



## **Policy: Health and Safety Policy**

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**Glossary:**

<b>DfE</b>	<b>Department For Education</b>
<b>LA</b>	<b>Local Authority</b>

# Health and Safety Policy and Procedures

## Contents

### PART I [Statement of General Policy](#)

### PART 2 [Responsibilities & Organisation for Managing Health & Safety](#)

- 2.1 [Governing Body](#)
- 2.2 [Head teacher](#)
- 2.3 [Health and Safety Coordinator](#)
- 2.4 [Caretaker](#)

### PART 3 [Arrangements for Managing Health & Safety](#)

- 3.1 [Staff and Pupils](#)
- 3.2 [Parents and Carers](#)
- 3.3 [Visitors](#)
- 3.4 [School Security](#)
- 3.5 [Fire drill, fire precautions and evacuation procedures](#)
- 3.6 [First Aid](#)
- 3.7 [Medicine in School](#)
- 3.8 [Accident reporting procedures](#)
- 3.9 [Health and Safety Inspections](#)
- 3.10 [Contractors on site](#)
- 3.11 [Playground Safety](#)
- 3.12 [Safe Entrance to School](#)
- 3.13 [Bicycles and Scooters](#)
- 3.14 [Dogs](#)
- 3.15 [Smoking](#)
- 3.16 [Food Preparation](#)
- 3.17 [Swimming, Education Visits](#)
- 3.18 [Lone Working](#)
- 3.19 [Training](#)
- 3.20 [Dangerous Substances \(COSHH\)](#)
- 3.21 [Manual Handling](#)
- 3.22 [Display Screen Equipment](#)
- 3.23 [New and Expectant Mothers](#)
- 3.24 [Working at height and use of ladders and other access equipment](#)

### PART 4 [Monitoring](#)

## Part 1: Statement of General Policy

The Governing Body of Great Abington Primary School recognises its responsibilities under the Health and Safety at Work Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable, the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Head Teacher and staff to identify hazards, assess the risks and where these cannot be removed to ensure that they are adequately controlled.

## Part 2: Responsibilities & Organisation for Managing Health & Safety

### 2.1 Governors

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, the governing body will:

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with the LA health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create a management arrangement for health & safety and periodically monitor its effectiveness.
- Ensure that an annual health & safety inspection and audit is carried out by a qualified person.
- Ensure that a governor attends any health & safety briefings held by the LEA.
- Have health & safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health & safety. This includes time as well as financial resources.
- Ensure the Headteacher, as the key manager for health & safety, carries out the appropriate responsibilities.
- Ensure that all staff appreciate that their safety and that of others, depends on their individual conduct and vigilance.

### 2.2 Headteacher

The Headteacher, as key manager, and in their absence the nominated senior leader, is responsible for the day to day running of the school and putting the health & safety policy into effect. The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. The Headteacher will in particular:

1. Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
2. Ensure that termly health & safety inspections are carried out.
3. Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.
4. Arrange for risk assessments to be carried out by a competent person.
5. Put into effect any remedial measures or refer as necessary to the Governors or the LA.
6. Consult with members of staff on health & safety matters, particularly any accredited staff safety representatives.
7. Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school and ensuring that the functions outlined in the DfES publication "Health and Safety of Pupils on Educational Visits" are undertaken satisfactorily.
8. Attend health & safety briefings and training arranged by the LA.
9. Report regularly on health & safety matters to the Governing Body.
10. Ensure that competent contractors are appointed and monitor their on site safe working practices.

### **2.3 Health and Safety Coordinator**

The Health & Safety Coordinator is responsible to the Headteacher for the following Health & Safety matters:

1. Coordinating the school's fire and emergency response procedures;
2. Conducting generic risk assessments for all areas of the school not addressed by specific activity or area risk assessments;
3. Assist in the annual Safety Audit and Inspection with the Consultant Adviser of the school and in reporting findings to the Governing Body, the Headteacher and to the Health & Safety Committee as appropriate;
4. Monitor and record Health & Safety issues, including collation and recording of accident statistics;
5. Ensure Health & Safety reviews and inspections are carried out in a timely and responsible manner;
6. Assist in the maintenance and update of all relevant Health & Safety documentation and policies;
7. Liaise with external and internal posts that have a Health & Safety responsibility;
8. Responsibility for arranging PAT testing across the school's provision.

The Health & Safety Coordinator has particular responsibility for security and premises related issues and will:

- Ensure that the condition of the premises is effectively monitored.
- Report defects and monitor that appropriate remedial action is taken.
- Manage the use of any hazardous materials particularly relating to cleaning products.
- Monitor the work of outside contractors.

### **2.4 Caretaker**

The Caretaker will be responsible for ensuring that the school's Health & Safety Policy and associated arrangements are implemented across the school.

This will be achieved by:

1. All hazards presented by premises activities to be identified and the risks created fully assessed and controlled in accordance with the school's procedures;
2. All hazards presented by their activities are identified and the risks created are fully assessed and controlled in accordance with the school's procedures;

## **3 Arrangements for managing Health & Safety**

### **3.1 Staff and Pupils**

- Staff have responsibility for their own safety and the safety of others, especially the pupils in their care.
- Staff are expected to familiarise themselves with the health & safety aspects of their work by reading the Staff Health & Safety Handbook (which is reviewed each year) and to avoid conduct which would put at risk the health & safety of themselves and other people.
- Staff are expected to cooperate with all health & safety arrangements and to report any defects or concerns. They must always use equipment, including PE equipment and tools to comply with safety recommendations.
- Pupils should only use sharp and specialist tools under close supervision. From an early age they are taught the correct use of scissors.

- Cooking with pupils is only undertaken in small groups and with adequate supervision.

### **3.2 Parents and Carers**

Parents/carers are responsible for their children at the beginning and end of the school day. Parents/carers are responsible for the supervision and safety of their children when on school premises before 08:40 and after 15:10 / 15:15. Children should be collected at 15:10 / 15:15, or 16:10 / 16:15 if attending a club or from GAPs if using the after school provision.

In emergencies, teachers may look after children for very short periods after the finish times. If parents are unexpectedly delayed they are advised that they must contact the school office as soon as possible so as not to cause their children undue stress and anxiety. The children concerned will be looked after by the teacher unless the parent has made alternative arrangements.

The responsibility for children attending privately provided out of school hours activities lies between the parent/carer and the provider.

### **3.3 Visitors**

Visitors are required to:

- Sign in at reception and note fire safety arrangements and procedures.
- Take all reasonable care for the Health & Safety of themselves and all other persons who may be affected by their acts or omissions;
- Cooperate with school staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the (insert school type);
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health & Safety.

### **3.4 School Security**

External doors are locked during the school day and a strict visitor's policy is implemented during the school day.

### **3.5 Fire drill, fire precautions and evacuation procedures**

Fire/evacuation drill takes place at least once per term. Drills are recorded in the Fire and Risk file on the Health & Safety Drive and any areas of management are adjusted. All fire exit doors are clearly marked and staff/children are familiar with emergency evacuation procedures. All rooms have fire procedure notices. Fire alarms and equipment are regularly serviced in accordance with LA health & safety requirements; call points are checked regularly and recorded by the site officer. Fire Drill procedures are recorded.

### **3.6 First Aid at work**

All staff are trained to a level of paediatric first aid at work. All staff are trained annually in resuscitation for our swimming season. First aid kits are available in the medical room, each classroom and the swimming pool area.

### **3.7 Medicines in School**

The staff has "in loco parentis" responsibilities for the welfare of children during school time, but the administration of prescribed medicines falls outside those responsibilities. An exception is made to asthma inhalers and children are taught to be independent in their use of these. Most medicines can be taken outside the school day. If this is not possible parents/carers may come

into school themselves to give children the prescribed dose. In individual exceptional cases parents may sign to give permission for a member of staff to administer medicine. For further information see LA policy.

### **3.8 Accident reporting procedure**

Minor playground incidents are recorded in the school's accident book in the corridor. The book is used for minor injuries such as cuts, grazes, etc. Incidents are recorded by the member of staff on playground duty. Bumps to the head are always reported to parents (see Staff H&S Handbook). More serious incidents or accidents must be on the Health and Safety form IRF96 online at [www.cambridgeshire.gov.uk/irf96](http://www.cambridgeshire.gov.uk/irf96) by the person who witnessed the event and a copy given to the school office.

### **3.9 Health and Safety Inspections**

These are carried out termly by the Governors. Remedial action will be reported to the H&S Coordinator who will contact the appropriate contractor. Major issues will be discussed by the Property Committee and, if necessary, the full governing body.

### **3.10 Contractors on site**

Signs are displayed leading visitors and contractors to the school office. All contractors are required to report to the school office prior to carrying out repairs and alterations. Contractors have to sign in as a contractor to read the [Induction checklist for contractors](#) and [hazard register document](#), and e-sign. Strict adherence to the County Council's Asbestos Management System will be applied to all contractors whilst on site.

### **3.11 Playground Safety**

The playground is supervised by members of staff at play times and lunch times. The playground is not supervised before school, and children should not be left on the school site unsupervised by parents/carers before 08:40.

During icy conditions, the playground steps and some paths are treated with salt. The most senior member of school staff available will always check for safety before play times and treat steps, or cancel outside play if risk assessment deems it necessary.

During any other severe weather conditions, a risk assessment will be made before allowing children outside.

### **3.12 Safe Entrance to School**

Children should enter and leave the school site at the back of the school via the gate in the fence from the public footpath. They should never walk through the car park.

### **3.13 Bicycles and Scooters**

Children should not ride bicycles or scooters through the car park area beyond the fence or within the playground areas. It is recommended that children on bikes are accompanied to school by an adult until they have passed the Bikeability course in Year 5.

### **3.14 Dogs**

Dogs are not permitted within the perimeter fence of the school unless pre-arranged for educational purposes or in the case of guide dogs for the visually impaired.

### **3.15 Smoking**

Smoking is not permitted in any area of the school site.

### 3.16 Food preparation

Local Authority guidelines for managing food technology and any preparation of food on site, are followed. A member of staff will undertake the basic food hygiene course and be available to advise others on procedures.

### 3.17 Swimming, Educational Visits

A separate set of guidelines exists for the swimming pool. A separate policy with guidelines exists for educational visits.

### 3.18 Lone Working

The School recognises the risks posed to employees and contractors by lone working, this policy is designed to ensure that Lone/Solitary workers are not exposed to significantly more risks than employees who work together. Precautions will take account of normal working conditions and foreseeable emergency situations, for example;

- Accident
- Assault
- Equipment Failure
- Fire
- Illness

The risk assessment process should result in the identification of all potentially hazardous situations where employees work alone. Once identified the situation will be assessed to determine whether:

- a) the workplace presents a special risk to the solitary worker.
- b) access and egress can be undertaken safely.
- c) temporary access equipment can be operated safely and presents no additional risks to a lone worker.
- d) any equipment or substances involved in the work activities can be safely used by one person.
- e) there is an increased risk of assault.

Once the hazards presented by the lone/solitary worker have been identified they will require to be assessed and as a result of the assessment appropriate action formulated for managing the risks.

### 3.19 Training

1. The Headteacher will draw health & safety responsibilities and school's health & safety arrangements to the attention of employees as part of their induction training
2. The Headteacher will identify health & safety training needs in consultation with the employees concerned.
3. The Headteacher is responsible for the School's training plan. It may be included in the School's development plan.
4. Employees who feel that they have a need for health & safety training of any kind should notify the Headteacher in writing.
5. The Headteacher is responsible for reviewing the effectiveness of health & safety training.

### 3.20 Dangerous Substances (COSHH)

Inventories of dangerous substances used in the School are maintained and are supported by copies of Material Safety Data Sheets (MSDS) and COSHH assessments that are recorded on

the [COSHH Inventory of Hazardous Substances Register](#). These records are also stored in the cleaning cupboard as a paper file. These records will be reviewed at least annually.

### **3.21 Manual Handling**

The Headteacher is responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practically be avoided.

### **3.22 Display Screen Equipment**

Those employees who use display screen equipment for the majority of their working day are classified as 'users' of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

### **3.23 New and Expectant Mothers**

When a member of staff has become pregnant the Headteacher is notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. An assessment is also to be completed as part of the return to work process for nursing mothers.

### **3.24 Working At Height And Use Of Ladders And Other Access Equipment**

#### General Statement

As part of its duties under The Work at Height Regulations 2005, all reasonable steps shall be taken by the School to provide a safe working environment for staff required to work at height. The School shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace.

All staff and any other persons, including contractors, involved in the work activity shall be expected to cooperate with this procedure.

#### Arrangements for the securing of Health and Safety of Employees

The School will:

- a) Carry out an assessment of risks involved in work at height and take steps to eliminate or control the risks;
- b) Provide necessary equipment to allow safe access and egress from the place of work;
- c) When working in an open environment, assess the effect of weather conditions on the type of work being undertaken;
- d) Arrange for the regular inspection and maintenance of all equipment required for working at height. Records of all such events will be retained for monitoring purposes.

For other aspects of health & safety please see relevant LA and school policies.

## **4. Monitoring**

- 4.1 The Governors via the Headteacher, monitor the achievement and effectiveness of the Health & Safety arrangements and their overall performance to ensure, that:
  - Physical controls are in place and working satisfactorily; and
  - Staff are carrying out procedures and the functions allocated to them.

4.2 Methods of monitoring and checking performance involve:

- the Headteacher reporting each term on health & safety matters in the report to governors.
- collecting accident/incident data and checking, categorising and analysing the reports to make recommendations.
- Governors carrying out annual Health & Safety inspections of the premises and presenting a report to the Resources committee for analysis and discussion. As appropriate, items will be referred to other Committees.
- Examining and acting upon specialist LA Audit Reports and, where appropriate, OfSTED reports, where these relate to Health & Safety issues.
- Checking maintenance records/reports.
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- The Governors with specific responsibility for Health & Safety are **Alan Cooke** and **Rob Aiano**
- The Governor requesting Health & Safety reports is Chair of the Resources committee: **Sally Phipps**
- The Health & Safety Coordinator at the school is Emma Presland