



Statutory Policy

Health & Safety

Responsibility of	Finance & Buildings Committee
Reviewed	January 2026
To be reviewed by	January 2027

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

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 her responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably 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.

LEGISLATION

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Schools with Early Years Foundation Stage (EYFS) provision add:

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

GUIDELINES

Responsibilities

Reading Borough Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members. However, the maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body, via the Finance & Buildings Committee** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Health & Safety Governor, reporting back through the Chair of the Finance & Buildings Committee, and 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 do so: Adopt the Local Authorities Health & Safety Policy Statement:

READING BOROUGH COUNCIL

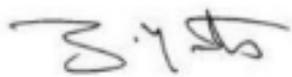
Health and Safety Policy Statement

It is the policy of Reading Borough Council to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others including members of the public who may be affected by our activities. We aim to accomplish this by:

1. Providing and maintaining plant and systems of work that are safe and without risks to health.
2. Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
3. Providing such information, training and supervision as is necessary to ensure the health, safety and welfare at work of our employees.
4. Maintaining any place of work under our control in a condition that is safe and without risks to health and the provision and maintenance of the means of access to and egress from it that are safe and without risks.
5. Providing and maintaining a working environment for our employees that is without risks to health and adequate as regards the arrangements and facilities for their welfare at work.
6. Bringing to the attention of all employees that they as individuals have a legal responsibility to take care of the health and safety of themselves and others, such as members of the public, who may be affected by their acts or omissions at work.
7. By consulting with employees, others, such as members of the public and their representatives on all matters that may directly affect their health and safety,

Reading Borough Council will strive to achieve these aims by integrating safety management into all levels of service planning and delivery. To achieve its aims, the Council will set health and safety targets and monitor its performance. The Council recognises that high standards in health and safety are of equal importance, and complementary, to delivering a value for money service.

Signed:



Chief Executive
Date: 9th February 2024

Signed:



Leader of the Council



Reading
Borough Council
Working better with you

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 Finance & Buildings Committee.
- Report accidents and incidents of violence to the Finance & Buildings 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 coordinate 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 Finance & Buildings Committee.
- Ensure relevant staff have access to appropriate training.
- Report to the Site Controller and School Business Manager 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, Site Controller or School Business Manager.
- Report any defects and hazards to the Site Controller via email to maintenance@manor.reading.sch.uk or to 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.
- Be familiar with pupils' medical needs, and where relevant complete 'Pupil Passports' to inform staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils and staff. Supply staff are required to familiarise themselves with this.

The Site Controller will:

- Ensure that he is familiar with the school's Health and Safety Policy.

- Conduct a termly health and safety survey with the Headteacher or School Business Manager and Health and Safety Governor.
- Conduct a half-termly site check with the Headteacher and/or School Business Manager.
- Meet with the Headteacher and/or School Business Manager on a weekly 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/or School Business Manager any defects and hazards that are brought to his 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 bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Out of Hours Site Security is operated via the LA and through the EMSS system who in turn contact the local out of hours company for any emergency alarms raised who then visit site to investigate and advise the Site controller accordingly.

The **Health and Safety Governor** will:

- Conduct a termly health and safety survey with the Headteacher and/or School Business Manager and Site Controller and report back to the Finance & Buildings Committee.

The **School Business Manager** will:

- Report to the Headteacher and Site Controller any defects and hazards that are brought to her notice.
- Liaise with the Site Controller when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Site Controller on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

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 Supervisor** will:

- Report any health and safety concerns at lunchtime to the Headteacher or School Business Manager.
- Organise first aid cover at lunchtime.
- Be aware of the results of the medical alert questionnaires returned by parents.
- Ensure 'Accident/Incident/Violence Investigation' forms are completed for any serious incidents, file forms and ensure they are submitted to the school office.

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 wilfully 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 on newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- b) All incidents, ailments and treatment are reported back to the accident book.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office, and then inputted on to the RBC Health & Safety Incident Portal.
- 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 treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- a) Our trained First Aiders in the school office administer medicine for chronic or long-term conditions.
- b) Medicines are stored in a locked cupboard. 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 an unlocked cupboard in the School Office. Pupils are supervised by a First Aider when taking their asthma medication.

Play Equipment

- a) One member of staff closely supervises the use of the play equipment at playtimes.
- b) Pupils should not use the play equipment until a member of staff is in attendance.
- c) Staff should regularly remind pupils of safe use.
- d) The Site Controller will conduct a daily check on the play equipment to ensure safety.

Asbestos

- a) An asbestos register is held by the Site Controller.
- b) The Site Controller makes it available to contractors working on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the School Business Manager.

Control of Hazardous Substances

The Site Controller 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 Activities

- a) Class teachers have responsibility for ensuring they have adhered to the school's 'Educational Visits Procedures' when organising a visit. Full risk assessments are to be completed as part of this process.
- b) Our procedures are based on the Local Authority's guidelines. All necessary information can be found at <http://evolve.educfocus.co.uk>

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. The school buys into a service level agreement with the Local Authority and the Site Controller has attended a PAT Testing course and is now suitably trained to carry out PAT testing in house.

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 Site Controller.
- d) A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- e) Fire appliances are checked annually as part of the service level agreement.
- f) Fire Evacuation Procedure is in place and reviewed regularly.

First Aid Provision

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Their names are displayed in the School Office.
- b) First Aid is administered in the School Office – at break times and lunchtimes a portable first aid station is taken into the playground by the seated area in KS1 playground.
- 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 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

Parents are informed of a head injury by the class teacher or a phone call from the School Office. This communication outlines the injury and symptoms to look out for.

Head Lice

- a) If eggs are noticed in pupil's hair a letter is sent home informing the pupil's parents.
- b) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- c) If live lice are noticed in pupil's hair the parents are contacted by telephone.

HIV

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

Hot Drinks

Staff should ensure (where possible) that hot drinks are not to be transported along corridors whilst pupils are moving around the school.

Legionella

The school buy in to Reading Borough Council Property Services SLA to assist with management of Legionella. The Site Controller is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed every annually by a company appointed by Reading Borough Council or when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the various checks that are carried out by the Site Controller such as temperature checks, de-scaling of showers etc and results recorded. Any deviations to expected results are reported to Reading Borough Council for further action.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

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) Contractors come onto the premises when loading/unloading equipment and park in the car park.
- b) If the vehicle needs to move across the playgrounds, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

PE Equipment

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

Playground

- a) The playground is zoned for different activities – basketball, football, quiet area and play equipment.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Four members of staff supervise the playgrounds during morning playtime.
- d) We have sufficient Lunchtime Assistants on duty at lunchtime.
- e) One member of staff should closely supervise the play equipment when it is in use.

Pregnant Workers and Nursing Mothers

The Headteacher or School Business Manager 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.

Site Inspections

- a) The Site Controller inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher or School Business Manager and actioned ASAP.
- c) More routine matters are discussed at the weekly premises meeting between the Headteacher and/or School Business Manager and the Site Controller and actioned accordingly.
- d) The Headteacher and/or School Business Manager and Site Controller inspect the site on a half-termly basis.
- e) The Headteacher and/or School Business Manager, Site Controller and Health and Safety Governor conduct a termly health and safety survey and report back to the Finance & Buildings Committee.
- f) The Headteacher/School Business Manager/Site Controller conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to the Finance & Buildings 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 etc to the Headteacher, School Business Manager or Site Controller.

Smoking

Smoking is not permitted anywhere on the school premises.

Swimming

- a) We use the local swimming pools for swimming lessons such as Rivermead, Willink and The Meadway and follow their Policy Guidance Note that can be found on <https://evolve.edufocus.co.uk>

- b) Swimming instruction is provided by qualified swimming instructors.

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 when staff supervise pupils in after school clubs.
- 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 displayed on the School Office notice board should be followed.

Working at Height

- a) Staff and other supervising adults should not use stepladders when working at height e.g., displaying work. Chairs and tables should not be used for this purpose.
- b) Each class has a 'kick step' in order to access areas at increased height safely.

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

REVIEW OF POLICY

A review of the policy will be undertaken annually by the Finance & Buildings 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.