Wincle CE Primary School

*Wincle School provides an enriching and outstanding rural education. We nurture the whole individual: body, mind and soul, inspiring rounded, happy, courageous children **who shine in all that they say and do.** Our children exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

Shine Like Stars' Philippians 2:15

Health and Safety Policy	
Date updated:	**Brief summary of changes:**
October 2026	Policy reviewed and no changes made.

Health and safety is of paramount importance for all staff and governors at Wincle School. If pupils feel safe and healthy, they will achieve their full potential. We will do all that we can to ensure pupils are aware of how to stay safe and healthy; educating them for the future.

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Wincle C. E. School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will consider its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1.3 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LEA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by assessing operating risks.

1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their Headteacher. Special care should be taken with the health and safety issues of any new venture.

Lone working and abusive / aggressive persons: see appendix

HEALTH & SAFETY POLICY WINCLE C. E. PRIMARY SCHOOL

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated herself to be the Health and Safety Co-ordinator and Mr John Miller to be the named Health and Safety Governor. Each member of staff will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

2.1a Related Policies and Procedures

Health and safety responsibilities and arrangements are supported by a range of more specific policies and procedures. These documents should be read in conjunction with this Health and Safety Policy where relevant. They provide detailed guidance on particular areas of health, safety and welfare and include, but are not limited to:

- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- Allergy and Anaphylaxis Policy
- Asthma Policy
- Safeguarding and Child Protection Policy
- Intimate Care Policy
- Educational Visits Policy
- Behaviour Policy
- Fire Safety and Emergency Evacuation Procedures
- Lone Working Policy
- Risk Assessment Procedures
- Accessibility Plan
- SEND Policy

Where individual pupils have specific medical needs, including severe allergies, asthma, diabetes, epilepsy or other long-term health conditions, staff must also refer to the pupil's Individual Healthcare Plan and any associated risk assessments.

The Headteacher and Governing Board will ensure that these policies are reviewed regularly and that arrangements contained within them are implemented consistently across the school.

Risk Assessment

2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LEA risk assessment process.

Consultation

2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

2.4 Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

2.5 The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Accident / Incident Reporting

2.6 Every injury should be reported in the school accident file, located in the medical room. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LEA Accident reporting criteria, the Local Authority Accident reporting system (PRIME) must be used. Mrs Smith has had training to input into this system and Mrs Lambert is also a named user. The following accidents and non-injury incidents should be recorded on PRIME

- Accidents and incidents involving staff or members of the public (visitors, parents etc)
- Accidents involving pupils
- Incidents of verbal abuse, aggression or assault
- Building related incidents (fire, theft, vandalism, etc)
- Equipment failure (boiler failure, power cut etc)
- Near misses

2.7 Corporate Staff Safety Register ~ this will be used to report any abusive or aggressive behaviour by a parent or pupil towards a member of staff.

Training and Information

2.9 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the headteacher. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

3. POLICY REVIEW

3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review.

Appendix

Lone Working

Staff working alone in the building must ensure they have informed a family member / colleague that they are alone. A mobile phone must be carried at all times and staff aware of the areas of phone reception for their phone. Main Line phones are installed in the infant and junior classrooms, the kitchen and upstairs offices.

Abusive / aggressive behaviour

Any person feeling unsafe due to abusive or aggressive behaviour is to walk to the head teacher's office or if unavailable to another member of staff. If working alone, do not let an abusive / aggressive person enter the building. If you feel threatened then call the police.

See 2.7 above for reporting abusive / aggressive behaviour