



No Barriers to Excellence



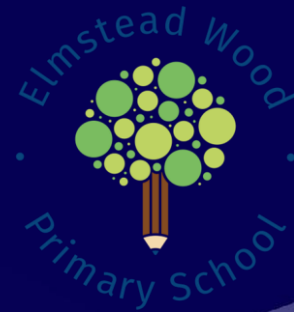
Ambition



Collaboration



Equity



# Elmstead Wood Primary School

## Health & Safety Policy 2025 - 2027

Version	Name	Date
Original version	Verity Bolton, Trust COO with SchoolPro Consultancy	Nov 2025
v1.0 Written by	Cat Lewis, Headteacher	Nov 2025
Approved by	Trust Board	Dec 2025

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# Elmstead Wood Primary School

## Health & Safety Policy

### Part 1: Statement of Intent

The Headteacher of the school and the Trust fully recognise their legal responsibilities under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the school and the Trust.

Key responsibilities include:

- Creating and maintaining a safe and healthy working and learning environment.
- Minimising the risk of accidents and work-related health issues.
- Complying with all relevant legal and statutory health and safety obligations and providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Promoting safe working practices and providing well-maintained equipment.
- Ensuring staff are competent to do their work and receive appropriate training, information, and guidance.
- Regularly reviewing and improving safety procedures to ensure their effectiveness and actively managing and supervising health and safety at work.
- Fostering a culture of health and safety by promoting open communication and consultation with staff on related matters and consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Maintaining a healthy working environment, including appropriate welfare facilities.
- Allocating adequate resources, financial and other, to manage health and safety, as far as reasonably practicable.
- Ensuring safe access to and exit from the premises at all times.
- Identifying, assessing, and managing risks for both curriculum and non-curriculum activities, including off-site events and trips with a separate consideration and approval process. Having access to competent advice.
- Ensuring the safe handling, storage, and use of substances within the school environment.

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- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
  - Ensuring that all contractors are competent to do their work.
  - Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy and setting clear objectives to drive continuous improvement in health and safety performance.

In addition, the Trust and the Headteacher are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Trust will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Trust and Headteacher in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organizational structure and safety procedures, will be reviewed annually or updated as required.

Signed:  
Headteacher:  
Date:



Signed:  
Trust Representative: COO  
Date: 16/12/25

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## Part 2 Organisation

### Organisation Overview

To meet the health and safety (H&S) requirements of the Trust and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

### Trustees

The Trust Board holds the Executive to account for the management of H&S and are responsible for reviewing this Policy on an annual basis.

### Executive Team

The Executive Team are responsible for ensuring the school complies with the H&S Policy. They work with the Headteacher to put in place and review safety measures, updating as needed.

### Headteacher

The Headteacher manages the daily implementation of the H&S Policy. They collaborate with staff and the Executive team to maintain safety standards, review procedures, and ensure safe working conditions.

### Site Manager

While the Headteacher ultimately remains responsible, they may delegate carrying out their duties to a named member of staff, in this case the Site Manager. The Site Manager and other site staff handle day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

### Employees

All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

### Pupils

Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

### Safety Representatives

Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

### Temporary Staff

Temporary staff receive health and safety instructions, including fire and emergency procedures. They report to the Headteacher during their time at the school.

### Teachers

Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for pupil safety and must maintain a safe learning environment.

### Teaching Assistants

Teaching assistants follow the H&S Policy and report to teachers, helping ensure safety in lessons.

### Educational Visit Coordinator (EVC)

The EVC ensures school trips follow safety standards, working with trip leaders to align activities with school and Trust policies.

### Volunteers and Parent Helpers

Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.

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## Part 3 General Arrangements

(Numbers shown in brackets correspond to references on SchoolPro H&S portal)

Culture (1.1)  
Documentation (1.7)  
Communication and training (1.5 and 1.4)  
Governor oversight (1.11)  
Risk assessment (1.9)  
Accidents, incidents (1.3)  
First Aid (1.2)  
Serious incident management (1.8)  
Medical needs and vulnerabilities (1.12)  
Control of contractors (1.6)  
Clothing (2.1)  
Display screen equipment (2.2)  
Doors and gates (2.3)  
Drinking water (2.4)  
Electrical installations (2.5)  
Cleaning (2.6)  
Sanitary and washing facilities (2.7)  
Floors and traffic routes (2.8)  
Lighting (2.10)  
Resting and eating meals (2.11)  
Restaurants and canteens (2.12)  
Waste management (2.13)  
Workplace environment (2.14)  
Security (2.14)  
Tree management (2.15)  
COSHH (Control of substances hazards to health) (3.2)  
Legionnaire's disease (3.3)  
Manual handling (3.4)  
Working at height (3.5)  
Noise (3.7)  
Work equipment – Machinery (4.1)  
Work equipment – Office equipment (4.4)  
Playground equipment (4.7)  
Science teaching (5.1)  
Design and technology teaching (5.2)  
P.E. teaching (5.3)  
Educational / offsite visits (5.4)  
Outdoor and adventurous activities (5.6)

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## Culture (1.1)

The school will endeavour to hold the safety and well-being of its staff and pupils as its number one priority in everything it does.

We believe the best way of doing this is going beyond compliance, and to do this, we will promote a culture of:

- **Reporting** - without fear of reprisal or judgement.
- **Training** - always going above minimum standards to instil Health and Safety competence at all levels.
- **Reflection** - using the Plan, Do, Check, Act philosophy recommended by the HSE in HSG65.
- **Community** - where everyone in our community takes responsibility for looking after everyone else.
- **Communication** - as a two-way process that ensures all members of our community have the information, they need to be safe at school

## First Aid (1.2)

The appointed person is **Cat Lewis**.

They have responsibility for managing first aid policy and procedure, stocking and maintaining first aid kits, reviewing accidents and incidents, and reviewing/making recommendations on training.

More detailed procedures are in the Trust First Aid Policy.

## Accidents, Incidents Reporting (1.3)

The school aims to reduce accidents by emphasizing the reporting of near misses. Detailed information can be found in Appendix B.

Accidents, incidents, and near misses are reported via the Trust incident reporting procedure. Staff and pupils are encouraged to report even the smallest incidents, and reports should be made on the same day as the incident or as soon as is practicable.

Leadership endeavours to keep this process meaningful by reviewing and acting on reports regularly.

The Headteacher will report to the Executive, when necessary, about trends and patterns of concern noticed in the data from incident reporting.

Lessons learned are reported to all staff, and when necessary, training is given to the whole school community on effective incident reporting in line with the training policies and procedures.

### Training

The Site Manager will undertake general Health and Safety Management training every 3 years.

All staff receive annual in-house training through briefings and leaflets about the methods and importance of the school's reporting procedures.

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## Training (1.4)

The school believes that building competency is the key to successful Health and Safety management.

### Training management

Training for site staff is managed via the central training log. This is reviewed regularly by the Executive to see where gaps in training are and will develop as qualifications lapse. Training for all other staff is managed via the school training log which is managed by the SLT.

A variety of training methods are used, from in-house training (where competence allows), to online and face-to-face.

Scans of certificates are kept securely online.

### Specific Training

Staff are given induction training and expected to complete online training as part of this process.

After any substantive change in policy or procedure, relevant staff are trained accordingly, this can be by briefings, in-house training, or online/face-to-face training.

## Communication (1.5)

The school uses a variety of methods of communication.

### Health and Safety documents

Key documents, including this policy, are stored on shared drives where staff have complete read access. These are used as a reference tool for SLT and staff as and when needed.

### Signage

The school will use visible signage as a method of communication to reinforce messages at points in the school. This includes emergency procedures, but also other messages when suggested in policy.

### Staff meetings

Staff are informed of pressing Health and Safety matters in meetings.

### Health and Safety discussions

The HT and the Site Manager will meet at least fortnightly to discuss estates management and H&S matters.

### Health and Safety observation forms

Staff complete a H&S observation form to promote interaction with policy and procedure and to encourage staff to be aware of H&S needs in their daily work environment.

### Pupil lessons

Health and Safety is embedded in the curriculum, and pupils receive lessons about being safe in and out of school, designed to promote the whole school Health and Safety culture.

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## Visitors

Visitors receive basic H&S information as part of the signing-in process.

### Control of Contractors (1.6)

#### Contractor selection and induction process

The Site Manager will seek out competent contractors and subcontractors using a Control of Contractors Checklist Form.

#### This includes:

- A code of conduct to protect our pupils and staff.
- Site information to fulfil our duty of care to our contractors.
- Processes for managing longer jobs.

No contractor can work on site without completing the Control of Contractor Checklist.

### Documentation (1.7)

All Health and Safety documentation is stored securely on the SchoolPro Safety Portal and on the school's Google Drives.

All documentation is kept in accordance with the Trust data protection policies, procedures, and protocols.

#### Key Health and Safety Documents:

Health and Safety Policy  
First Aid Policy  
Training Logs  
Risk Assessments

### Serious Incident Management (1.8)

Unless a secondary policy says differently, the most senior member of staff on site will take charge in the event of an emergency. In most cases, this will be the Headteacher, but in their absence, the business continuity plan contains a clear structure of who will step up.

#### Training

Drills are seen as the best way of training and building competency for serious incidents.

Through drills, we aim to ensure that we test our invacuation, evacuation and lockdown procedures regularly.

In line with our culture of Plan, Do, Check, Act, we ensure that we improve our drills by reviewing previous logs and outcomes.

We understand that serious incidents cover many scenarios and differ every time. As such, we aim to change the scenarios we drill for, changing times, locations, and stress testing.

More detailed policy and procedure information is available in the business continuity plan and Lock Down Policy, as well as a template evacuation document for classrooms in Appendix A.

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## Risk Assessment (1.9)

### Training requirements

All staff who need to complete risk assessments are given appropriate training or support, depending on the complexity of the assessment needed.

### Risk/Benefit

When assessing risk, the benefit of the activity is always taken into account to remove unnecessary risk, but also to encourage learning opportunities despite acceptable risk.

### Risk assessment log/store

Risk assessments are stored in shared drives to make sure they are accessible to staff at all times.

### Risk Assessment Production

General site risk assessments are carried out by either the Site Manager or the Headteacher. More specific risk assessments are carried out by subject leaders and staff with direct responsibility.

### High Risk

When assessments indicate a high level of risk that the school chooses to accept these are signed off by the Headteacher.

### Review

All Risk Assessments are reviewed annually and adapted and changed when necessary.

## Trustee Oversight (1.11)

### Health and Safety Trustee

The Trust Board will appoint a H&S Trustee who will work closely with the Executive and will have oversight of H&S arrangements through attendance at Finance and Resources Committee (FARCO) meetings, supporting Health and Safety site walks and monitoring relevant policy documents.

### Reporting

The Health and Safety Trustee and the Trust Executive will report back to the Trustees in Trust Board meetings. They will give updates on changes and developments, as well as report good practice. Where they have concerns about the management of Health and Safety, they will first report to the Executive or the Headteacher (as appropriate) as a matter of urgency.

### Training requirements

Unless certification of previous training has been provided, the Health and Safety Trustee will complete an online training course in Health and Safety in Education.

## Medical Needs and Vulnerabilities (1.12)

### Medicine in school

No medication of any sort is ever administered without specific consent from parents.

Any medication kept in school is always kept in a staffed or locked room and in a locked cupboard.

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All other arrangements for the management of medication at the school are detailed in the First Aid Policy and the Supporting Pupils with Medical Conditions Policy.

### **Disabled Access**

The school aims to be as inclusive as reasonably practicable. This includes physical access as well as access to information and positive well-being. This is all done while at the same time maintaining high standards of Health and Safety.

Details are in the Trust Equality, Diversity and Inclusion Policy.

Where necessary, this includes individualised activity support and PEEPS to make sure vulnerable pupils and adults are as safe as the rest of the school community at all times.

### **Lone workers**

Instances of lone working are reduced as much as possible.

When it is necessary, it is mitigated by:

- Conducting a thorough risk assessment to ensure the worker is trained, medically fit, and fully briefed on their tasks, equipment, and any hazardous substances.
- Enforcing clear sign-in and sign-out procedures to track lone worker presence accurately.
- Providing appropriate personal protective equipment (PPE) along with training on how to use it correctly.
- Establishing reliable communication systems, including emergency contacts and out-of-hours support.
- Training staff to prevent and respond to potential violence, especially when working in high-risk settings.
- Carrying out periodic visits and checks by supervisors to ensure safety and compliance.
- Carrying out building sweeps at the end of every day.

### **New and Expectant Mothers**

As the school becomes aware of new and expectant mothers, individual risk assessments are written to ensure their safety and well-being. These are produced in collaboration with the member of staff and include:

- **Manual Handling Risks:** Assess tasks involving lifting, carrying, or physical strain that could impact her health or pregnancy.
- **Exposure to Harmful Substances:** Identify any contact with cleaning chemicals, lab materials, or other hazardous substances.
- **Infection Risks:** Consider exposure to illnesses common in school settings (e.g., rubella, chickenpox, slapped cheek) that may pose additional risks.
- **Workplace Conditions:** Evaluate factors such as prolonged standing, access to rest areas, temperature extremes, or the need for regular breaks.
- **Emergency Procedures:** Ensure evacuation plans and emergency responses are suitable, including safe routes and support if mobility is affected.

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### **English as a foreign language**

Where possible, the school ensures that any pupils and staff who use English as a foreign language have support in the form of translation of key documents, advocacy in formal meetings, and a mentor in place to support and aid understanding where necessary.

### **Display Screen Equipment (2.2)**

#### **Training requirements**

We ensure staff who need it will receive training on safe DSE usage practices, like adjusting their workstations and taking breaks.

#### **Individual workstation assessments**

We ensure regular assessments of DSE workstations to identify any potential hazards and maintain a proper setup. To do this, we use the HSE Display Screen Equipment Work Station Check List. Where the checklist shows a raised level of risk, staff are supported with mechanical and technological controls as needed.

The assessments are completed on induction of new staff and reviewed in an ongoing dialogue between staff and line managers.

#### **Eye Test**

For staff who work using a screen for more than one hour continuously each day, who request it, the Trust offers eye tests and potentially contributes to the cost of glasses needed for DSE work.

### **Doors, Gates and Windows (2.3)**

#### **Risk assessment**

Doors or gates that pose a particular risk will be individually risk assessed by the Site Manager.

#### **Maintenance**

The school ensures all our doors, gates and windows are well maintained and fully functional.

When faults are found, they are repaired or replaced by a competent person and if necessary, placed out of action until this work can be carried out.

#### **Security**

Where necessary doors are on a mag lock system to prevent unwanted access.

#### **Doors**

Where possible, all our doors have a viewing panel made from safety glass and open in only one direction.

Where necessary finger guards are used to prevent injury.

#### **Windows**

School windows are made of safety glass and fitted with opening restrictions on the 1<sup>st</sup> floor and above.

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## Drinking Water (2.4)

The school will provide adequate drinking water for all staff and pupils.

To do this, an external provider will carry out a risk assessment that will determine a testing and monitoring schedule.

The Site Manager will be responsible for contacting and initiating this risk assessment and then acting on any suggestions.

### Temperature

Water temperature checks will be regularly taken to assess the effectiveness of heating and cooling systems.

## Legionella Testing and Legionnaires' Disease (3.3)

Water samples will be taken from various outlets (taps, showers, etc) in line with the recommendations of the water management company in order to detect the presence of Legionella bacteria, which can cause Legionnaires' disease. Legionnaires' Disease risk is managed using suitable, qualified specialist contractors. They will produce an initial risk assessment and management policy and then maintain systems as necessary.

### Accessibility

The school promotes a water bottle culture, making refilling convenient, ensuring that water is the main beverage at our school.

We have placed water fountains around the school, making it easily accessible.

Where school staff are responsible for monitoring temperatures or water quality, they will undergo annual online legionella training.

## Electrical Installations (2.5)

All electrical work is carried out by a suitably qualified external contractor.

### Testing/ Maintenance

Fixed wiring tests are conducted every 5 years by an external contractor. All advisory notes are dealt with as quickly as possible.

### Portable Appliances

Portable electronic equipment is PAT tested every 24 months by a suitably competent person.

When purchasing electrical equipment, the school makes sure it adheres to CE or UKCA standards.

Any electrical equipment brought onto site by staff is checked by a competent person before use.

### Signage

Switch gear and fuse boards are clearly marked and protected from the risk of fire.

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## Cleaning (2.6)

Cleaning is outsourced to a 3rd party contractor but monitored by the Site Manager and the Headteacher.

The school will provide a lockable cupboard to the company where they can keep cleaning equipment and substances. The company is responsible for their own Health and Safety.

The school realises it has a duty of care to all workers on site, so it will regularly check that cleaning arrangements are safe and compliant.

Site staff are responsible for spot cleaning of more urgent mess. To do this, they use their own cleaning equipment and substances. Hazardous chemicals kept, stored and cleaned up in accordance with their individual COSHH risk assessments.

General cleanliness of the site is monitored with daily walk arounds.

## Sanitary and Washing Facilities (2.7)

### Management

The Site Manager is responsible for day-to-day management of sanitary and waste facilities.

### Toilets

Hand-washing facilities are provided in all bathrooms.

Toilets are kept clean and well ventilated. Facilities are checked daily, and staff are asked to report to the Site Manager if cleaning or maintenance is required.

Clearly marked sanitary bins are provided and emptied regularly by a specialist contractor.

### Hand Washing

Children should be trained in appropriate hand-washing procedures, in accordance with government guidelines and appropriate notices are placed in toilets and sink areas on hand washing procedures.

Site staff should ensure hand washing gel is available in each classroom.

### Bodily Fluids

Please see Soiling & Wetting Procedure Appendix C and Toilet Training & Nappy Changing Procedure Appendix D. Suitable disposable PPE should be worn by any staff member dealing with bodily fluids.

## Floors and Traffic Routes (2.8)

### Floor Maintenance:

Floors are maintained in good condition and kept clear of hazards, with daily cleaning and deep cleans during holidays. Staff are instructed not to obstruct corridors or high-traffic areas.

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Damage, spillages and near misses are reported to the Site Manager who will inspect and if necessary, manage as practicable.

Changes in floor height are clearly marked.

**Outdoor Routes:**

Outdoor areas (e.g., playgrounds, paths) are maintained to prevent accidents in bad weather using grit and salt.

Adequate outdoor lighting is provided for safety during early mornings and evenings.

Children are not allowed to wear roller blades or ride scooters or bikes (with the exception of relevant curriculum time) on the school premises.

**Prams and pushchairs**

People are discouraged from bringing prams and pushchairs into schools.

In exceptional circumstances, where prams or pushchairs are brought into the school building, care must be taken to ensure fire exits are not obstructed and they do not present a health and safety risk.

**Vehicular Traffic (2.9)**

Where possible, pedestrians and vehicles are separated by physical barriers. Where this is not possible, a specific risk assessment has been completed and control measures put in place.

Vehicle routes are well lit and signed using highway standard, easily recognisable signage. Where necessary, traffic calming measures are put in place.

**Lighting (2.10)**

The school ensures adequate lighting in all working and learning areas through daily checks. Natural light is maximised in classrooms and workspaces by using minimal window coverings.

**Emergency Lighting**

Battery-backed emergency lighting is in place, tested by the Site Manager and serviced by an external specialist to ensure functionality.

**Outdoor Lighting**

Adequate outdoor lighting is provided for safety during early mornings and evenings.

**Restaurants and Canteens (2.10)**

**Responsibility**

Catering is outsourced to an external provider who are responsible for food hygiene standards.

**Monitoring**

The Headteacher is responsible for managing this external contractor, making sure they are keeping policies in order, maintaining high standards and meeting the terms of their contract.

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The Headteacher will have regular meetings with the caterer to make sure safety standards are maintained.

### Resting and Eating Meals (2.11)

The school provides dedicated spaces for pupils and staff to rest and eat meals. For staff this includes a clean and safe space to prepare their own food.

The site is a nut free school at all times.

### Waste Management (2.12)

#### Waste disposal

Internal bins are emptied daily or when full.

#### Pest Control

Staff will be encouraged to assist with pest control by focussing on prevention methods, basic controls (such as storing food in containers, removing spills and storing waste correctly)

#### Site staff will:

Conduct regular inspections: Monitoring pest activity and maintaining building structure and addressing leaks

Utilise non-toxic and friendly solutions for pest control

Enlist an external, suitably competent contractor in the event the pests are evident on site and will maintain open lines of communication with staff and professionals.

#### Storage

External bins are kept securely away from pupils and emptied regularly by a licensed contractor.

#### Collection

Collection arrangements are formalised with contractors and, where necessary, individually risk assessed.

Hazardous Waste is disposed of separately by a specialist contractor.

### Workplace Environment (2.14)

The school will ensure comfort and safety in the classrooms and workspaces. Our school focuses on physical space design, security measures, and creating a positive learning environment.

#### Temperature And Ventilation

We aim to maintain comfortable temperatures in our classrooms using features like shades and windows to promote proper ventilation throughout the classroom.

#### Ergonomics

Our furniture is ergonomically designed to promote good posture and reduce strain.

#### Wellbeing and Safe Spaces

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Designated corners or safe spaces can provide refuge for pupils who need to decompress or seek support. We also provide outdoor spaces.

### **Smoking**

There is a no-smoking and no vaping policy throughout the school. This includes staff rooms, halls during lettings and all school grounds.

### **Security (2.14)**

**The school aims to provide a safe and secure site for its pupils and staff.**

#### **Controlled Access and Egress**

Implementing measures to limit unauthorized access to the school premises, such as locking doors, visitor registration, and visitor badges.

Sites are secured around the outside perimeter.

Access is also controlled by remote intercom/camera visitor identification from the school office.

#### **Visitor Management**

Implementing a system for managing visitors, ensuring they register at the main reception, and are escorted to their destination.

Visitors and staff are asked to wear specific lanyards to make them clearly recognisable.

#### **Cybersecurity**

Addressing online security threats, including phishing attempts and data breaches.

#### **Staff Training**

Providing staff with training on security procedures, emergency protocols, and how to identify and report security concerns.

#### **CCTV**

Some areas of the site are monitored with CCTV.

#### **Security alarms**

All external doors are covered by an intruder alarm. Internal spaces are covered by motion detection where necessary.

#### **Lockdown drill**

Practicing lockdown procedures to prepare staff and pupils for a potential active situation.

### **Tree Management (2.15)**

#### **Tree surveying**

All trees that require it are surveyed using an independent contractor at least every 2 years.

#### **Arrangements for management**

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The survey will identify management needs, and an independent contractor will be sourced to complete remedial measures.

### **Procedures for in-house management**

Only minimal, gardening-type maintenance is carried out by school staff, involving work at ground level and no specialist equipment. All other work is left to a specialist contractor.

### **Driving for Work (3.1)**

#### **Use of personal vehicles**

Use of personal vehicles for work is limited to short local journeys and not for transporting pupils unless in specific circumstances where risk assessments are in place.

### **COSHH (Control of Substances Hazardous to Health) (3.2)**

The school operates a policy of, where possible, substituting all substances harmful to health with less risky alternatives.

#### **Responsibility**

Responsibility for managing COSHH falls to the Site Manager.

#### **Substance identification / Safety data sheets**

All COSHH substances are identified on purchase and recorded in the COSHH log. Safety Data Sheets are downloaded on purchase and stored in the google drive.

#### **Controls, Storage, and Disposal**

All COSHH substances are risk assessed, where a formal written risk assessment is required, these risk assessments are stored in shared drives.

#### **COSHH in curriculum**

Teaching staff using controlled substances as part of the curriculum, eg science lessons, are responsible for their COSHH management, meeting the same standards as outlined above.

### **Manual Handling (3.4)**

#### **Training requirements**

The Site staff will undertake Manual Handling training at least every 3 years. They will take responsibility for all identified high-risk operations.

All staff will be trained via newsletter updates and visual reminders around the school and in higher-risk areas.

#### **Risk assessment**

A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when lifting operations arise.

#### **Control measures**

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More high-risk operations are left to the site team and suitably trained staff. Specifically designed trolleys and lifting equipment are available in the school for higher-risk operations.

### Working at Height (3.5)

The school operates a policy of avoiding risk without benefit and, as such, avoids working at height where possible.

#### Training requirements

Any staff wishing to use ladders or work above an unprotected edge will undergo annual working at height training.

All other staff are guided not to stand on anything that would constitute working at height. Where this is necessary for basic classroom maintenance, like putting up displays, suitable kick stools or steps are provided.

Staff are trained with updates in newsletters and staff briefings.

#### Risk Assessment

A general risk assessment has been completed. Identifiable high-risk operations will have specific risk assessments. Suitably trained staff can make dynamic risk assessments as and when working at height operations arise.

#### Controls

- All equipment used for working at height, like ladders, must meet BS EN 131, BS 2037, or BS 1129.
- Ladders are inspected before every use and half-termly. Maintenance is logged on ladder tags on individual ladders.
- Appropriate footwear will be worn, and tools will be secured when working at height.
- Access equipment will be removed and secured when not in use to prevent unauthorised use.

### Confined Spaces (3.6)

Any confined spaces are securely locked and only accessed by suitably qualified external contractors.

### Noise (3.7)

The school actively manages noise levels to provide a comfortable and conducive environment for both staff and pupils meaning that loud noises are avoided for prolonged periods of time where possible.

Vulnerable pupils and staff who are sensitive to noise are provided with noise-cancelling headphones to help manage auditory input.

To minimise disruption from building noise, construction work is scheduled to take place outside of school term times whenever possible.

The school operates a low noise tolerance policy and rather than testing sound levels staff involved in noisy activities (e.g. lawn mowing) will wear PPE to protect themselves from high volumes even when the activity is only short in duration.

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## Lettings (3.9)

The school understands its duty of care to those letting out areas of the school and, as such, seeks to make sure people letting areas of the site are aware of any risks and the controls needed to mitigate them.

### Communication

Before approval and payment is taken all clubs complete lettings documentation. This includes:

- A code of conduct to protect those letting the site and our pupils and staff.
- Site information to fulfil our duty of care to those letting.
- Processes for contacting the school in the event of an emergency.
- Relevant, specific risk assessments.

No one can let any area of the site without completing all necessary documentation.

**As part of this form people let areas of the site acknowledge and accept the risks involved in using the site and the further risks linked to the activities they are running / participating in.**

### Management

The Trust Business Development Manager makes sure the correct documentation is complete and the Headteacher ensures that use of the site does not cause conflicts or increased risk for any user.

### Insurance

All lettings are required to have their public liability insurance. Lettings should also show proof of professional indemnity and employers' liability when needed.

## Work Equipment – Machinery (4.1)

The school reduces the risk posed by the use of machinery by minimising its use on site and employing specialist contractors where necessary. This includes all equipment included in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

### Risk Assessment

Any machinery used at the school is individually risk assessed, and control measures are implemented.

### Acquisition

All machinery is designed to either CE or UKCA safety standards.

### Maintenance

All machinery has regular maintenance and inspections by a competent person. This includes checks on safety features and guards.

### Training and Competency

Any staff or pupils who are required to use machinery receive thorough training on its safe operation before use.

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

Necessary Personal Protective Equipment (PPE) is provided, and its use is enforced for relevant tasks.

### **Work Equipment – Lifting Equipment (4.3)**

#### **Risk Assessment**

The school has a stair lift to allow disabled access to the sub-level above the ground floor. This lift is individually risk assessed.

#### **Acquisition**

All lifting equipment is designed to either CE or UKCA safety standards.

#### **Maintenance**

All lifting equipment has an annual maintenance check performed by a suitably competent external contractor. Records of these checks are kept in the Site Management shared drive.

#### **Training and Competency**

Any staff or pupils who are required to use the lift receive thorough training on its safe operation before use.

### **Work Equipment – Office Equipment (4.4)**

The Site Manager is responsible for the safety implications in the use of office equipment.

#### **Risk assessment**

A general risk assessment for the school office and the use of other office equipment will be conducted by the Site Manager.

#### **Acquisition**

All machinery is designed to either CE or UKCA safety standards.

#### **Maintenance**

All machinery has regular maintenance and inspections by a competent person. This includes checks on safety features and guards. All machines are itemised in the machine log with a record of maintenance.

#### **Cable Management**

The school implements measures to ensure that electrical cables and plugs for office equipment are managed safely to prevent trip hazards and electrical shocks.

### **Playground and Gym Equipment (4.7)**

#### **Risk assessment**

A general risk assessment for playground and P.E equipment and the use of other office equipment will be conducted by the Site Manager and the Headteacher.

#### **Training requirements**

Staff monitoring the use of equipment must read the relevant risk assessment and implement the necessary control measures.

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### Acquisition

All equipment is designed to either CE or UKCA safety standards

### Maintenance

All playground and P.E. equipment is inspected annually by a competent person. Logs of inspections and maintenance are stored on Google Drive.

### Science and Design & Technology Teaching (5.1, 5.2)

Where relevant the Headteacher is responsible for Health and Safety in the science and D&T curriculum.

The school uses CLEAPSS (Consortium of Local Education Authorities for Schools' Science) resources for conducting thorough risk assessments for all science experiments, D&T activities, practical lessons, and specialised equipment.

The school follows CLEAPSS guidance for the storage of chemicals, maintenance of equipment, and training of staff.

All supporting documents, including risk assessments, COSHH documents, and maintenance logs are stored in the Health and Safety Document Log.

### P.E. Teaching (5.3)

The school is committed to maintaining safe P.E and Games lessons and equipment making sure that pupils have every opportunity to learn through practical work as much as possible.

The Headteacher is responsible for Health and Safety in this area but may delegate elements of this to the PE Lead.

All supporting documents including risk assessments, COSHH documents, maintenance logs are stored in the Google Drive.

### Educational / Offsite Visits (5.4)

The school is committed to providing safe educational visits, making sure that pupils have every opportunity to learn by experiencing the world outside of the school as much as possible.

### Training requirements

An assigned member of staff will undergo EVC - Educational Visits Coordinator Training once every 3 years.

This member of staff is responsible for the School Educational Visits Policy and the Visit approval process.

Each Visit will have a designated visit lead who will be suitably competent to manage the visit.

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## **Educational Visits Policy**

Detail on how Visits are planned and facilitated is detailed in the Educational Visits Policy.

### **Outdoor and Adventurous Activities and Residentials (5.6)**

The school believes Outdoor and Adventurous activities play an essential part in the personal and social education of pupils and the benefits of these programmes warrant the necessity of raised levels of acceptable levels of risk. A risk assessment is in place for this area.

The school has a forest school area used as part of the curriculum. At all other times, the area is secure, and pupils are not allowed to access it.

### **School Ponds**

The pond area is kept locked at all times and the key kept in the school admin office.

No unaccompanied children are permitted in the pond area. Children are closely supervised at all times.

Should an emergency occur, the supervising teacher will take immediate rescue measures and immediately send a child to the school admin office for assistance.

Staff ensure children wash hands after visiting the pond area.

### **School pets/ Visiting animals (5.8)**

The school believes that school pets can play a part in the personal and social education of pupils and the benefits of these programmes can warrant the necessity of raised levels of acceptable levels of risk.

Every school pet/visiting animal is individually risk assessed by the member of staff responsible. This includes the physical and biological risks they may present.

No other dogs are allowed in school grounds, with the exception of assistance dogs.

# APPENDICES

## APPENDIX A - EVACUATION PROCEDURE

### EXAMPLE

#### TO BE DISPLAYED IN ALL CLASSROOMS

1. The evacuation procedure is the same for a fire or bomb alert as the assembly point is sufficiently removed from the buildings.
2. The assembly point for all children, staff and other adults is the main school field.
3. A pre-determined member of SLT is responsible for collecting the school 'grab-box' and any time-critical medication.
4. Staff should ensure the children walk quietly to the assembly point. Children should be counted and the class register taken.
5. The admin officer will telephone the Fire Brigade.
6. Fire drills will be carried out each term. The Headteacher will time the evacuation.
7. Visitors, parent-helpers, ancillary staff, kitchen staff and contractors must also respond to fire drills.

### SCHOOL EVACUATION PROCEDURES

If the fire alarm sounds:

- Do not stop to collect coats or personal belongings.
- Line all the children up in single file at the designated fire exit, observing suitable social distancing.
- Lead all the children and adults from the room quietly.
- Ensure fire exit doors are closed once all children & adults have evacuated.
- Walk, using the designated route, onto the field away from the building.
- Support Staff and peripatetic music teachers should take children out onto the field using the designated route.

At your designated gathering point (to be a suitable distance away from the school building):

- Teachers will be given a fire drill register by the school admin office staff with all children's names which must be checked against child attendance.
- Teachers will then signal that their class is all accounted for by holding up their arm/hand. Any unaccounted child **MUST** be reported immediately to the Deputy Headteacher. The Deputy Headteacher will advise the Headteacher whether all have been accounted for or not.

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In the event of an unaccounted child no member of staff should re-enter the building. The responding emergency services should follow their procedures for entering a building to search for a child.

The Headteacher has overall responsibility and will give permission when it is safe to return to the school building.

## APPENDIX B - ACCIDENT REPORTING PROCEDURE

The following is a summary of how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to our school:

### What incidents should be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

### Injuries and ill health involving employees (Section 1)

Accidents which result in **death** or one of the following **Reportable Specified Injuries** must be reported without delay:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids/alkalis, incl. domestic bleach
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) **are not reportable under RIDDOR**.

### Injuries involving pupils and other people not at work (Section 2)

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

The responsible person at the school should consider whether the incident was caused by:

- a failure in how a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

### Accidents to pupils during sports activities

Sports injuries to pupils are only reportable under RIDDOR if the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity, for example:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### Accidents to pupils in a playground or during outdoor play

Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

### Physical violence

Violence between pupils is a school behaviour management matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### Dangerous occurrences (Section 3)

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;

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- the accidental release of a biological agent likely to cause severe human illness;
  - the accidental release or escape of any substance that may cause a serious injury or damage to health;
  - an electrical short circuit or overload causing a fire or explosion.

### How should incidents be recorded?

Accidents **not reportable under RIDDOR** should be recorded as follows:

- Minor cuts, abrasions, grazes, bruises and burns do not need to be recorded;
- Injury to the head, eyes or neck should be recorded in the appropriate book located in the school admin office. The following details should be recorded:

**Name of injured person**

**Date, time**

**Nature of occurrence and injury**

**Action taken**

For pupils, an accident slip should also be sent home to the parent / carer via the child's book bag. Parents / carers will also be advised of the accident via telephone if deemed appropriate.

All accidents and incidents which are more serious than those indicated above should be recorded on the accident form available from the school admin office. The same form is used for pupils on site, and on activities / trips off site and visitors / public.

**If an accident or injury results in a person being taken to hospital, the school office must inform the Trust so that they can notify the insurer.**

Accidents **reportable under RIDDOR** should be reported **immediately to:**

- Member of school staff with responsibility for H&S and the Headteacher
- The Trust Executive team
- Health and Safety Executive – for **fatal and specified injuries only** telephone 0345 300 9923 (Monday to Friday 8.30 am to 5 pm). All other incidents should be reported online.

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## APPENDIX C - SOILING AND WETTING PROCEDURE

The purpose of this document is to set out the procedure to follow if a child has a toileting accident in a school. The schools aim to provide a happy, safe, supportive and caring environment and recognise that toileting accidents are common in childhood, especially in the early years, and should be treated as a normal part of child development. In our Trust such accidents will be seen as routine occurrences and will be dealt with respectfully and privately. Soiling and wetting instructions for children with a specific diagnosed medical need should be included within the health care plan for the child, and should adhere to personalised medical advice.

### **THE FOLLOWING PROCEDURES WILL BE ADHERED TO IF AN INCIDENT OF SOILING OCCURS**

We will:

1. Escort the child to a toilet, preferably a toilet where other children will not disturb the child.
2. Maintain the child's dignity and privacy and support them to understand that 'accidents can happen' in a caring and understanding manner.
3. Supervise the child as they attempt to clean themselves, as much as they are able to independently, and ensure that the child redresses themselves with clean underwear/uniform (provided by the school, if necessary).
4. Wearing disposable gloves and an apron, place the soiled clothes in a plastic bag and seal. The soiled clothes should be left in a suitable storage bin in the school. The parent will be informed to collect soiled clothes at the end of the school day. Any clothes not collected will be destroyed.
5. Ensure the child washes their hands thoroughly.
6. Return the child to their class group if the soiling is minor and the child is clean and is acknowledged by the member of staff but attention is not drawn to their 'accident'
7. If the soiling needs the assistance of the parent the school should telephone them and request that they come to school and clean and change their child. The child may wait for the parent in a suitable waiting area, such as the first aid area.
8. Show the parent/carer, along with their child, to a private area suitable for cleaning. This will usually be a lockable staff toilet. The parent/carer then makes the decision as to whether to clean their child at school or whether they would prefer to take them home.
9. If the decision is made to leave the child at school, after cleaning the child is returned to the class and is acknowledged by the member of staff but attention is not drawn to their 'accident'.
10. In extreme cases, when a parent/carer cannot be contacted, two members of staff will assist the child to clean themselves as above, while wearing disposable items of PPE.

### **THE FOLLOWING PROCEDURES WILL BE ADHERED TO IF AN INCIDENT OF WET PANTS OCCURS**

We will:

1. Escort the child to a toilet, preferably a toilet where other children will not disturb the child.
2. Maintain the child's dignity and privacy and support them to understand that 'accidents can happen' in a caring and understanding manner.
3. Supervise the child as they dry themselves and change into dry clothes, provided by the school if necessary.
4. Provide a plastic bag for the wet clothes. The child will be encouraged to place their clothes in the bag and hang it on their peg ready for collection at home time.
5. Ensure the child washes their hands thoroughly.
6. Return the child to their class. Their return is acknowledged but attention is not drawn to their 'accident'.
7. Parents will be informed of the 'accident' at the end of the school day or a note placed inside the child's bag if the parents are not collecting their child.

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Where a member of staff is to assist with cleaning, protective gloves and wet wipes will be made available for their use. Staff should always wash their hands before and after assisting.

## APPENDIX D - TOILET TRAINING AND NAPPY CHANGING

Children should be toilet trained in accordance with the request of their parents and carers and in a manner that is consistent with the child's emotional and physical abilities. This will be agreed in close liaison with staff and parents/carers.

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**The following procedure will be adhered to: -**

- Consider the individual developmental abilities for each child whilst encouraging children to toilet train.
- Respect and show sensitivity to children's emotional and physical well-being if they have soiled or wet themselves or not used the toilet. Encourage and praise their achievements and progress.
- Children must always wash their hands after using the toilet and staff also must wash their hands and do this by modelling alongside the children.
- Parents and carers should provide extra clothing for their child who is toilet training. If an accident occurs the child will be changed into clean clothes as soon as possible. If the child borrows nursery clothes it is the parents and carers responsibility to wash and return the clothes within a reasonable time frame.
- Clothes, blankets or linens belonging to the child which are soiled by faeces, urine or vomit will be double bagged, named and stored in an appropriate place and sent home with the child on the same day.
- Privacy, dignity and respect will be shown towards the child at all times.
- Staff will advise parents and carers of the child's progress at the end of the day.

**It is expected that parents and carers will: -**

- agree to send the child in a clean nappy
- provide spare nappies, wet wipes, nappy bags and a change of clothes
- understand and agree the procedures to be followed during changing at school
- agree to inform school should the child have any marks/rash
- agree to encourage the child's participation in toileting procedures wherever possible
- agree to dress the child in appropriate clothing to encourage independence
- Children still in nappies who may require changing will need to bring in with them a bag containing 2 nappies, a pack of wipes and a nappy sack/plastic bag each session, which will be kept on the child's coat peg and taken home at the end of each session.

**School staff will: -**

- only change the child during a single session should the child soil themselves or be uncomfortably wet. If a nappy change is required, this will not be done by a volunteer
- report to the parent/carer any marks or soreness was noted, or if the child was distressed during changing
- wear gloves and apron at every nappy change and dispose of them after changing the nappy
- only change nappies on the changing table on the changing mat with a paper towel on top that is disposed of each time
- not leave a child unattended on the changing table at any time
- place the soiled nappy in a bag and dispose of in the nappy bin
- use wipes provided by the parents to clean the child and put on a clean nappy provided by the parents
- wipe down the changing mat with an anti-bacterial spray.

Spring Trust

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