Rivacre Valley Primary School
Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

Rivacre Valley Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems. In addition we have guidance on: fire safety and the processes used in Rivacre Valley. We also maintain a Health and Safety file to support our work in school.

The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Governing Board is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor/senior colleague. Special care should be taken with the health and safety issues of any new venture.

Inspection and Monitoring

The Headteacher/Health and Safety Co-ordinator (Site Manager) will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Board. Class teachers will also conduct annual risk assessments for their classrooms and will pass this information onto the H&S co-ordinator (Site Manager). Members of the School Council will also be invited to join the H&S co-ordinator (Site Manager) and Governor on the annual site survey to identify any concerns and potential risks from a child's view point.

Accident/Incident Reporting

Every injury should be reported in the school accident book, located at the School office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area activity. Where the accident falls within the LA Accident reporting criteria, the LA Accident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the LA, or completed via PRIME electronically (accident/incident reporting). In the case of more serious incidents complete a RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)].

Training and Information
Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the HT and H&S co-ordinator (Site Manager). The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

Legionella – Duty to manage legionella is contained in the L8 Approved code of Practice.
The control of legionella bacteria in water systems.
Rivacre Valley Primary School will:
• Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
• Avoid water stagnation which may encourage the growth of biofilm
• Maintain the cleanliness of the system and water in it
• Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment.

Asbestos - The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012.
Rivacre Valley Primary School will:
▪ take reasonable steps to find out if there are materials containing asbestos and if so, its amount, where it is and what condition it is in
▪ presume materials contain asbestos unless there is strong evidence that they do not
▪ make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
▪ assess the risk of anyone being exposed to fibres from the materials identified
▪ prepare a plan that sets out in detail how the risks from these materials will be managed
▪ take the necessary steps to put the plan into action
▪ periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date
▪ provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Work at Height – Falls from height are the main causes of fatalities in the UK.
At Rivacre Valley Primary School the SM will not step onto the roof in any circumstances. In the event of retrieval of play equipment / items of clothing, such as shoes, the SM will be permitted to use a ladder to gutter height to reach items.

The Work at Height Regulations 2005 require risk assessments to be undertaken by competent persons each time working at height activity is undertaken, together with risk control measures such as edge protection/fall restraint systems/harnesses. Balancing the degree of risk against the cost it has been decided that at Rivacre Valley Primary school A contractor is used to undertake any work at height involving going onto the roof.

This policy is supported by Health and Safety guidelines – see appendix. These are available in each classroom, main office, kitchen and staff room.

POLICY REVIEW
This Policy will be reviewed annually and is supported by our First Aid and Educational visit policies. The Governing Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually
Reviewed by HT June 2026

Rivacre Valley Primary School
Health and Safety Guidelines

GENERAL SAFETY

Within school

- Staff are aware at all times of the need for the proper supervision of children and the need to manage the class and teaching areas to ensure safety.
- Children must not be left unattended.
- Running is not permitted within school, unless as part of a PE activity in the school hall.
- Entrances and passage ways must be kept clear to ensure safe access, as well as clear escape routes in the case of evacuation.
- Fire practices for children and adults are held termly (including evacuation in the event of a bomb alert / critical incident)
- We need to be aware of the dangers of doors and open cupboards – trapped fingers, bumped heads etc. Special attention is paid to cloakroom areas and the danger of the protruding coat pegs.
- We are aware of the need to space furniture correctly, keeping floor areas clear, shelves at safe heights, chairs tucked in.
- Recognised danger areas are:- wet/sand covered floors; electric sockets; worn or raised carpets; sharp implements left around (including staple guns, paper cutters) used without adequate supervision. Correct use of scissors and D.T. tools is encouraged, adhering to safety rules.
- Art materials are all water based. Use of other craft material (eg. Hot glue gun, spray paint) is under strict adult supervision. No solvents are allowed.
- Children are taught the dangers of putting things near the face, in ears or mouth. We are aware of the need for vigilance as children are inquisitive by nature.
- Children are not to enter the PE cupboard without supervision or to move heavy items.
- 2 members of staff should get the climbing frame out.

Outside the school building

- Building maintenance is a high priority to ensure that no areas are unsafe. Reports to be made to the Site Manager.
- Children are supervised at all times outside.
- Children are warned of the dangers of speaking to strangers. All visitors to school must contact the school office and are made aware of the schools policy with regard to safeguarding.
- The Site Manager checks the grounds regularly to ensure there is no broken glass or other dangers.
- All exterior doors are secure during school hours.
- Security cameras monitor the school outside school hours.

HEALTH

3. In the school

- Children are encouraged to use facilities correctly (toilets/sinks/hand towels/water fountains) and recognise the effects of their mis-use on others.
- Equipment is kept as clean as possible, water/sand trays checked regularly.
- The overall standard of cleaning of the building is high, and dealt with by the School cleaners under Site Managers supervision.
- Health education forms an essential part of our curriculum provision and is supported by our Health and RSE policy and our PSHE Policy.

- Children are encouraged to follow healthy eating. The school meals service supports this with a well balanced diet.

Health problems

- There is a set routine for children who fall ill in school.
- Parents are contacted immediately if a child needs to be taken home.
- In the case of serious accidents parents are informed and the child taken to hospital. The accident report book is completed and accident reporting procedures followed.
- Medicines in school – a child who requires medication several times during the day should not be in school. Parents of any child who needs to take medicine in school eg. To finish a prescribed course, must complete a school medical permission form. Medicines are kept in the main body of the staffroom fridge or medication locker, and administered by a designated adult. Staff will also administer over the counter medicines when parental permission has been provided.
- Controlled medication and over the counter medication. If a child is prescribed controlled medication, or has brought in over the counter medication, then staff will "count in" how many tablets have been brought into school. This will be signed by the parent and the signed label detailing the amount will be stuck onto the medication packaging. When administering controlled medication to the child, a double signatory will be required.
- Each class has an accident book, this is taken onto the playground during lunch and playtimes so minor accidents can be recorded. A duplicate copy is sent home with the child.
- The School Business Manager collates all accident reports.
- First Aid supplies are kept well stocked and up to date by our qualified first aiders.
- Children with Asthma/Epilepsy/Diabetes/ anaphylaxis - staff have received training in procedures necessary to support them should the need arise. Information is kept in school records and updated when necessary. Spare inhalers are kept in school for the use in emergencies. For children with anaphylaxis, their epi-pen will be taken to any room they are working / playing in.

4. Personal safety

Staff and visitors: details of health and safety guidelines are to be found on the Cheshire West and Cheshire website.

Children:

- Care for one another is encouraged.
- Appropriate activities are organised taking into account the number of children and area required for any activity to ensure safety.
- Staff need to be vigilant about children putting things in ears, noses etc.
- Children are encouraged to develop self discipline, and an awareness of safe limits.
- An awareness of others is encouraged. We each need our own space.
- Dangers are emphasised – fire / water / electricity / poisonous substances /plastic bags / ropes (see PE) / glass / sharp objects etc.
- We alert the children to the dangers of talking to strangers.
- Road Safety Education is supported by speakers invited into school, Lets Walk training and our Road Safety Officers (Y6).
- Whenever possible safety education is included in class themes to emphasise its importance.

Reviewed by Headteacher June 2026