



# Ramsey Manor Lower School

## Health and Safety Policy

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| Document Control |                    |                        |
|------------------|--------------------|------------------------|
| Edition          | Issued             | Changes from previous  |
| 1                | November 2024      | New policy             |
| 2                | 17th November 2025 | No significant changes |

## **RAMSEY MANOR LOWER SCHOOL**

### **HEALTH AND SAFETY POLICY**

#### **Organisation**

##### **Introduction**

In order to achieve compliance with the Local Governing Committee's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

##### **The Local Governing Committee**

The Local Governing Committee has the responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds and resources are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's Health and Safety Policy and performance is reviewed annually.

##### **The Head teacher**

The Head teacher supports the Local Governing Committee by ensuring that:

- This Policy is communicated adequately to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Ensure appropriate health and safety notices displayed as identified.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Local Governing Committee on the health and safety performance of the school is completed annually.

**The School Health and Safety Coordinator** is Kathryn Clements.

She is responsible for:

- Co-ordinating and managing the risk assessment process for the school.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Making provision for the inspection and maintenance of work equipment throughout the school.
- Keeping records of all health and safety activities.
- Advising of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to her by the Governing Committee.
- Unsafe conditions being reported and dealt with to agreed timescales.

## **Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head teacher who is the Health and Safety Co-ordinator.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for the Head teacher.

## **Special Obligations of Class Teachers**

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to the Head teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to the Head teacher.

## **School Health and Safety Representatives**

The Local Governing Committee and Head teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head teacher or Local Governing Committee.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

## **Obligations of All Employees**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Trust, School or any other person delegated to be responsible for a relevant aspect of health and safety.

- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

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

### **Procedures and Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### **Accident Reporting, Recording and Investigation**

All staff are required to ensure that all accidents, incidents and near misses are reported on SmartLog and assigned to Mrs Kathryn Clements. The school AssessNET administrator is Mrs Kathryn Clements. Where an accident or potentially dangerous situation occurs it is essential that follow up action is taken to prevent possible recurrence of the situation. The action first taken should be to inform the head teacher of the problem. It is then their responsibility to follow the problem through to achieve effective action.

Any incident involving personal injury will be followed up by the procedure outlined by the Trust. If the incident involves a child it is the immediate duty of the teacher to create a safe situation preventing the potential for further injury. Classes should not be left unsupervised whilst an injured child is being dealt with. The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form. Accident record books are kept in classes and in the small and big playground kits for minor incidents. For more serious accidents an online accident report is completed. If a child is sent to hospital an HSE RIDDOR form is completed and submitted.

Accidents, incidents and near misses are reported to Governors on a termly basis and submitted to Cousins Safety.

#### **Asbestos**

A copy of the asbestos logbook is kept in the school office. The Head teacher will ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Logbook. All contractors shall be referred to the asbestos logbook before commencing work and be asked to complete the relevant sections. Any member of staff who may disturb the fabric of the building shall obtain approval from the Head teacher and check the asbestos log book before drilling or affixing anything to walls, ceilings etc. Any damage to asbestos materials must be reported to the head teacher immediately and the Trust's Asbestos Policy procedures will be followed regarding reporting, containment and rectifying.

#### **Audit**

There is a termly Health and Safety audit of the site completed by the Head teacher. An action plan is drawn up and this is reported to the Local Governing Committee.

### **Behaviour Management/Bullying**

The school has a Behaviour Policy, Positive Handling Policy and an Anti-Bullying Policy in place. These detail staff responsibilities and procedures that should be followed when dealing with incidents in school.

### **Catering**

School meals are provided by Aspens and are prepared on site. The Kitchen Manager is responsible for informing their employers of any health and safety issues for which they are responsible as well as informing the Head teacher.

### **Caretaking and Cleaning**

Our site Manager, Mr Terry Jones, oversees the caretaking and cleaning of the school.

### **Contractors**

All contractors are selected in line with the Trust's guidelines. Where appropriate, site meetings will be held before works commence and relevant risk assessments and schedules will be in place. Should any member of staff have concerns about contractors then they should report them to the Head teacher.

### **Curriculum Safety** (including out of school learning activities)

Risk assessments are completed for all hazardous elements of the curriculum, including PE, Science and DT, and safeguards are put in place to reduce risk. Generic risk assessments are in place and these are adapted to specific lessons by teachers when they are planning.

### **Display Screen Equipment**

The Trust's Guidance for Display Screens is followed in school which includes work station risk assessments, eyesight testing, how to report health concerns and how long should be spent on VDU without a break. DSE assessments are completed annually or following an office move or new equipment.

### **Educational Visits and Journeys**

The Educational Visits and Journeys Co-ordinator is Kate Harris. The CBC Educational Visits and Journeys Policy is followed in school. This includes how to obtain approval, emergency arrangements, parental authorisation, supervision requirements, first aid and medical provision guidance. A Shared Google Drive is used to record risk assessments where relevant.

### **Electrical Equipment** (fixed and portable)

Staff should carry out a visual check before using electrical equipment to ensure cables etc. are safe. Any defective equipment should be brought to the attention of the Head teacher and the Office Manager who is responsible for the auditing of equipment. Portable Appliance Testing (PAT Testing) is carried out every November / December. Staff are required to ask the Head teacher before any electrical equipment is brought in from home. A fixed electrical installation check is carried out every five years. All checks are recorded on Smart Log.

### **Fire Precautions and Emergency Procedures**

Terry Jones is the responsible person and reviews the Fire Risk Assessment for the school every February which includes all the details regarding fire safety in school. This is on Smart Log. There is a copy of the Fire Risk Assessment in the Fire Log and in each Class File. Emergency Procedures are detailed in the RMLS Emergency Plan. Smart Log is used to log tests etc.

### **First Aid**

Named first aiders and procedures are in the First Aid Policy which is in each class's Class File, staff room and offices. They are also displayed in the designated first aid area.

### **Grounds Maintenance**

The maintenance of the grounds is carried out by a gardening firm and this is during the school day.

### **Hazardous Substances**

The procedures set out in COSHH 2002 are to be followed by all staff. This includes risk assessments, hazard data sheets, training details, storage and use of protective equipment.

### **Inclusion**

The SENDCo in school is Sarah Castlo. There is a SEND Policy, Equality Policy and Supporting Pupils with Medical Conditions

Policy which all contain procedures and processes to include making reasonable adjustments.

### **Lettings/shared use of premises/use of Premises Outside School Hours**

The premises are “let” out on completion of a Lettings Form. This details our terms and conditions and the Lettings Policy contains more information. All third-party hirers are required to hold their own Hirer’s indemnity insurance. The PTA have their own insurance which covers them for events organised and run by PTA members.

### **Lone Working**

The School follows the Trust’s recommendations for lone working, a policy is in place and risk assessments are completed when necessary.

### **Managing Medicines & Drugs**

The person responsible for overseeing the management of medicines is Kathryn Clements. The school has a Providing Medication to Pupils Policy which details all the procedures required to be followed.

### **Maintenance and Inspection of Equipment**

There is an annual contract in place for the inspection of boilers, PE Equipment and electrical equipment. For cleaning and caretaking equipment the cleaners inspect periodically or when an item is reported as being dysfunctional. All other equipment in school should be checked by the user before use and any concerns reported to the Head teacher or Office Manager.

### **Manual Handling and Lifting**

The advice from the Trust is followed with regards to manual handling. A sack barrow is available to move heavier items and a chair trolley when moving stacks of chairs. Staff are reminded about safe handling and complete Smart Log training annually. All staff working with pupils with physical difficulties have received handling training.

### **Outdoor Play Equipment**

The PE leader is responsible for ensuring all PE equipment is in a sound way. Any concerns with defective equipment is reported to the Head teacher or Office Manager and remedial works arranged.

### **PE Equipment**

The Head teacher will ensure that all risk assessments are completed for PE and Sports activities where necessary. The inspection of indoor equipment will be carried out on an annual basis by Sportsafe. All concerns about equipment should be reported to the Head teacher or Office Manager who will arrange for repair or replacement accordingly.

### **PPE**

Where Personal Protective Equipment is necessary the member of staff in charge of the activity will be responsible for the ordering and maintenance of such equipment. Risk assessments for that activity will also be carried out by the same member of staff.

### **Risk Assessments**

The Head teacher will be responsible for completing risk assessments akin to the premises. For classroom activities the teacher in charge will be responsible. For school trips the Educational Visits Co-ordinator will be responsible for ensuring staff complete appropriate risk assessments. The Head teacher has overall responsibility and ensures annual reviews take place or adjustments necessary if something occurs before the annual review.

### **School Transport**

The school does not currently have access to its own mini bus. When organising trips, the school ensures the transport companies have the relevant insurances and risk assessments.

### **Security/Violence**

The Site Manager will open the site early in the morning (usually 6am). Once children have arrived at school all external gates will be closed. Entry to the school must be via the main entrance doors and visitors will be identified and managed at reception by office staff. The Site Manager is responsible for locking the school and securing the site each day (usually 6pm). No abusive or violent behaviour is tolerated and the school’s policy on managing such behaviour will be followed.

### **Site Maintenance**

Regular maintenance checks are undertaken by the Site Manager on a weekly basis. A more thorough inspection is carried

out on a termly basis. All maintenance / equipment / safety signage and hazard issues will be reported to the Head teacher or Lead Administrator who will arrange for remedial works to be carried out.

### **Smoking**

The school has a No Smoking Policy across the school site, this included vaping and electronic cigarettes.

### **Staff Training & Development**

All First Aid personnel undertake courses to renew their First Aid certificates when appropriate. The Office Manager and other key staff have attended Managing Medicines. The Head teacher has completed Asbestos Awareness training and Fire Risk Assessment training. Other training is provided when needed and Smart Log is also used for this purpose.

### **Stress**

The Trust policies are followed and the school has access to occupational health services which include counselling. The school has a staff well-being policy.

### **Swimming**

Pupils in Years 2 and Year 3 have a block of swimming lessons. These are provided at a local leisure centre where fully qualified swimming coaches take the lessons.

### **Visitors**

Fire Procedures are in the Office and also posted in every room in the school. As part of safeguarding children, procedures are also included on the E-Reception App should a safeguarding issue need to be reported. All visitors report to reception and are checked in on the E-Reception App and given a visitor's badge and colour lanyard indicating whether a DBS is in place or not. There is also a visitor's leaflet with key information.

### **Work Experience**

Students are placed primarily in classrooms assisting teachers. The Head teacher or mentor will give each of them an induction for the work they will undertake. This will include Fire Safety, H&S, School Procedures, and Safeguarding pupils.

### **Working at Height**

Contractors on site are asked to provide their own ladders and hence use their own insurance for working at height.

### **Monitoring the Policy**

The head teacher will be responsible for the monitoring of this policy on an annual basis.

## Appendix 1

### Health and Safety Organisational Chart

