

# *The Partnership of Bildeston Primary and Whatfield CEVC Primary Schools*



## Health & Safety Policy



Author: **Head Teacher**

Date Approved: **11/11/2025**

Review Date: **11/11/2026**

Governor Committee Policy presented to:  
**Health & Safety Committee**

### Related Policies:

**Critical Incident**

**Emergency Management Plan**

**Educational Visits**

**Lettings**

**Well Being**

**Safeguarding**

**Medical Conditions (including Asthma)**

## General Statement of Intent and Commitment

The Governors and Head Teacher acknowledge and accept that:

- Suffolk County Council has the prime responsibility for health and safety and that the Governing Body and Head Teacher have specific responsibilities to manage health, safety and welfare at the school level.
- These responsibilities are laid out in the delegation for the school and are covered in general terms in county's scheme of delegation.

They have responsibilities to:

- support the published policies and aims of the County Council
- to write and endorse local and school specific health and safety policies, procedures and processes
- promote continuous improvement in the health and safety performance of both schools health and safety in schools.
- Learn from the experience of others with the overall aim of updating procedures and arrangements to meet high standards of Health and Safety management and risk control.

The Head Teacher, as Local Health and Safety Co-ordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council.

The Governing body must ensure that the Head Teacher is assisted in implementing the policy advice and guidance of Suffolk County Council and fulfils its own responsibilities for Health and Safety welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment, equipment provided, working methods adopted and substances used

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf, and the head teacher as the Local Health and Safety Co-ordinator.

## Organisation

The Head Teacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health And Safety Co-ordinator.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible	Job title of person responsible
HSW System & Policy review	Julia Shaw	Head Teacher

Health and safety committee	Patricia Whittle		Chair of Premises/Health & Safety Committee
Communication and information management	Julia Shaw		Head Teacher
Critical Incident Management	Julia Shaw		Head Teacher
H & S Training	Julia Shaw		Head Teacher
H&S Induction Training	Julia Shaw		Head Teacher
Programmed updating training	L Healy		CPD co-ordinator
Personal safety procedures	Julia Shaw		Head Teacher
Planned checks (procedures, premises & equipment)	Beverley Mayes	James Holland	Custodian
RA for managed moves EOTAS & excluded pupils	Julia Shaw		Head Teacher
Infection control	Beverley Mayes	James Holland	Custodian
Incident reporting/investigation	Julia Shaw		Head Teacher
Coordination of risk assessment work	Julia Shaw/Beverley Mayes		Head teacher/Custodian
Fire procedures including personal emergency evacuation plans	Julia Shaw		Head Teacher
Locally organised premises maintenance, repair and improvement	Louise Coll/Beverley Mayes	Louise Coll/James Holland	Custodian/Bursar
First Aid (training and equipment)	Louise Coll/Kate Miles		Bursar / Admin Asst
Vehicle control and pedestrian safety	Julia Shaw		Head Teacher
Educational visits co-ordinator (EVC)	Julia Shaw		Head Teacher
Stress and Well being	L Healy		Well Being co-ordinator
School Minibus	Julia Shaw		Head Teacher
Child Protection Co-ordinator	L Healy		Designated Safeguarding Lead
Supporting pupils with medical needs	Julia Shaw/Louise Coll	Louise Coll / Kate Miles	Head teacher/Bursar Admin Asst
Premises Security	Julia Shaw/Beverley Mayes/James Holland		Head Teacher/Custodian
Contractors on site	Julia Shaw		Head Teacher
Outside lettings	Julia Shaw		Head Teacher

### Health and Safety policy review

The school's health and safety policy is reviewed and updated annually. The review process incorporates views from all staff. Every year an Action Plan is prepared by governors and added to the School Development Plan. The school's policy document is published on the school web site and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

### Governor Committees

The Governors do not solely consider the condition of the premises, but also considers issues of health, safety and welfare management.

The school have governor committees which meet termly and considers health, safety and welfare issues. The group includes members from the staff and the governors and monitors progress regarding any tasks identified in the current Action Plan (see School Development Plan).

The proceedings of all Committee meetings are formally recorded and action points are brought forward for review.

The Head Teacher checks and signs all **manual** school incident/accident records regularly. These are then filed in a locked cabinet in the school office. Our schools also have daily event logs for each child, accessible by all staff to enter incidents electronically.

The committee reviews annually the school's incident/accident records to identify any patterns or other indicators requiring management attention on Health and Safety walk-arounds.

The governors/head teacher reviews the content of Suffolk Learning web site so they can make the school aware of any Health and Safety guidance:

<http://www.suffolklearning.co.uk/leadership-staff-development/health-safety>

## **Communication and Information Management**

- The schools are in contact with Suffolk Health & Safety advisor for schools and regularly check for any updates
- Relevant health and safety information is passed on to the appropriate people within the school.
- Any new information the school receives is e-mailed to all appropriate staff and, where necessary, covered in teacher and support staff meetings.
- Specific curriculum subject information is stored for reference on the staff intranet site.
- Our curriculum leaders are responsible for sharing with colleagues any Health and Safety information relevant to their subject area.
- The school health and safety policy is available on our school web site.
- A copy is distributed annually to all staff for review and comment and an update is made following this exercise.
- The head teacher meets termly with MDSAs and explores any Health and Safety issues at these meetings.
- There is a specific notice board for Health and Safety in the staff room and extension staff work room at Bildeston and the staffroom at Whatfield, where general health and safety information may be referred to at any time. Items include:
  1. A copy of the "Health and Safety Law - What you should know" leaflet,
  2. H&S Action Plan,
  3. Poster displays or other awareness raising, etc. campaigns,
  4. General information about unions or associations represented within the school.
- School Internal Incident Reporting Forms can be found outside the School Office.
- Any changes to incident reporting procedures are discussed at staff meetings.
- In certain circumstances, an online incident reporting form will be completed and sent to the Health & Safety Advisor
- A copy of the online staff declaration showing individual staff signatures is added to the Health and Safety file as evidence that staff have read and understood the policy.
- The Head Teacher welcomes local consultation with school trade union members on health and safety matters relating to all staff.

## **Emergency Management Plan and temporary staffing absences**

The school has a regularly updated Emergency Management Plan which is reviewed annually so that all staff are aware of procedures. This review is carried out at the same time as the review of

this Health and Safety policy.

A number of our staff are First Aid trained and are aware of security procedures that are to be followed.

## **Health and Safety Induction Training**

All staff will receive an appropriate induction training including training that is matched to their specific work and responsibilities.

Members of staff who are new to the school, particularly those with management responsibilities, will receive a comprehensive induction.

The school has adopted the Suffolk County Council checklist for use with employees (see appendix 5)

This general checklist is kept with the Induction Booklet which is reviewed annually. Once completed, the employee signs it and then the document is filed in their personnel folder.

## **Routine Updating Training**

- The Health and Safety action plan will be devised from a Health & Safety audit carried out by an external auditor every three years and by governors annually where any Health & Safety training deemed necessary will be detailed.
- Following training, details of training will be kept in the back of the log book.
- Fire extinguishers and blankets -location and use.

## **Personal and Safety Procedures and control of violence**

- The school will not tolerate verbal or physical abuse of any kind to its staff. Staff have been advised about the guidance "Dealing with abuse, threats and violence towards school staff". If a member of staff feels they have experienced any form of abuse they should report this to the Head Teacher. It is vital that the member of staff writes down the incident and that it is reported to the Schools' H & S Advisor. This includes verbal abuse via electronic media e.g. Class Dojo
- Visitors and people entering the building are monitored. They sign in at Reception and are issued with a badge. A sign is prominent in each reception area which states "We welcome visitors to our school. We will act to ensure that it is a safe place for pupils, staff and all other members of the school community. If visitors threaten or assault anyone in the school or persist in abusive language or behaviour, they will be removed from the premises and may be prosecuted".
- Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.
- The school maintains a list of key holders which is signed by each key holder, updated when required and filed in the School Office.
- The school has a Risk Assessment concerning the safety of lone workers. Such staff includes the custodian, cleaning and catering staff and sports coaches but this list is not exhaustive.
- Outside agencies that run term-time and/or holiday-time clubs are required to provide a specific Risk Assessment for these potentially higher risk activities. These Risk Assessments will be produced by the agency and a copy will be filed in our Risk Assessment folder.
- Unless PAT tested, no electrical equipment must be brought in from home for use in school.

## **Procedures**

The following Health and Safety procedures are followed:

- Health & Safety Premises Check by Custodian (daily)
- Review of Accident Report Forms by Head Teacher (monthly)
- Water temperature checks by Custodian (monthly)
- Health & Safety Inspection by Health and Safety governor s and reported to Head teacher (termly)
- Fire Drill (half termly)
- School Water System check (annual)
- Boiler service by Inviron (annual)
- Reprographic equipment service (annual Ricoh contract at Bildeston/Konica at Whatfield)
- PE equipment and Adventure Playground check by REJB (annual)
- Security Lockdown Drill
- Health and Safety Action Plan (annual - part of School Development Plan)
- Electrical Portable Appliance Testing (12 – 18 mths)
- Electrical Static Testing (every 5 years)
- Fire Alarm (weekly)
- Emergency Lighting (6 monthly by contractor)

## **Equipment**

### **Important Reference Materials for staff**

- "Be Safe!" (health and safety in primary school science and technology) - The Association for Science Education - copy on display in Staff Room
- Safe Practice in Physical Education and Sport (afPE)
- CLEAPS documentation and advice for subject areas

The school buys into Vertas for buildings maintenance and follows Local Authority advice. Non-core services are bought from the Local Authority via their pay-as-you-go scheme or directly from approved contractors.

All kitchen Health and Safety checks and maintenance are carried out by our catering provider and fed back to the school when a need arises.

All of these checks are kept on record in school.

Staff report all technical issues to office staff at both schools who will inform the IT technician. Class teachers must ensure they are following the Health and Safety guidelines laid down for particular school activities. These are outlined in our Risk Assessments, e.g. for PE activities, cookery lessons, etc. The teacher must carry out a visual check of all equipment to be used in the lesson, e.g. PE apparatus, Belling cooker, ICT equipment, wall sockets and plugs. Trip hazards must be removed or, if unavoidable, adequate health and safety measures must be seen to have been taken, e.g. hi-vis tape covering a cable across the floor.

Where appropriate, it is good practice for teaching staff to note Health and Safety checks undertaken in their planning and, if required, a copy of their Risk Assessment, e.g. for a class educational visit or cookery lesson.

We follow the guidance on Schools Choice regarding the Health and Safety checks of all electrical equipment both static and portable.

The school uses the recommended county contractors and local contractors using robust procurement and health and safety checks which ensure the standards of safety, competence, record keeping, quality assurance and insurance cover.

## **Premises**

A whole school site inspection is carried out by the Health and Safety governors and property advisor on an annual basis and adhoc when required and this report is published annually as part of the Head Teacher's Report to the governing body.

Inspections by the Local Authority Property Adviser (condition survey reviews and other "walk round" visits) form part of the school's arrangements for checking the school.

## **Incident Reporting/Investigation**

- The new electronic version and associated guidance is in use in the school for major incidents.
- All staff have been fully briefed to ensure that the necessary details are recorded on EVERY Incident Report Form before the form is passed to the head teacher for signing.
- The Head Teacher signs and checks every Incident Report Form before it is sent electronically to the Schools' Health and Safety Advisor via [schools.incidents@suffolk.gov.uk](mailto:schools.incidents@suffolk.gov.uk) and a hard copy is kept in school.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school will review relevant risk assessments after any incident or near miss.
- The school's whole governing body receives an annual Health and Safety report from the Health and Safety governor which reviews the incident history for the school and any planned actions to reduce the likelihood of future incidents.

## **Coordination of Risk Assessment Work**

The school follows published guidance or recommended practice for all school activities. Where there is a significant degree of risk and a Risk Assessment is deemed necessary, the school has produced a set of detailed Risk Assessments to address these hazards. Colleagues annotate the relevant Risk Assessment where specific hazards need to be considered. These are available in the Staff drive. Guidance for the writing of risk assessments can be found on Suffolk Learning under 'Safety, Health and Wellbeing'. A list of expected risk assessments is also on this site.

Risk assessments may be required under many circumstances, but in general they will only need to be completed in our schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work.

For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Examples include:

- The school field - only partly bordered at Whatfield which needs careful management in case of a security issue – see general security risk assessment
- The playground may be used as a car park or waiting area by parents. Damage caused by heavy usage may make the surface unsuitable for sports and play.
- Litter may be left by unauthorised users of the field.

The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements. (The policy of the school is that the majority of teaching and support staff, and lunchtime supervisors should have received first aid training. There should always be a trained first aider on site. One of the trained persons must be a paediatric trained first aiders if there are Early Years children on site.)
- Lone working situations, including custodian security checks and locking up. At Whatfield School it is recommended that lone workers will keep in regular contact by telephone network.
- For pupils who present challenging behaviour for which the school will need to prepare a specific risk assessment. In some cases a specific risk assessment may be devised for a child who may run off site. This will be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being. The school is part of the well being system.
- Educational visits and trips (see policy).
- Tree maintenance (County insurance and maintenance)
- Display screen equipment/workstations (County guidance followed)
- Manual handling (County guidance followed).
- New and expectant mothers (County guidance followed).
- Level of supervision in playgrounds and for play equipment. (Children are always supervised by at least one person when they are playing outside. One to one support may be utilised when required).
- Working at height (county guidance followed).
- Hinge protectors for doors
- Clinical waste. (The school buys into an outside waste collection service).
- Swimming pool supervision. (The children will always be accompanied to the pool by at least two adults, one of whom must be teacher or an established teaching assistant.) The adults must be ready to supervise children in the changing rooms and to supervise swimming in the shallow end. Relevant training by staff must be completed. A trained coach teaches the pupils working at the deep end.
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving (Whatfield Village Hall car park, field)
- New Students
- Severe Allergies

## **Fire Procedures**

- A fire risk assessment takes place every three years by an outside agency and annually by a responsible person. This is incorporated into the general risk assessment mentioned in the preceding section.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned.
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom. Arrangements have been made for people who may need assistance for example, wheel chair users to evacuate the building(s) in an emergency. A personal emergency evacuation plan (PEEP) must be written for any person requiring assistance to evacuate the building.
- An evacuation practice is carried out twice per term (to cover part time staff).
- The office fire evacuation procedure is printed and displayed prominently in the school office for use when office staff are not on site. Those providing cover in the office are briefed by office staff at the start of their cover.

- An annual inspection takes place to ensure all fire extinguishers have been examined. They are also checked weekly by the custodian to make sure they have not been tampered with.
- Staff are adequately trained in fire extinguisher use to enable them to escape in an emergency.
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book which is kept in the school office.
- Routine checks are undertaken daily by the Custodian of all fire exits and doors. When a public event is being held (plays, parents' evenings etc.) fire exit route doors are checked specifically.
- No "hot work" is undertaken in the school without a permit. New minor works form (Request for Landlords Consent) must be filled in, available from Suffolk Learning website or from Vertas or our property advisor.
- The Head Teacher and health and safety governor carry out an annual check. We follow a four-year cycle, of external inspections.
  - All fire extinguishers must be examined during annual maintenance checks.
  - All staff are, if possible, trained in the use of firefighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire, or to aid an escape in an emergency
  - Weekly alarm tests are made by either the caretaker, Headteacher or the school secretary.
  - Details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book and kept in the cabinets at Whatfield and Bildeston
  - Routine checks are undertaken of all fire exits and doors at least twice a term.
  - Wheelie bins are securely housed in the compound at the front of the playground so that there is less chance of them being used to set fires close to the school building for Whatfield and a fenced off area in the car park at Bildeston.

Fire safety arrangements are checked with the fire service or other competent adviser every 2 years, generally SafetyBoss or Vertas. These were last completed in September 2024.

### **Locally organised premises maintenance, repair and improvement**

Whenever work is to be carried out, advice is sought from a Vertas Property Adviser and a request for landlords consent form is submitted Vertas. Minor works is noted by the school with major works generally overseen by County/Vertas/Concertus. The Head Teacher, custodian and financial assistant and resources committee governors know the asbestos procedures and have been advised about the asbestos survey report.

The Property Advisor provides us with an updated Asbestos Report which is then filed in the School Office for all contractors to inspect before any work takes place, and for staff to see. The schools employ their own custodian and cleaners and the Head Teacher ensures that they work to the appropriate standards. Risk assessments and safe systems of work are subject to a tri-annual specialist audit by either Vertas or Safetyboss.

Arrangements may be needed for people who may need assistance (for example, wheel chair users) to evacuate the building(s) in an emergency. In the event of this, a personal evacuation plan will be required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements

### **Water Safety**

Regular checks are made on water temperature (monthly), a weekly flush takes place, an annual check is made and legionella risk assessment is reviewed regularly.

## **First Aid - Training and equipment Bildeston**

- Kits are located close to sites likely to need it most frequently.
- The office staff monitors stock levels in First Aid Kits on an annual basis and a check list is kept.
- The office staff ensure maintenance and replenishment is managed.
- PHS are contracted to deal with the disposal of clinical waste, including sanitary waste.
- A selection of staff has been trained in paediatric first aid. The list of trained staff is kept up to date by our Continuous Professional Development co-ordinator and the list can be seen in Arbor.
- All minor injuries are recorded on a manual minor injuries log or on the schools' daily event logs. Any incidents on the manual incident log must be annotated on the electronic daily event logs each week. (More serious accidents are recorded on the electronic Incident Investigation Form). Whenever a head injury occurs the parent is always informed by phone and a Head Injury Form is always sent home to the parent/carer. In the rare instance of a biting incident both sets of parents are always informed. Severe accidents are recorded using the online local authority form and sent to the Schools' Health and Safety Advisor, who may then be required to contact the Health and Safety Executive (HSE). All accident report forms are monitored regularly by the head teacher, and then filed in the School Office.
- A local GP surgery is situated close by on the Bildeston High Street. Local Health Centre's telephone numbers are displayed prominently in the School Office for emergencies.
- There is a school check list for planning trips off site and whenever children are taken on visits a risk assessment is completed by the staff concerned and checked and signed by the Head Teacher in advance. First Aid kits are always taken.
- A defibrillator is located at the health centre.
- Information regarding the trip is recorded on Evolve.
- First aid certificates displayed opposite school office.

## **First Aid – Training and equipment at Whatfield**

- The first aid equipment is located in and outside the Technology Room. Suitable equipment to be taken on school visits is housed in the same place. It is the school's policy to give medicines to pupils only with signed permission from parents.
- The school's secretary ensures that the first aid equipment is kept well stocked.
- Lone workers have some first aid training and have ready access to a first aid kit.
- The office Manager ensures maintenance and replenishment is managed.
- San bins are provided for disposal of clinical waste, including sanitary waste. These bins are collected on a regular basis. Arrangements have been made with Babergh for nappy disposal.
- The secretary keeps records of who are trained as first aiders, and when their certificates expire. A rolling programme operates to ensure that as many staff as possible remain with their certificate updated. All the school staff must be briefed about the school's first aid provisions at the first meeting of each term. The list of trained staff (updated by the school secretary) is displayed. One copy should be in the office and another on the front of the medical cupboard.
- Any injury must be checked by a trained first aider. All head injuries must also be seen by the Head Teacher. Reporting systems are explained in the first aid policy).
- It is possible that at Whatfield school an ambulance arrival times is likely to be long (>30 minutes). Staff must be aware of the Hadleigh Health Centre and Bildeston Health Centre Numbers.
- First aid arrangements for visits and trips must always be followed (see school visits policy document).
- A defibrillator is available for use as necessary. It is situated outside the village hall.

## **Vehicle Control and Pedestrian Safety Bildeston**

- Staff, visitors, delivery and workmen's vehicles are permitted to enter and park on site. Routine deliveries take place in school hours. If a vehicle needs to enter the school grounds, a member of staff will make sure the route and area is clear of children and the driver will be asked to wait until the pupils are all safely inside the building.
- Staff staying all day, park at the rear of the car park. Part time staff and visitors park towards the front of the car park, nearest the School Office.
- Larger vehicles are kept to a minimum on the school premises between 8:30am and 9:10am, or between 3:00pm and 3:45pm. In the event of an after-school club taking place in the area concerned, alternative arrangements will be made.
- From 8:40am the teacher on bus duty is at the school gate. At home time, all Key Stage Two teachers bring their children out through the extension room gate to the car park. There is also one member of staff responsible for escorting the bus and taxi children safely from the premises, following an agreed route to reduce the risk of a child being injured by a vehicle.
- Refuse collection normally takes place on Tuesdays between 11:00am and 2:00pm when the children are all in school. If this were to change to a less suitable time, we would contact the refuse department at Babergh District Council to rearrange a safe time.

## **Vehicle Control, Pedestrian Safety at Whatfield**

- The village hall management committee has given permission for the "school" to use its car park. Deliveries come via the village hall car park.
- Vehicle movements are frequent during the beginning and end of the school day. Deliveries to the school are restricted wherever possible at these times.
- High risk times are at the beginning and end of the school day and at lunch time. Children below year 5 (children aged 9 and below) have to be accompanied to and from school by an adult. They are not allowed to go into the car park on their own. Pupils go straight into class on arrival in the morning. Year 6 learners, if permission is gained from parents, are allowed to walk to their parent's car or home on their own. Pedestrians may cross the car park carefully, or may have to go through the front playground; arrangements can be made to use the back gate. Children are dismissed to parents/carers at the end of the school day from the gates near the office. Parents wait in the outside area to collect them, or on the car park. A pedestrian path is marked by yellow lines across the front of the village hall.
- Children working in the hall should be accompanied by an adult. They must always walk on the pedestrian path, never on the car park. There are some rare occasions when key stage 2 children may be allowed to walk to the hall and school on their own.
- All key stage 1 children must be accompanied by an adult or a KS2 pupil when leaving the hall after lunch and going out to play. No child is allowed to leave the hall after lunch without the permission of a supervising adult.
- Pupils will access the field by walking through the village hall.
- Cyclists are not allowed to cycle on the school's playground.
- Refuse collection vehicles do not generally present risks to any pedestrians (staff, pupils, parents etc.) on site because of the collection time. The collections are Tuesdays and Fridays for the brown bin.
- Dogs are not allowed on the school's site. At the end of the school day and the beginning of the school day, parents are asked to keep any dogs that may be with them on the village hall car park on a lead.

## **Education Visits Co-ordinator (EVC)**

- The current county council advice is being followed and all information is recorded on Evolve.
- The Head Teacher is the school's nominated co-ordinator and has completed Local Authority training.
- The school has adopted the county policy for educational visits.
- Evolve is used to record Educational Visits

## **Stress and well-being**

- The schools have taken positive action to manage stress and well-being issues.
- The schools have undertaken a stress risk assessment.
- The school has bought into the Employee Assistance Programme and we have found this to be effective. As part of the performance management review, staff are now asked if they have any stress or workload management issues. These are discussed and recorded during the review meeting.

As part of the Well Being Scheme arrangements can be made to provide staff with a free and confidential counselling service.

- New initiatives are assessed to ensure that there are no workload issues.
- Curriculum schemes have been purchased for the school which have effectively reduced planning time
- All staff are encouraged to raise any concerns they may have relating to work load or any other school related issues.

## **Child Protection procedures**

- Our school fully recognises the contribution it can make to protect children from harm, supporting and promoting the welfare of all children who are pupils at our school. The school has adopted the most up to date county council policy for Safeguarding Children and adapted it where necessary, reviewing it annually.

## **Supporting Pupils with Medical Needs**

- The school follows the latest county council and Department for Education guidelines concerning medicines in school.
- The Head Teacher monitors and reviews the school's policy in line with county guidelines to ensure we support appropriately all children with medical needs.
- Staff review the school policy every three years, or more frequently if circumstances or changes to the law require it.

## **Premises Security and Visitor Safety**

The following procedures are in place in line with county council guidance:

### **Contractors on Site**

- As soon as contractors arrive on site they:
  1. report to the school office,
  2. sign in to the Visitors' Book at Whatfield and the Sign In App at Bildeston,
  3. sign into the Premises Log Book in the appropriate section,
  4. read the Asbestos Survey and Report,

5. sign and date to say they have read and understood the Asbestos Survey and Report.
6. sign the Confined Space Register

- For major works, contractors are given a copy of our Contractors on Site Information sheet to read, sign and date. See Appendix 1. They keep a copy and the school files the original.
- The Contractors on Site document (Appendix 1) ensures that the contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- All school staff (including cleaners etc. who may be on site earlier or later than teaching, etc. staff) are informed of areas to avoid for the duration of the work through staff meetings or one-to-one discussion with the Head Teacher.
- The Head Teacher is responsible for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. For larger projects the school employs an architect or designer to oversee all aspects of Health and Safety relating to the project. This includes checking the contractor's site is adequately fenced; materials are stored reasonably safely, etc. This person needs to be aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, i.e. following common sense safety precautions and avoiding reckless behaviour.

### **Lettings (Rarely Occurs)**

- Both buildings are checked daily to ensure that all rooms are in a suitable condition and before a letting takes place the room is checked as to its suitability for the specific, planned activity.
  - Hirers may legitimately request to see the Fire Risk Assessment and a copy is available on request.
  - Guidance will be given on security needed during lettings (see Appendix 3).
  - Information will be provided to the hirer informing them of any necessary health, safety or security information relating to the premises and any equipment that may be used. The hirer will be asked to sign to acknowledge receipt of the information. (See Appendix 3.)
  - The school enters into a written agreement with the leasee.
  - Safeguarding suitability (KCSiE) – follow our Lettings Agreement for Prevent
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## Appendix 1

### Contractor Site Information Sheet (Bildeston)

We undertake to do everything we can to enable you to work effectively. Equally, we ask you to comply with these instructions, all of which are concerned with safety of the children.

Name of contact.....

- When arriving or leaving site please report to front entrance and sign in and out.
- Don't bring vehicles onto the school site between 8.30am and 9.10am, or off site between 3.00pm and 3.45pm when children are coming and going to school. If still working after 3.15pm, check with the school office about after school clubs, as there may still be children moving around.
- Don't move vehicles or heavy equipment around the site areas where children have access. If this is unavoidable please speak to your school contact as named above, so that safety arrangements can be made.
- Fence off the work area so that children cannot access it.
- Location of asbestos register (if appropriate) is in the school office, please ask the school secretary.
- NO SMOKING ON SITE, THE WHOLE SCHOOL IS A SMOKE FREE ZONE (this includes e-cigarettes).
- The children have been instructed not to talk to contractors on the school site. If they do forget, please ignore them and in turn do not talk to the children for any reason.
- Please hand your mobile phone into the office when you sign in and it will be kept safely and returned to you when you sign out.
- Sound of fire alarm is intermittent ringing of the school bell.
- Fire assembly point is the school playground.
- First aid contact is the school secretary.
- Location of toilets for your use is the teaching staff toilets. Please ask at the school office for directions.
- Water supply for your use can be found outside the school kitchen.
- Report accidents and dangerous occurrences to your contact, as named above.

Thank you for your co-operation.

I have read the above instructions and agree to uphold them while working on site.

Signed.....Date.....

---

## Appendix 2

### Contractor Site Information Sheet (Whatfield)

We undertake to do everything we can to enable you to work effectively. Equally, we ask you to comply with these instructions, all of which are concerned with safety of the children.

Name of contact.....

- When arriving or leaving site please report to front entrance and sign in and out.
- Don't bring vehicles onto the school site between 8.30am and 9.10am, or off site between 3.00pm and 3.45pm when children are coming and going to school. If still working after 3.15pm, check with the school office about after school clubs, as there may still be children moving around.
- Don't move vehicles or heavy equipment around the site areas where children have access. If this is unavoidable please speak to your school contact as named above, so that safety arrangements can be made.
- Fence off the work area so that children cannot access it.
- Location of asbestos register (if appropriate) is in the school office, please ask the school secretary.
- NO SMOKING ON SITE, THE WHOLE SCHOOL IS A SMOKE FREE ZONE (this includes e-cigarettes).
- The children have been instructed not to talk to contractors on the school site. If they do forget, please ignore them and in turn do not talk to the children for any reason.
- Please hand your mobile phone into the office when you sign in and it will be kept safely and returned to you when you sign out.
- Sound of fire alarm is intermittent ringing of the school bell.
- Fire assembly point is the village hall field.
- First aid contact is the school secretary.
- Location of toilets for your use is the teaching staff toilets. Please ask at the school office for directions.
- Water supply for your use can be found in the village hall kitchen.
- Report accidents and dangerous occurrences to your contact, as named above.

Thank you for your co-operation.

I have read the above instructions and agree to uphold them while working on site.

Signed.....Date.....

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## **Appendix 3**

### **Lettings Agreement for the Partnership of Bildeston and Whatfield Primary Schools**

**Prior to letting our building, we need to be reassured that activities undertaken will follow the school's ethos and values and our Anti Radicalisation Policy**

#### **Keys**

When the Hirer is provided with a set of keys for the letting the required set of keys is:

##### **BILDESTON**

Front Door Key A  
All Other Doors Key B  
Alarm Fob  
Gate Padlock Key

##### **WHATFIELD**

Lobby Key  
Front Door Key  
Alarm Fob  
Gate Padlock Key

All doors must be locked at the end of the letting session.

#### **Front Door**

During the letting the Hirer is responsible for protecting both the participants of the activity and the school premises by ensuring the front door remains on the latch.

#### **Alarms**

The alarm needs to be switched off when the Hirer enters the building and on leaving the premises using the magnetic fob.

#### **Fire Procedure**

- The Hirer must make all participants aware of the fire exits, conduct a fire drill once a term, keep a record of it and provide a copy to the school.
- The Hirer must make all participants aware of the Fire Assembly Point.
- The Hirer must unlock the fire exit at the start and lock it at the end of each letting.

#### **Phone Access**

In emergency the Hirer can use the school phone to dial 999 for the emergency services and/or phone contact numbers provided.

#### **First Aid Kits**

The Hirer must provide sufficient First Aid Kits in case of an accident

#### **Equipment for Activity**

The Hirer must provide their own equipment for the letting activity. Electrical appliances must have proof of PAT testing.

## **Risk Assessments**

The Hirer must provide their own risk assessment for the letting activity.

Signed.....

Date.....

## **Appendix 4 (Partnership Minibus)**

### **Driving and Transport**

The Partnership of Bildeston Primary & Whatfield CEVC Primary Schools have adopted and implemented a school minibus Policy. Anyone driving a vehicle must meet the criteria identified within the driving policy.

The Head Teacher must ensure that the following is undertaken:

#### **Use of private vehicles for business use:**

***Parents complete and sign a form to confirm that they meet the criteria below.***

- The driver holds the appropriate licence for the vehicle being driven
- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition
- The vehicle is insured for business use
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion

#### **Use of minibuses:**

- The driver meets the age, licencing and experience criteria for driving minibuses as laid down by Suffolk County Council guidance
- The driver is fit to drive the vehicle
- The driver has undertaken the SCC driving assessment course within the timescales laid down (currently every four years)
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections
- A pre-use vehicle check is carried out and recorded for school owned vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used
- A record of the vehicle's usage is kept
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion

The school will ensure all driving activities will be risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.

- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

The partnership recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers **must not** respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are **not** to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported in accordance with SCC and school accident reporting procedures.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head Teacher as soon as possible; the driver to complete an incident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are to be instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire

Our minibus policy document should be read in conjunction with the following School Policies:

School Health and Safety Policy

First Aid at Work Reporting of Accidents - Code of Practice No. 7

Educational Visits Policy

Child Protection

Drugs and driving: The Law ([www.gov.uk/](http://www.gov.uk/))

Driving School Minibuses (DfE Guidance

RoSPA Code of Practice

## Appendix 5 - Suffolk County Council Health and Safety Induction Checklist for Schools

An important part of your general induction to your new job or new place of work is to ensure you have a full understanding and knowledge of key aspects of health and safety at work. This section of your induction is intended to ensure that you conduct yourself within your school in a way that is both healthy and safe for you, your colleagues and all pupils.

The table below provides you with a basic checklist for this purpose. It is impossible to include all aspects of your own health and safety management system on a template such as this so please ensure that the school includes any specific details at the end of the form – there is a section for this. **Any concerns, please contact Nina Bickerton, Suffolk (Maintained) Schools' Health and Safety Advisor ([nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk)).**

GENERAL		
Action	Yes / no (if 'no' why not?)	DATE COMPLETED AND COMMENTS
Your School's H&S lead has been identified / introduced to you		
You have been made aware of the school's health and safety policy AND the Suffolk County Council health and safety policy		
You have been made aware of the HSE's leaflet 'What you need to know' or have been shown the poster ( <a href="http://www.hse.gov.uk/pubns/books/lawposter.htm">http://www.hse.gov.uk/pubns/books/lawposter.htm</a> )		
You have familiarised yourself with the information in the Health and Safety section of the Suffolk Learning website ( <a href="https://suffolklearning.com/safety-health-wellbeing/">https://suffolklearning.com/safety-health-wellbeing/</a> )		
You are aware of the Asbestos Log Book for your premises and understand the requirements of you as a member of staff in relation to this.		
You have been advised to there is / is no ( <i>delete as appropriate</i> ) asbestos in the school building and if it is present, are aware of the management arrangements of this.		

<b>FIRE and RELATED EMERGENCIES</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have been provided with emergency contact numbers, or have been shown where these are posted		
You have been made aware of the emergency evacuation procedures, including fire, bomb threat and natural disaster, such as flooding, and understand what to do in the event		
You have been made aware of the location of fire exits and the building fire assembly point		
You have been made aware of the school's policy regarding Personal Emergency Evacuation Plans (PEEPs) and completed one if required		
You have been made aware of the Suffolk County Council Policy regarding smoking		
You have been booked onto a Fire Safety Training awareness course		
You have been made aware of the identity of Fire Wardens		
<b>WELLBEING</b>		
You have been made aware of the Employee Assistance Programme and how to contact the helpline		
You have been made aware of the Occupational Health company that is available to school staff and how and when to access this		
<b>FIRST AID and MEDICINES</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have been made aware of the location and contact details of First Aiders		
You have been made aware of the location of first aid kits		
You have been made aware of the administration of medication protocols within the school		
You have been made aware of any specific requirements of children needing medical attention or those who have allergies		

<b>INCIDENTS to include ACCIDENTS and NEAR MISSES</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have been told to contact your School H&S lead about any accidents, incidents or near misses so that these can be recorded appropriately and promptly		
You have been advised to contact your School H&S Lead or School Fire Safety Lead regarding any issues of concern to include premises faults		
You understand the protocols for reporting incidents when off school premises or for out of hours events		
<b>RISK ASSESSMENTS</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have been told about how to access the school's risk assessments, and which ones may apply to you		
You have read these relevant risk assessments, understand the content and any duties placed upon you		
<b>SECURITY and PERSONAL SAFETY</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have been made aware of the School procedures regarding working out of hours and lone working		
You have been made aware of any 'panic button' or security communication systems in operation in your school		
<b>WORKSTATION/ENVIRONMENT</b>		
<b>Action</b>	<b>Yes / no (if 'no' why not?)</b>	<b>DATE COMPLETED AND COMMENTS</b>
You have completed a self-assessment form for Display Screen Equipment (DSE)		
You have been made aware of the availability of eye tests		

TRAINING		
Action	Yes / no (if 'no' why not?)	DATE COMPLETED AND COMMENTS
You have discussed any school-specific safety training requirements		
PERSONAL PROTECTIVE EQUIPMENT		
Action	Yes / no (if 'no' why not?)	DATE COMPLETED AND COMMENTS
You have been advised to read School-specific guidance relating to Personal Protective Equipment		
BEHAVIOUR MANAGEMENT		
Action	Yes / no (if 'no' why not?)	DATE COMPLETED AND COMMENTS
You have been advised on Behaviour Management protocols relevant to your school and understand when to report related incidents		
You are aware of and understand relevant children's risk assessments regarding this topic		
SCHOOL SPECIFIC HEALTH AND SAFETY INFORMATION		
Action	Yes / no (if 'no' why not?)	DATE COMPLETED AND COMMENTS
<i>e.g.: School transport / safety and car parking arrangements</i>		
<i>e.g.: school trip information / Forest School training / critical incident information</i>		

I confirm that I have completed this health and safety induction with either the Head Teacher or Health and Safety Lead of the school. I understand the duties placed upon me in terms of health and safety and those responsibilities of my employer.

**Name of Staff Member:** \_\_\_\_\_  
**School:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**This form should be returned to the School H&S Lead and a copy kept on the staff member's file**

