



Ranelagh Primary School
Pauls Road, Ipswich, IP2 0AN
Telephone: (01473) 251608
Email: admin@ranelagh.suffolk.sch.uk

Headteacher: Mrs O.Hopper

Health, Safety and Wellbeing Policy

Reviewed on 1st June 2026

Next Review due : 1st June 2027

Signed by Chair Of Governors:

Signed by Headteacher :



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STATEMENT OF INTENT AND COMMITMENT – SAFETY, HEALTH AND WELLBEING

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing, and that the Governing Body and Headteacher have specific responsibilities to manage this at school level. These responsibilities must be laid out in the scheme of delegation for the school, and are covered in general terms in the County Council's scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and shall support the published policies and aims of the County Council, and

- promote continuous improvement in the health and safety performance, and
- learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The Headteacher, as Local Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.

3. The governing body will ensure that the Headteacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

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

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

This document must be made available to all staff in the school.

Staff must also read the [Health and Safety Law leaflet](#)

This policy document has been adopted by the governing body and is signed by the Chair on its behalf.

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs



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Legislation

This policy is based on advice from the Department for Education on [Health and Safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [National Guidance published by Public Health England](#) when responding to infection control issues.



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Organisation

The Headteacher has responsibility for day-to day management of health and safety issues · The Governing Body Commissions **Kiera O'Farrell, the School Business Manager** as the Competent Person to carry out annual checks and provide some training to staff · The School employs **Kiera O'Farrell, the School Business Manager** as the Premises Officer · The Safeguarding Lead is ~~Jessie Hearn~~ ⁶⁴ **Head Teacher Olga Hopper, DSL**

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

Individual members are responsible for the particular areas as follows: -

Task	Name of person responsible	Job title of person responsible
SHaW System & Policy Review	Kiera O'Farrell	Business Manager
Health & safety committee and/or governor committees	Governors	Resources Committee
Communications and information management	Olga Hopper Kiera O'Farrell	Head Teacher Business Manager
Critical Incident Management	Olga Hopper Governors	Head Teacher Chair of Governors
H & S Training, induction and refreshers	Kiera O'Farrell	Business Manager
Personal safety – to include challenging behaviour and lone working	Olga Hopper	Head Teacher
Planned Checks/procedures on premises/equipment	Kiera O'Farrell Delegated to Premises staff	Business Manager
Risk assessments for managed moves, EOTAS and excluded pupils	Olga Hopper	Head Teacher
Infection Control	Olga Hopper	Head Teacher
Incident reporting/investigations	Kiera O'Farrell	Business Manager



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Coordination of risk assessment work	Kiera O'Farrell	Business Manager
Fire procedures including personal emergency evacuations plans	Olga Hopper	Head Teacher
Locally organised premises maintenance, repairs and improvement	Kiera O'Farrell Premises Staff	Business Manager Site Manager
First Aid (Training organisation and equipment)	Sharron Munnings	Teaching Assistant
Vehicle control and pedestrian safety on site	Kiera O'Farrell Delegated to premises staff	Business Manager
Educational visits coordinator (EVC)	Hannah Smith-Gratton	Class Teacher

Stress, Mental Health and Wellbeing	Jo Felgate Jacqueline Sunderland	Class Teacher/Inclusion Inclusion Support
Child Protection Co-ordinator	Jessica Hearn Olga	DSL, Deputy Head
Supporting pupils with medical conditions in school	Emily Last	SENCO
Premises Security	Kiera O'Farrell Delegated to premises staff	Business Manager
Contractors on Site	Kiera O'Farrell Premises Staff	Business Manager
Outside Lettings	Kiera O'Farrell	Business Manager

The Board of Governors reviews the Health and Safety Policy Annually, or more frequently if required.

Documentation



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All Health and Safety documentation is kept in the office alongside the School Premises Log Book, Incident Forms, and reports from Health & Safety inspection etc. Staff can access this information at any time. Educational Visits Risk Assessment are stored on Evolve (web based database of school visits).

The information kept in the files is monitored by custodians, office staff and by the Head Teacher.

There is a Staff Handbook for staff members that includes Health & Safety.

Training : Training is routinely updated and training records are kept by office staff, on the Schools MIS (Arbor).

updated from
SIMS

Training: Induction, H&S specific training as necessary (dependent on roll), First Aid, Paediatric First and Safeguarding

Checks : Teachers are responsible for checking their own teaching areas to ensure they are safe. Children are encouraged to report any issues to staff and School Council. Staff are responsible for informing the office staff if there is a safety/building maintenance issue.

Contractors will agree health and safety practices with the head teacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

All health and safety concerns regarding the **building or premises must be recorded on Raise a ticket/ IAM Compliant**. The Headteacher or Business Manager can be informed of any other concerns.

All equipment is subjected to a formal, appropriate, programmed and recorded, check. County guidance and recommended providers are used at all times.

updated from
Manual

The Incident Report Form is used for appropriate incidents.

All accidents are recorded in a school accident book and parents are informed. Head of Inclusion reviews the accident book with a view to put plans in place to reduce future incidents.

Risk Assessments

Risk Assessments are written when a risk has been identified.

Existing risk assessments include:

- Fire
- Lone Working
- Educational Trips
- Manual Handling
- New and Expectant Mothers
- Working at height
- Display Screen Equipment



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Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous siren.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
 - Staff and pupils will congregate at the assembly points. These are in the playground/ car park.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Admin team will take a register of all staff/ visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Details of specific escape routes and who is responsible for assisting them are outlined in emergency plans or personal emergency evacuation plans (PEEPs).

Premises

The asbestos report is available to all contractors and kept in the Asbestos Log Book. The premises are maintained by school staff employees and are kept to a high standard.

Door Safety

Doors are fitted with finger guards.



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First Aid

The First aid equipment is kept up to date by the designated person. The recommended items to be kept are:

- A leaflet giving general advice on first aid
- Individually wrapped sterile plasters in assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages (also preferably sterile)
- Safety pins
- Large individually wrapped sterile medicated wound dressings
- Medium-sized individually wrapped sterile unmediated wound dressings
- Disposable gloves

The location of first aid resources must be made clear to all staff members on induction by their Phase Lead.

First Aid Training Records are kept in the office in Personnel files and Arbor MIS and First Aid is displayed around the school and for all visitors on our SignIN App.

updated to Arbor
+ SignIN App

When first aid is used the staff member must record this in the First Aid Log. If the injury is of concern or relates to an injury to the head, then the school will inform parents.

Under the Reporting of Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), accidents resulting in death or major injury or accidents that prevent the injured person from doing his/her normal job for more than seven days must be reported to the HSE. Staff will be required to fill in the report form for all injuries that required hospitalisation. The reports will be raised via SCC incident reporting system <https://residents.suffolk.gov.uk/SchoolsSHAW> who will act as the point of contact to be taken.

updated from
e-mail to new
SCC system

On visits a first aid box is carried with a trained first aider. If the educational visit is to a destination with first aid provision, then this is not required.

For further information please refer to the school's First Aid Policy.



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Children with Medical Needs

Serious medical needs are supported by Care Plans and staff receive training and information to ensure the children in their care are kept safe.

For information on the administration of other medicines and associated health and safety considerations please refer to the school's First Aid Policy and Supporting Pupils with Medical Conditions.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:
Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
 - Gas pipework, appliances and flues are regularly maintained
 - All rooms with gas appliances are checked to ensure that they have adequate ventilation



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Legionella

- A water risk assessment has been completed on **15th June 2025** by the Headteacher. The Headteacher is responsible for ensuring that the identified operational controls are recorded in the school's water log book. **updated**
- This risk assessment will be reviewed every **year** and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Running of all taps (weekly), temperature checks (weekly), disinfection of showers (monthly), TVC's checked. See premises file and PPM schedule for further details.

Educational Visits

Visit leaders are expected to use Evolve to record all educational visits.

Well-being

The school has signed up to the well-being/support service – information is available to all staff. Staff are encouraged to discuss stress concerns with their line manager, who will forward concerns onto the Headteacher. Staff can also use the support line purchased by the school as part of the well-being service, for all well-being stress related matters.

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking is not permitted anywhere on the school premises.

Governors understand their responsibilities in respect of the Head teacher's work life balance.

Tree Maintenance

The schools buy into the Vertas Tree Insurance Scheme.

Key Holders

A list of key holders is kept in the school office. All keys are kept securely.

Contractors on Site

All visitors to the school are required to sign in using the Sign In App, which is linked as appropriate. During the sign-in process, visitors must confirm that they have read and understood the school's Health & Safety procedures, including fire evacuation arrangements, and are aware of the designated responsible persons on site for Safeguarding and Health & Safety. **updated from manual log**



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Lettings

Companies/Individuals are given an information sheet covering Health & Safety issues.

Critical Incident

Managed by the Headteacher and Chair of Governors

Monitoring of Health and Safety

Termly checks are carried out by the Chair of Governors.