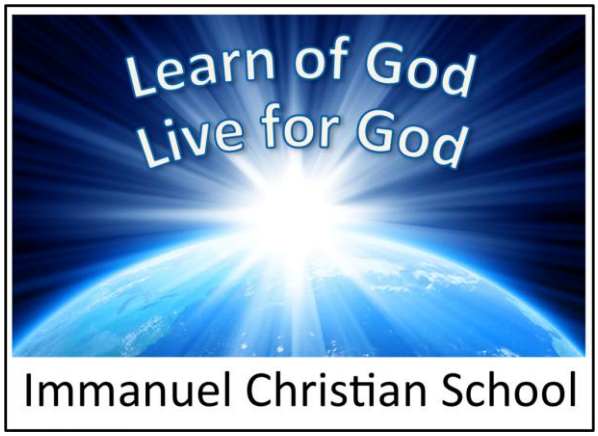

Immanuel Christian School
Health & Safety Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
JG November 2025	
Date of next review	12.11.26

This document is statement of the aims, principles and strategies for ensuring Health and Safety at Immanuel Christian School.

Rationale

Immanuel Christian School depends on God for its ultimate safety and security.

Psalm 121 vs.7 – 'The Lord will keep you from all harm – he will watch over your life; the Lord will watch over your coming and going both now and for evermore.'

However, God has entrusted those in leadership at the School with a duty of care to ensure that it operates in a manner that honours Him in all that it does. The school should, therefore, act in accordance with lawful authority (Romans 13 vs.1) for 'they are God's servant to do good for you' (Romans 13 vs.4). The School's health and safety policy, therefore seeks to follow best practice (as defined by relevant authorities) as such behaviour both honours God and is for our good.

Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto school premises.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.

The Management Team (Head Teacher and Site Manager (when in position)) work towards the school's aims by:

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.

The Head Teacher works towards the school's aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

Teachers work towards the school's aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out for all activities requiring them and before any off-site visits.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aims by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Site Manager – Bob Gulliford (or the Head Teacher in the absence of such a person) is responsible to the Head Teacher for:

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning or ground maintenance are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all staff are familiar with relevant COSHH data sheets.
- Ensuring that all waste materials from the school are disposed of appropriately.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.

Procedures

1. For ensuring involvement of all members of the school community we have:
    - Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.

2. For providing children with opportunities to discuss health and safety issues we have:
    - A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
    - A programme of health education.

3. For accident prevention, reporting and investigation we have:

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports.
- Reporting all accidents to the Head Teacher and a note made in the school accident book.
- Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

4. For First Aid provision we have:
- Recognised First Aiders in school.
- Provision of fully stocked first aid boxes in all areas of the school building.
- Notification to parents of any head injury or minor injuries on appropriate pro-forma.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders and their training dates is kept on the kitchen cupboard.

5. For fire precautions we have:
- A set of regulations for emergency evacuations.
- A termly fire drill (records of which are kept on site).
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by Bristol Fire.
- All fire exits clearly signed.

6. For the use and control of substances hazardous to health (COSHH) we assess and control risks from hazardous substances and use Safety Data Sheets to inform the assessment. In addition:
- Storage of such substances is clearly labelled, locked in a secure store, which is not accessible to children.
- Personal protection equipment (e.g. rubber gloves/ safety goggles) is used when necessary.
- COSHH data sheets are displayed for all chemical substances. These are available in the cleaning cupboard for items locked there and in the science chemicals cupboard for items locked in there. Data sheets for classroom products are also kept in the cleaning cupboard.

7. For electric safety we have:
- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing by electrical contractors of all portable electrical equipment.

8. For coping with special medical conditions we have:
- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Head Teacher.

9. For ensuring road safety we will facilitate cycling proficiency sessions for KS2 children – Level 1 and Level 2. Where there are not enough children to run courses at school, information about courses run in the holidays will be sent home with the children.

10. For ensuring personal hygiene we have:
- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education for senior pupils.

11. For ensuring playground safety we have:
- Play area risk assessment.

- Regular inspection and maintenance of playgrounds.
- All outdoor play is monitored by a member of staff.

12. For ensuring safety in the school car park:
    - While the gate is unlocked, primary pupils are not allowed to enter the car park unless they are under the direct supervision of a responsible adult.

13. For ensuring safety during physical education we have:
    - All PE equipment regularly checked.
    - Asthma sufferers to take their inhalers with them.
    - Close supervision and appropriate rules in place.

14. For safety on school trips, farm visits and outdoor pursuit activities:
    - Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, high visibility vests and mobile phone. Every group supported by a member of school staff.
    - A school Off-Site Visit Policy.

15. RIDDOR

Specific serious accidents, diseases, and dangerous occurrences will be reported under RIDDOR 2013 to the HSE. Reports are required for staff fatalities/specified injuries, and pupil injuries arising from work-related activities (e.g., faulty equipment, site hazards) that result in direct hospital treatment. Records are kept for three years.

- Jo Gulliford must ensure reports are made, usually via the HSE online reporting portal.
- Reportable Incidents (Pupils & Staff):
    A) Death: Any death of a staff member or pupil resulting from a work-related accident. Specified Injuries (Staff): Fractures (not fingers/toes), amputations, serious burns, or injuries requiring resuscitation or >24h in hospital.
    B) Hospital Treatment (Pupils/Visitors): Injuries from a "work-related" accident (e.g., broken PE equipment, slick floors, poor maintenance) that result in the person being taken directly to hospital for treatment.
    C) Not Reportable: Injuries from "rough and tumble" sport, fights, or personal illness not caused by school premises/equipment.
    D) Dangerous Occurrences: Near-misses, such as scaffolding collapse, electrical short circuits causing fire, or falling equipment.
- Reporting Timeframes:

Fatalities, specified injuries, and incidents requiring hospital treatment must be reported "without delay" (within 10 days). Over-seven-day injuries (where staff cannot do their normal work) must be reported within 15 days.
An accident is reportable if it arises from:

- Faulty equipment.
- The school environment (e.g., slippery floors, broken play equipment).
- Unsafe systems of work or lack of supervision.
- Occupational health issues

16. Lifting and manual handling

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Headteacher or Governor responsible for the building (Bob Gulliford) and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

17. Working at height
Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The school's nominated person responsible for work at height is Bob Gulliford

The nominated person(s) shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained and all equipment is regularly inspected and maintained.
- any risks from fragile surfaces are properly controlled.

18. Contractors
All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the teacher in charge where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks and any other related information.

19. Asbestos
An asbestos survey and management plan is in place for the school. The only place asbestos is present is in the roof tiles of the outside shed.

The school's most recent asbestos management survey was conducted as part of the annual health and safety review on 03/10/2024.

The school's asbestos survey data is held at the school.

The Head Teacher will ensure that all school staff are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Chair of Governors who will contact the local council if necessary.

The school's asbestos authorising officer is Jonathan Gulliford.

Prior to any work commencing on the fabric of the building or fixed equipment, either by contractors or school staff, the asbestos authorising officer must check the asbestos log and establish whether permission to work can be given.

The asbestos authorising officer shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded.
- All records pertaining to asbestos are effectively maintained and retained.
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are logged

20. Legionella

A water risk assessment of the school has been completed by Jonathan Gulliford. There were no areas of risk identified within the water systems in the school.

All water is drained from water heating systems and logged weekly.

The risk assessment will be reviewed when significant changes occur to the water system.

21. Site Security

It is the responsibility of all the governors to ensure the site is secure at all times. Staff are trained in the day to day running of security systems – locking gates and opening procedures. Bob Gulliford (governor responsible for Health and Safety) visits the school on a regular basis to monitor site security and maintenance of fences.

22. Dealing with health and safety emergencies – please see flow chart, appendix 1

Immanuel Christian School
Health & Safety Policy – version 3
Adopted by the Governors Meeting on 09/12/2017.
Reviewed 5.5.20
Updated 22.10.22
Updated and reviewed 28.11.24
Updated and reviewed 11.11.25

Appendix 1: Serious Incident Flowchart

SERIOUS INCIDENT OCCURS
↓
Are you a first aider?
YES → ↓
NO → ↓ Send for a first aider immediately, meanwhile ensure scene is safe.
↓ Hand over to first aider. Assist as required.

ENSURE SCENE IS SAFE (unless already done)
- Stop play
- Remove other children
- Check for hazards (equipment, traffic, weather)

↓
CHECK CHILD
- Conscious?
- Breathing?
- Severe bleeding?

↓
IS CHILD UNRESPONSIVE OR NOT BREATHING?
- YES → CALL 999
  - Send someone for help immediately
  - Start CPR if trained
  - Use AED when available
  - ↓
  - CONTINUE CARE UNTIL HELP ARRIVES
- NO → CHILD IS CONSCIOUS

↓
CHECK FOR SERIOUS CONDITIONS
- Heavy bleeding
- Head/neck injury
- Severe pain
- Seizure
- Asthma/anaphylaxis

↓
IS IT A LIFE-THREATENING CONDITION?
- YES → CALL 999
  - Apply first aid as trained
  - Do NOT move child unless unsafe
- NO → MINOR INJURY

↓
Inform parent. Advise whether to take to Minor Injuries Unit

MILD INJURY OCCURS
↓
Are you a first aider?
YES → ↓
NO → ↓ Send for a first aider immediately

↓
PROVIDE BASIC FIRST AID
- Cuts/scrapes → Clean & cover
- Bumps/bruises → Ice pack
- Sprains → Rest & support
- Nosebleed → Lean forward, pinch nose

↓
MONITOR CHILD
- Stay with them
- Watch for changes

↓
REPORT & RECORD
- Inform school office
- Contact parents/guardians
- Complete incident report