

St John the Baptist Primary School



Health & Safety Policy

Reviewed: [Spring 2026](#)
Governor Approved:
Next Review due [Spring 2027](#)
Safeguarding Policies

Reviewed and updated September 2015. Minor changes made to pages 14 – First Aid & Smoking; and, page 16, Intruders.

2019 Please read changes in red.

2020 no changes

2021 no changes

2022 changes highlighted in yellow

2023 new changes highlighted in yellow

2024 changes highlighted in yellow

2025 changes highlighted in yellow

2026 changes highlighted in yellow

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Introduction

This policy forms a statement of organisation and arrangement for St John the Baptist C of E Primary School. It has been prepared to coexist with current council and Local Authority Safety policies for the benefit of all teaching and non-teaching staff, pupils and visitors. Copies of these documents may be in the appendix or via the School Business Manager.

This policy deals with those aspects over which the Headteacher and Governors have responsibility and control and covers safety associated with the building structure, plant, fixed equipment and services for which officers of the local authority also have responsibility. It aims to describe how the Head teacher is discharging their responsibilities in respect of pupils, teaching and non-teaching staff, parents, visitors and other employees who are present on school premises within the internal organisation, together with management and discipline of the school in accordance with the Articles of Government and compliance with all relevant health and safety legislation.

The aim of this policy is to ensure that all reasonably practicable steps are taken to provide for the health, safety and welfare of all persons using the premises:

- To establish and maintain a safe and healthy environment throughout school.
- To establish and maintain safe working procedures amongst pupils and staff.
- To ensure the provision of relevant information, instruction and supervision to enable pupils and all persons working on site to avoid hazards and contribute in a positive way to their own safety, health and wellbeing at work.
- To ensure that access to health and safety training is provided as needs arise
- To formulate effective procedures for use in cases of fire and other emergencies including accidents and incidents, and for the evacuation or locking down of school
- Make arrangements to ensure staff and pupils are periodically reminded of our commitment to health and safety and the expectation that all take individual responsibility

Part 1

Organisation and Responsibilities for Health & Safety within the School

Responsibility of the Governors and Headteacher

1. The Headteacher will have overall responsibility for the implementation and day-to-day management of this policy as detailed in the guidelines issued by Local Authority
2. Monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and review and amend it as necessary.
3. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head and Governing Body in the management of health and safety of themselves, other staff, pupils and visitors.
4. Make arrangements to draw the attention of all staff employed at the school to the safety policies and procedures and of any relevant safety guidelines and information.

5. Make arrangements for informing staff and pupils, of relevant safety procedures, by inclusion when appropriate, in staff meetings/distribution of information to each member of staff. Other users of the school will be appropriately informed.
6. Ensure that safety inspections are undertaken in a timely manner as necessary, and external audits are undertaken annually.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health & Safety audit or other relevant inspection.
8. Report to the LA any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Ensuring contractors and employees are reminded to always be alert to the school environment and aware of others working around them or passing by. (Control of Contractors)
10. Prepare an emergency evacuation procedure / lock down procedure and arrange for periodic practice evacuation drills, soon after new occupants arrive at the beginning of the school year, and repeated once each half term and the results of these to be recorded in the Log Book and reported to the Governing Body. Discussions about Lockdown Procedures will be had with the children at timely intervals and at induction for staff. Notices are therefore displayed in every curriculum area identifying the appropriate procedures. Staff are also alerted in the Staff Handbook.
11. Make arrangements for the implementation of the Governing Body's accident reporting procedure and draw this to the attention of all staff within the school as necessary. In fulfilment of this responsibility procedures are clearly visible within the Staff Handbook.

Responsibilities of the Health & Safety Representative

The Headteacher is the person responsible for Health & Safety. The Health & Safety representative (School Business Manager) shall liaise with the headteacher over all aspects of health & safety pertaining to the premises and users of the premises. The H&S representative shall be responsible for the annual review of the Health & Safety policy. They shall be made aware of any possible health & safety issues by staff and will attempt to resolve them. They will be responsible for monitoring the accident book, damage and repair log and the service and repair logs of the school. They will liaise with the caretaker at a half termly premises meetings to monitor and discuss health & safety issues pertaining to the premises, services and staff.

Duties of the Senior Management Team and Health & Safety Representative

It is perceived that under the direction and guidance of the Headteacher, the School's Senior Management Team and the Health & Safety Representative will co-operate and assist in the management of health and safety by fulfilling the responsibilities outlined below:-

1. Providing practical assistance in the implementation, monitoring and development of the safety policy within the school.

2. Monitor general advice on safety matters given by the LA and other relevant bodies and advise on its application to the school
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school and that these should be regularly reviewed and updated to coincide with reporting arrangements to the Governing Body and the Risk and Resource Committee
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head teacher.
6. Assist in carrying out regular safety inspections of the school and its activities alongside the Health & Safety Governor and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination of information, by inclusion, staff meetings, distribution to each member of staff and for the instruction of students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
9. Health & Safety related training courses undertaken by staff should be recorded by the health and safety representative, including expiry dates.

Responsibilities of all employees

All employees have a responsibility under the act to:-

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the LA and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the H & S representative.
4. Ensure that tools and equipment are in good condition and report any defects to the H & S representative.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that fire exits, offices, classrooms and general accommodation are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the H & S representative.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements he/she must draw these to the attention of the headteacher.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are

drawn to their attention at an early stage. Such information is included in the staff induction pack.

2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time-to-time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be informed and expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health & safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
4. Provide written job instructions, warning notices and signs as appropriate
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
7. Evaluate promptly and, where appropriate, take action on criticism or concerns expressed of health and safety arrangements
8. Provide the opportunity for discussion of health and safety arrangements
9. Investigate an accident (or incident where personal injury may have arisen) and take appropriate corrective action
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job training"
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children are used.

Risk Assessments

Site risk assessments will be undertaken by the School Business Manager. The risk will be identified and assessed on a regular basis, if no further action required it will be reviewed annually. Risk assessments will also be undertaken by staff prior to educational visits and quality assured by the H&S representative as necessary.

Risk assessments may also be completed for individual children with specific behavioural needs in order to assess the level of risk and put measures in place to keep them and others safe.

Part 2

Supervision of children

Breaktimes, lunchtimes, movement around school

Health and Safety arrangements for children during the above times are addressed in appendix 1 of this policy.

Transport for out of school visits

Local coach companies usually provide transport when undertaking educational visits. The teacher in charge of any group of children travelling on a coach must have a register (a photocopy of which must be left in the office) of all pupils and others travelling. Numbers per the register must be checked at the start of both the outward and return journeys. All children will remain seated during the journeys and **must** use seatbelts. Children will behave in a quiet, sensible and appropriate manner. **A suitably qualified First Aid trained member of staff** must take a First Aid on each coach and will accompany the group throughout the entire visit. The **group leader** will be aware of any medical conditions of all member of the group (adults or children) and appropriate medication and consents will be carried in case emergency treatment is required - for example inhalers, epilepsy medications, Epi-pens. This will be recorded on the risk assessment.

Storage of Chemical Substances(Care of Substances Hazardous to Health COSHH)

All chemical substances brought into school should be checked and a COSHH assessment made. Substances should be stored appropriately in their original packaging, and discarded safely if damaged. All substances must be clearly labelled and stored within the caretaker's or cleaning offices as appropriate.

Design & Technology (D & T) Equipment

Health and Safety arrangements for pupils using D & T equipment are addressed in Appendix 2.

Food Technology Equipment

Health and Safety arrangements for pupils using food technology equipment are addressed in Appendix 3.

Physical Education

Health and Safety arrangements for children in Physical Education sessions are addressed in Appendix 4.

Outdoor Education including Educational Visits

School follows the guidelines laid down by the DfE in matters of outdoor education. Children engaged in challenging outdoor activities require a qualified adult instructor as well as a member of school staff. Staff accompanying children will undertake a risk assessment of the activities to be followed prior to the children's visit. See Appendix 6

When children are taken on school trips, a full risk assessment will be carried out which considers the ratio of staff to pupils. Consideration will be taken of the distance to travel, the nature of the trip, the maturity/age of the children and any other relevant factors when making a decision about the ratio needed. (for example a mature class of Y6 pupils walking to church may need 1-15, but a lively Y1 group going to the beach may need 1-4). SEN pupils may need 1-1 dependant on their individual needs. If in doubt, the ratio should be discussed and agreed with a member of the SLT. The risk assessment should also consider potential risks on the journey, movement around the area, toileting, and during any activities. Needs of individual children should be noted and shared with all adults appropriately. Children should be involved in the risk assessment, appropriate to age, so they understand the measures in place.

Teaching staff will not be required to teach activities in which they are unqualified. In this situation expert instruction will be sought and the teacher shall act in a supervisory capacity in partnership with the instructor.

Outdoor Classroom

Pupils should not be allowed to work unsupervised in outdoor areas. Staff should remind children of sensible working practice when outdoors. Risk assessments should be carried out prior to certain activities, such as fire making during Forest School or equipment which could pose a risk e.g saws/knives.

School curriculum

Through our PSHE curriculum children will be taught about safety. This will be around recognising and assessing risks and hazards to themselves and others. Opportunities will be taken, such as trips/visitors to discuss risk and risk assessments with the children at an appropriate level.

Jewellery

Pupils are only permitted to wear stud earrings and a flat watch. All other jewellery is not permitted. Pupils must remove their own earrings where possible before any PE session begins if it is not possible to remove them a member of staff must tape the ears with micro pore tape and they will be stored in the classroom.

Feminine Hygiene

Bins are provided for the disposal of sanitary protection in all the adult toilets and in the KS2 girl's toilets. These will be emptied periodically by an appropriate company for the disposal of such products.

Other Personal Items

Occasionally pupils will bring items into school, which staff believe pose a risk to others. This will be dealt with sensitively and the risk explained to the child. The child will be asked to surrender the item and it will be securely stored until the end of the school day when it may be returned to the child. In the case of some items a parent or other nominated responsible adult will be contacted so they can collect the item.

Parents will always be contacted if pupils bring weapons and dangerous substances into school. High-heeled shoes will be discouraged and the danger to children during break and lunchtimes pointed out to parents and carers.

Systems and procedures associated with health & safety

Visitors

In the interests of health & safety and security of people within the school, all visitors should report to the Main Reception to sign in and receive a visitor badge. If a person is within the building without a visitor badge this must be reported immediately. Staff are trained in relevant ID and DBS checking.

Vehicles

School operates an ANPR operated vehicle barrier. It is maintained on a regular basis in accordance with PUWER. Certain parents/carers are allowed to drive onto site because they/the child has a blue badge or due to a specific risk assessment around a child's needs. Staff cars will be parked in the marked bays. All other areas should remain clear.

Contractors on the premises

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected as far as reasonably possible, to observe the safety rules of the school. Contractors must complete the Control of Contractors authorisation form to work, be reminded of their responsibilities regarding health and safety, and supervised to ensure they do not endanger the health and safety of staff, pupils or members of the public who may be present.

Site Security

The Head Teacher, School Business Manager and Caretaker are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The intruder and fire alarms will be maintained and checked in accordance with the specified maintenance schedule and CCTV will be maintained in vulnerable points of the school.

The Head Teacher and Caretaker are key holders and will respond to an emergency if called upon to do so by the enforcement team who respond to the site overnight.

Lone Working

Please refer to Lone Working Policy. All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Electrical Equipment

The regular Health & Safety inspection in the school should include a visual check of electrical appliances. A specialist electrical check (EICR) should be carried out at regular intervals. Members of staff must not undertake any electrical repairs unless they have been trained to effect such repairs in accordance with the current series code of the Electricity at Work Regulations 1989. The SBM will inform the Governing Body of the specialist electrical checks and the caretaker is responsible for the PAT and RA for all electrical equipment testing within school.

Hot water

The temperature of the water, which supplies all hand basins, is regulated at not more than 40 degrees C. This will be checked by the caretaker weekly. Legionella testing will be carried out monthly by the site manager and quarterly by the chosen contractor.

Asbestos Management Procedures

The main aim of this policy is to ensure that any asbestos located within Council buildings is managed in accordance with relevant legislation. There will also be a requirement on contractors to demonstrate that all staff have sufficient knowledge to recognise asbestos if they encounter it.

The Responsible Person – Maintenance Services Manager via SBC

This person will be responsible for the day to day operational requirements and shall assume overall managerial responsibility for all premises for which the Council retains ownership to ensure that all maintenance work including Asbestos risk assessments shall only be commissioned through that person.

Nominated Person – Premises Manager

The premises manager shall implement a local scheme whereby a number of specified precautionary actions in accordance with the Asbestos management plan will be implemented on behalf of the Responsible Person.

Deputy Cover – Caretaker and SBM

Permit to undertake building and/or Building Services Works forms will be kept within the Control of Contractors file. This form must be completed and authorisation given before any nature of work can start.

Provision of First Aid

All accidents must be recorded in the Accident Book. Accidents, injuries, etc., will also be reported as requested by the guidelines set out in the LA's Health and Safety procedures. Violence to staff will be recorded on CPOMS under a specific category.

First aid kits are regularly checked and replenished by the first aiders. First aid equipment can be found in the Medical Room with first aid bum bags/grab bags available throughout the school for staff to use on duty. The majority of TA staff have been trained in basic First Aid and hold a current certificate. A number of staff (including all EYFS staff) are also trained in Paediatric First Aid.

Children who have a specific, complex medical need would only be transported in a car by a first aid trained member of staff.

The school has 2 defibrillators which are checked and managed by the admin team and registered on The Circuit – The National Defibrillator Network for access to the public during school times. These are checked by the site manager 6 monthly.

Pupil Health Care Plans

Children with a specific medical need will have an Individual Health Care Plan drawn up in conjunction with staff, parent/carer and health professional reports. This includes their medical diagnosis and any emergency procedures to be followed. The plan will be shared with all staff involved with the child.

Manual Handling of Pupils

Due to their physical needs or medical condition, some children may need to be moved or handled for the purposes of rest, changing or OT work. All staff moving children will be correctly trained and a risk assessment will be completed. No child is to be lifted by a member of staff who is not correctly trained.

All lifting aids and equipment will be suitable to the size and weight of the child and be assessed and inspected by the relevant external health professionals. They will be regularly inspected by the relevant professionals e.g those holding a LOLER qualification.

The SENDCo and School Business Manager are responsible for ensuring relevant training is completed.

Body Fluid Spills

When dealing with body fluid spills to minimise risk and transfer of infection staff must wear disposable gloves provided in first aid kits. Used gloves and swabs must be disposed of appropriately. In the cases of vomit, urine or faeces alert the caretaker and use the necessary red coloured mop heads and red buckets from the cleaning cupboard next to the breakfast club entrance to deal with the emergency.

Infection Prevention and Control

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

Handwashing

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

Coughing and sneezing

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

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 (for example, nappy or pad changing)

- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of pathogens where required or recommended by government guidance and/or a risk assessment

Smoking

Smoking of any type is not permitted on the school premises, this includes the use of e-cigarettes and vapes as advised by Stockton Borough Council. Please refer to the school smoking policy for full details.

Emergency Procedures

Illness or Accident

If anyone should become ill, or suffer injury as a result of an accident the procedures will be as follows:

First aid will be carried out as far as knowledge and skill will allow. The patient will be given all possible assurances and removed from danger if absolutely necessary.

At break times first aiders will carry out first aid to children and all cases of illness and accident will be reported to the school office. Parents or nominated responsible adults (if parents cannot be contacted), will be informed as soon as practically possible if hospital treatment is deemed necessary.

At lunch times all first aid to children is carried out by a suitable trained first aider. Serious injury is immediately reported to the Headteacher, or if they are unavailable, a senior member of staff. If hospital treatment is required parents will be contacted. If absent from school at the time of the accident the Headteacher will receive a full briefing of the incident as soon as she returns. There will always be a trained first aider in the dinner hall while the children are eating – and a paediatric first aider for Early Years children.

If an ambulance is required, the emergency '999' service will be used and parents will be informed. In cases of a less serious nature, it may be appropriate to transport a pupil to an accident and emergency department without using the ambulance service. If this is the case, **only staff with suitable business car insurance** - i.e. where a specific cover agreement from his or her insurance company has been obtained - should do so, this should be on a purely voluntary basis only. No casualty should be allowed to travel home or to hospital unaccompanied if there is any doubt of his or her ability to do so. In all cases a child will be accompanied by a member of staff who will wait until the parent or nominated responsible adult arrives.

As soon as possible after the incident every case of injury or accident must be fully and accurately reported on an LA accident form and entered in the school accident register.

Where possible detailed statements should be obtained from any witnesses present at the time of accident.

Accident forms are located in the school office and are completed by either the member of staff involved, the SBM, or the Headteacher. Any incident must be completed for all accidents to employees, pupils and members of the public however minor, and a record made in the school accident book which is held in the school office. A message or phone call will be sent to parents of children who have suffered minor accidents at school where appropriate.

Fire and Emergency Evacuation Procedures

It is the duty of all members of staff to carry out the procedures as follows on discovery of a fire:-

- Operate the nearest fire alarm.

Upon hearing the fire alarm:

- Middle Leaders are to ask their TAs to evacuate their class and MLs are to sweep the toilets and intervention rooms in their area. In the absence of a ML in your area, the next senior teacher is to perform this.
- Emergency Grab bags are located in the office and EYFS classroom and a member of staff in that area is responsible for taking them outside.
- All teachers must put the children first - their first duty is to lead the children to safety.
- Teachers are responsible for visitors to their class and leading them to safety.
- All staff and children should leave through the NEAREST fire exit route, staff and children should not stop to collect personal belongings with all fire doors closed as they leave.
- Upon exiting the building, children will **line up on the field to the rear of KS2** classrooms in designated places. Foundation Stage children will line up to the rear of the Foundation Stage Woodland Area.
- If you have a children from another class, a member of staff is to return them to their class via the outside of the building so they can be accounted for.
- Teachers are to take out the FIRE REGISTER, EMERGENCY PLAN and RED/GREEN cards for their class and account for all children ASAP and be ready to signal to SLT that all children are accounted for. Headcount – signal – full register.
- The admin staff will take out the list visitors via the SignIn app, together with the list of any children on trips or external appointments and distribute to staff as appropriate.

- In the event of a child or person being missing, the most senior member of staff must be notified immediately.
- No-one is to re-enter the building until SLT confirm it is safe to do so.

All fire doors will be clearly signed and remain unobstructed. Clear exit routes will be maintained to allow quick evacuation of the building. This will be monitored through health and safety walks conducted by SBM and the caretaker and any obstructions will be removed immediately and drawn to the attention of the relevant staff.

Intruders/Aggressive Adults

Should an intruder/ aggressive adult enter the school building and refuse to leave when asked the following procedures will be followed:

A verbal message will be sent to the office. Once received in the office the Headteacher, Deputy Headteacher and Key Stage leaders will be alerted. Police will be called if necessary, and pupils removed to safety. At times it may be necessary to implement Emergency Lock Down. If this happens the air horn will be sounded and Emergency Lock Down procedures will fall into place.

Review of Emergency Procedures

Emergency procedures and the Emergency Plan will be reviewed annually, as will the provision of first aid. First Aid training will be sought on a regular basis for staff so skills can be updated. The Headteacher will make recommendations to the Governing Body as necessary.

Medicines in School

Medicines will only be administered in school at the Headteacher's discretion and in accordance with the Administration of Medicines Agreement with Parents.

Staff are responsible for keeping their personal medication secure at all times, and for keeping their own relevant immunisations up to date.

Head Lice

These issues will be treated sensitively and the Head Lice procedure followed as detailed in the Medicine & First Aid Policy. As soon as incidences of head lice are reported to school, a general pre-prepared letter to parents will be sent to the group of children at risk. This letter will give advice for treatment of children who present symptoms. Advice may be sought from UKHSA.

Animals in School

Animals may only be brought into school with the express permission of the Headteacher. Animals must be strictly supervised when children are near them. Pupils should observe strict hygiene rules if they touch animals – washing hands after any contact, no matter how brief. A full risk assessment must be carried out and relevant insurances must be provided by the owners. Parents will be informed if their child is likely to be in contact with the animals.

Electrical Equipment

All members of staff are required to visually check any electrical equipment used in their teaching/office area.

They should:-

- Check the plug is securely attached and is safely fitted to the flex.
- Check the flex is in good repair and shows no signs of wear or damage.
- Check the flex is securely and safely attached to the appliance.

This check should be carried out every time the equipment is used. If there is any doubt as to the safety of equipment, it should not be used and should be brought to the attention of the School Business Manager.

All electrical equipment in school is checked and serviced by a competent qualified person annually. Currently the caretaker is the competent qualified person and a risk assessment has been carried out.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety – ladder safety checks are completed 6 monthly by the site manager.
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, which staff are trained in how to use them safely and a risk assessment has been completed.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Full training is given to all staff required complete manual handling tasks. This includes the caretaker and all staff required to lift and handle children.

Conclusion

It is the responsibility of all staff to make these arrangements work. This will ensure the minimum of risk and make the working conditions of all who use the premises as safe and accident free as is practicably possible.

If an improvement or a prohibition notice is served by an Enforcement Officer (Factories Inspector or an Environmental Health Officer), the Headteacher should immediately advise the Director of Education. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this policy statement of organisation and arrangement or other advice or guidance issued by the LA or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. They will then initiate remedial action as soon as reasonably practicable. If it proves impossible for the Headteacher to resolve the matter, they must report to the Director of Education. If no action is seen to be taken, the Headteacher should be consulted again and, if still no action is taken, the member of staff should report to the above mentioned Director.

Hazardous situations should be reported immediately and the above same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed.

Review

A review of the procedures, especially those contained in Part 2 of this policy statement (supervision of children) will take place annually in time for the commencement of the new school year.

Procedures for the management of stress in the workplace

Work related stress is a major cause of occupational ill health, poor productivity and leads to staff sickness absence, high staff turnover and possible increase in accidents. The LA has provided a confidential counselling service that operates on a self-referral basis. If you require more information and advice on this topic please make yourself familiar with the Health & Wellbeing Policy for Schools.

APPENDIX 1

Movement around School, Break Times, Lunch Time

All teachers should ensure their classroom is vacated at the beginning of break time and at the end of the morning session.

No child should remain in the classroom, corridor, library, or office area **without an adult knowing where they are**. Children should be supervised appropriately at all times including pupils losing a playtime for a disciplinary reason.

Pupils should **not** be allowed into the playground area until the teacher or the Midday Supervisor on duty is in situ. Staff must do a visual check of the playground before pupils go on to it. Staff should position themselves where they have a good view of the play area and any exit/entrance points.

Pupils must be encouraged to visit the toilet before they go out at the beginning of break time and lunch time. For further visits to the toilets, permission must be sought from the adult in charge.

Children have a range of equipment available to them at playtime. Rules for using this equipment are co-produced with the children and the children are encouraged to ensure these rules are followed.

On a morning KS1 and KS2 pupils will enter the classroom from the individual classroom doors. These doors will be opened at 8:40 and closed at 8:45 prompt. All pupils will be collected from the relevant yard at break times and lunch times by a member of staff.

Pupils are expected to line up, leaving person spaces and to walk into school quietly in accordance with school rules. All movement around school is to be at walking pace. Straight, smart and silent.

Children should not arrive at school before 8.40 am unless they are attending Breakfast Club at school. They will be dismissed to a responsible adult 3:15pm.

Nursery sessions run AM 08:30 -11.30am and PM 12:15-3.15pm

In line with 'Collecting children from School' policy, pupils in EYFS must be handed to an adult (18+) and for KS1 siblings aged 14+ may collect.

KS2 children must have signed permission from parent/carer to walk home or they must be collected by an adult age 16+.

At lunchtimes pupils are under the supervision of the Midday Supervisor, the teaching staff on duty and ultimately the Headteacher or a member of the Senior Management Team.

APPENDIX 2

Use of Design & Technology Equipment

When specific resistant material tools are involved, the following Code of Practice should be followed after a risk assessment has been completed and shared as appropriate with the children:-

- A member of staff must be in the room at all times.
- Tools must be kept in the designated area and not moved around the room.
- Children should be taught how to handle tools safely before making them freely available.
- Limit the number of pupils working in the area, and make the children aware of the permitted number.
- Children should always return the tools to their designated places.
- The area should be thoroughly cleaned up after use.
- The hot glue gun should only be used by members of staff and kept away from pupils.
- The use of chisels and gouges should be avoided unless essential. These tools must be strictly supervised by teaching staff and nobody should be facing a person using this type of tool.
- Pupils should only saw wood when it can be held securely in a vice or a bench hook. Please also see the relevant risk assessments for any exceptions.

APPENDIX 3

Use of Food Technology Equipment

Hygiene

If carrying out food technology in the classroom, a responsible adult should ensure the following happens at all times.

- Surfaces must be cleaned before and after use in a thorough manner.
- Storage areas to be kept clean and checked regularly.
- An adult must use cleaning agents which should be securely stored out of the reach of children.
- Ingredients must be stored appropriately.
- Tea towels and aprons must be washed after use.
- The teacher has overall responsibility for pupils in their care when they have food preparation sessions led by parents and other helpers.

Staff will need to check to make sure cleaning has been done and that aprons and tea towels are washed.

APPENDIX 4

Health and Safety in Physical Education

Pupils are expected to change into their clothing for PE. A pair of blue or black shorts, a white t-shirt and a pair of trainers are to be provided by the parent. During colder weather children are asked to come to school dressed in their PE kit. They can wear black leggings or Jogging bottoms, a white t-shirt and their school jumper. Each class has a supply of PE kit for those who have forgotten their kit. Should any child not have a suitable pair of footwear, then the class must all remove their shoes, the lead adult will decide what is most appropriate.

PE is a normal part of school curriculum and all aspects of health and safety need to be considered. As PE is an 'active' subject involving moving around special care must be taken. These guidelines are related to dance, movement, athletics and games.

External swimming lessons have their own risk assessment managed by the KS2 Lead.

Working in the Hall

Staff should always be aware of the space being worked in and ensure it is both safe and clean.

Special care must be taken with the floor:-

- If a teacher feels the floor is too dirty or damaged in a way to endanger health, the lesson should be cancelled and a report made to the School Business Manager. Equipment is available in the cleaning cupboard to remove superficial dirt before a lesson.
- All apparatus should be checked before use to ensure everything is safe and secure. Equipment must be stored and used correctly. The TA responsible will ensure the PE cupboard is tidy on a weekly basis.
- All apparatus will be checked and serviced by qualified personnel according to legislation.

Outdoor PE and Games

Pupils should be encouraged to be aware of dangerous 'objects' which may be encountered in the grass or playground area. If there is any doubt about the suitability of the area the lesson must be moved elsewhere.

Children should be taught to risk assess the removal of footwear when playing outdoor games or running.

Health and Safety issues relevant to both Indoor and Outdoor PE

Teachers must have a strict policy of how the children should behave and this must be clearly understood by the children.

All children will be taught safe and appropriate use of resources and equipment needed to facilitate teaching and learning. To ensure safe practise, pupils need to be taught to:

- Be aware of others when working within the same space
- Respond readily to instructions and signals
- Lift, handle and use equipment safely
- Understand the importance of warming up to prepare the body for exercise and prevent injury
- Understand the need for appropriate dress code for PE

Any jewellery must be removed before taking part in PE. Stud earrings must be removed by the child, or covered with plasters or tape, if this is not possible.

Plimsolls and trainers – it is at the discretion of the adult leading the session as to whether children need to wear plimsolls/trainers or bare feet; however, all children must be the same to avoid injury to those in bare feet by someone wearing trainers.

Staff should also wear appropriate footwear in lessons. Teachers have been issued with a school PE top to wear during lessons.

Essential Procedures for PE

Pupils will be aware of clear expectations of behaviour in PE from an early age – this will benefit both themselves and their teacher.

Lessons may begin in the classroom, or in the corridor adjoining the hall (nursery children only), where children change into their PE kit.

Shoes must be worn at all times when travelling to and from the hall.

APPENDIX 5

Gritting Policy

If snow/ice is forecast and local weather conditions agree we must grit (using rock salt) the access paths and fire exit routes around the school to ensure safe passage for both staff and visitors to the school.

If and when school has been gritted will be recorded on a spreadsheet. The salt bins around the site are to be kept full and maintained. The safety data sheet for rock salt has been received and it is not classified as hazardous under current UK Health, Safety and Environmental legislation.

Parents, children and visitors will be made aware that the paths, even when gritted, do remain dangerous.

A risk assessment is in place and is updated regularly.

Using the equipment provided the caretaker will be required to grit all pathways around school. There are however some important notes to consider:

- Disposable gloves have been provided to prevent direct contact with the grit.
- Manual handling techniques must be used when filling the bucket or salt spreader from the grit bins
- When spreading the grit by hand, use arm movement to spread the direction of the grit, rather than swaying the body side-to-side.
- Do not fill the bucket or spreader to a weight more than you feel you can comfortably handle. Frequent re-filling is advised rather than carrying a heavy load. Salt bins are placed around the entire school site.
- When using the salt spreader, keep a steady pace and visually assess the spreader and conditions before use
- Take as many rest stops as you need when carrying out the task, there is no time limit.
- Please ensure that all routes are treated right up to the door and down to the public footpaths.
- Please take reasonable care of your own safety (section 7 of Health & Safety at Work etc. Act 1974) when completing this task and inform the School Business Manager if you have any concerns.
- If you have any medical conditions that may prevent you from carrying out this task, please speak to the School Business Manager.

Appendix 8

TA responsibilities 2023-2024

EYFS outdoor classroom	Alison
EYFS library	Janice
Reading books in KS1	Sheri
Playground & equipment	Evonne
KS2 Resource area	Jo
Book shelves in KS2	Dawn
Year 3/4 porch areas	Kay
KS2 Outdoor equipment	Andrea C
Paper/Art cupboard	Jade
Kiln Room & Garden	Andrea N + new Y3/4 TA
Kitchen	Rebecca B
PE cupboard	Matthew
Science cupboard	Sharon
Therapy Room	Lisa A
Library	Victoria + Reading Champions
Printer & prayer area	Wendy

