

Gateway Federation
Lea Church of England
Primary School and
Gateway Lodge Nursery
and Gorsley Goffs
Primary School



Health and Safety Policy

Review by:	SLT
Reviewed	January 2026
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Full Governor Board	February 2026

SAFETY POLICY

The Governors of The Gateway Federation recognise their responsibility under the Health, Safety and Welfare at Work Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Governors recognise the Statement of General Policy of Herefordshire Council (Children and Young People's Services), together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Department's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult a Health and Safety Officer of Herefordshire Council or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the LA's 'Scheme for the Local Management of Schools'.

Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Health and Safety (First-Aid) Regulations 1981, the Control of

Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005 and the Display Screen Equipment Regulations 1992). A Risk Assessment Register is kept updated and amended as appropriate. A copy of these risk assessments is kept electronically on Common Staff/Shared Staff. A hard copy is kept in a folder in the staffroom.

The Organisation

The Local Authority:

- Has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at this school (under sections 2 and 3 of the Health, Safety and Welfare at Work Act 1974).
- Has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under arrangements for the Local management of Schools.

The Local Authority (or the school if it initiates building work) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994.

The Governors, through the Executive Headteacher, are responsible for:

- Ensuring that the Schools' Health and Safety Policy is implemented monitored and regularly reviewed and revised as necessary.
- Ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items or premise and equipment for which they have financial responsibility under the arrangements for the Local Management of Schools.
- Monitoring the (health and safety) need for non-structural maintenance in the school and informing the relevant Officer within the Children's Wellbeing Directorate as necessary.
- Advising the relevant Officer within the Children's Wellbeing Directorate of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- The adoption of safe working practices by staff and pupils, and by contractors when on site.
- Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the Council and contracting organisations.

Executive Headteacher's Responsibilities:

- The implementation of the Schools' Health and Safety Policy.
- Advising the Governing Body of the need to review the Schools' Health and Safety Policy.
- The day to day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk.
- Ensuring that all staff receive appropriate health and safety training.
- Carrying out the annual Safety Audit and Inspection as required by the LA.
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Notifying the LA and Hoople (who provide a Health and Safety Service Level Agreement with both schools) of any serious accidents to pupils or any accidents to staff or other persons any 'near miss' (dangerous occurrence) situations, in accordance with the procedure laid down. Lea Primary School notify Hoople
- Notifying the LA and Hoople of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action. Lea Primary School notify Hoople.
- Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings.
- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses

Teaching and General Staff are responsible for:

- Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- Reporting any defects, incidents (including verbal or physical assaults) and problems affecting the health and safety of themselves, their pupils, other staff or any other person to the Executive Headteacher
- Co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health, Safety and Welfare at Work Act 1974).

Pupils:

Children have a responsibility to do what they can to look after their environment. Our pupils are expected to:

- comply with school rules/charters relating to general behaviour;
- take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

The Caretaker is responsible for:

- Ensuring that they are familiar with and complies with the Schools' Health and Safety Policy.
- Bringing to the attention of the Executive Headteacher any problems or defects affecting the health and safety of any person on the school premises.
- Bringing the Schools' Health and Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that any staff under their direct control (ie. non-contact staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

(NB) this will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. signs to warn of slippery floors, uncleared ice or snow etc.)
- Informing the Executive Headteacher/Head of School of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (e.g. boilers,) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers). This includes conducting all appropriate Legionella checks in accordance with required time schedules and checking fire extinguishers, fire alarms and emergency lighting in accordance with required time schedules.

The First Aider/Appointed Person is responsible for:

School Office Staff are responsible for maintaining the First Aid boxes and controlling and maintaining any other First Aid supplies that are kept separately.

A list of qualified First-Aiders- First Aiders at Work and Paediatric is held in the school office and are displayed in prominent positions around the school.

The central first-aid equipment is stored in the First Aid/Medical draws at Gorsley Goffs and in the disabled toilet at Lea Primary School. Additional first aid supplies are also held in the school office.

Gloves must be worn and plastic disposable aprons whenever blood or other body fluids are involved. The risk assessment for Blood Borne Viruses should be read and adhered to.

If a child receives a bump to the head a form is filled in by a qualified First Aider. A decision is then made whether the parent is immediately informed depending on the severity. If not informed immediately then the parent/carer is informed at the end of the day by the class teacher. The Class Teacher must then be informed and the child monitored appropriately. The incident must be recorded on the accident form.

All accidents, incidents and near miss incidents to pupils must be reported and recorded as above and on the Accident/Incident Report form. Completed forms should be uploaded to Hoople via Anycomms+. If you do not have access to Anycomms+ the form can be sent to accidents@herefordshire.gov.uk. and a copy sent to Hoople. An accident investigation form will be completed by the Health and Safety Officer.

Hoople will be contacted for specific advice in the event of a health and safety emergency on the school site or whilst on a planned curriculum visit.

Schools should retain all previous accident books & copies of accident forms for at least 5 years after the last date of entry.

Fire Arrangements

Fire Alarms and appliances are tested regularly by the Caretaker and a record of each test is maintained.

Fire Evacuation and Fire Drills – are held as required on a Termly basis and a written record kept. Staff will be notified within 1 day of any findings resulting from Fire Drills.

Fire Prevention

- All rubbish and waste material should not be allowed to accumulate. This material should be collected daily and **placed in metal or other non-combustible containers, complete with close** fitting lids.
- Stairways must be kept clear.
- All fire doors must be unlocked whilst persons are on the premises.
- Fire notices detailing the action to be taken on the raising of the alarm should be prominently displayed in all rooms and placed on general notice boards.
- All combustible materials should be stored away from sources of heat.
- Highly flammable liquids must be stored in accordance with the requirements of the Highly Flammable Liquid Regulations 1972 (A detailed requirement is set out in the various Group Safety Policies).

General Matters

Flammable Substances:

All flammable substances are stored as directed in their COSHH Risk Assessment.

Hazardous Chemicals:

These are only used by the cleaners and locked in the cleaner's cupboard. COSHH data sheets must be completed and stored for use in an emergency. All persons using hazardous chemicals must beware of the safety warnings and read the COSHH sheets prior to use!

Journeys and Visits:

Each school has a designated Educational Visits Co-ordinator (EVC). The school uses the EVOLVE risk assessment online package for off site trips and guidance on using this system is provided by the EVC.

All school trips should be planned by the teachers responsible, who should inform the EVC of the trip and ensure that appropriate risk assessments are completed before commencing the trip. An overview sheet should also be completed for every trip and signed by the Executive Headteacher/ Head of School/Member of S.M.T. A copy of this will be given to the School Office.

Planning of school trips especially trips over 50 miles from base and out of county must use this notification process, at least 10 days in advance. However, we have decided that trips to local schools/areas in the local vicinity will just require a completed overview sheet and completed necessary risk assessments.

Pupil/adult ratios will be dependent on risk assessments, pupil activities, pupil ages and specific needs. Parent's authorisation is always sought before any trips take place.

Lone Working

A Lone Working Risk Assessment has been carried out. First Aid kits, a means of summoning help and letting someone else know you are working at the School should always be in place.

Medicines:

These are kept in a locked cupboard in the School Office at Gorsley Goffs and the School Office at Lea Primary School and dispensed by an adult as directed. A record is kept of all medicines administered.

Epipens are checked half termly and a written record of expiry date and clarity is kept in the School Office.

Portable Electrical Appliance Testing:

There are termly visual inspections and annual tests by competent persons for all equipment.

Reporting:

Health and Safety is considered at the meetings of the Finance and Buildings Committee and reported to the full Governing Body.

Governors:

The Governing Body's Finance and Buildings Committee regularly consider Health and Safety matters.

Risk Assessment:

Risk Assessment is carried out as required by appointed persons and reported to the Headteacher.

Risk assessments are reviewed by appointed persons on a yearly basis or sooner if required.

Safety Inspections:

Are conducted by appointed person/contractors at required time intervals in accordance with statutory guidelines.

Legionella Checks

Caretaker checks:

Outside tap and Disabled toilet once weekly

All other taps monthly according to statutory guidelines.

Asbestos Checks

Checked monthly in plant room at Gorsley Goffs. There is no asbestos at Lea

*Emergency Lighting**Fire prevention*

Caretaker checks:

Fire alarms one per week on a rolling program

Emergency lighting monthly

Emergency lighting every six months for 'drop test'

Fire extinguishers are visually inspected monthly

Security:

All visitors report to the School Office. Colour coded identification lanyards are worn by Staff, Governors, visitors and contractors. Any unknown visitors/contractors are requested to produce photographic identification at reception before being allowed entry.

Training Induction:

Arrangements for health and safety training of new staff are dealt with by the Executive Headteacher/ Head of School.

Safety representatives have the right to:

- Carry out termly inspections of the premises and submit a written report to the Executive Headteacher/ Head of School.
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- Represent their membership to the Executive Headteacher/ Head of School (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- Represent the staff/union membership on school safety committees.
- Receive such training as may be necessary for them to perform their duties.
- Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their duties.

Access and Egress:

The clearance of ice, snow and leaves etc. and steps to prevent the obstruction of fire exits are the responsibility of the Caretaker.

Blood-Borne Diseases:

All staff should be aware of the School's Blood Borne Virus Risk Assessment.

Building Repairs and Contractors:

(including extensions and new buildings)

- The school will receive a copy of the contract placement which will indicate the contractor's name and address, the work to be undertaken and the name of the supervising representative of PR Associates.
- Where possible the supervising officer and the contractor's representative will consult the Executive Headteacher/ Head of School as to the arrangement of work, the siting of the equipment, materials etc. before work commence. This particularly applies to the potential for uncovering Asbestos during building repairs or upgrading. The procedures contained within the LA Asbestos Manual should be followed.
- The contractor after commencement of work, should consult with the Executive Headteacher/ Head of School on a regular basis to ensure that the work in progress does not interfere with the normal school work or endanger employees and pupils/students on the premises.
- If, after consultation with the contractor, the Executive Headteacher/ Head of School is not satisfied that safety aspects are adequate, they should contact the supervising PR Associates Officer and the Children's Wellbeing Directorate immediately.
- Only in extreme cases, where there is immediate danger should the Executive Headteacher/ Head of School request the contractor to cease work.

Cleaning:

The schools employ its own cleaners and they adhere COSHH guidelines, as well as adhering to Health and Safety matters pertaining to each school.

Communications:

Any problems or defects should be reported to the Executive Headteacher/Head of School.

Display Screen Equipment (VDUs and LCD's)

There is the possibility of a potential epileptogenic effect from pattern and photo stimulation. The most vulnerable age group is 10 – 14 years old but can occur as a first attack up to 20 years.

- The illumination on the screen and in the general lighting of the room should be carefully considered.
- Excessive noise arising from ancillary equipment must be minimised.
- Postural fatigue is possible if the workplace layout is not carefully considered.
- Visual fatigue ('eyestrain') can occur – no person should use the VDU constantly for more than 20 minutes before taking a break. Where this complaint persists a systematic investigation of the problems should be undertaken on an individual basis. Administrative staff users are offered an eyesight screening test every three years.
- The general ventilation of the room should be adequate to deal with any excess heat given off by the equipment.

- 'Users' are defined as persons using DSE equipment for more than one hour per day. All 'Users' are required to undertake a self-assessment of their workstation using the designated DSE Risk Assessment. Any issues arising from this Assessment should be initially directed to the Executive Headteacher/ Head of School.

Lettings

The School (not the LA) is responsible for the administration of lettings. The caretaker will inform the leaders of groups who hire the School premises of the emergency exits to be used in the event of fire or similar emergency, and the location of first aid services.

Lessees will be given a copy of the Health and Safety policy to ensure they are aware of the agreed information and procedures. Lessees will also be encouraged to report to the Executive Headteacher/Head of School (via the Caretaker) any deficiencies discovered which may endanger themselves or the premises. The LA provide draft Conditions of Hire which gives guidance on the responsibilities of the Lessees.

Manual Handling

All staff are reminded to adopt good manual handling techniques during their daily activities. If staffs are unsure how heavy a load is, they should test to ascertain its suitability. If unsure, ask other staff members to assist with the load

Manual Handling Assessment Forms are completed to identify and control risks to ensure safe manual handling operations.

If manual handling is undertaken then staff need to read and adhere to the Manual Handling School-wide Risk Assessment.

Occupational Health

Staff can access the services of the Occupational Health Team who are currently based at Hereford General Hospital. 01432 364013. This service covers a wide range of activities e.g. from advice on Work Related Stress to recovery from injury or illness.

Outdoor Play equipment

Play equipment must only be used when the playground is being supervised. If weather conditions make the equipment excessively wet and/or slippery, it must not be used.

Any defects or hazards must be reported to the Head teacher immediately.

The equipment has an annual ROSPA check and recommended works are carried out.

PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follows:

- Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.
- Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves "CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?", before allowing them to undertake any manual handling task. In particular staff will ensure that where

two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

- Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- Staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE',

All staff planning to use PE equipment must inspect it before it is used by the children. Large apparatus will be inspected annually by appropriately qualified persons. Any faults identified by any person must be reported to the Executive Headteacher/ Head of School as soon as possible. Risk Assessments and records of annual inspections will be kept in the Health & Safety file.

Playground Safety and Supervision

Children are supervised at all times during all playtimes by an appropriate number of teaching and non-teaching staff.

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process. Please consult separate risk assessments for other designated areas.

Science and Design and Technology

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein. CLEEAPS provide safety advice for science and D.T activities and should be used for safety advice in conjunction with 'Be Safe' booklet.

Slips and Trips

Staff members are to be vigilant where the potential for slipping or tripping exists. If a defect or slip hazard is located, then staff members must report the hazard to the School Office or Caretaker immediately. Warning signs, remedial works such as a cone or tape can be arranged, and/or the substance can be cleaned and dried up.

Vehicles

Vehicles should only be parked in the car park spaces. Vehicles should only be moving at a walking speed whilst on School grounds.

Occasionally, contractors may have vehicular access to the school grounds.

Parents will be 'strongly encouraged' to comply with the speed, direction of travel and parking restrictions.