



**South Farnham Educational Trust**



The Continual Pursuit of Excellence

# **The Priory Primary School**

Inspiring a Love of Learning



## **HEALTH & SAFETY POLICY**

REVIEW DATE:

SUMMER 2025

NEXT REVIEW DATE:

SUMMER 2026

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## **Introduction:**

### **A note to the Headteacher:**

Before you devise your school health, safety, and welfare policy, please read the following information:

The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.

The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, to allow them staff to understand what it means for them.

The policy must be signed and dated by the Headteacher and Chair of Governors and should be reviewed at least annually, or sooner if there is any reason to suspect it is no longer valid.

The employer must provide a health and safety policy. Academies, foundation, and voluntary aided schools who adopt policies and guidance documents approved by SCC's Schools Joint Health and Safety Committee, will be deemed to have received union consent.

The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted on with the employees and recognised trade unions.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of arrangements to implement the policy encourage a clear approach to the management of health and safety.

After any appropriate drafting, the policy can then be presented for approval to the school management team before final adoption by the governing body.

This policy and information is to be shared later with others such as visitors and contractors. The policy will be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

The arrangements section of this template policy will need to be adapted to reflect what your individual school has in place. Some of the sections have been populated, others detail the type of information that should be included. Where a school has a separate policy that covers an area, this can be referenced in that section without the need to duplicate the content.

# Health, Safety and Welfare Policy

## The Priory Primary School

### Part 1:

#### Statement of general policy on health, safety, and welfare

##### The Governing Body and Headteacher of The Priory Primary School:

1. Recognise and accept their responsibilities to provide and maintain a safe and healthy environment, ensuring the welfare of all employees, students, and visitors.
2. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
3. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
  - The premises for which they are responsible for have safe access and egress for all staff, pupils, and visitors
  - Adequate facilities and arrangements for welfare are provided
  - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors
4. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

Michelle Clare

16.9.25

Michelle Clare , Health & Safety  
Link Governor



12.09.25

Matt Walsh, Headteacher

## **Part 2:**

### **Organisation and responsibilities for health, safety, and welfare**

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

#### **The governing body**

Responsibility for the health and safety of pupils lies with the governing body of the school either as the employer of school staff, or because it controls school premises (or both) and approves the health and safety policy of the school and monitors its successful implementation.

The governing body further ensures as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the health and safety policy.

1. The governing body will specifically:
  - Include health and safety targets in the school development plan.  
Targets may include:
    - Provision of facility for health and safety purposes.
    - Reductions in accidents/incidents.
    - Training for Governors/staff
    - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
  - Progress of the health and safety targets in the SDP.
  - Accident/incident analysis
  - Relevant health and safety information received from the council or its advisors.
  - Suggestion on future health and safety initiatives.
4. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.
5. The governing body will take all reasonable measures to ensure that:
  - The premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
  - They will make adequate provision for maintenance of the school premises and equipment

## Headteacher

As senior manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy is brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school
3. Appropriate control measures are implemented,
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Curriculum specific e.g., gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher health and safety awareness
  - Health and safety induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - Health and safety coordinator
  - Manual handling
  - Working at height
9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
14. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
15. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
16. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape.

The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.

A school health and safety committee is established in accordance with the school policy. The Headteacher may delegate functions to other staff (e.g., a health and safety coordinator), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

## **Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

## **Managers**

1. Managers in charge of curriculum areas/departments/staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. Line managers will ensure that:
  - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
  - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's procedure.
  - All persons they manage or are responsible for, are aware of their specific roles in case of fire emergency.
  - Any equipment/appliance which has been identified as being unsafe is removed from service.
  - Health and safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report is provided to them where necessary.
  - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
  - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
  - New transferred and temporary staff, including agency workers, receive appropriate health and safety induction training.
  - First aid provision is adequate.
  - Pupils are given relevant health and safety information and instruction.

## **Teaching staff (including supply)**

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

## **Site manager/caretaker**

The site manager/caretaker is responsible to the Headteacher/business manager and will ensure:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe.
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health, and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
6. That all staff work in accordance with safe working practices issued by the school, and the Council.
7. Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work
8. Ensure that all contractors view the asbestos register prior to commencing works that may involve working in areas with the potential of disturbing asbestos.
9. Inform all contractors of any known hazards which might affect them whilst at work.

## **All employees (including temporary and volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

## **Safety representatives**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.



If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

Names of appointed safety representatives (if applicable)

Name	Union	Area Covered

### **Health and safety committee (membership to be determined locally)**

The Trust has established a Local Governing Body which meets termly. Health & safety issues and procedures are discussed at these meetings. H & S within the school is also discussed at staff meetings and all staff are encouraged to report and discuss any H & S issues with the Headteacher.

Health and safety is also a standing item on all staff meeting agendas.

## **Part 3:**

### **Arrangements and procedures for health, safety, and welfare**

The following arrangements relate to local procedures and relevant documents in place that are used in the management of health and safety within the school by staff. The arrangements and procedures have been established within our school to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements. Arrangements that are detailed in existing policies are referenced under the relevant section.

#### **1. Accident and near miss reporting, recording and investigation**

The Headteacher will log an incident. All accidents are reported in the appropriate logbook located in the school office or online including reporting RIDDOR when required.

#### **2. Asbestos**

The Headteacher is responsible for the asbestos survey. Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect asbestos has been disturbed. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the school site, this is kept with the Site Manager. The asbestos survey is reviewed annually with the Asbestos Management Plan (AMP). The Headteacher monitors items identified in the register.

#### **3. Contractors**

The Headteacher is responsible for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, how staff should report concerns and who.

#### **4. Control of safe handling and use of hazardous substances**

Rules on selection and use of substances within the school including laboratories in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals", hazard data sheets, CLEAPSS Hazards location, risk assessments, staff training in safe use, selection and use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of Radiation Protection Supervisor RPS (high schools only), name of Radiation Protection Advisor (RPA). As well as curriculum, include caretakers, cleaning staff etc who use hazardous substances. Include details of COSHH assessments to be reviewed on an annual basis or when work activity changes, whichever is soonest. Detail where cleaning solutions are stored e.g., secure stores and who has access]

## **5. Curriculum safety**

All teaching staff will be familiar with the school's health and safety policy, and complete risk assessment's specific to their own curriculum area prior to commencing hazardous activities. Staff should refer to the Curriculum risk assessment when planning any potentially risky activity in class, Anything not covered in the curriculum risk assessment needs a separate risk assessment which should be checked by the Headteacher.

## **6. Display screen equipment**

Training requirements for staff who make significant use of Display Screen Equipment (DSE) how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on DSE without break, arrangements for eyesight testing. HSE guidance is followed, and workstation assessments carried out to ensure correct controls are put in place to promote wellbeing, ergonomic workstations, and good working practices.

## **7. Electrical equipment**

The electrical equipment in the school is inspected by the Site Manager who maintains the record of inspection.. All faults are reported to the Site Manager by written notification or email. Staff are discouraged from bringing [personal electrical items to school. Any such items should be PAT tested by the Site Manager before use. Defective equipment is reported to the Headteacher/Site Manager and put out of use until an inspection and repair is carried out.

## **8. Emergency procedures**

Schools will revert to their emergency procedures for bomb threats, evacuations, and other emergencies. Arrangements for dealing with bomb alerts/ suspect packages in accordance with the school's emergency planning arrangements. Arrangements for ensuring the bomb alert procedures are undertaken and implemented, guidance on bombs/suspicious devices or packages will be circulated to staff annually. Arrangements for implementing a sensible and proportionate response to any external or internal incident, such as armed intrusion, chemical spillages, and air pollution for example, which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

## **9. Fire precautions and procedures**

The Headteacher is responsible for arranging and reviewing the school fire risk assessment and action plan, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, personal emergency evacuation plans (PEEP), maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc. The fire book is located in the Headteacher's office.

## **10. First aid**

See the Priory First Aid Policy for details

### **11. Glass and glazing**

All glass in doors, side panels to be safety glass, or fire rated if within a fire door, all replacement glass to be of safety/fire standard, assessment of premises to establish compliance. All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly health and safety inspection of the premises includes review of glass status (i.e., chipping, cracking etc).

### **12. Health and safety advice**

Competent health and safety advice is available from local authority.

### **13. Housekeeping, cleaning, and waste disposal**

Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

### **14. Infection control (COVID-19)**

The school follows national guidance published by Public Health England when responding to infection control issues and will encourage staff and pupils to follow this good hygiene practice. Arrangements for managing a range of common and important infections including COVID-19 are implemented with guidance available from the local authority. The Headteacher is responsible for carrying out and monitoring safe procedures and risk assessments within the school, and communicating to staff, visitors and pupils following guidance changes.

### **15. Jewellery**

Pupils are not allowed to wear necklaces or bracelets to school unless they are of religious significance. Only stud earrings are allowed and these must be covered with tape during sports activities.

### **16. Lettings/shared use of premises**

Companies and individuals who let the premises, or use the facilities to run clubs or childcare are required to either provide their own H&S policy, or read and agree to adhere to the school's policy. External companies and users (including the PTA) will be required to provide risk assessments for potentially risky activities. Any site visitors are given key safeguarding and H&S information when first entering the school.

### **17. Lone working**

Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. Staff are required to adhere to the Priory Staff Lone Working policy.

### **18. Long term evacuation plan**

In the event of a need to evacuate the school due to a longer term issue, the school will follow the business continuity plan.

### **19. Maintenance of equipment**

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix F for details of what equipment requires periodic inspection, examination or testing.

## **20. Management of medicines**

Parental requests for administration of medicine during the school day are made using the medical request form available from the school office or website. Pupils who have known, longer term medical needs are required to complete an IHCP in partnership with the school. This plan is shared with all relevant staff. Specialist training is arranged and provided by the school for any specific medical conditions. Medicines are stored on the school site. Administration of medicines is recorded using the First Aid Forms app.

## **21. Manual handling**

Staff are trained in manual handling. This training includes the identification of manual handling activities as well as best practice manual handling techniques.

## **22. Personal Protective Equipment (PPE)**

PPE is stored in a safe, secure, and clean environment.

## **23. Playground safety**

Daily inspections of play equipment and the grounds are undertaken by the caretaker. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual external inspection.

## **24. Risk assessments**

The Headteacher is responsible for ensuring risk assessments are undertaken, reviewed and actions carried out, including individual risk assessments for staff.

## **25. School trips/ off-site activities**

Offsite activities and trip requirements (including risk assessing) are covered in the Priory Offsite Activities policy

## **26. Site security/ visitors**

All visitors to the school are required to report, in the first instance, to the school office. Visitors from outside agencies are requested to show their identity badges and are always required to wear them whilst on school premises. All visitors will be given (or made aware of) the visitor and volunteer guide which identifies the key safeguarding and H&S information needed, eg DSL, fire evacuation points and routes.

## **27. Smoking**

Smoking is not permitted anywhere on school premises or in the grounds.

## **28. Staff consultation**

Staff consultation takes place during teacher and LSA meetings through the school year. At these meetings staff are informed about health and safety issues, how to raise concerns and encouraged to make suggestions for health and safety improvements.

## **29. Staff health and safety training**

New staff receive health and safety guidance and policies as part of their induction when they first start. These new staff are also required to complete key safety training at the start of their employment.

## **30. Staff well-being / stress**

The school has an employee assistance programme (EAP) including a helpline. The school leadership team and governing body actively promote a good work-life balance and this remains an area of focus for the school in looking at improving the health, safety, and wellbeing of all staff members.

### **31. Vehicles on site**

A number of school staff are authorised and qualified to drive the school minibus. These staff are required to have an advanced driving licence or pass a MIDAS driving programme through Hampshire County Council. These drivers are qualified and required to complete minibus vehicle checks regularly, and record these in the vehicle logbook. Pupils under 130cm are required to use booster seats.

Parents are allowed to drive onto the school playground at drop-off and pick-up times at a speed of 5mph maximum.

### **32. Violence/school security**

All persons entering the school must sign in and will be presented with visitor's badge. Visitors are given a coloured lanyard depending on their level of DBS clearance. Upon leaving the school, visitors must sign out and return the lanyard. All staff are required to report all incidents of verbal and physical violence to the senior leadership team and as detailed in the school's accident and incident reporting procedure.

School gates and entrance doors are locked during the school day, requiring visitors to request access through the intercom system.

### **33. Water management (Legionella)**

To comply with legislation surrounding water management as detailed in the COSHH Regulations and Approved Code of Practice L8, a water risk assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. The external specialist is responsible for ensuring that the identified operational controls are conducted and recorded. The risks from legionella are mitigated by the following control measures e.g., monthly temperature checks, weekly flushing of outlets and emergency eye washes, cleaning and descaling of shower heads and taps etc.

### **34. Working at height**

Work at height should be avoided wherever indicated by the risk assessment and wherever a suitable alternative course of action is available. Work at height should never be carried out alone and should always be supervised. Training should be provided for staff using steps and ladders and other work at height duties, as required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. All other staff have working at height instruction during induction training. If considerable working at height is required, specially trained contractors are used.

- **Safer eating practices**

Staff must supervise EYFS pupils during eating times at all times and where possible ensuring that they are positioned to maintain clear sight of children. Whilst children are eating there should be a member of staff in the room with a valid paediatric first aid certificate. All dietary requirements and potential choking risks must be identified, clearly recorded and consistently monitored. Robust procedures must be followed to report and respond to any incidents promptly and effectively.

# Appendices

Appendix A – Accidents involving pupils

Appendix B – Infection Control

Appendix C – Equipment Testing

Appendix D – School Health & Safety Management Checklist - organisational

Appendix E – School Health & Safety Inspection Checklist - incidental

## APPENDIX A - ACCIDENTS INVOLVING PUPILS

*The best and surest method to maintain a safe environment for the children which is free from careless accidents is to establish a very clear and well understood behaviour policy. When children are calm and controlled and have proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment. There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.*

*Who is responsible for the children?*

*Each and every teacher has a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children. (These adults will include administrative staff, caretaker, classroom assistants, midday supervisors and other adult helpers).*

*How do adults care for the children?*

- Firstly by ensuring a safe environment in which clear behavioural guidelines are maintained.
- Secondly by ensuring that the children's working environment is safe and free from unnecessary risks.
- Thirdly by following carefully laid down First Aid procedures.

*What do I do when a child has an accident?*

*When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.*

### On the Playground

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (i.e. an ambulance). Never leave the child alone.
7. Please report accidents to the School Office and enter in the online Accident log with the Headteacher.

### Accidents in the Classroom

*Accidents within the classroom can still occur even though the level of control is obviously greater than on the playground. The procedure is the same as on the playground.*

1. Immediate First Aid.
2. Get help.
3. Report to the School Office.
4. Accident Book/First Aid Forms app.



*Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.*

#### *Accidents During PE/Sports Clubs*

*The same procedure as before.*

- 1. Immediate First Aid.*
- 2. Get help.*
- 3. Report to the School Office.*
- 4. Accident Book/First Aid Forms app.*

*During games, the teacher may be on the field without the immediate assistance of another adult. In these situations a child should be used to get help when necessary. It is helpful to have considered in advance who would be reliable and to brief the class about what to do in the event of an accident. Never create alarm, sensible forethought will reduce risks and engender trust.*

#### *Accidents in the Hall*

*The Hall presents hazards which are not present in other areas of the school. Careful discussion with the class about safety measures and a strict adherence to rules will help reduce risk. Remember:-*

- 1. Immediate First Aid.*
- 2. Get help.*
- 3. Report to the School Office.*
- 4. Accident Book/First Aid Forms app*

#### *Accidents on School Journeys*

*There are detailed guidelines in the Offsite Activities Policy.*

## **APPENDIX B – INFECTION CONTROL**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **1.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels or hand dryers
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **1.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **1.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **1.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

### **1.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

### **1.6 Laundry**

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home for laundry, never rinse by hand

### **1.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **1.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **1.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **1.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## APPENDIX C – EQUIPMENT TESTING

<b>Equipment</b>	<b>Frequency</b>
Portable Appliance Equipment	Annually
Fixed Wire Testing	Five Yearly
Emergency Lighting	Annually
Lightning Protection	Annually
Fire Alarm	Annually
Fire Extinguishers	Annually
Security Alarm	Annually
Gym Equipment	Three yearly
Water Testing	Annually
Legionella	Monthly
Boilers (including School house)	Twice Yearly School (Domestic Annually)
Pressure Vessels	Annually
Energy rating	Annually

## APPENDIX D – SCHOOL HEALTH & SAFETY MANAGEMENT CHECKLIST

### School Health and Safety Management Checklist (H&S Organisational non-conformities for Action)

<b>School</b>	
<b>Person(s) completing checklist:</b>	
<b>Date:</b>	

H&S Policy	Yes	No	N/A	Comments
Does the School have a written H&S policy that is, <ul style="list-style-type: none"> <li>reviewed in the last 12 months.</li> </ul>				
<ul style="list-style-type: none"> <li>Signed by current Chair of Governors &amp; Headteacher.</li> </ul>				
<ul style="list-style-type: none"> <li>Provided to or brought to the attention of all schools' staff.</li> </ul>				
H&S Coordinator	Yes	No	N/A	Comments
Has the school appointed an H&S Coordinator?				
H&S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> <li>Headteacher H&amp;S Management.</li> </ul>				
<ul style="list-style-type: none"> <li>H&amp;S Coordinator H&amp;S Management.</li> </ul>				
<ul style="list-style-type: none"> <li>Risk assessment Process.</li> </ul>				
<ul style="list-style-type: none"> <li>Lifting &amp; Handling.</li> </ul>				
	Yes	No	N/A	Comments
<ul style="list-style-type: none"> <li>Fire/Emergency procedures</li> </ul>				
<ul style="list-style-type: none"> <li>Working At Heights</li> </ul>				
<ul style="list-style-type: none"> <li>Environmental Safety</li> </ul>				

Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H&S items,				
• Access Contro				
• Administering medication				
• Contractors				
• Creative Arts				
• D&T				
• Electrical Safety				
• Hazardous Substances				
• Lone Working				
• Manual Handling				
• Off-Site Activities				
• Physical Education				
• Playground Safety				
• Pond Safety				
• Premises/Site Safety				
• Science				
• Working at Heights				
	Yes	No	N/A	Comments
Have risk assessments been completed by trained schools' staff?				
Have School risk assessments been viewed for "suitable & Sufficient" by the Trust				
Are risk assessments findings brought to the attention of all staff that may be affected by the risk?				
Has a <b>Fire Risk Assessment</b> been provided either by an appointed Consultant or by trained School staff?				
Asbestos	Yes	No	N/A	Comments
Does the school have an asbestos register?				
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?				

Are there emergency plans in place to respond to any Asbestos exposure?				
<b>Water treatment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the annual Inspection and Servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are fire appliances serviced and recorded as such every 12 months?				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with the relevant British Standard?				
Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?				
Is a Fire Practice carried out each term and recorded?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the school's fixed wiring system been inspected & certificated by an electrical engineer within the last five years?				
Is there a register/Inventory of all of the school's Portable Electrical Appliances?				
Are all of the school's Portable Electrical Appliances Inspected				

& Tested in accordance with HSE guidance (PAT)				
Are staff instructed not to bring personal electrical items in to school for use in school?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are similar ladders & steps uniquely identified?				
<b>Access/Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there a system for Identifying and managing visitors to the school, including contractors?				

No.	Actions Required?	By whom?	By when?	Date completed:



**APPENDIX E – SCHOOL HEALTH & SAFETY INSPECTION CHECKLIST**

**School Health and Safety Inspection Checklist**  
 (Visible/apparent Hazards or non-conformities for Action)

<b>School/Specific Area of School Site</b>	
<b>Person Undertaking Inspection:</b>	
<b>Date:</b>	

<b>Flooring</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
<b>Glazing</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
<b>Windows</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
<b>Doors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closers function correctly?				
Are all final exit doors open able from the inside (whilst the school is in use) without the use of a key?				
<b>Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>

Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? E.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
<b>Furniture</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is furniture damage free and stable?				
Is the furniture sited safely?				
<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all areas kept clean & tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all hazardous substances stored safely & securely?				
Are safety data sheets available for all hazardous substances?				
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the lighting provision sufficient in all area?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are escape routes clearly signed?				
Are escape routes free from obstruction?				

Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free form obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
<b>Stairs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all stairs including coverings & treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
<b>External</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are out buildings and sheds secure?				
<b>External Play Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>

Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do visitors sign in and out?				
Are visitors provided with ID badges?				

No.	Actions Required?	By whom?	By when?	Date completed: