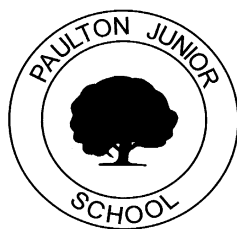


Introduction

Bath and North East Somerset Council are committed to ensuring children at school are healthy, stay safe, enjoy and achieve, make a positive contribution and have a good state of mental health and wellbeing.

This will be achieved by involving employees, parents and pupils in the risk assessment and risk management process, equipping them with the skills, knowledge and understanding that will enable them to live positive, successful, and healthy lives.

Our aim is for everyone to enjoy a safe and healthy working and learning environment that promotes and encourages understanding of risk. We want all children and young people to be prepared for life and we will work to ensure happy, healthy, and safe experiences to realise this vision.



Paulton Junior School Health, Safety and Wellbeing Policy

Next Review Due: October 2025
Last Review: October 2024
Reviewed by: Health & Safety Committee
Approved by: PJS Governing Body

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1 Statement of Intent

This policy statement is produced in respect of **Paulton Junior School** and is supplementary to the health, safety and wellbeing policies of Bath and North East Council (“the council”). The policies can be found on the council’s Intranet.

It is the intention of the school to pay particular attention to the provision and maintenance, so far as is reasonably practicable, of:

- *A safe workplace, including entry and exit from the premises.*
- *A safe and healthy working environment.*
- *Safe plant, equipment and systems of work, which are without risks to health.*
- *Safe arrangements for the use, handling, storage, transport and disposal of hazardous articles and substances.*
- *Adequate information, instruction, training and supervision to enable all staff to work safely, and pupils to learn and play safely.*

The school recognises its responsibility to promote a safe culture where health, safety and wellbeing issues are discussed in an open and positive way to achieve improved standards and safe systems of work. The school regards the promotion of health, safety and wellbeing matters as a mutual objective of all that work here.

It is the school policy to take all such steps as are reasonably practicable to meet its statutory responsibility for providing a safe and healthy working environment for staff, volunteers, and pupils and extends such protection to visitors to the school premises. The school will also endeavour to ensure that the acts and omissions of school staff and volunteers do not adversely affect non-employees.

To this end, the school endeavours to apply and ensure all current legal requirements are met, together with other appropriate safety control measures where reasonably practicable. This practice will be continued in the case of future legislation.

The school will consult with staff on health, safety and wellbeing issues that affect them, and with individuals before delegating health, safety and wellbeing responsibilities to them. The school recognises that whilst it may delegate responsibility, it cannot delegate accountability.

Staff and volunteers are expected to cooperate with the school Headteacher and Governors in all measures taken to fulfil statutory health, safety and wellbeing duties and to protect the health, safety and wellbeing of staff, pupils and visitors.

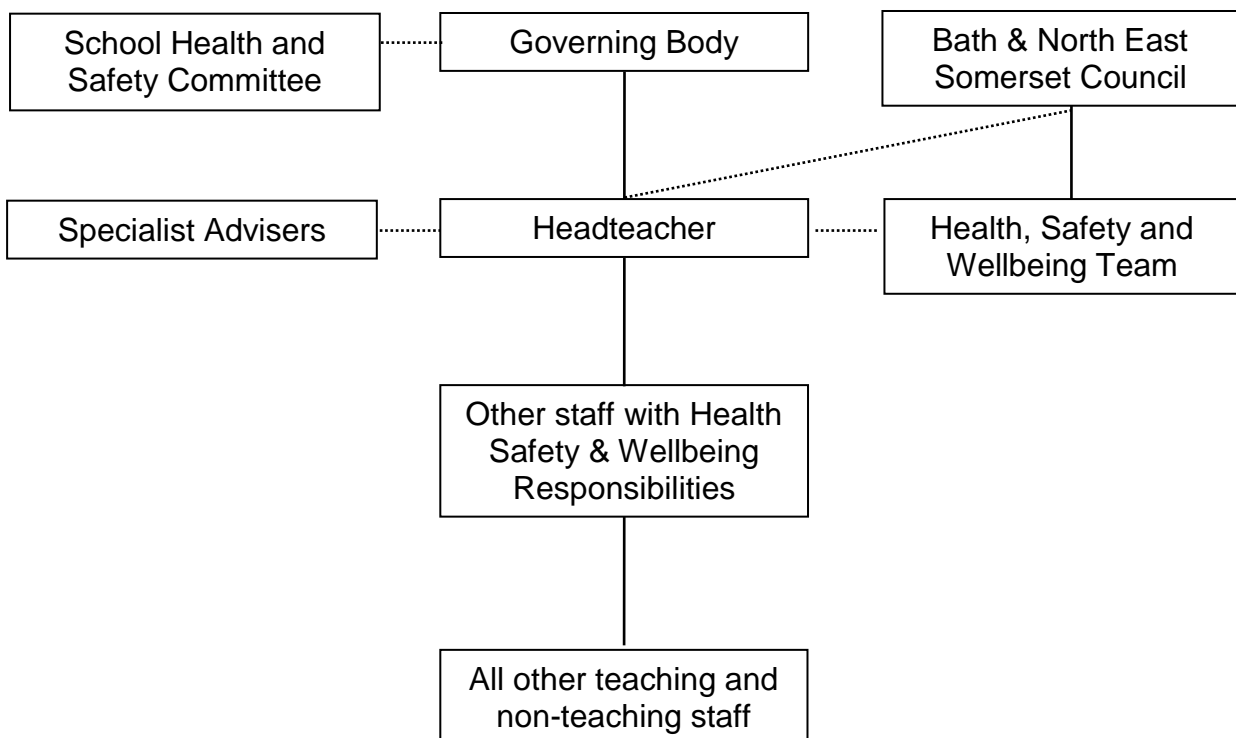
Signed..... Chair of Governors Date.....

Signed..... Headteacher Date.....

Review Date: OCTOBER 2025

2 Organisation for Health and Safety

2.1 Organisation Flow Chart



2.2 Responsibilities of the Director of Education and Safeguarding

The responsibilities of the Director of Education and Safeguarding outlined in the Education and Safeguarding Statement of Health, Safety and Wellbeing Policy Statement. (This can be found on the council's Intranet system).

2.3 Responsibilities of the Governing Body

The **Governing Body** has overall responsibility for health, safety and wellbeing within the school. Individual governors cannot be held to be personally liable when they have acted on collective decisions, taken in good faith, due to Governing Bodies holding corporate status.

The **Governing Body** will ensure that all reasonable steps have been taken to fulfil the school Health, Safety and Wellbeing Policy and to reduce the possibility of accident or injury to staff, volunteers, pupils, or visitors.

They will ensure that:

- Risk Assessments of work activities are undertaken, and a written record of these assessments are kept and reviewed regularly.
- Sufficient funding is allocated for health, safety and wellbeing, e.g., in respect of training, personal protective equipment, or other provision as identified by assessment as necessary etc.
- Regular safety inspections are undertaken.
- A positive health, safety and wellbeing culture is established and maintained.

2.4 Responsibilities of the Headteacher

The Headteacher is responsible to the Governing Body for the health, safety and wellbeing of staff, volunteers, pupils and visitors within the school, and for the implementation of this policy.

The Headteacher may delegate some tasks to designated individuals. Any duties not delegated are automatically the responsibility of the Headteacher. They remain specifically responsible for ensuring that (even if delegated):

- A school Health, Safety and Wellbeing Policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary.
- The school has the necessary health, safety and wellbeing specific coordinators appointed.
- All members of staff, volunteers, pupils and, so far as is reasonably practicable, visitors to the school, are aware of their general and specific health, safety and wellbeing responsibilities as set out in the policy.
- Information and advice on health, safety and wellbeing is acted upon and circulated to all relevant parties.
- Where required, written risk assessments of work activities are undertaken. The identified risks to which staff, volunteers, pupils and visitors are exposed are recorded and regularly reviewed together with their control measures.
- The duties designated to a Health, Safety and Wellbeing Coordinator are clearly defined and the person is competent to carry them out, with sufficient training and resources allocated to enable this.
- The appropriate structures exist and operate for consultation with staff on the resolution of health, safety and wellbeing issues.
- Regular inspections of premises, plant, accessible asbestos and equipment are undertaken.
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- Health, safety and wellbeing issues are dealt with promptly and appropriately, or referred to the Governors or the council's Health, Safety and Wellbeing Team as appropriate.
- All serious accidents are reported and investigated.
- All health, safety and wellbeing policies and procedures are available to all relevant parties.
- They cooperate with the council in meeting its legal requirements in respect of the monitoring of health, safety and wellbeing practice and procedures.

2.6 Responsibilities of Teaching Staff

Teaching staff have the responsibility to familiarise themselves with the following procedures and bring them to the attention of pupils:

- Emergency evacuation procedures.
- Accident procedures.
- Safe working practices.

Teachers are responsible for ensuring that:

- They, and pupils under their control, make use of any health, safety and wellbeing provision as necessary.
- They undertake regular inspections of equipment and their rooms or work area and bring any issues or faults to the attention of the designated person.
- They bring to the attention of the designated person any health, safety and wellbeing concerns relating to working practices, procedure, equipment, accommodation or fire.

2.7 Responsibilities of all School Staff

Under the Health and Safety at Work Act 1974, all employees have a duty to take reasonable care for their own safety and for the safety of others, which may foreseeably be affected by their acts and omissions at work.

They also have a duty to cooperate with the school management in all measures taken to fulfil statutory health, safety and wellbeing duties, and to protect the safety of staff, pupils and visitors.

Whilst recognising management responsibilities regarding health, safety and wellbeing at work, **the school expects all staff to set an example in safe behaviour by:**

- Ensuring staff and pupils follow safe procedures.
- Ensuring that protective equipment is used correctly by staff and pupils when needed.
- Bringing safety issues to the attention of the Headteacher.
- Reporting any accident, near miss incident, or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.
- Checking that classrooms/work areas are safe.
- Checking that equipment is safe and properly maintained before and after use.

2.8 Responsibilities of Pupils

All pupils are expected to behave at all times in a manner that places neither themselves nor others needlessly at risk. They are expected to:

- Comply with school rules relating to general behaviour. Also in line with the school behaviour policy.
- 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.
- Not to misuse anything provided for health, safety and wellbeing reasons.

Related documents:

- ***Paulton Junior School Behaviour Policy.***

2.9 Responsibilities of Health, Safety and Wellbeing Coordinators

This is the person delegated with specific responsibilities by the Headteacher in respect of the management of health, safety and wellbeing.

The Health, Safety and Wellbeing Coordinator will:

- Receive all health, safety and wellbeing information sent to the school and disseminate the information to staff/governors as necessary.
- Advise the Headteacher and Governors on action required to comply with relevant health, safety and wellbeing legislation.
- In consultation with the Headteacher and/or Governors, set timescales to ensure work is carried out to meet the requirements of health, safety and wellbeing legislation.
- Carry out termly safety inspections.

2.10 Responsibilities of the COSHH Coordinator

The COSHH (Control of Substances Hazardous to Health) Coordinator will:

- Maintain an inventory of substances covered by the COSHH Regulations.
- Have responsibility for ensuring that the manufacturer data sheets are obtained.
- Carry out a COSHH risk assessment on the use of substances used or generated.
- Determine COSHH control measures required.
- Notify staff who use or encounter the substances of the control measures.
- Where control measures involve ventilation systems, or personal protective equipment the COSHH coordinator will ensure the maintenance of those controls.
- Keep COSHH assessments under regular review.

2.11 Responsibilities of Educational Visits Coordinator (EVC)

The Educational Visit Coordinator (EVC) is responsible for ensuring the planning and management of educational visits including adventure activities led by school staff.

They should organise the thorough induction of leaders and other adults taking pupils on a specific visit and make sure that DBS (Disclosure and Barring Service) checks are in place as *necessary* for those who may be volunteering on the trip.

2.12 External Visits and Off-site Activity Leaders (Trip Leaders)

Teaching staff are responsible for supervising pupil groups whilst they are away from school on external visits, and for ensuring that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.

Trip Leaders are responsible for carrying out risk assessments prior to the external visit/off-site activity taking place. Whenever adventurous activities are being undertaken and/or residential take place, those responsible for leading groups off-site will have undertaken appropriate training and where possible visit the site.

2.13 Responsibilities of First Aiders

Responsibilities of appointed person/member of staff who is in charge of the situation.

In the event of an accident the member of staff/appointed person is required to take charge of the situation and summon medical assistance if necessary.

The member of staff/appointed person should assist casualties when requested and keep a record of treatment or advice given and ensure that an accident form has been completed where appropriate.

Persons will receive First Aid training to the appropriate level. The school office must ensure that the contents of first aid kits are correctly stocked at all times.

The headteacher should ensure that the appropriate person is notified if the treatment needs to be logged on the council's electronic [Accident and Incident Reporting System currently B&NES HS ONE STOP https://hsonestop.org.uk/](https://hsonestop.org.uk/)

3 Arrangements

Paulton Junior School GENERAL ARRANGEMENTS

This section of the policy is split into two parts.

Part one is the school wide procedures, general arrangements. **Part two** is the more activity-based arrangements, specific arrangements.

This policy must be read in conjunction with any other policy and/or procedures not specifically mentioned in this document that are in place for this establishment.

The following arrangements have either been established through risk assessment at school level or are national standards.

B&NES ONE STOP (<https://hsonestop.org.uk/>) is the online accident and incident reporting system to record accidents and incidents, but also to bring them to the attention of Bath and North East Somerset Council so that guidance can be provided to help reduce risk of injury. The information you supply on the incident report form will be brought to the attention of the selected school and a member of the B&NES Health, Safety and Wellbeing Team, to ensure that the accident or incident is investigated.

3.1 Accident/Incident Recording/Reporting

Minor Injuries

All minor injuries to pupils (e.g. bumps, bruises and grazes) should be reported in the Pupil Accident Book, which is kept in the First Aid Room. Minor injuries can also reported in the Mini Accident Books which are carried by all SMSA's.

Any injury to a pupil, staff, or visitor that requires First Aid treatment, pupil's taken directly to hospital and/or involves lost time should recorded on the council's electronic Accident and Incident Reporting System as soon as possible and investigated to try to prevent reoccurrence. **B&NES ONE STOP (<https://hsonestop.org.uk/>)**

Accidents/Injuries Reportable to the Health and Safety Executive (HSE)

Major accidents are specified injuries, dangerous occurrences and occupational diseases (as defined by the HSE) that the council is required to report to the Health and Safety Executive, by the quickest means possible and using the correct form. **The school must therefore** complete an accident report as soon as a major incident occurs using the council's electronic Accident and Incident Reporting System **B&NES ONE STOP (<https://hsonestop.org.uk/>)**

Reporting Violence, Aggression, or Challenging Behaviour

Violence is any incident in which the person is abused, verbally or otherwise, threatened, or assaulted, and may also include bullying and sexual or racial harassment. The school will endeavour to prevent violence to staff and pupils occurring, and to support and assist them should violence occur.

All violent or potentially violent incidents should be reported both to the Headteacher and the Health, Safety and Wellbeing Team, via the council's electronic Accident and Incident Reporting System. Where actual injury occurs, this should be specified on the report. It is vital that there is a written record of all such incidents, as the council's Health, Safety and Wellbeing Team are required to report them to the Health and Safety Executive.

3.2 Emergency Procedures

In the event of an emergency the Fire Brigade, Police or Ambulance Service may be summoned by any member of staff by calling 999, who are assessing the scene.

If the emergency is a fire or any other serious imminent danger, the alarm must also be raised by using the nearest fire alarm call point.

Evacuation as a result of a credible 'bomb threat' should be achieved without using the fire alarm as it may set off the device. *Personal possessions, bags etc. must also be taken with staff and children.* Any evacuation assembly point may also need to be changed to avoid standing in front of windows, glazed areas.

On hearing the alarm all staff, pupils and visitors should immediately leave the premises and assemble in the designated areas, well away from the buildings. No one should re-enter the building until the alarm bells have stopped ringing and the Headteacher or Fire Brigade have authorised re-entry.

Fire Drills will be held once a term and recorded appropriately.

Staff Responsibilities

Staff will ensure:

- All exits are unlocked while the building is occupied - report locked exits to the Caretaker/ Headteacher.
- Fire exits are free from obstruction at all times.
- Fire doors are never propped open.
- Missing or empty fire extinguishers are reported to the Caretaker
- Electrical equipment not in use is switched off and the plug removed from the socket.

In the event of the fire alarm sounding, staff should ensure that wherever possible all doors and windows are closed, and electrical equipment is switched off. Staff may tackle small

fires using the appliances provided if trained to do so, but only if this can be done without putting themselves at undue risk. Use of the fire appliances must only be regarded as an emergency measure and the Fire Brigade must always be summoned without delay.

Teachers should accompany their classes to the designated assembly point, where they should check their pupil registers. If anyone is missing, the Headteacher should be informed as soon as possible. No one should stop to collect personal belongings in an emergency or re-enter the building until authorised to do so.

Safety of People with Disabilities

Individual arrangements for the safety and safe emergency evacuation of staff, volunteers or pupils with disabilities will be determined before their entry to the school. For staff with disabilities, a meeting will be arranged between them and the Headteacher as soon as possible after their appointment. For staff or pupils with temporary mobility problems, e.g. a broken leg, similar meetings will be held. **Any significant change to procedures, escape routes or the building that are required to facilitate evacuation will be detailed in a Personal Emergency Evacuation Plan (PEEP).**

Security

Every endeavour will be made to ensure that the school is kept secure from unauthorised access at all times. All staff are expected to cooperate with this and to ensure that security does not compromise emergency evacuation in case of fire.

3.3 First Aid

First aid cover in the school is provided to deal with injuries resulting from accidents, or medical event, which occur on school premises. It consists of:

- The treatment of **minor injuries**, which do not require medical attention.
- **First assistance to a casualty, while waiting for medical help.**

First Aid Box(es) are located in First Aid Room and carried by SMSAs on duty.

The list of first aid trained staff is available from the office.

First Aid trained staff are authorised by the school to render first aid strictly in accordance with the First Aid Regulations 1981 (amended 2018). **Treatment of any kind, outside of the regulations, such as dispensing pain-killing drugs, is not authorised.** If there is any doubt about the extent of an injury or the seriousness of an illness, an ambulance should be called without delay. **In the absence of any First Aid trained staff, the Headteacher assumes this responsibility.**

First Aid boxes are kept on site, and these contain approved materials.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Supplies of disposable gloves are provided for this purpose and kept in the first aid room.

Administration of Medication

Related documents:

- [Paulton Junior School Policy for the Administration of Medication in School.](#)
- [Parental Request to Administer Medication_FORM_reviewed Oct 2024](#)
- [MEDICINE_Record of medicine administered to individual pupil](#)
- [B&NES Guidance for supporting pupils with medical needs in schools](#)

3.4 Infectious Diseases

The school follows the national guidance produced by the **Health Protection Agency**, which is summarised on the poster, '[Guidance on infection Control in Schools and Nurseries](#)'. **Poster displayed in the First Aid Room.**

3.5 Medical Needs

The school will try to accommodate pupils with medical needs wherever practicable in line with the school policy.

Related documents:

- [Paulton Junior School Policy for the Administration of Medication in School.](#)
- [B&NES Guidance for supporting pupils with medical needs in school.](#)

3.6 Risk Assessments

Risk assessments are an on-going process. Below are some of the main areas covered.

Teaching Activities

The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity.

Manual Handling

Manual handling is defined as the transporting or supporting of a load which includes lifting or supporting people. Where ever possible, manual handling will be avoided or done by mechanical means, so that the risk of injury to both staff and pupils, from manual handling, is reduced to the lowest level reasonably practicable. All staff that carry out unavoidable manual handling tasks on a regular basis will be trained. Under no circumstances will pupils

be allowed to move heavy items of furniture or equipment. Staff are reminded to reduce loads whenever possible and to seek assistance if necessary.

All pupils who may need to have manual handling support are assessed using the manual handling assessment forms. This initial assessment will identify if there is a significant risk of injury, and subsequent to this, if a significant risk of injury is identified further assessment information will be identified.

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

Related Documents: [Guidance for Manual Handling of Disabled Pupils in School](#)

Display Screen Equipment (DSE)

Any member of staff who is a “user” of DSE complete a Display Screen Equipment Workstation Risk Assessment.

All staff that are classified as “users” of Display Screen Equipment (DSE) will be given information and training on its correct use. They will be entitled to an eyesight test and, if spectacles are necessary for DSE work exclusively, these will be supplied free of charge.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.

Workplace

An inspection of the workplace, buildings/grounds, is undertaken in order to identify any failures to meet the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular, *quarterly* inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed for completion as and when funding becomes available.

Control of Substances Hazardous to Health (COSHH)

The school will ensure that the risk to staff and pupils from substances hazardous to health is prevented or controlled so far as is reasonably practicable. Risk assessments will be carried out by the COSHH Coordinator, combining information from the ‘Manufacturer’s Safety Data Sheets (MSDS)’ and its use. No new substances should be generated or brought into school unless a risk assessment has been carried out and the ‘safety data sheet’ is held. The safety data sheet should be available in the event of an incident.

The COSHH Records are kept in the school office and are available for inspection at all times.

Competence

All staff are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management. This is the only way to control dynamic work situations by having a competent person in charge, who will react to changes and take appropriate measures.

The school considers its staff to be competent but will provide training/instruction or supervision as required.

Fire Precautions

The school has undertaken a fire precautions risk assessment and evacuation procedures can be found in the specific arrangements section of this policy.

- A fire plan is displayed in the school office. This indicates the position of fire alarm call points, fire exits, emergency light, fire extinguishers and any other relevant fire equipment. It also indicates the location of the isolation points for gas, electricity and water.
- ***Gas Isolation is located in outdoor store cupboard. Key No. 6***
- ***Electricity Isolation is located in Electrical Cupboard in Group Room 1. Key No. 19***
- ***Water Isolation is located in the Boiler Room. Key No. 5***
- Fire evacuation notices are displayed in each classroom.
- Information is kept on maintenance arrangements, e.g. checks on alarms and fire extinguishers.
- Fire drills are carried out regularly and monitored accordingly.

3.7 Contractors on Site

Contractors will be given sufficient information to enable them to work safely in the school. They are required to cooperate with the school in all measures taken to ensure the safety of pupils, staff and visitors.

In conjunction with the school surveyor, the work of contractors on school premises is monitored, where this affects the safety of staff, pupils or visitors. All contractors on site will be given access to the asbestos register. There is a separate section on asbestos.

The Construction Design and Management Regulations 2015 are complied with as relevant to the work being undertaken.

3.8 Consultation with Employees

The school will ensure staff are consulted regarding all health, safety and wellbeing matters that affect them and will ensure health, safety and wellbeing is a standard item on the agenda of all staff meetings. Where appointed, consultation with trade union accredited safety representatives will take place.

To this end the accredited safety representative or elected representative of employee safety, if appointed, will be invited to become a member of the School Safety Committee/the Governors Health and Safety Committee.

3.9 General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The following arrangements have been made.

Fire Extinguisher/Fire Alarms

Fire extinguishers are subject to an annual check by a competent contractor and are checked on a weekly basis by Caretaker to ensure that they are in position and that the pins are in place.

- Fire Alarms and Fire Panel are serviced and maintained by ADT Fire & Security
- Emergency Lighting is serviced and maintained by APEX ALARMS
- Fire Extinguishers are serviced and maintained by FIRESHIELD

PE Equipment

All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the designated person will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

- PE equipment is Inspected by SPORTSFIX

Portable Appliance/Electrical Equipment (PAT) Testing

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment it is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

Portable electrical equipment, including the personal property of staff on school premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.

The school will ensure that all electrical equipment is constructed and maintained so as to prevent danger as far as is reasonably practicable and will comply with the standards detailed in the Electricity at Work Regulations 1989. An inventory of all electrical equipment is kept.

Repairs and Maintenance

Buildings, services, and plant will be inspected. Staff should report any defects or problems that they notice promptly by entering them in the caretakers "repairs book" held in the school office.

3.10 School Trips

A separate school trips policy has been produced. Educational visits will be recorded and monitored through the computerised 'EVOLVE' system.

PLEASE NOTE:- Paper based notifications are no longer accepted, **EVOLVE** is the **ONLY** acceptable way of notifying the council of **higher risk activities** and **residential trips**

Related documents:

- [Paulton Junior School Policy Statement for School Trips and Risk Assessment Form](#)

3.11 Transport

Staff transporting pupils/equipment in their own cars

Staff who use their own cars must confirm that their insurance policy covers them for this purpose and the vehicle is fit for purpose. (This insurance cover is not provided by the school or council).

Staff transporting pupils/equipment in the school minibus or a minibus hired in for the purpose

Only staff who hold the appropriate license and insurance to drive a minibus are able to drive a minibus.

Hired Transport and Driver

Transport and driver's hire in are only from a reputable source.

Parent or Volunteers who convey other parent's children in their cars on school business

Under review

3.12 Health, Safety and Wellbeing Training

Health, safety and wellbeing information and/or training will be provided for all staff when they join the school and whenever they are exposed to new risks or changed work activities.

3.13 Safer Routes to and Around the School

The school will take appropriate measures to ensure the safety of pedestrians and vehicles accessing and leaving the school premises. Pedestrian routes are clearly defined, and vehicle movements controlled.

Consideration is also given to road safety and traffic schemes around the school, walking bus arrangements, keep clear markings and information and instructions for staff, pupils and parents.

3.14 No Smoking Policy

The school has an obligation to its staff to provide a safe working environment, without risk to health. It accepts that passive smoking presents a risk to staff and therefore has a no smoking policy. The smoking ban applies to all employees, visitors and pupils whilst on school premises or in school vehicles and to the premises in and out of normal school hours.

This policy also applies to volunteers transporting staff or pupils on school business.

3.15 Asbestos

Asbestos was banned as a building material in 1999. Any school built during year 2000 or later, should not have any asbestos specified in its design or construction. Please be aware of any outlying structures, stores, shed or buildings that predate 2000

Asbestos Register

A non-invasive asbestos management survey has been completed. An asbestos register of known or presumed asbestos has been drawn up and is maintained for the school by B&NES Council Corporate Estates Team. **This register is available to all contractors online or a paper copy is held in the school office.**

Asbestos Management Plan

The school Asbestos Management Plan of which this policy forms a part is held and maintained by the Caretaker.

The plan identifies where asbestos containing materials are known or presumed to be on site and how the materials are managed. Employees are informed of the locations of

asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Related Documents: School Asbestos Management Plan

Routine Monitoring of Asbestos Containing Materials

The council are the main duty holder with onsite support from the Headteacher who may operationally delegate the task of visual monitoring of asbestos materials. The asbestos containing material present will be visually checked with any damage or defects reported immediately to the council Corporate Estates Team. In some cases, this may initiate the emergency procedures detailed below and place the area out of bounds. The asbestos containing material will be checked:

- Monthly (where there is a high risk of damage).
- Termly (where there is a medium risk of damage).
- As appropriate (where there is a low risk of damage).

Contractors and Minor Works

The school will ensure that only competent (and if necessary licensed) contractors will conduct works in the school and follow the agreed safe methods when carrying out work that might disturb asbestos. Contractors will be asked to operate to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos Regulations 2012 and the standards in the HSE guidance and codes of practice.

Contractors will be properly informed about asbestos in any building they work in and given access to the asbestos register (available online or paper copy available in school office) before commencing work involving drilling, cutting or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts or service ducts.

All contractors appointed directly by the school are also required to be competent and check that any minor works they are about to undertake *does not disturb any asbestos containing building materials.*

Larger Projects of Refurbishment or Demolition

A full invasive asbestos pre-works survey must be undertaken before any planned demolition or refurbishment works commence. Do not assume there is no asbestos present where there is no register entry. If there is any doubt, school staff and contractors must always assume asbestos will be present and contact the council Corporate Estates Team for advice or to arrange a determination.

Emergency Procedures - Damaged Asbestos Containing Materials

In the event that any asbestos containing materials are damaged, the room or area in which the damage occurs **must be put out of use immediately** and people kept out of any area.

The Headteacher will be informed who will in turn contact the council Corporate Estates Team Asbestos Coordinator and will ensure appropriate measures are taken in response to an incident where asbestos might be accidentally damaged, or damaged as a result of fire, vandalism or other action.

Staff Awareness Training

Staff will be provided with asbestos awareness training detailing the local asbestos management arrangements, who the Duty Holders are for the management of asbestos and what must be done in order to exercise these duties.

All staff will be advised of known areas of asbestos containing materials in the school and these materials are only indicated by label in places where students do not have access. **Staff are required to always check with the site manager before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc.**

3.16 Legionella

An assessment has been completed by a specialist on the hot and cold-water systems. Legionella risks have been assessed and a legionella management plan has been drawn up for the school to manage the risk of Legionnaires' disease. Employees have been instructed in their duties under the plan, and records are maintained in accordance with the management plan.

Infrequently used outlets are run at least weekly and hot and cold water systems are run before the start of each term.

Water temperatures are regularly monitored as part of the school's local legionella management process. Any temperature profile anomalies are immediately reported to the council Corporate Estates Team and acted on.

The school ensures that all work done under their control on pipe runs, water systems and components comply with the standards detailed in Legionnaires' Disease. - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8.

3.17 Behaviour and Safety of Pupils at School

The school recognises it has a statutory and common law duty to protect our employees and 'others' from violence and aggression or even illness as a result of repeated behavioural episodes to the extent they cause a member of staff to be off work with stress. This legal duty extends principally to staff as employees, if they are attacked by anyone, but also extends to pupils in health, safety and wellbeing terms as they would be classed as 'others' affected by our activities.

There is no duty to protect an aggressor unless any action taken to restrain them would be considered to be 'unreasonable'. Any member of staff that may become involved in restraint, other than simply defending themselves, will follow the appropriate positive handling principles as taught to them.

The school places a very high expectation on our pupils' behaviour. This expectation extends to the prevention of the following:

- All forms of bullying or harassment.
- Cyber-bullying.
- Prejudice based bullying and language related to:
 - Special education needs.
 - Sexual orientation.
 - Sex.
 - Race.
 - Religion.
 - Gender re-assignment.
 - Disability.

Offensive Language

Language used by pupils that would be considered unacceptable in society including name calling etc. will be challenged and dealt with immediately.

The school recognises the importance of monitoring and promoting positive behaviours and also consider the language used. It is incumbent on staff, to not just to challenge but to always explain the meaning of any language or term used, as it is often used in ignorance, to ensure that pupils understand why someone might find that word or phrase to be offensive. If there is an acceptable term or phrase to use, then if appropriate, they should be informed and asked to always use the correct term.

Behaviour Incident Logs

All staff are required to complete an incident log (**CPOMS**) of any poor behaviour, sanctions and rewards. This information will be collected and collated and reported to the Full Governing Body at the meetings.

Persistent poor behaviour by any pupil cannot be tolerated regardless of any underlying reason, particularly if this presents a significant risk to themselves or others or causes disruption to the learning experience to themselves or others.

In cases of persistent poor behaviour specialist advice will be sought and appropriate support/teaching plans developed.

Related documents:

- ***Paulton Junior School Behaviour Policy.***

3.18 Violence and Aggression to Staff

The school expects the very highest standard of behaviour from its staff. All adult visitors to the school, governors, parents and contractors are also required to demonstrate the highest standards of behaviour to set an example to pupils. If they are unable to do so, they may be

asked to vacate the premises, and accepted back under strict conditions, or only by appointment.

The risk of violence and aggression in most school workplaces towards staff is normally low, however when an incident does occur, it is often unexpected, and the effect can be devastating for those staff involved. In most incidents staff recover quickly and do not want or need support.

A small number of staff may be severely affected, their confidence and morale suffer to such an extent that they find it difficult to return to their work without support. A smaller number still, especially if physically assaulted, never return to their previous employment. **As such violence and aggression towards staff, is not something that Paulton Junior School is prepared to tolerate.**

Violent, Aggressive or Challenging Pupils

Where staff are at risk of, or exposed to, violent, aggressive or challenging behaviour from pupils, the school will provide support to all staff involved. Regular or ongoing aggressive behaviour from a pupil will be managed by the school in combination with the parents and advice from the council. Individual pupils risk assessments will be created as require, and incidents will be recorded using the school accident and incident method.

Risk to School Staff

Where a particular risk is identified to staff, for example when a credible threat is made by older siblings, or adults particularly, a written risk assessment will be undertaken and where identified as necessary risk controls will be implemented, to reduce the risk to an acceptable level such as:

- Staff training to attempt to diffuse or remove themselves from a potentially violent situation.
- A summary of all incidents will be reported to the chair of governors and Full Governor's committee at least on an annual basis and more often if it is deemed by the chair of that committee to be an issue.
- Additional levels of supervision.
- Support and counselling be offered to staff affected.
- Panic alarms or other work processes to ensure that no member of staff feels at risk, or where necessary could summon assistance quickly.
- Exclusion or any other reasonable measures to reduce any risk identified to an acceptable level.

Parents or Other Adults

The standard of behaviour expected of our own pupils extends to their families and friends whilst on school premises. In particular, violent, aggressive or threatening behaviour will not be tolerated by the school, especially if directed at any member of staff from parents, other adults or young persons. This particularly applies to adults' behaviour in front of pupils at sporting, or other recreational events held on school premises.

Serious Violent and Aggression Incidents

Any serious violent and aggressive incident involving a member of staff (incidents to pupils are dealt with elsewhere) the school will endeavour to do the following:

1. Ensure that building, scene, and member of staff or pupils are safe.
2. Offer support and counselling.
3. Subject to the agreement of the member of staff involved, report the matter to the Police.
4. Cooperate with any Police investigation and provide information such as CCTV images to assist them in their enquiries.
5. Report the incident on the council's electronic *Accident or Incident Reporting System* and carry out their own Investigation into the circumstances of the incident.
6. Review any risk assessments in place, or complete new ones, together with implementing any risk controls identified as necessary.
7. Take any threats made seriously and provide additional resources as identified by the risk assessment detailed above.
8. In exceptional circumstances the school may consider legal action to recover any damages caused by an individual.

There are other measures such as anti-social behaviour orders (ASBO) that may be appropriate and the Police can advise on what measures may be appropriate. Preventative measures and support will be provided to individuals affected as mentioned already in terms of counselling. If appropriate the school will not hesitate to seek legal action against any perpetrator of violence.

Whistle Blowing

If a member of staff has concerns about the threat of violence or aggression, or any other health, safety and wellbeing matter they should in the first instance try to resolve it with their line manager or Headteacher. If there is no satisfactory outcome, they may bring this to the attention of the Governor with responsibility for health, safety and wellbeing anonymously and the matter will be investigated by them. Any safeguarding concerns have other specific actions detailed elsewhere.

3.19 Occupational Health

The school's occupational health provider is **Health Assured (employee assistance programme)** and they can be contacted by any member of staff at any time of the day or night. Details of how to contact the occupational health provider is available to all staff on the staff notice board.

3.20 Occupational Stress

The school has a written a specific managing stress in schools policy statement and furthermore acknowledge the possibility for occupational stress amongst its staff and often the stigma attached. It will actively identify and manage and where necessary carry out a specific risk assessment on occupational (work) related stress. It further acknowledges its responsibilities towards all of its employees and their levels of work-related stress as a result of the six management standards identified by the Health and Safety Executive and will actively endeavour to counteract them.

- 1) **Demands** – this includes issues such as workload, work patterns and the work environment
- 2) **Control** – how much say the person has in the way they do their work
- 3) **Support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- 4) **Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
- 5) **Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- 6) **Change** – how organisational change (large or small) is managed and communicated in the organisation

Specifically, the school will:

1. Recognise that proactive and constructive prevention and management of stress is an on-going and integral part of management practice and ensure that school managers receive appropriate training for this.
2. Ensure that risk assessments are carried out in consultation with staff, when potential causes of stress or stressful situations are identified, so that appropriate control mechanisms are developed and adopted.
3. Ensure that a supportive culture is encouraged in the school, so that all staff feel able to raise concerns on stress at staff / management meetings and receive a supportive response.

4. Ensure that all staff have agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
5. Identify an appropriate forum within the school to focus on stress and stress management issues, within the control of the school, raise awareness and develop strategies to alleviate stress. One of the tasks of this forum will be to determine the training requirements of the school in relation to this issue.
6. Identify channels of support for members of staff in potentially stressful situations and ensure that staff are aware of these.
7. Ensure that school managers and staff recognise the effect that their behaviour can have on the stress of colleagues and accept this responsibility in avoiding causing unnecessary stress in others.
8. Encourage staff to recognise that the **health, safety and wellbeing responsibilities include a responsibility of individual employees** to contribute to development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

Internal Reporting of Occupational Stress

Within the Head teachers report to full Governors a statement is shared regarding referrals to Occupation Health work related stress. Where identified as necessary, a specific risk assessment will be completed.

Related Documents:

- [Paulton Junior School Managing Stress in School Policy Statement](#)
- [B&NES Managing Stress – Guidance and Framework for Schools](#)
- [Model stress risk assessment template](#)

3.21 Subject Specific Arrangements

All learning activities are subject to risk assessment and appropriate control measures are identified and implemented.

4 Conclusion

This policy must be read in conjunction with all other policies and/or procedures not specifically mentioned in this document that are in place for this establishment.

This policy will be reviewed at least annually unless circumstances require an immediate review.

Issued: Model policy April 2024

Reviewed: October 2024

Next Review: October 2025

Signed..... Date.....
Chair of Governors.

Signed..... Date.....
Headteacher

Appendix A.

Staff Holding Responsibilities for Health, Safety and Wellbeing

Staff Holding Responsibilities for Health, Safety and Wellbeing

Date: October 2024

School: PAULTON JUNIOR SCHOOL

Position	Name
Chair of the Governing Body	Simon Memory
Governor responsible for health, safety and wellbeing	Simon Memory & Grant Johnson
Headteacher	Sally Rawlings
Health and Safety Coordinator	Bernie Pratten
Education Visits Coordinator	Joe Barge
COSHH Coordinator	Matt Dowling
Appointed person for First Aid	Bernie Pratten
D&T Coordinator	Katherine Walker
Science Coordinator	Tracey Mallon
Sport and PE Coordinator	Katy Burke (Megan Moody)
Kitchen Manager	Paige Miles
Caretaker	Matt Dowling