head teacher and/or contractor to avoid it.
- j) Co-ordination and co-operation between all parties is necessary to ensure the safety of everyone on school premises.
- k) However, if Governors and Head teachers authorise work through self-help schemes then they will be responsible for the appointment of a competent person appropriately qualified to undertake monitoring and managing the full extent of the work. Governors and Head teachers will work in accordance with the provision of the Construction (Design and Management) Regulations. Guidance can be obtained from the Infrastructure and Facilities.
- l) Where Governors through self-help schemes commission work which falls under the Construction (Design and Management) Regulations then they will act as the Client.

17. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The site manager/caretaker is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by the site manager /caretaker. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

18. Asbestos management

Skipsea Primary does have asbestos on site which was confirmed by LA (see asbestos survey). Hornsea Burton Primary does not have asbestos on site. Our school will manage asbestos in line with the council's Asbestos Policy. It is the intention and desire of the LA and the school to ensure that all its building stock is asbestos free. In line with the council's guidelines any found asbestos material will be clearly marked with appropriate labels and staff and Governors made aware of its location through staff, Governor and Premises Committee meeting.

The condition of any asbestos on the site will be monitored through inspections by the head teacher and Caretaker. Whilst it is in good condition and not giving off fibres to the atmosphere, it will be left alone. Should asbestos logging begin to deteriorate or give any cause for concern the head teacher will contact the Council's OSD to have the asbestos made safe or removed to ensure that no members of staff or pupils are put at risk by exposure to asbestos fibres. The head teacher will also inform the Safety Services Unit of the action taken. **Under no circumstances will any member of staff be expected to touch or remove asbestos. Should attention be required, then a recognized contractor will be consulted.**

The head teacher will ensure that contractors working on site will be given sufficient information regarding the presence of asbestos and any other identified hazards which may present a potential risk to their health and safety. Contractors must inform the head teacher of any potential hazards their activities may present to the school and demonstrate that they have adequate safe working procedures to carry out their work activities without putting themselves or others at risk from the identified hazards.

19. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised. Information and advice about infectious disease can be obtained from the Occupational Health Unit at County Hall.

The school will ensure that arrangements are in place to minimise any health risks, e.g., flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

20. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e., the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g., in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

21. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive **annual** training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

22. Smoking

The school is a non-smoking premises, and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

23. Security and theft

Policy and procedures to reduce security risks are addressed in the School Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g., security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g., recent arson attacks.

Security of the Premises

The Head teacher and Caretaker are the designated key holders and are responsible for the security of the building. It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Site Supervision

It is the responsibility of the Headteacher/Teacher-in-charge/Caretaker to check that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before Leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

24. Severe weather

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

25. Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

26. Monitoring and review

This Health and Safety Policy is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is the responsibility of all members of staff to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place for everyone.

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is September 2024.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Hornsea Burton and Skipsea Primary Federation



Fire and bomb instructions:



In the event of a fire drill sounding...

Stop the class
Remind children to be calm
Stand behind chair (put chair under)
Line up sensible
Teacher grab register and take class to playground
Walk calmly – DO NOT RUN
Remove wedges and **close all doors**



Hornsea Burton:

Extra adult in class:

Class 1: check toilets

Class 2: check hall

Class 3: check library and
cloakroom

Class 4: check intervention room

Office staff: check kitchen and
toilets

HT: check staffroom (if in school)



Skipsea:

Extra adult in class:

Class 1: check EYFS toilets,
cloakroom and conservatory

Class 2: check KS1 ICT room &
cloakroom/toilets

Class 3: ICT corridor, cloakroom &
toilets

Class 4: check library, ICT corridor
and hall

Office staff/HT check staffroom
and toilets

The headteacher will do a final sweep if safe to do so but if not present, the admin staff will do this

Line up in playground
Do a head count -alert SLT if anyone missing
Check all adults present
Double check with register call
Inform HT or SLT (if HT not present) that all accounted for