

Fiskerton CE Primary School



'Flourishing together within the love of God.'

Health and Safety Policy

2025-26

As an inclusive and caring church school, we aim to provide an excellent education and develop a life long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour Fulfilling Our Gifts Serving Others Friendship Wisdom

Compassion Peace Self-Belief Forgiveness Love Hope Responsibility Thankfulness Trust

Respect

Statement of Health and Safety Policy

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health;

The risk control arrangements are set out in the risk assessments which are recorded

separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

1. Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing

Body. Day to day responsibility for health and safety is delegated to the Head

Teacher

Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor has specific responsibility for health and safety;

• The health & safety governor and the Head Teacher receive health and safety management training; • assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

• The Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and

comply with health and safety legislation;

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- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
 - where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
 - using any work equipment in accordance with the training and instructions provided;
 - co-operating, as is necessary, to implement the arrangements of this policy and the measures detailed in the risk assessments;
 - monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
 - reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.
- E-safety - The school has an e-safety policy which all members of the school community must adhere to.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

Health and Safety Assistance

LCC Corporate Health and Safety Team are available to provide health and safety assistance. The Team can be contacted on 01522 553514 or 01522 554917 or 07584339676 or by email to corporatehealth&safety@lincolnshire.gov.uk.

Advice can also be found in LCC's Health & Safety Manual which is located on the public-facing Professionals section of the LCC website at the following link

<https://professionals.lincolnshire.gov.uk/downloads/download/144/health-and-safety-manual/index?downloadID=144>

2. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

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First Aid Arrangements

It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence.

First aid bags stocked with the recommended contents are located in each class, the Midday area and the medical room. A member of staff has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via parentmail of any non-significant head bumps which show no signs or only slight reddening. Any head injuries where parents are informed/children are collected or where their accident occurred due to the fabric of the building e.g. carpet loose, pothole in car park etc. also need to be reported to the local authority on their AIR system -

https://forms.office.com/Pages/ResponsePage.aspx?id=klvgtM74tUabJJm6XBHI6VXnYexcdNJO k XnMKkdA_y1URDVNRVJSWklzV1BJUKVQQ0EySVRMV0FaTiQIQCNjPTEu

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection.

This poster is displayed in the Medical Room.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid on the Arbor system.

All employee injuries and significant injuries to pupils resulting in an absence of over 3 days, will be recorded on the local authority AIR system (see link above)

Injuries resulting in over 7 days incapacitation will then need to be reported to the HSE within 15 days of the date of the accident using the online form at www.riddor.gov.uk

The Headteacher is responsible for reporting fatal and major injuries only by calling the HSE's Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 7 day' absences staff - do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis and conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 554917) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self-employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 554917) shall be contacted if in doubt about reporting procedures.

Statutory Notices

The following statutory notice is displayed in the Staffroom;

- 'Health and Safety Law' poster.

3. Health and Safety Representatives and Consultation

Mr Baker has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that he can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

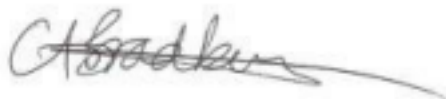
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- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments will be reviewed every year or when circumstances

change. Signed:  Chair of Governors

Signed:  Headteacher

Date Reviewed: July 2025 Date to be reviewed: July 2026

