



**Luston and Shobdon Community Primary Schools Federation  
including Luston Nursery**

## Health and Safety Policy

<b>Last reviewed</b>	<b>22 Sept 2025</b>
<b>Renewal due</b>	<b>Sept 2026</b>

**This policy was ratified by our Governors and disseminated to all staff.**

Luston and Shobdon Community Primary Schools Federation is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. This is the responsibility of the Executive Headteacher and Governing Body. All staff and governors have the responsibility to be vigilant and aware of possible risks. Any concerns must be shared swiftly. There must however, be a balance between security and safety and the maintenance of a comfortable, welcoming learning environment.

This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

### **Aims**

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks, whilst also feeling confident and comfortable within their environment

### **Objectives**

- Ensure there is sufficient information, instruction and supervision to enable all people and children to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses

- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency
- Be vigilant around the schools' premises for intruders, finding a balance between challenge and confrontational behaviour

### **Informing people of this policy**

All members of staff are made aware of the policy and know that it is saved in Teams.

New members of staff receive health and safety information as part of induction.

### **Responsibilities of individual class teachers**

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/ or hygiene and school policy
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Report any hazard or breakage
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safely tools and equipment
- Report any incidents or assaults
- Set a good example to the children in their care
- Supervise children and ensure that they know about emergency procedures and safety measures
- Ensure that children's bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PSHE Curriculum.
- Make parents/volunteers aware of safety procedures in the classroom/work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

## **Responsibilities of the Governing Body**

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member from each governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Health & Safety Officer and Executive Headteacher or Head of School as required
- Approve as appropriate arrangements for residential trips according to LA guidelines using the EVOLVE system
- Ensure that safety standards for purchased goods and equipment are met
- The governors recognise the Statement of General Policy of Herefordshire Council Education Directorate together with its organisations and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the schools as laid down in the Department's Handbook of Safety Information.

**The Governing Body and Executive Headteacher have agreed that the following procedures/ codes of practice shall be followed within the school:**

### **1. Defects**

- Any members of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Head of School or the Executive Headteacher
- The Schools Administrators in consultation with the Executive Headteacher, if necessary, will take steps to have the defect rectified, by contacting an approved contractor
- Any member of staff discarding a faulty or electrical item must inform the Schools Administrator who will remove this item from the Electrical Appliance Register.

### **2. Accident reporting**

All serious accidents that occur on the site should be recorded on a Herefordshire Council accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/carers or other persons should be notified of the accident. Please see First Aid policy and procedures.

If the accident is serious, the Executive Headteacher and Head of School should be informed immediately and action taken to ensure the location of the accident is still safe to use.

### **3. Electricity**

Electrical appliances are tested annually. Registers are kept in the schools' offices itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the Schools Administrator. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

#### **4. Access equipment**

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

#### **5. Risk assessments**

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and proformas are saved in Teams.

Staff should inform the Head of School or the Executive Headteacher if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that pregnant women should be risk assessed and every off-site visit should be risk assessed.

#### **6. Manual handling**

All members of staff should be aware of manual handling activities involved in their day to day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of music equipment. Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded about correct posture when lifting and carrying equipment. All staff should share with the Leadership Team if they feel that an action they are involved with, is having an affect on their physical health and well-being.

#### **7. Educational visits**

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential visits and 'days out' at selected venues. It is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents/carers, LA and school staff are involved in the preparation.

Both schools have named Educational Visit Leads. The Leads help support the planning process of a school visit and will advise. School staff must complete risk assessments for all visits/trips/events where children leave the school site – this includes venue as well as travel assessments. Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and

prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved. All risk assessments must be sent to the EVC Lead who will then send them to the Executive Headteacher for approval. All residential visits need approval from the LA and Governing Body.

### **8. PE equipment**

PE equipment is inspected annually. The PE Leads are responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs. It may be necessary for additional TA support to be given where there are concerns. Before beginning any activity, staff should check the playing area to ensure that it is clear and ready for use. If concerns are identified please inform the school office.

### **9. Contractors and visitors**

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

### **10. Fire**

Fire drills are held half-termly and on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

### **Responsibilities during a fire drill**

Executive Headteacher/Head of School:

- Supervision of evacuation
- Evaluation of procedures
- Training and guidance

School Administrators:

- Calling the fire brigade
- Setting off and re-setting the alarm
- Recording time for evacuation and any relevant information following drill
- Registers
- Checking visitors

Teachers (teaching assistant/ mid-day supervisor):

- Roll Call
- Named members of staff to "check" certain areas of the building

During the first day of the school year all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exits to be used
- Assembly points
- Action on discovering a fire

- Keeping gangways clear

**Fire exit to be used** – is the nearest available exit. Please also make a note of alternative exits should this one be blocked.

**Assembly point** – This is the playground on both sites. The children will stand in registration groups. Where children have been working in other groups, they should return to their registration group for roll call.

**Action on discovering a fire** – children to inform someone immediately and should never try to put a fire out themselves; staff must activate fire alarm

**Keeping corridors clear** – children should be reminded about hanging coats and bags out of the way in the corridors.

**Reporting** – fire registers will be taken out to the playground by the class teachers. Once the registers have been checked, teachers should let the Executive Headteacher/Head of School know that the classes are all present. The same procedure will be used in the event of another emergency where evacuation of the school building is needed.

Monthly Caretaker/School Administrator	Check extinguishers are in the correct place. Test fire alarm systems and record – test alarm points on a rota Check emergency lighting and record in log and have checked.
Half-Termly Caretaker /Administrator/Executive Headteacher	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Annual Caretaker/School Administrator	Annual inspection of the fire alarm system Annual inspection of fire extinguishers

## 11. Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident, then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

## 12. Lone working and personal security

The LA, as a responsible employer, does not expect any employee to enter a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site, you should not do so (see separate Lone Working Policy).

If one is working alone in the building or in an isolated situation, the following precautions must be taken:

- Tell somebody where you are and what time you will be home

- Ensure that entrances are secure – ensure that the main entrance is locked and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave, ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building, or you see or hear anything  
Suspicious, contact the police using the telephone in the main offices or mobile phone
- Always be alert when leaving the building

### **Leaving an empty building**

Carry out locking up and security checks from the inside of the building wherever possible.

Start the locking up process while there is still staff inside the building.

Set all alarms.

Always be on the alert when leaving an empty building in case someone is waiting for you to do so.

### **In the event of trespassers**

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason, they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then they should be asked to leave by the nearest exit and observed until they do so, and the Executive Headteacher/Head of School should be informed.

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

**If you feel in anyway threatened, do not approach but find a safe place and call the police. Do not try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.**

### **In the event of a break-in on site**

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site they remain as a group, safely located in one area.
2. Alert colleagues who should call emergency services and seek assistance.
3. Monitor the intruders and check their progress.

### **In the event of an abusive parent/ adult**

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/carer/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure that help and support for one's own well-being is sought following an incident.

### **13. Headlice**

Head lice are a community problem that can be a particularly sensitive area within schools. We respect the concern that parents/carers voice when children in the same class as their own, remain in school untreated. However, the responsibility for ridding children of lice rests with parents/carers. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

As far as possible, no one with head lice will be made to feel embarrassed by their identification. Staff will be at all times considerate as to the need for sensitivity. If an outbreak of lice is reported, the parents/carers of all children in the class are sent a letter asking them to check their child's hair. If children are repeatedly seen with headlice, parents/carers will be contacted by phone and asked to collect their child so that others are not infected. In extreme circumstances a referral to Social Care may be made.

### **14. First Aid**

A register of people currently holding a first aid qualification is displayed in the offices and staff rooms. Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

#### **First Aid Kits**

They contain only approved equipment. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a specific first aid box which must be taken.

First Aid staff should check and replenish stocks as necessary.

#### **Procedures**

In the case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the class teacher and or Head of School/ Executive Headteacher as necessary
4. parents/carers are informed when necessary

**Levels of action include:**

- treatment on school premises for minor ailments/ accidents – Minor Accident Book
- treatment on school premises with a letter sent home informing parents of the nature of the incident/ accident – Minor Accident Book
- parents/carers contacted immediately – Accident Book – LA informed if sufficiently serious
- if parents/carers are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – LA informed
- if a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent/carer informed

**In each case every attempt should be made to:**

- check the injury to the best of the First Aider's ability
- inform the relevant people in the case of more serious incidents. This includes: the Head of School/ the Headteacher, the parents, the LA if necessary
- keep accurate records of the injury, events leading up to the injury and actions subsequently
- err on the side of caution
- consider the needs of the child as central to all actions

**Near misses reporting**

Near misses should be reported to the Executive Headteacher or Head of School.

**15. Smoking**

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment the Federation has adopted a no smoking or vaping policy, which covers the school, playground, car park and playing fields.

**16. Swimming lessons**

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

**Medical considerations**

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they their inhaler is taken to the pool.

**Supervision**

- Children should go to the toilet, blow their nose and have clean feet before going on to the poolside. Children and teachers should not chew anything during the lesson.
- There should be no outdoor footwear on the poolside.
- Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.
- All children and teachers must understand the pool emergency procedure.

- Teachers attending should be suitably clothed and wearing appropriate footwear.

### **Class size**

It is not expected that there should be more than twenty learners per teacher.

### **Poolside**

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted. In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

### **Emergency evacuation**

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings. Teachers are responsible for ensuring their class is fully accounted for by taking a register.

## **17. Photographs and Videos**

This policy has the intention of protecting children from the misuse of photographic images.

It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

### **All parents/carers...**

- will be asked for permission for the taking of photographs by the media.
- will be reminded that at occasions such as assemblies, productions and concerts, photographic opportunities will be created for managed/staged photos.

### **Parents/carers will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children in assemblies and concerts.**

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

### **On entry to our school...**

Parents/carers will be informed of school policy and permission requested for use of pictures within the establishment.

### **Annually...**

Parents/carers will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

### **Should the situation arise...?**

Parents/carers will be asked, prior to specific events, if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

### **18. Health and well-being of staff**

In order to help prevent stress and to provide the best working environment for the health and well-being of staff we recommend:

- that times of meetings are aimed at limiting the length of time and frequency with which staff need to remain in school
- that length of meetings is agreed and where possible adhered to
- that notice is given of cancellations
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that where possible PD days also allow for inter-phase/ year work and meetings
- that PPA is regular and reliable

### **Stress**

Some common effects of stress may include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with the Executive Headteacher/Head of School and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that the Federation creates an environment which welcomes the sharing of problems and concerns, and offers support and advice as needed. All staff

are encouraged to access Employee Assist Programme. If symptoms persist, staff should contact their GP and concerns discussed with the Executive Headteacher or Head of School.

### **Fitting in with families**

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This may include:

- being flexible about requests for attendance at funerals,
- enabling support for ageing relatives and children with medical appointments
- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school
- attempting to accommodate staff preferences for early starts/ late starts, early finishes/ late finishes

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible, we will attempt to support them in meeting the demands of home and school. This could involve unpaid leave or swapping PPA time. We would also request that staff take responsibility for ensuring that when they are absent, cover arrangements ensure the continued smooth running of the school. This can be done in agreement with the Executive Headteacher or Head of School and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where a member of staff become aware that they are pregnant, it is recommended that the Executive Headteacher/Head of School is informed as soon as possible in order that appropriate safeguards can be put in place. (See Maternity Guidance Policy)

### **18. Monitoring arrangements**

The governors will call for annual reports on:

- accidents/ incidents
- results of internal or external health and safety inspections
- complaints
- summary of 'walk about' information from the health and safety link Governor.