

FARLEY HILL SCHOOL



Health and Safety Policy

Governing Body Responsibility: Resources Committee	Approved: January 2025
	Next Review: January 2026

Farley Hill Primary School

Health and Safety Policy

Farley Hill Primary School is committed to providing and maintaining a safe and healthy working environment for all pupils, staff and visitors. The school's aim is to actively promote and integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among 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.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
- Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises.
- Lay down procedures to be followed in case of accident.
- Teach safety as part of pupils' duties where appropriate.
- Provide and maintain adequate welfare facilities and to make recommendations to Wokingham Borough Council as appropriate.

	
Signature	
Jane Bateman	
Headteacher	

Signature Daryn Kerr	
Appointed Sept '24	
Governor for Health and Safety	

Date:	January 2026
Review Date:	January 2027

Responsibilities of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school of any relevant safety guidelines and information issued by the Authority.
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary.
- Make arrangements for informing staff and pupils, of relevant safety procedures.
- Other users of the school to be appropriately informed.
- Ensure that regular safety inspections are undertaken. (Resources Committee will inspect all school premises and property once a term.).
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
- Report to Wokingham Borough Council Property Services any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control
- Monitor, within the limits of their expertise, the activities of contractors' hirers and other organisations present on site, as far as is reasonably practicable.
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, the School Business Manager, shall:

- Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school.
- Co-ordinate arrangements for the design and implementation of safe working practices within the school.
- Investigate any specific health and safety problems identified within the school and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher.

- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Staff must also ensure their insurance covers transport of pupils in the nature of their business.

Responsibilities of all Employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Co-operate with Wokingham Borough Council and others in meeting statutory requirements.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.

- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher.
- Ensure that tools and equipment are in good condition and report any defects to the Headteacher.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices and general accommodation are kept tidy.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.
- Handle hazardous substances with care, using the protective clothing provided.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following: -

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.
- Walk around the school at all times.

The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school prospectus.

Visitors

Visitors and other users of the premises (e.g., contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headteacher must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

- A regular assessment is undertaken by Trinity Fire and Security, 0844 335 1910
- All staff are responsible for the children in their care. Evacuation procedures are displayed in classrooms and other areas. Staff should make themselves aware of these.
- When the Fire Alarm is sounded, children and staff should leave by nearest exit door as quickly and quietly as possible onto Junior playground (along the MUGA fence)
- During the school day, staff are also asked to check the various areas outside their classrooms to include toilets and upstairs offices.
- Children should line up facing away from the buildings.

- At break/lunchtime, all staff hearing the fire bell will immediately go to the Junior playground, where the duty staff will bring all children.
- Once outside all staff should help duty staff to calm and organise children into class lines.
- Office staff will bring grab bag, class lists, pupil daily absence board, staff signing in sheet, visitor signing in book, contractor signing in sheet, parent signing in sheet, fire risk assessment folder, mobile telephone with them. Headteacher or Office Staff to release front door on their way out of the building.
- Each class register should be taken.
- These procedures will be updated as appropriate.
- The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

First aid is available in:

- office at morning break and lunchtimes
- in the office during learning times
- on the playground at lunchtime (very minor injuries only)

1. The names of the first aiders/appointed persons are: -

- Mrs Clare Paul (First Aid at Work Training)
- Mrs Clare Mason (First Aid at Work Training)
- Mrs Lauren Williams (Paediatric First Aid Training)
- Mrs Natalie Faulkner (Paediatric First Aid Training)
- Mrs Hayley Hudell (Paediatric First Aid Training)
- Mrs Tracy Castle (Paediatric First Aid Training)
- Mrs Tracy Hudson (Paediatric First Aid Training)
- Mrs Rebecca Reed (Paediatric First Aid Training)
- Mrs Meg Hiscock (Paediatric First Aid Training)
- Mrs Leah Best (Paediatric First Aid Training)
- Miss Emily Paul (Paediatric First Aid Training)
- Mrs Ellie Hoptroff (Paediatric First Aid Training)
- Mrs Sarah Sharp (Paediatric First Aid Training)
- Miss Tia Lawrence (Paediatric First Aid Training)

2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher. The accident file and report forms and the arrangements to be followed are managed by the Headteacher. The paperwork relating to accidents can be found in the filing cabinet in the Main Office under "Health and Safety".

3. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Playgrounds/Playtimes

- No pupil should be in school before 8.35am unless they are specifically a class monitor or attending Breakfast Early Drop Off Club.
- No pupil is allowed to leave the site without parental permission is given to the school.
- Duty teacher will open the main gate at 8.35am and ensure children enter the building safely. A designated member of staff (Site Controller) will undertake an inspection of the all the playground equipment and surfaces, then fill in the appropriate sheet kept in the main office. At 8.50 am the duty teacher should ensure the main playground gate is locked and the entry doors are firmly closed.
- A member of staff with five Year 6 children will be on drop off to help assist children out of cars. Year 6 children trained and in yellow vests.
- The duty teacher is again on duty at 3.10pm until 3.20pm when any pupils not collected should be brought into the main entrance.
- **Hot drinks are not to be taken into the teaching areas** and should not be in any areas except staff room and offices. Except with covered secured lids on cups.
- At lunch time and end of day, teacher on duty has to ensure that the staffroom is left clean and tidy with used crockery loaded into dishwasher and switched on.
- After playtime, a designated teaching assistant clears and cleans the staffroom drinks area and loads the dishwasher.
- There is a teacher and teaching assistant on duty on each playground during morning play.
- There are 6 lunchtime controllers on duty on each playground during lunchtime play.
- During wet lunchtimes, one LTC supervises the top floor Junior classrooms (Year 6, 5, 4, and 3) and another supervises Years 1 and 2 and two LTCs supervise Year R in their classrooms.

Maintenance and use of playground adventure apparatus

- Designated member of staff (Site Controller) must do a visual check of the equipment and surfaces before school starts at 8.35am. Reception Teaching Assistant carries out visual check of equipment and surfaces before school starts at 8.35am in foundation playground.
- All comments are logged and dated onto a file and any problems reported to the Health and Safety Co-ordinator.
- Any problems are logged and reported to the installer.
- If surfaces are wet or icy, the duty teacher or lunchtime controllers will make their own decision as to the safe use of the apparatus.
- Pupils are not allowed onto the apparatus until there is an adult supervising the playground.
- No children are allowed onto the apparatus before or after school.
- All pupils have to wear suitable pliable shoes i.e. ones without high heels or thick soled trainers, open-toed sandals, sling-backed sandals.
- Pupils are encouraged to use the equipment sensibly and safely.

- At the start of each term all children are reminded by their teacher of the safe use of the adventure playgrounds.

Classrooms

- Chairs should not be swung on and should be tucked tidily under tables when not in use.
- Chairs stacked at the end of the day should be in a safe place not blocking Exits and in piles no higher than 5.
- Bags should not clutter floor spaces.
- There should be no electrical wires trailing across the floor.
- Fire Exit doors should be kept clear.
- Staff should not climb on chairs or tables to mount displays. Ladders and a step stool are provided for this job.

Moving heavy equipment

- Risk assessments should be made by staff before moving heavy items of furniture or equipment. A low-level trolley and sack trolley are available.

Use of equipment

- Risk assessments must be made on how equipment should be used.
- Risk assessments should be made prior to off-site visits, wherever possible.

Physical Education

- All pupils working in the hall should generally have bare feet, and wear T-shirts and shorts.
- Children will wear their shoes to the school hall
- Shoulder length hair must be tied back.
- All jewellery to be removed/ ear rings taped.
- Correct handling of apparatus should be taught. (See BALPA Guidelines).

This is a non-smoking school. Visitors' telephones are looked after in the office.

If you become aware of a potential hazard that has not been addressed in this procedure, or one becomes apparent in your class, you have a duty to inform the Head teacher as soon as possible.

Lone Working

Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that:

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The school’s definition of a lone worker is:

“Those who work by themselves without close or direct supervision and/or those working in environments and positions away from immediate contact with another individual or group”.

Persons at Risk

At Farley Hill Primary School people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the cleaning staff and the Site Controller.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the Headteacher or Health and Safety Representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety
- not do anything to put themselves in danger
- know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or Health and Safety Representative of any relevant medical conditions
- inform the Headteacher or Health and Safety Representative of any hazards or accidents encountered

The Health and Safety Committee of Farley Hill Primary School will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible, outside of normal working hours, staff should arrange to be in school with others. If staff are not able to arrange to be in school with others they **must** inform someone where they are.

**WBC Out of Hours Emergency Number is 0800 212 111 or
WBC main number for weekdays is 0118 974 6000**

For further assistance contact The Corporate Health and Safety Service at healthandsafety@wokingham.gov.uk or call (0118) 974 6386.

The HSE website page has a variety of information, guidance and toolkits on working at height: <http://www.hse.gov.uk/falls/>

Safe Use of Ladders

Before use:

Before you use a stepladder, first ask yourself the question: "Am I fit to work at height?" Then think about the condition and the position of the ladder.

A stepladder in good condition has: • Feet firmly attached • Clean treads • Secure locking devices • Secure fastenings when extended	A stepladder in a good position: • Is fully open • Is locked into place • Will not move at the bottom • Stands on a surface that is ○ Firm ○ Level ○ Clear ○ Dry ○ Not slippery
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In use:

- Only work on a stepladder for short periods of time
- Get a colleague to hand any items up to you
- Do not overreach on a stepladder
- Keep both feet on the same rung or step throughout the task
- Make sure you have a safe handhold available on the steps
- Avoid side-on working

Generally there is a legal requirement to ensure that:

- Working at height is avoided wherever possible
- Work at height is properly planned and organised
- Those who work at height are competent, e.g. they have received appropriate training
- The risks from work at height are properly assessed and appropriate work equipment e.g. ladders are selected and used
- Work being carried out is of short duration
- Short duration is taken to be between 15 and 30 minutes depending on the task
- Equipment for work at height is properly inspected and maintained
- Staff required to work at height are fit to use the equipment they are provided with.
For example, someone suffering from recurring dizziness should not use a ladder
- The risks from fragile surfaces are properly controlled.

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FARLEY HILL PRIMARY SCHOOL

Organisation for Health and Safety

Title	Name	Date trained (where applicable)
Headteacher	Jane Bateman	Health & Safety Course February 2023 Booked into Refresher 18 March 2026
Governor for Health and Safety	Daryn Kerr (Appointed - Sept'23)	Awaiting Training
School Safety Coordinator	Nina Martins	Health & Safety Refresher February 2022 Health & Safety January 2018
General risk assessors	Jane Bateman Nina Martins (as delegated)	Online Training completed Jan 2024 Risk Assessment training – 05 June 2024 Asbestos January 2018 Risk Assessment June 2019
DSE Workstation Assessor	Nina Martins	Health & Safety Refresher October 25 Health & Safety Refresher February 2022 Health & Safety January 2018
Radiation Protection Supervisor	N/A	
Contractor co-ordinator	Craig Braham	Health & Safety Training - 10.10.2023
Incident reporting co-ordinator	Jane Bateman	
COSHH Assessor	Tracy Hudson Clare Paul Kayleigh McFarlane Craig Braham	January 2024
Manual Handling Assessor	Jane Bateman	All Staff Manual Handling training
Emergency Co-ordinator for fire and evacuation	Jane Bateman	
Fire Wardens	Jane Bateman Karen Lewis Nina Martins Craig Braham	30 January 2023 03 March 2020 03 October 2018 18 November 2024
Fire risk assessor	Jane Bateman	30 January 2023
First aid personnel Qualified first aiders Appointed Persons	All Teaching Staff Clare Paul Claire Mason Tracy Castle Tracy Hudson Rebecca Reed Meg Hiscock Leah Best Emily Paul Ellie Hoptroff Sarah Sharp	Attended First Aid Training - 6 Jan '25 (3yr) First Aid at Work 28 February 2023 (3yr) First Aid at Work 28 February 2023 (3yr) Paediatric First Aid 08 March 2023 (3yr) Paediatric Infant and Child First Aid - Level 3, 05 Jan 24 (expires 04 Jan 2027) Paediatric First Aid 28 Jan 22 (expires 27 Jan 2025) Emergency First Aid at Work Level 3 - (expires 19 Apr 2026) Paediatric First Aid 17.01.24 – expires 16.01.2027 Paediatric First Aid 24.01.24 – expires 23.01.27 Paediatric First Aid – 06.03.24 expires 05.03.27 Paediatric First Aid – 15.04.2024 – expires

	Tia Lawrence	14.04.27 Paediatric First Aid – 24/01.2023 – expires 23.01.26
Educational Visits Coordinator (EVC)	Sarah Sharp / Lauren Williams (Maternity) / Lorraine Riminton	Sarah Sharp EVC EVOLVE Training – 11 December 2024
Safety Representative	Jane Bateman	