Sheriffhales Primary School and Preschool

HEALTH & SAFETY POLICY

This policy must be reviewed annually unless there are any changes in legislation or guidance in the interim, in which case the policy must be updated as and when necessary.

Approved by:	Justine Keeling-Paglia
Last reviewed on:	November 2025
Next review due by:	November 2026

STATEMENT OF GENERAL POLICY

This policy is in addition to the Shropshire Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges his responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

2.0. Organisation	NAME
Chairman of Governors	Sara Cannon
School Governors	Sarah Dakin Joanne Matthews Gordon Tonkinson Fran Taylor Mark Jones Rob Bell Robert Goodman Sophi Vaughan Helen Bibby
Headteacher	Justine Keeling-Paglia
School Teaching Staff	Mike Allen Hayley Boddison Sarah Barden Sophi Vaughan
Teaching Assistants	Sharron Palin Clare Guy Michelle Tranter Michelle Davies Shannon Edwards
Lunch time supervisor	Michelle Tranter (Lead Supervisor) Amy Humphries Charlotte Vale Shannon Edwards Michelle Davies Julie Bickers
School Health and Safety Coordinator	Justine Keeling-Paglia Headteacher
Cleaner	Andrew Rose – Cleaner-in-charge (finish 25.10.24) Kelly Haywood
School Business Manager	Charlotte Vale (Office Manager)
Administrator	Sarah Dakin Julie Bickers
Governors Health and Safety Committee	Justine Keeling-Paglia Gordon Tonkinson Mark Jones Sarah Dakin (reserve)

Shropshire Council Health, Safety and Welfare Advice and Training Services

Health & Safety Manager - Carol Fox	01743 252819
Senior Health & Safety Officer – Tim Tearle	01743 252819
Lead Health & Safety Officer for Schools – Sharon Burt	01743 252819
Health & Safety Officer – Adam Griffiths	
Support Health and Safety Officer – Tim Sanderson	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 252819
Health and Safety Training Officer Contact David Parsonage	01743 252819
Email address for Health and Safety Team	health.safety@shropshire.gov.uk

Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team	01743 252819
Nominated School Fire/Emergency Co-ordinator:	
Deputy Fire/Emergency:	

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences	
and incidents of violence:	Justine Keeling-Paglia

Health and Safety (First-Aid) Regulations

First Aid Co-ordinator	Charlotte Vale
First Aid at Work (3-day course):	Justine Keeling-Paglia
Emergency First Aiders:	
Paediatric First Aiders:	Michelle Davies Michelle Tranter Sharron Palin Clare Guy
Forest School First Aiders:	Sophi Vaughan

Educational Visits and Risk Assessments

Co-ordinator (EVC):	Justine Keeling-Paglia

Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	Justine Keeling-Paglia

Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Charlotte Vale

Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Justine Keeling-Paglia

Radiation Protection Supervisor (Secondary Schools)

GUIDELINES
Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Decide Policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
    a) Provide plant, equipment and systems of work, which are safe, and without risks to health
    b) Make arrangements for handling, storage and transportation of articles and substances.
    c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
    d) Promote the development and maintenance of sound safety, health and welfare practices.
    e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
    f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
    g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
    h) Maintain a close interest in all the health and safety matters as far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises, Health, Safety and Security Sub-Committee.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee.
- Ensure relevant staff have access to appropriate training.
- Meet with the Administration Officer on a regular basis to manage site issues.
- Report to the Administration Officer any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher or Administration Officer.
- Report any defects and hazards to the Cleaner in Charge or to the Admin Team and record on file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the Child Protection Officer.
- Complete an 'Accident/Incident/Violence Investigation' form, available from the School Office, in the event of a significant accident or incident of violence.
- Regularly check the Medical Folder in the Staff Room (red wallet wall mounted) to inform themselves of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarize themselves with this. Copies are also in classrooms.

The **Cleaner-in-Charge** will:

- Ensure that they are familiar with the School's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and Health and Safety
- Representative.
- Conduct a half-termly site check with the Headteacher.
- Meet with the Headteacher and School Office Manager on a regular basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances, etc.
- Report to the Headteacher and School Office Manager/Administrative Assistant any defects and hazards that are brought to their notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances, etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire alarms and fire doors weekly.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Representative Governor (Mark Jones)** will:

- Conduct a termly health and safety survey with the Headteacher and Cleaner-in-Charge and report back to the Premises, Health, Safety and Security Sub-Committee.

The **Administration Officers/Team** will:

- Report to the Headteacher and Cleaner-in-Charge any defects and hazards that are brought to their notice.
- Liaise with the Headteacher and Cleaner-in-Charge when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Cleaner-in-Charge on a half termly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances, etc. is accompanied by adequate information and instruction prior to use.

- Send out Data Collection Forms to parents in September requesting any new or changes in medical/dietary conditions and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident/Incident/Violence Investigation' forms are completed for any serious incidents, file forms and send originals to the County Health and Safety Unit of the LA.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Lunchtime Supervisors and Administrative Assistant** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Refer injured/unwell pupils to the first aider on duty.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them eg in newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

a) Any pupil complaining of illness or who has been injured is sent to a qualified First Aider who will inspect and, where appropriate, treat.
b) All incidents, ailments and treatment are reported in the accident book (located in the school office).
c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the school office.
d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
e) In the event of a serious incident an ambulance is called, and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases, staff should ensure they have specific cover from their insurance company.
f) If staff are concerned about the welfare of a pupil, they should contact the school office immediately. If an injury has been sustained, the pupil should not be moved.
g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

a) For pupils with chronic or long-term conditions, our trained First Aiders help to administer medicines.
   Chronic or long-term conditions are complaints such as asthma, diabetes, epilepsy, cystic fibrosis, and anaphylaxis.
b) Medicines are clearly labelled and stored in a cupboard in the school office, unless they need to be stored in a refrigerator in which case these will be stored in the small refrigerator in the staff room. Staff record the time medication is given and sign the record sheet.
c) Parents give written consent to authorise First Aiders to administer medication.
d) Medication for asthma is stored in the teacher's classroom cupboard and pupils are supervised by a First Aider, teacher or teaching assistant when taking their asthma medication if requested by GP or parent. A record sheet is completed each time asthma medication is used.
e) Staff taking medicine which may affect their performance in school must inform the Headteacher.
f) Staff taking medicine which will affect their ability to carry out their duties and responsibilities safely must not attend the workplace

Play equipment areas for EYFS/Key Stage 1 and Key Stage 2

a) One member of staff or Lunchtime Supervisor closely supervises the use of equipment at playtimes.
b) Staff should regularly remind pupils of safe use.
c) Annual safety inspections of the sports and play equipment will be carried out by Sportsafe UK or other approved providers/suppliers. Any faults or repair works will be carried out immediately and the area will be out of bounds to pupils and staff during this interim period. The Headteacher and Cleaner-in-Charge also check the play equipment on a regular basis to ensure there are no faults in the equipment.

Asbestos

a) An asbestos register is held by the Headteacher and School Office Manager and is located in the school office.
b) The School Office Manager and/or Cleaner-in-Charge makes it available to contractors working on site.

Communication of Information to Users of the Premises

Any persons booking use of the school will receive a copy of this Health and Safety Policy from the Administration Officer.

Control of Hazardous Substances

The Cleaner-in-Charge completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

Cooking

a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

a) The Headteacher, Justine Keeling-Paglia is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
b) Our procedures are based on the LA's Guidance.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. Any electrical equipment brought into school must be PAT tested before being used.

Evacuation of the Building

a) Fire exits are clearly labelled.
b) Plans showing exit routes are displayed by the door of each classroom.
c) Fire bells and fire doors are tested weekly by the Cleaner-in-Charge.
d) A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
e) Fire appliances are checked annually.

First Aid Provision

a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently four. The names of our First Aiders are displayed on the notice boards in the staff room, classrooms, parent notice board and staff notice board.
b) First Aid is administered in the designated First Aid Area at lunchtimes or in the classrooms.
c) Portable First Aid kits are taken on educational visits and are available from the School Office.
d) A qualified First Aider will go on any educational visit.
e) The Office Manager / admin team will ensure the maintenance of the contents of the first aid boxes and other supplies.
f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

Head Injuries

a) Parents are informed of a head injury by a completed first aid slip. The slip outlines the injury, what action has been taken and symptoms to look out for when the child goes home.
a) First Aider will contact parents by phone if they have concerns about the jury.

Head Lice

a) If eggs are noticed in a pupil's hair a general statement is emailed out to all parents and staff and notified in the weekly newsletter.
b) A letter cannot be sent to parents, or a child excluded if they have head lice.
c) If live lice are noticed in a pupil's hair the parents are offered advice by the School Nurse.

HIV

a) No person must treat a pupil who is bleeding, without protective gloves.
b) Protective gloves are stored in the school office and the First Aid area.
c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it, it is in a safe position and is in a container with a secure lid.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. Cleaner-in-Charge will undertake Manual Handling training if deemed necessary.

Movement around School

a) Pupils should walk around school in single file and stand in single file when waiting.
b) No pupils should remain unsupervised in classrooms.

On Site Vehicle Movements

a) Car parking for staff and visitors, which is shared alongside staff and visitors to the village hall, is outside the school grounds. Parents are informed that they are not allowed to park on the car park between 8am and 4pm unless they have a Disabled Badge. The badge must be shown to school and a school parking permit will be issued.
b) Permission for contractors to come onto the premises when loading/unloading equipment must be sought in advance. Staff will be notified in advance of any vehicles entering the school premises.
c) If the vehicle is present during playtime or lunchtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

PE Equipment

Sport and PE equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

School pond

Is fenced, gate locked and at a safe depth for school children.

Playground

a) KS1/KS2 playground has three zones – main playground, bark area 1 and 2, and field. The bark area 1 is used by EYFS pupils. Bark area 2 is used by years 2 upwards and is allocated play on a daily rota basis per year group.
b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
c) There is a staff rota for morning breaktime duty for both EYFS and KS1/2 play areas.
d) We have four Lunchtime Supervisors on duty every day.
e) One member of staff or Lunchtime Supervisor should closely supervise the bark area when it is in use.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Security

Headteacher, Justine Keeling-Paglia, is responsible for the security of the school site in and out of school hours. She is responsible for visual inspections of the site, and for the intruder and fire alarm systems.
Taybar Security are key holders and will respond to out of school hour alerts/alarm.
Vanguard Alarms are our appointed fire alarm contractors. Fire alarms are inspected and serviced annually.

Site Inspections

a) The Headteacher and Cleaner-in-Charge inspect the site on a half-termly basis.
b) Urgent matters are referred to the Headteacher or School Office Manager and actioned ASAP.
c) More routine matters are discussed at the regular premises meeting between the Headteacher, School Office Manager and Cleaner-in-Charge and actioned accordingly.
d) The Headteacher and Health and Safety representative conduct a termly health and safety survey and report back to the Premises, Health, Safety and Security Sub-Committee.
f) The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
g) All significant matters are reported to the Premises, Health, Safety and Security Sub-Committee.

Slips, Trips and Falls

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Office Manager or Cleaner-in-Charge.

Swimming

a) We use Newport Swimming Pool and Albrighton School Pool (other pools may be used) for swimming lessons and follow the LA's Policy Guidance Note.
b) Swimming instruction is provided by suitably qualified instructors and a rescue and recovery qualified, or life guarding person is always present.

Supervision of Pupils

a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
b) No pupil should be left unsupervised.
c) Staff should be in class when pupils come into class in the morning.
d) Staff should be punctual in collecting pupils from the playground.
e) The same duty of care applies regarding supervision of pupils in before and after school provision.
f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
g) Other staff on duty should inform supply teachers of their duties regarding supervision.

h) If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure, which is displayed in the front of the 'Contact Numbers' blue file in the school office, should be followed.

Working at Height

a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work.
Chairs and tables should not be used for this purpose. Cleaner-in-Charge will have received Ladder Safety Training.

b) a small two-step ladder is situated in the disabled toilet at the rear of the school office.

Working during the Evening

Staff sometimes stay late at school. During these times, the Cleaner-in-Charge is on site until 5.30pm. The After School Club closes at 5.30pm. Staff should alert the Cleaner-in-Charge that they are staying late (after 5.30pm) so that he can ensure lights are on and staff are safe.

Lone Working

This is not advised but sometimes is necessary. Staff should always inform the Headteacher that when they will be lone working on site and for how long they expect to be there. Staff should also inform a next of kin with a procedure for ensuring regular contact is carried out. Staff are advised not to receive visitors to the school and meet with them alone. Ensure there is either another member of staff physically present, or nearby (in the building). In terms of the latter, please inform that member of staff of the proposed meeting start and finish times.
The headteacher requests that staff in school outside of school hours, including weekends and holidays, should text arrival and departure to alert they are in the building.

REVIEW OF POLICY

A review of the policy will be undertaken every two years by the Premises, Health, Safety and Security Sub- Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Signed…….

Date…….

Reviewed October 2024

Next review September 2026