



# HEALTH & SAFETY POLICY & PROCEDURE

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Date of policy review	May 2026
Next review date	May 2028

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## Health and Safety Policy Statement

Roxeth Mead School takes its duties for Health and Safety seriously. The arrangements for health and safety have been drawn up having regard to the Children and Families Act 2014, SEND CODE 2014 and Keeping Children Safe in Education and the Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013) and Health & Safety at Work Act 1974.

The Proprietors and Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to compliance with all relevant Health & Safety legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition
- A safe working environment
- Safe systems of work
- Safe plant and equipment
- Safe access and egress to all areas of the school
- The safety of articles and substances for use in school
- Sufficient instruction and training

We also recognise the importance of the EYFS provision and are committed to working within the EYFS Statutory Framework for every child's:-

- 1) Learning   2) Safeguarding   3) Development   4) Welfare

We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

### Responsibilities

**The proprietors** along with the Head teacher have overall responsibility for health and safety. It is the policy, so far as is reasonably practicable, to:

- Ensure health and safety has a high profile
- Establish and maintain a safe and healthy environment throughout the school
- Monitor and review health and safety
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Prepare an effective emergency evacuation procedure and arrange for regular practice evacuations to take place and for the results of these to be recorded;

**The Head teacher** will:

- Develop a health and safety culture throughout the school
- Ensure staff are aware of their responsibilities and arrange appropriate training. Keep records of training.
- Ensure there are appropriate staffing levels for safe supervision
- Ensure adequate safety checks are carried out to maintain a safe environment and keep records
- Take daily operational decisions regarding health & safety
- Draw up health and safety procedures and bring these to the attention of all staff
- Monitor effectiveness of procedures
- Ensure information is reported to the relevant bodies wherever necessary
- Emergency and fire procedures are drawn up
- Ensure any hazardous or faulty equipment or furniture is removed to an isolated, safe area
- Ensure Risk assessments are in place as appropriate

- Arrange for regular fire evacuation drills and fire alarm tests
- Update the proprietors

**All staff will:**

- Take care of their own health & safety at work and that of others who may be affected by their actions
- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Monitor their own work activities and ensure safe practice
- Ensure as far as is reasonably practicable that their classroom or work area is safe and report any deficits
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their jobs.
- If in doubt they must seek immediate clarification from the Head teacher
- Ensure that all equipment is in good condition before use and report any defects to the Head teacher
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Ensure that any accidents and potential hazards, are reported to the Head teacher- whether or not an injury actually occurs.
- Ensure effective and appropriate supervision of pupils in their care
- Ensure appropriate safety instructions are given to all pupils prior to commencing practical sessions
- Ensure they know the emergency procedures

**All staff are encouraged to make suggestions for changes/improvements at any time.**

***Employees have a duty to report any risks or deficiencies in Health and Safety matters to the Head teacher***

**General Health and Safety Arrangements**

- Smoking is not permitted anywhere on the school site.
- Mobile phones must not be used on the school premises (except in the staffroom during designated breaks).
- Except in an emergency, all contractors are employed out of school hours. When contractors are on site they are expected to follow school procedures.
- Regular checks of buildings and grounds are carried out by the health and safety officer to monitor the upkeep of buildings and grounds and a thorough annual review is carried out with all aspects monitored.
- Playground equipment is checked regularly and professional maintenance is carried out on the wooden climbing equipment
- Fire systems, electrical items, water purity, gas boilers etc are all maintained annually by professional firms.
- All staff are expected to carry out on-going daily monitoring and report shortcomings to the Headteacher.
- The proprietors agree to appropriate training for staff in relation to health and safety.
- All new staff will be advised on safety procedures and other relevant information as part of their induction programme.
- Cameras may be used at school events but parents not wishing their child to be photographed must state this on the school consent form to enable staff to prevent the child being photographed.

### **School Building Access**

- All access to pupils is via the front door.
- Staff access is via the front door or back door if using the car park.
- The main entrance is kept locked and has a high lock fitted above child access height.
- The Car Park gates are kept locked when not in use.
- All visitors are required to sign in and out and a record kept. Visitors must wear a visitor lanyard.

### **Equipment**

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly and where practical put in the resources room. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Head teacher. This equipment must be tested and certified as safe prior to use.
- Electrical equipment is tested regularly. Plugs and leads will be visually checked regularly.
- If staff notice any defects then the equipment must not be used. Equipment should be labelled as faulty and the Headteacher should be informed.
- Electrical sockets should be switched off before a plug is removed and safety sockets replaced in the sockets after every use.
- Fire fighting equipment and alarm systems are maintained via annual contract and with weekly and quarterly testing.
- Play equipment is checked regularly and wooden play area maintained via a maintenance contract.
- Hazardous substances, such as cleaning materials, etc., are kept locked in an appropriate storage areas and COSHH records kept.

### **Asbestos**

In accordance with the Control of Asbestos Regulations (2006), the following steps are in place in order to minimise the risks from any asbestos that may have been used in the construction of the school's building:

- A full asbestos survey was conducted in 2011 and the building declared free of any asbestos.
- The survey and accompanying documents are located in the H&S certificate file.
- The asbestos survey is available to all staff.
- The survey is available to contractors prior to the commencement of any building works.

### **Climbing and Lifting**

- Staff should not climb on chairs or desks at any time. Low ladders or steps are provided for this purpose and must be used where appropriate e.g accessing storage or putting up displays.
- Staff should not attempt to lift anything large or heavy out of cupboards or off shelves, on their own. They must enlist the help of another staff member at all times. Large and heavy items should not be stored at height.
- Heavy deliveries of materials should be unpacked in the hallway and carried in small quantities to the relevant office or classroom.
- Staff should not ideally attempt to lift any heavy objects and should always be mindful of the correct procedure and lifting technique to be used at all times.
- Staff are provided with information on safe moving and handling techniques as part of their induction

- Ladders and steps owned by the School are checked and maintained regularly. Contractors are to provide their own ladders.

### **Contractors**

- Except in an emergency, all contractors are employed out of school hours. When contractors are on site they are expected to follow school procedures.
- The School ensures that all contractors engaged to work on school premises are suitably competent to carry out the works and also possess and provide evidence of the correct levels of insurance.
- All contractors are required to sign the visitor's book and are briefed on the school's procedures with regard any health & safety arrangements relating to their work on the premises including fire procedures and vehicular access.
- Contractors will be asked to provide risk assessments and method statements for the work to be undertaken. This must be agreed with the school before any works commences.
- The School will ensure that all necessary approvals have been received before major building works commence e.g. planning permission.
- Work areas are monitored while work is in progress and checked thoroughly on completion
- Contractors are usually employed on recommendation only from other schools or personal contacts

### **Electrical Safety**

- Portable electrical equipment is regularly PAT tested by a qualified electrician. Records are kept in the H&S certificate file.
- All electrical equipment must be certified or approved prior to use.
- Electrical equipment is sited carefully to avoid trailing leads and cable tidies used where appropriate.
- Pupils are not allowed to use electrical equipment.
- All staff shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order. Any equipment deemed faulty is to be removed to the staff room, labelled as faulty and details brought to the Headteacher's attention.
- Regular checks are visually made of all electrical appliances

### **Lone Working:**

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Where lone working is unavoidable staff should ensure that all outside doors are locked whilst they are on the premises and inform the Head/another staff member that they are working alone.
- Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone
- Staff should ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.
- Ensure they do not put themselves or others at risk.
- Automatic security lighting is sited at the front and the rear of the premises

### **Personal Hygiene**

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.

- Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
- Pupils are encouraged to use the toilets correctly.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.

## **Security**

Security arrangements currently in place include:

- Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Keeping the front door locked with a high fitted Yale lock as an extra security
- Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors and staff sign-in in the visitor's book upon arrival, and sign-out when they depart, with the time recorded.
- Visitors to wear identity badges when on the premises.
- Ensuring all visitors show identification upon arrival if unknown to the school
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- We have a security alarm that we switch on every night as required by our insurance company.
- Fitting security locks to all windows identified as requiring them by the insurance company.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping all gates bolted for safe access control.
- Keeping the car park gates padlocked during school hours.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- Ensuring that pupils are handed over personally to the collecting adult.
- Providing lockable metal filing cabinets for personnel files etc... to satisfy data protection, confidentiality and fire risk requirements
- Vetting all staff

## **Slips, Trips and Falls**

Roxeth Mead School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring has been installed in the toilets
- Carpeted areas are well maintained with all edges and thresholds securely fastened.
- Floors are thoroughly dried following spillages and cleaning and "Wet floor signs" displayed.
- Playground and external areas are regularly checked for state of repair.
- Electrical equipment is sited carefully to avoid trailing leads; cable tidies are used where appropriate.
- Corridors and stairways are kept clear of obstructions.
- Leaves, snow and ice are removed from pathways.
- Children are instructed to use the handrail at all times when using the staircase.

## **Staff Health & Well-being**

- As a small school we are supportive of both staff and their families.
- Staff health and well-being issues are taken seriously and any member of staff can raise and discuss such issues in complete confidentiality with the Headteacher

- Staff are encouraged to discuss and suggest ideas for improvements, changes and are consulted on proposed implementations with an aim to maintaining a happy work ethos.

### **Sun Safety**

Roxeth Mead recognises the risk to pupils of over-exposure to the sun and encourages everyone to take precautions in hot and sunny weather.

- All pupils have legionnaire style sun hats as part of the uniform requirement and these are used for outdoor activities on sunny days.
- Parents are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather. Extra sun screen can be sent into school labelled with the child's name for the child to apply.
- Natural and erected shading are available for play areas.
- Children are encouraged to drink plenty of fluids. A water fountain is available in the playground.
- Pupils are to be taught about being "Sun SMART"
  - Stay in the shade 11am to 3pm.
  - Make sure you never burn.
  - Aim to cover up with a t-shirt, hat and sunglasses.
  - Remember to take extra care with children.
  - Then use factor 15+ sunscreen.

### **Smoking**

- Roxeth Mead operates a no-smoking policy both in the buildings and within the school grounds.
- No-smoking notices are prominently displayed, and anyone found smoking on the premises will be asked to leave.

### **Staff Training**

- Staff H&S related training is organised on a regular ongoing basis
- Staff are encouraged to request specific training and guidance issues they feel would be beneficial to the smooth and safe running of the school
- Staff may request time to attend externally run courses which will be funded by the school

### **Vehicles and Road Safety**

The car park is for the use of staff only.

- Parents and visitors to the school are expected to park with consideration for our neighbours and to ensure that driveways and the school entrance are kept free of vehicles at all times.
- Parents must take responsibility and ensure their children's safety when in the school vicinity.
- Parents must bring their children into the school building at the beginning of the day and collect them from within the building at the end of the day. No child is allowed to leave unless accompanied by an adult.
- Children are not allowed to play on the car park area.

### **Water**

In order to minimise the risks from legionella, and similar waterborne bacteria and to avoid scalding:

- Stagnant water to be removed immediately it is noted
- All water systems are professionally monitored and tested, with annual certification
- All safe drinking water areas are marked, as are non-drinking water taps.
- Water fountains are regularly cleaned with anti-bacterial solution and a weekly record kept.
- Water filters are changed in accordance with the manufacturer's instructions.
- Thermal regulating valves are fitted to all hot water taps.
- Rarely used water outlets are flushed on a weekly basis during term time, flushed regularly during the school holidays and before the start of each term.

- Drains to be kept clear of leaves and debris
- Sinks are flushed with boiling water on a regular basis

#### **VDU usage**

- Roxeth Mead School is mindful of the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002. Staff using computers on a regular basis should vary their working arrangements and ensure regular eye checks in line with recognised guidelines.

#### **Fire Precautions & Procedures (and other emergencies)**

- All staff must be familiar with the evacuation and sheltering procedure, fire escape routes, location of all fire extinguishers and blankets. All staff must read and sign the relevant instructions in the Fire Evacuation Routine and Record Book. Smoking is not permitted anywhere on the school site. The School Business Manager is responsible for undertaking and reviewing fire risk assessments, arranging fire drills and sheltering practises, maintenance of fire-fighting equipment and maintenance of fire exits. Please also see section on Personal Evacuation

#### **First Aid, Drugs and Medications**

- A list of children with medical problems is displayed in the Staffroom/Kitchen giving details of any treatment that may be necessary.
- No child may be sent home without the permission of the Headteacher or a senior teacher in the Headteacher's absence.
- The majority of staff should be first aid trained and hold current first aid certificates.
- Ensure that all injuries, bumps to heads and possible breaks to limbs are recorded in the accident book, kept in the staffroom/kitchen, relevant forms are completed and reporting carried out as appropriate. All bumps to head should be followed up with a letter to the child's parents.
- Only prescribed medicines are to be administered unless exceptional circumstances at Headteacher's discretion.
- All prescribed medicines must be kept in the school fridge / medication box and can only be administered with parents' written permission.
- First aid bags are available and must be taken on any school trips.

#### **Hazardous Substances**

- The use of any hazardous chemicals is governed by C.O.S.H.H. (Control of Substances Hazardous to Health) Legislation. Bleach and pesticides would fall into this category. The Headteacher must ensure that appropriate paperwork is completed and all such chemicals stored safely.

#### **Housekeeping, cleaning & waste disposal**

All employees should be aware of the consequences of 'poor housekeeping' and should maintain a safe working environment. The following should be avoided:-

- High storage, especially of heavy or sharp/angular objects (use a kick stool or step ladder where appropriate).
- Trailing electrical leads
- Use of potentially unsafe fixtures and fittings e.g. unsecured shelving

#### **Jewellery**

- In the interests of safety, children should not wear any jewellery, including earrings or ear-studs at school. If any parent/carer feels they have an exceptional reason for allowing their child to wear an item of jewellery, they will need to discuss with the Head teacher who will

take all circumstances of the request into account.

#### **Personal Emergency Evacuation Plans (PEEP)**

- A PEEP will need to be written for any person with a mobility, hearing, visual or other impairment or disability in order to manage a safe exit from the building in an emergency. These are always individual and only prepared for specific individuals. A copy is to be kept with the class teacher and the Headteacher.

#### **School Trips/ Off-Site Activities**

- The Headteacher is responsible for ensuring educational visits are planned appropriately with the correct staff to pupil ratio for the age of the children and appropriate first aid provision. Parental authorisation must be obtained. A risk assessment must be completed in advance of the visit, and where possible a pre-visit will take place.

#### **Supervision**

- Pupils must not be left unattended at any time during the day including at after school clubs.

#### **Work Experience**

- A risk assessment for work experience placements is in place and reviewed. Work experience students have an induction process including Health and Safety procedures.

***It is the duty of all staff to ensure safe practice for themselves and others when executing their duties and bring to the attention of the Head or H&S Officer any problems or requests for further training.***