Phoenix
FEDERATION

Oak Gardens Primary School

Health and Safety Policy

Chair of Governors: _____

Executive Headteacher: Mr. Dean Gordon NPQEL

Date: APRIL 2026

Date to be reviewed: APRIL 2027

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Section 1:

Health & Safety Policy

Statement of Intent

The Governors and Executive Headteacher of Oak Gardens Primary School believe that people are its most important asset and is committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities including pupils.

It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of objectives and targets for their achievement.

Compliance to the legal requirements under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be considered to be the minimum acceptable standard.

The Governors delegate the prime responsibility for health and safety to senior management with the Executive Headteacher having direct responsibility for activities and employees under their control.

The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of senior management with the assistance of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

To achieve a safe working environment all employees and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the school premises or while taking part in School sponsored activities.

The arrangements outlined in this statement and the various other safety provisions cannot completely prevent accidents or ensure safe and healthy working conditions.

The Governing Body and Executive Headteacher will take all reasonable steps to identify and reduce hazards to a minimum but to achieve a safe working environment all employees, pupils and visitors.

Where necessary the Governing Body / Executive Headteacher will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body / Executive Headteacher will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

Objectives

The objectives of the Health & Safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice.
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 4 and others that are adopted from time to time as appropriate to changing circumstances.
- protect people, whether they be employees, pupils, members of the general public and their children visiting the school, or contractors and their employees, from any foreseeable hazards.
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- ensure that awareness regarding all aspects of safety is fostered by all employees.
- ensure all staff are aware of their responsibility to take any steps necessary in order that the health and safety of both them and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- ensure that full and effective consultation on all matters is encouraged.

Clear written systems and procedures that manage activities have a vital role to enable risk environments to be adequately controlled and managed and copies of generic risk assessments are referenced in the appendix.

Section 2:

Organisational Arrangements, People & Resources

Roles & Responsibilities
The responsibilities of individuals within the school are as follows:-

Governing Body
The Governing Body has ultimate responsibility for health and safety in the school.

They will ensure that:

- Health and safety policies and procedures are monitored and regularly reviewed.
- They seek advice from the LA Health and Safety Team Manager when required.
- There are adequate resources for health and safety are available.
- There is safe plant, equipment and systems of work are safe.
- The school provides adequate training, information, instruction, induction, and supervision to enable everyone in the school to be safe.
- The school premises are maintained and kept in a condition that is safe and without significant risk.
- The working environment is safe and healthy.
- There is provision for adequate welfare facilities for staff & pupils.
- They review and monitor the effectiveness of this policy.

Executive Headteacher
The Executive Headteacher is responsible for:

- Ensuring that the day-to-day requirements regarding health and safety at work are met.
- Ensuring any new process or operation or substance is communicated to all staff and instruction is given when required, any associated risks are assessed and suitable control measures implemented.
- Promoting a positive, open health and safety culture in school.
- Reporting to Governors on key health and safety issues.
- Seeking advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensuring that all staff co-operate with the policy.
- Developing and implementing safety procedures.
- Ensuring that risk assessments are reviewed on an annual basis or sooner if required.

- Ensuring relevant staff have access to appropriate training.
- Meeting with the Premises Officer and Executive Business Manager every week to ensure any premises issues are dealt with in a timely manner.

Health & Safety Representative Team – DO YOU HAVE ONE???
The Health & Safety representative team (the Executive Headteacher, the Deputy, the Executive Business Manager, the Premises Officer and a nominated governor) advise all personnel in meeting their individual responsibilities with regard to health and safety at work. The Health & Safety Representative Team is also responsible for overseeing the induction of new members of staff.

Executive Business Manager
The EBM is responsible for the building improvement plan. The EBM is accountable for all premises issues relating to the sites including resources and Health and Safety, ensuring that inventories are maintained by the appropriate officers. The EBM must ensure the completion of an annual maintenance plan. They are also accountable for the maintenance of the schools' grounds ensuring the safety of the pupils and adults on site.

Premises Officer
The Premises Officer is responsible for the implementation and operation of the school's health & safety policy within regard to the building and all statutory maintenance compliance checks.
The Premises Officer is responsible for making recommendations to the Executive Headteacher and Executive Business Manager regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.
The Premises Officer is also responsible for fire safety including carrying out of termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

Teachers
Teachers are responsible for the health, safety and well-being of the children in their classroom. Any accidents in the classroom or other areas of the school during curriculum time should be investigated and reported to the Executive Headteacher and/or the Executive Business Manager and prompt remedial action taken where necessary. Any concerns about potential hazards in the class or other areas of the school must also be reported

Employees (including agency and supply)
Employees have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public.
They are required to co-operate with the Executive Headteacher, line managers and safety advisors and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

Pupils
The children are expected to exercise personal responsibility for the safety of themselves and other school users. To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, studded belts and other items considered dangerous).

They should observe all the safety rules of the school and in particular the instructions of a responsible adult given in an emergency or potentially hazardous activity e.g. using electrical equipment. They are expected to take an active interest in promoting health and safety and be aware of assessing their own risks.

Premises Committee Representatives
The above committee is made up of members of the governing body, within resources committee. It is the responsibility of the Premises Committee representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility. The Premises committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory

Appointed First Aiders
The first aiders will be directly responsible to the Executive Headteacher for the implementation and operation of the school's first aid policy and act within their relevant areas of responsibility.

As part of their day-to-day responsibilities, they will ensure that first aid is administered when required, provide cover for the playground and school trips (where the risk assessment identifies it) and complete reporting paperwork and parental slips. (See the First Aid Flow Chart Appendix 2)

First aiders are responsible for ensuring first aid kits are fully stocked and replenished as required.

Fire Marshalls
Appointed staff will undertake the role of a fire marshal in the school and Nursery. They will be responsible for sweeping their dedicated areas, reporting back to the fire controller and assisting people to exit the building, during a planned and unplanned evacuation. They will receive training in order for them to be able to undertake their roles effectively.

Educational Visits Coordinator (EVC)
The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure all the health and safety risks have been identified and apportion suitable control measures.

Office Staff:
The office staff will be directly responsible to the Executive Headteacher for the implementation and operation of the school's health & safety policy within their relevant areas of responsibility. They will ensure that an accurate record is kept of all pupils, staff and visitors and an up-to-date record of pupil contact details kept off site in case of an evacuation of the school.

Playground Supervising Staff
Staff who undertake a playground duty are responsible for ensuring that safe ways of playing are implemented, as far as is practicable, within the playground.

Staff should be in their positions as soon as pupils are released to go to break.

No hot drinks should be taken into the playgrounds.

The Deputy Head is responsible for preparing rotas which ensure a certified first aider is on duty each day. The Premises Officer is responsible for ensuring that playground equipment is monitored, and any defects brought to the attention of the Executive Headteacher / Executive Business Manager so action can be taken.

Contractors
It is the responsibility of contractors and their employees to read and comply with the school's Health and Safety policy. The Premises Officer or Executive Business Manager will carry out an induction of health and safety requirements with contractors and be responsible for monitoring contractors.

Partners and External Agencies (providing services in the school)
Outside agencies providing services to the school will have completed a letting policy, contract or memorandum of understanding which as part will ensure they are aware of their health and safety responsibilities. They have a responsibility to take reasonable care of the health and safety of themselves and of any person or child who might be affected by their behaviour at work. It is their responsibility to read and comply with the school Health and Safety Policy.

Visitors and Members of the Public
Regular visitors and other users of the school will be required to observe the safety rules of the school. The Executive Headteacher and Office staff will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

School & Trade Union Health and Safety Representative
The Governing body and Executive Headteacher recognise the role of a staff safety representative at Oak Gardens Primary School. Any staff safety rep will be invited to join specific staff to investigate accidents and potential hazards. They will be allowed to pursue employee complaints and carry out school safety inspections with the Premises Officer within directed time but, whenever practicable, outside teaching time if necessary.

The Healthy and Safety at Work etc. Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety.

Section 3:
Planning & Implementation

Staff Consultation
- Staff will be consulted and asked for their input on the Health & Safety Policy by the Executive Headteacher.
- A formalised annual review of the policy will be undertaken.
- Staff will be encouraged to report any health and safety concerns to the head who will then report issues to the Premises Officer. If it is an emergency staff are encouraged to report directly to the Executive Business Manager in order for immediate action to be taken.

Staff Information
- Staff will be given a copy of the Health & Safety policy & procedures.
- Changes or new procedures will be shared with all employees as necessary.
- Key health & safety information will also be included in the staff handbook.

Information for Pupils, Visitors, and Contractors
- Information for pupils will be given at assemblies and in certain lessons as required.
- Information for parents is available on the school website and in letters and newsletters.
- Information for visitors will be given verbally and on an information sheet by the office. Any visitor that comes to the school with an identified disability, will be risk assessed and arrangements made to ensure their visit will be safe and they are able to evacuate safely.
- Information for contractors will be given in writing by the Executive Headteacher / Premises Officer/EBM at time of agreeing works, verbally and through the Contractors Code of Conduct.

Staff Training & Competencies
Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required.
Staff working with children who need manual handling will receive individual training from the OT/Physio team.
See Appendix 1

Premises Safety Inspections
The Health & Safety Governor, together with a PO, carries out a premises safety inspection every year. Potential hazards are noted and assessed using the risk assessment formula. The Executive Headteacher reports to Governors termly on premises issues. Additionally, the Premises Officer will carry out a visual check on a daily basis.
The Health and Safety Consultant will undertake a full site inspection annually and compile a report of the findings.

Risk Assessments

Risk assessments will be undertaken to cover all aspects of the premises (including fire & security) and methods of work (including manual handling, working at height – both bending and use of ladders etc. and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Training will be provided where appropriate.

Risk assessments will be carried out by those people as identified above in the organisation section. Risk assessments will be reviewed annually unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out those procedures that are not working.

Wherever possible, risk assessments will be undertaken by 2 people (the responsible post-holder and another senior member of staff or member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions) to ensure the final judgment reflects a balanced view. The results of risk assessments will be reported to the Executive Headteacher and Governors for consideration and discussion of possible control measures.

Risk Assessment Methodology
The following methodology, as recommended by the HSE and London Borough of Lewisham, will be used to assess risk: -

1. **Hazards identified** - through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff.
2. Categories of **individuals potentially at risk** – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children.
3. **Scale of the risk assessed** taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents.
4. Potential **severity of harm** – i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful and death.
5. Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods, short cuts being taken to complete tasks.
6. **Control measures** identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment, training or use of new practises and technologies.

Reviewing & Monitoring
The Executive Headteacher and EBM will monitor the risk assessment process. Together with the Governors they will review risk assessments, consider and assess the potential impact and the effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

They will also assess all accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This will be reported to a Governing Body meeting.

The EBM will annually monitor the Health and Safety Policy to ensure that it is still relevant and workable. All employees will be informed of any changes made through the staff emails as deemed most suitable.

Section 4
General Procedures and Safety Arrangements
Introduction

The safety arrangements set out below are for the information, guidance and compliance of all staff at Oak Gardens.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work.
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles (also see medical conditions policy).
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- providing safe places of work with safe access to, and exit from, them.
- providing a safe and healthy working environment, including correct and safe storage of equipment
- providing a system for rapidly identifying and remedying hazards, including ensuring all computers, interactive whiteboards and any other electrical equipment is switched off at night.
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

More specific arrangements are set out below and will be appended from time to time as necessary to identify and control any new risks.

All staff have a statutory duty to co-operate in fulfilling the objectives of this policy and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to the PO. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

1. **Accident Reporting**
   Minor incidents or accidents should be recorded in the accident book.
   All accidents, incidents and 'near misses', in the first instance, be reported to the Executive Headteacher or to the Office Manager. All relevant accidents and incidents should be reported on a CS3 (on-line) form by the office staff.

   RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
   For o the Health & Safety Executive. This should be completed on line at: http://www.hse.gov.uk/riddor/
   There are timescales when these accidents / incidents must be reported.
   See Accident Reporting Procedure & Accident / Incident Flowchart

2. **Accident Investigation**
   All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Executive Headteacher. They will ensure that an immediate investigation into the incident is carried out in order to identify the cause of the accident and that measures are taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to

equipment and property, and losses are kept to a minimum. All contractors must ensure that accidents involving their staff are reported to the Executive Business Manager, as well as their own reporting chain.

3. **Asbestos**
A full management survey of asbestos materials within the school buildings was completed by Full Circle Compliance on Thursday 30th January 2025.

A copy is available from the Premises Officer and EBM.

It is forbidden to drill into, dismantle or open up any of the fabric, structure or fixtures of the building without referring first to this survey.

Persons carrying out maintenance or building work, including the Premises Officer and contractors working on site, should not expose themselves or others to risk from asbestos. Further information and guidance must be sought from the Health and Safety Team of Lewisham C&YPS.

There is a Management of Asbestos Policy (version 7.0) within the Lewisham C&YPS Schools Premises Manual.

No member of staff or other adult should attempt to put nails or screws in walls. If a fixing is required, please consult the Premises Officer.

The Premises Officer has pictures and diagrams of the location of any asbestos on the school site. Any works taking place on site will be overseen by the Premises Officer who will identify the sites containing asbestos or suspected to obtain asbestos before the works commence.
See Management of Asbestos Policy

4. **Cable Management**
All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the ICT team or the Premises Officer.

5. **Cleaning**
The PO is responsible for producing risk assessments for their cleaning products, training their staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. They are also responsible for ensuring these products are stored safely and securely at all times.
The Premises Officer will review and monitor the safety of the storage arrangements as part of his monitoring of the cleaning and building walk-rounds.

Any concerns must be reported to the Premises Officer / EBM. In the event of a child getting access to the storage area and swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet). The EBM will then be responsible for liaising with the cleaning company regarding the next steps and reviewing their risk assessments.

In the event of an accident with, or an adverse reaction to, a product being used in the school, the risk assessment will be reviewed with a member of the senior management team and a decision taken on whether to revise the control measures or cease usage of the product immediately.

6. **Coats / Book Bags**
Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags on the hooks provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to remove / tidy the items and notify the class they believe may be responsible for the hazard. We have a collective responsibility to teach children to keep the environment tidy.

7. **Contractors**
Written quotations will be secured for work in advance, ideally from three potential contractors, prior to commencing work – unless in the case of emergency or routine maintenance of a bespoke system – i.e., intruder alarm, fire alarm etc.
All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974 and the School's Health and Safety Policy.

All contractors are given written information about their required conduct on site by the Premises Officer. **See Contractors Code of Conduct**

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Executive Headteacher along with the SMB and Premises Officer, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.
See Management of Contractors Policy

8. **COSHH (Control of Substances Hazardous to Health)**
Everyday people at work are exposed to hazardous substances. Examples include acids, inks, metals – e.g., nickel, cleaners/detergents, paints, disinfectants, solvents/degreasers, glues and adhesives, dyes and pesticides.

All hazardous substances will be kept out of reach of the children and never accessible. Staff are not permitted to bring in any hazardous substances from home without prior permission from the Premises Officer.

All chemicals held in the school will have a safety data sheet available and a risk assessment undertaken.
See COSHH Policy

9. **Dining Hall**
The meal supervisor on duty is responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

- Children do not have unsupervised access to the kitchen.
- Where necessary cupboards are locked to prevent access.
- All surfaces are kept clean and are non-porous.
- Adequate supervising staff are available during lunch times.
- When children take part in cooking activities, they are supervised at all times; are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

10. **Display Screen Equipment (DSE)**
All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary the schools DSE trained assessor will complete an assessment for a designated user e.g. if staff not competent to do so.
See Workstation (DSE) Policy

11. **Drinking Water**
Drinking water is only taken from the mains and is identified and labelled with suitable signage. The water will be tested and sampled annually or sooner if required, by a suitable contractor. Drinking fountains are available in the outside play areas.

12. **Electrical Equipment**

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Premises Officer has been designated to take responsibility for organising this. Portable electrical equipment will be tested by a contractor on an annual basis. Any defective electrical equipment will be removed from use. Staff should report any damaged or faulty equipment to the Premises Officer.
Staff are not permitted to bring in from home any electrical appliances without prior permission from the EBM or Premises Officer.
See Electrical Equipment Policy

13. Fire

A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used. All school staff are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.

Smoke detectors are placed at suitable locations around the school, call points are located at all exits and in other salient points and fire extinguishers and blankets are located throughout the school, particularly in higher risk locations, and are suitable for the different types of fire that could arise. Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

In the event that a person (pupil, staff member, visitor) may need assistance to be evacuated from the building in an emergency, a Personal Emergency Evacuation Plan must be drawn up, and any arrangements communicated to all relevant staff.
See Fire & Evacuation Policy

14. Flammable Substances / Liquids

Any flammable liquids will be kept to a minimum level. They will be stored in a dedicated flammables cabinet in a secure area.

A risk assessment will be undertaken to ensure all the risks are controlled to the lowest possible level. Clear health and safety signage should be displayed.
See Flammable Substances Risk Assessment

15. Flooring

Floors will be checked regularly be the Premises Officer to ensure they are stable, level, have no bumps or holes and are not slippery, carpets joins are maintained and assessed for any trip hazards. Any concerns will be reported to the Premises Officer for discussion to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Premises Officer.

16. Food Hygiene

Staff working, or handling food must have a valid food hygiene certificate. When staff distribute the school fruit or snack, staff must take responsibility for ensuring high levels of hygiene.
To ensure the school is always protected, staff/parents cooking food on the BBQ at the summer fayre or staff handling food on cake stalls etc. should, at the minimum, wear vinyl gloves / apron. Food must be stored in controlled conditions prior to the start of the function (under the guidance of the food hygiene trained staff) and ideally purchased on the day of the event.

17. Gas / Pressure Systems

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Officer will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.

The school has plant and equipment which fall within the requirements of the Pressure System Safety Regulations procedures. (more than .5 bar of pressure)

All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.

Records will be retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system.

In the event of a gas leak, it may be necessary to evacuate the school immediately. The Executive Headteacher school will determine whether pupils should be sent home or escorted to the designated safe area.

In the event of a heating failure, the school may consider hiring emergency portable heaters, having obtained advice from Estates Management.

No paraffin heaters will be used as they represent substantial fire risks.

If services failure is likely to lead to the closure of the school for more than 24 hours, the Estates Management Unit will be informed and given an indication of when the problem should be rectified. Parents will be informed of the closure by, text, the website and notices posted on school premises by the Premises Officer and Senior Management Team.
See Gas and Pressure Systems Policy

18. **Glazing**
The Premises Officer is responsible for inspecting the glazing on a regular basis. Any glass replaced will be to the correct standard and consideration will be given to the activities undertaken in the area, the users, the height of the glass and any additional safety equipment that may be needed.
See Glazing Policy

19. **Hazard Reporting Procedures**
Any practice or condition that is likely to have an adverse effect on the health and safety of employees / pupils / visitors or damage to equipment or property, is to be reported to the PO by email or phone.

20. **Hirer**
The Premises Officer and EBM are responsible for briefing hirers on Health and Safety requirements. Hirers will be given a copy of the visitors' information and a floor plan showing the location of the fire safety equipment and fire exits. They will also be shown the location of the first aid equipment and given an emergency contact number.
See Lettings Policy

21. **Home Visits**
Oak Gardens Primary School firmly believes that regular attendance is essential to the successful academic development of pupils. Home visits are becoming more increasingly necessary to address poor attendance and to observe new pupils starting school.

A risk assessment will be undertaken to identify the risks to personal safety of our staff and to apply suitable control measures.

The school office will be made aware of any staff undertaking home visits and expected timings.

22. **Housekeeping**
Slips, Trips & Spills
Slips, trips and falls are the largest cause of accidents in public places. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.

- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Inform the premises officer as soon as a spill is noticed.

Spillages
Spillages must be cleaned up immediately using an appropriate cleaning method. Staff should take care when carrying drinks around the school and use cups with lids. Spillages must not be left. Teaching assistants/meal supervisors are responsible for filling water jugs rather than children to reduce the number of spillages. Children must also be encouraged to report wet cloakroom / toilet floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.

Tables/Chairs
Children should be briefed to ensure chairs are tucked away under tables and toys/equipment packed away to reduce the risks of trips and falls. Class teachers should ensure access routes are kept clear of desks and other equipment.

Housekeeping
Good housekeeping is essential. All staff have a responsibility to keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

Playground
The Senior Midday Meals and meal supervisors are responsible for ensuring play equipment is cleared away at the end of lunch breaks. The Premises Officer is responsible for checking the playground morning and evening for rubbish and stray equipment that could cause a hazard.

Halls
The Premises Officer is responsible for checking the halls daily and putting away any equipment that has been left out and hanging up mats etc.

23. Inclement Weathers

When the weather conditions are poor, the Premises Officer is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required. Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Executive Headteacher / Deputy Headteacher are responsible for deciding when wet play should be announced in these conditions. Slippery areas must be cordoned off with cones and hazard tape.

In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children either from the school or from a designated safe zone.

Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Executive Headteacher and Senior Management Team, and parents informed via text, the website, and the posting of notices by the Premises Officer / Senior Management Team and Office Staff on school gates.
See Business Continuity Plan

24. Lifts

There are no lifts in Oak Gardens Primary School.

25. Legionella

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The water tanks and taps are tested annually by an approved contractor and chlorination of the tanks undertaken if the results indicate this is necessary.

The Premises Officer will check the temperature of the taps, both hot and cold, on a monthly basis to ensure the water temperatures are not within the range suitable for legionella bacteria. Results are recorded in a logbook which is kept in the PO office for inspection when required. The school has full legionella testing carried out at the required intervals.

A competent contractor will be employed to undertake a risk assessment bi-annual or sooner of required.
See Water Management Policy

26. Lone Working

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late, premises officer) and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required.
See Lone Working Policy

27. Manual Handling

Pushing, pulling, carrying and moving are all manual handling tasks. Some manual handling will be necessary in all jobs–whether it be moving equipment, stacking materials or taking delivery of goods and stationery.

Moving and handling is avoided whenever possible, where not possible, that it is properly planned, is risk assessed, carried out by competent staff and carried out, so far as is reasonably practicable and safe.

Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
See Manual Handling Policy

28. Noise

The Executive Headteacher and GB are aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally, noise risk is managed by keeping the exposure time low. Where noisy equipment is used the Premises Officer will include this within their specific risk assessment and provide appropriate PPE, i.e., strimmer, leaf blowers etc.

28. Office Equipment

Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

Photocopier

Teachers and support staff will be given basic training on how to use the photocopier.
Office staff will be trained on how to use the full functions of the photocopier and how to unblock jams safely.

Laminators

Children will not be allowed to use the laminating machine. Laminators must be switched off at the end of the day.

VDU's

Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues. Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regular breaks from looking at the screen.

29. Off Site Activities / Trips

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the School Visits policy.

The trip leader must also include the following elements in the risk assessment for the journey:-

- Emergency procedures for leaving the vehicle (pupils must be informed before the journey commences).
- Safe pick-up/drop-off points identified taking into consideration the size and ability of the group.
- Sufficient breaks/stops or rests planned at suitable areas (group must disembark/re-join on the nearside of the vehicle).
- Head counts undertaken when getting on and off the vehicle.
- Individual pupils need – medical / emotional / behavioural.
- First aid provision.
- Travel sickness tablets can only be administered to a pupil with previous authorization from parents.
-

Outdoor Hazards

When taking children on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

See Educational Visits Policy

30. **PE (Physical Education)**

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Premises Officer / Executive Headteacher and the item taken out of use immediately and clearly labelled. Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent a H&S or tripping hazard.

PE mats must always be placed on the stand and stored away from fire escape routes as they can give off toxic fumes.

See PE Policy

31. **Personal Protective Equipment (PPE)**

The Executive Headteacher and line managers will assess, on the basis of the risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required, it shall be appropriately selected and provided. A record of PPE issued will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

No charge will be made for any PPE provided to employees this includes temporary staff.

See PPE Policy

32. **Procurement of Goods and Services**

Equipment or supplies for the school

- Will order from a reputable supplier, preferably one that is known or has been recommended.
- Ensure supplies/equipment are fit for purpose.
- Adhere to British Standards and Kite marks.
- Ordering procedures are followed as detailed in the Finance Policy.
- Equipment is set up according to the manufacturer's instructions.
- Single purchases over £150.00 should be added to the asset register by the Premises Officer or IT Manager.

Services: - Agency Staff

When hiring contracted staff from agencies we ensure that we have: -

- Agreed in advance terms and conditions, for the service being offered.
- Ensure that the agency has made the appropriate checks on the potential employee (eg. references, DBS clearances, right to work in the UK).

We will also consider

- Best value – which does not necessarily mean going for the lowest quote but deciding on the quality of product or service as well as the range of goods or services available.
- Reliability and reputation of the company.
- Responsiveness and efficiency of the company.
- Compatibility with school ethos and culture.

33. School Events (Including plays / concerts / fun days / fetes / etc.)

When organising school events (i.e., summer fayre, Christmas concert, international evening etc.) the event organizer will be responsible for preparing a short-written assessment of the activities / attractions that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment: -

- Stands/Stalls
- Displays involving animals, weapons, flames or special effects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

34. <u>Security</u>

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment.
- loss of records.
- drain on resources.
- demoralisation of staff and pupils.
- disruption of school life.
- displacement of staff and students.
- total loss of school.

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. This demands good risk management.

<u>Access Arrangements</u>

If access is required to the school outside school hours, the main appointed key holder is the Executive Headteacher and the second is the Executive Business Manager and the third is the Premises Officer.

The Directorate's Estate Management are aware of this information.

During school hours, access will be granted via the door entry system. Office staff can view the reception path using the CCTV cameras. No-one must be given entry without first being questioned by the office staff. All visitors must immediately report to school reception.

Staff are given key fobs to gain entry to the school. In the event that these are lost, even temporarily, this must be reported immediately to the ICT Technician so the fob can be disabled on the system.
Please see Security Policy and Business Continuity Plan

35. Serious Incidents

Gun / Bomb Scares
In the event of gun or bomb scares, the alarm should be sounded, and evacuation carried out as in a fire emergency.

Tragic/Serious Incidents at School
This may involve an explosion (including bombs), shooting or knifing or other act of extreme violence, outbreak of serious illness, death of a pupil or any of a range of accidents. The appointed Emergency Controller is the Executive Headteacher. Other specific duties are also given to the Senior Management Team, Premises Officer and EBM.

Civil Emergencies or serious health risk close to school
In the event of an emergency close to the school, the Executive Headteacher and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the pupils. Where it is necessary to evacuate the school urgently, the Business Continuity Plan will be followed.

In the event that the school is unable to function, the Director for Education will be contacted to seek advice with regards the situation. This could be temporary accommodation e.g. porta-cabins or relocation to another school or municipal building.
See Business Continuity Plan

36. Smoking

Smoking is not permitted in the school, or the school grounds. This includes Vapes.

37. Trees

There are several trees within and adjoining Oak Gardens Primary School.

The Premises Officer will regularly visually inspect the trees for any signs of damage or disease. A competent contractor will be employed to undertake a risk assessment of the trees. The timings for future assessments will be determined by the contractor.

Inspections of the trees will always be taken by the school after severe winds and heavy rainfall.
All staff have a responsibility to inform the PO and EHT of any visible damage or risk from injury to a tree.

38. Tools and Equipment

An inventory is maintained of all the tools held by the premises officer. Tools used by pupils as part of the curriculum will be risk assessed by the class teacher. All tools in the classroom will be stored safety and not accessible to pupils.

All defects found in equipment must be reported immediately to the Premises Officer.

The equipment concerned must be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

Machinery
All staff controlling the use of machinery must be familiar and comply with the following legislation: -

- Provision and Use of Work Equipment Regulations 1992.
- Electrical Equipment (Safety) Regulations 1994.

See Tools & Equipment Policy

39. **Use of Private Vehicles**
Only those persons authorised and in possession of the appropriate license are to drive vehicles on school business.

Pupils cannot be taken in staff cars without permission from parents. When permission has been given, it is vital that the new legislation which came into place on 18th September 2006 is followed and all children up to 135cms in height (about age 12) use an appropriate child restraint when travelling in a vehicle with 8 or less passenger seats, in the front and rear of the vehicle. Additionally, staff should provide the school with a copy of their insurance and MOT certificate.
See Driving for Work Policy

40. **Vehicles on Site**
There is designated car parking at Oak Gardens. The car park is segregated from the school. The access is locked during school hours and through the evening after school hours. Staff who park their cars at the school car park do so at their own risk. The school is not liable to any damage or loss to staff cars or their contents.

Parents parking on zig-zag lines do present a safety hazard and messages will be sent home for parents who flout parking restrictions.

When contractors come onto the site a risk assessment is undertaken and under the supervision of the premises team.

41. **Visitors**
Visitors to the school have to sign in and wear their badge at all times. All visitors are given safeguarding information from the office, including information about what to do in case of fire. Supply teachers are given written information. Visitors must sign in and out on the computerised entry system. It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

42. **Waste**
The school has contracts with various companies for the disposal and treatment of its waste. Staff should ensure safe handling of waste and adhere to safe practises when dealing with waste. (including toner and ink cartridges, batteries, computer equipment, cleaning materials, aerosols etc.) Staff should ensure that the waste bags used will enable easy carriage.

Staff should handle bags by the neck of the bag.

Staff are reminded that they must not place the following in a classroom waste bin:- broken glass, messy food or confidential documents or any other materials that are unsuitable for the classroom. Confidential documents should be shredded.

Hazardous waste, such as asbestos, must be removed and disposed of by the relevant specialist companies. Transfer notes must be given and retained by the Premises Officer.

PPE must be worn when dealing with clinical waste and then disposed of in the correct bin.
See Waste Policy

43. **Working at Height**
Working at height includes any place where a person can fall a distance liable to cause personal injury. This includes pinning up children's work on display boards, taking a book from a high shelf, changing a light bulb as well as working on a roof or from a ladder.

Suitable equipment will be provided by the school and suitable training provided to relevant staff.
A risk assessment will be carried out for any working at height activity.
See Working at Height Policy

Section 5
First Aid, Welfare, Health and Safety of Children

1. **First Aid**
   The school is committed to providing sufficient numbers of qualified first aid personnel to deal with accidents and injuries and arranging for approved training as required.

   The school will provide information and training on first aid to employees to ensure statutory requirements are met, operational needs are addressed, and first aid support is rendered to staff, children and visitors. It will also ensure that all staff are aware of the procedures to be followed in the event of illness or injury and provide adequate supplies for first aid equipment and facilities.

   Any child with a specific medical, mobility or behavioural issue (i.e. likely to cause hurt to themselves or other children/staff) will have a personal risk assessment in place.
   See First Aid & Safeguarding Policy

2. **Intimate Care**
   The Executive Headteacher is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times.

   The School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.

   It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.
   See Intimate Care Policy

3. **Administering of Medications**
   The School will only undertake to administer and supervise children taking long term medication for a medical condition of which the individual school has specifically been informed in writing and which the school agrees.

   The school will on an individual basis make a decision whether to administer non-prescription medications to a pupil particularly if it is detrimental to the child.

   No medications will be administered without an authorisation form completed by the parent / carer.
   See Administering Medications Policy

4. **Welfare of Children**
   It is the responsibility of class teachers to always promote and safeguard the welfare of all children in their care. THUS, NO CHILD SHOULD BE LEFT UNSUPERVISED FOR ANY REASON. The only time the responsible teacher leaves the classroom is in the case of an emergency. When this occurs, the teacher must ensure that another adult (e.g., support staff, Executive Headteacher, Deputy Headteacher) is contacted to substitute before he/she leaves the room.

   Any child who leaves the room or building for an unauthorised reason must be reported immediately to the Executive Headteacher or Deputy Headteacher.

   In the event of a health risk, it is the responsibility of the adult in charge to do all that is reasonably possible to protect children. No child should ever be put at risk.

5. **Clothing**
Children must wear appropriate shoes and clothes for school every day and should not wear jewellery. During PE lessons children must wear appropriate clothes and no jewellery, and hair must be tied back.

6. **Personal Hygiene**
Soap is provided in the toilets and children are told to wash their hands after going to the lavatory. Children learn about good personal hygiene habits. When children wet themselves, they are encouraged to change themselves in the toilet, but are helped, if necessary, by a member of staff from their class. Children who regularly wet themselves are asked to bring in a spare set of clothes to change into and an intimate care plan will be undertaken.

7. **Sun Care**
Children are allowed to bring in sun cream for their personal use, but teachers are not allowed to put it on the children. School staff will supervise pupils applying their own sun cream.

All sun cream should be clearly labelled with the child's name. Children are not allowed to wear sunglasses (unless prescription).
During playtime children must keep their shirts/tops on and must not walk around wearing only their vest. Children are encouraged to bring in sun hats and the school has a supply of its own for the younger children.
See Sun Safety Policy

8. **Health and Safety Education**
As part of the curriculum children learn about health and safety issues. Children are taught to use equipment safely. Visitors are invited to the school to help educate children to take responsibility for their own safety, e.g. road safety, rail safety, cycling proficiency, drug awareness programmes and citizenship schemes.

9. **Pregnant & New Mothers**
The EBM will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks during her pregnancy and when she returns to work. The risk assessment may need to be reviewed regularly.
See Pregnancy & New Mothers Guidance

10. **Work Experience**
All work experience students, volunteers and trainee teachers meet with the Executive Headteacher or a delegated member of staff for a Health and Safety briefing when first working at the school to ensure any specific risks have been identified and suitable controls implemented.
See Work Experience Checklist

11. **Well Being**
The Executive Headteacher will ensure that the risks from work related stress are being effectively managed and controlled throughout the school. Senior management will demonstrate clear commitment to stress management and will be briefed as to their legal duties. The Governing Body will manage the stress implications for the Executive Headteacher.
See Wellbeing Policy / Stress Policy

12. **Violence and Aggression**
The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:
- ✓ avoid confrontation if possible.
- ✓ withdraw from situation.
- ✓ arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors.

- ✓ follow measures/ procedures identified in violence and assaults risk assessment.
- ✓ contact emergency services, as appropriate.
- ✓ Inform the Executive Headteacher or SLT if any confrontation has taken place.

The School will:

- ✓ have in place procedures for the reporting of incidents.
- ✓ offer counselling / support through Occupational Health.
- ✓ debrief individuals following any incident.
- ✓ provision of training on how to manage conflict and aggression as required.
- ✓ review the violence and assaults risk assessment following any incident.

See Violence & Aggression Policy

13. **Infectious Diseases and Communicable Diseases**

Where there are clusters of infectious and communicable diseases then these are reported to the local authority on the communicable diseases form.

Staff are aware of controls that should be implemented when dealing with infectious diseases.
The School will be led by the UKHSA if there is another pandemic or if there is a serious outbreak of an infectious disease.

See Infectious & Communicable Diseases Policy