Health & Safety Policy

Hollybrook Schools

Reviewed on	2025/26, Term 1	Review frequency	Annual
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Owner	School Leader	Approved by	Board of Trustees

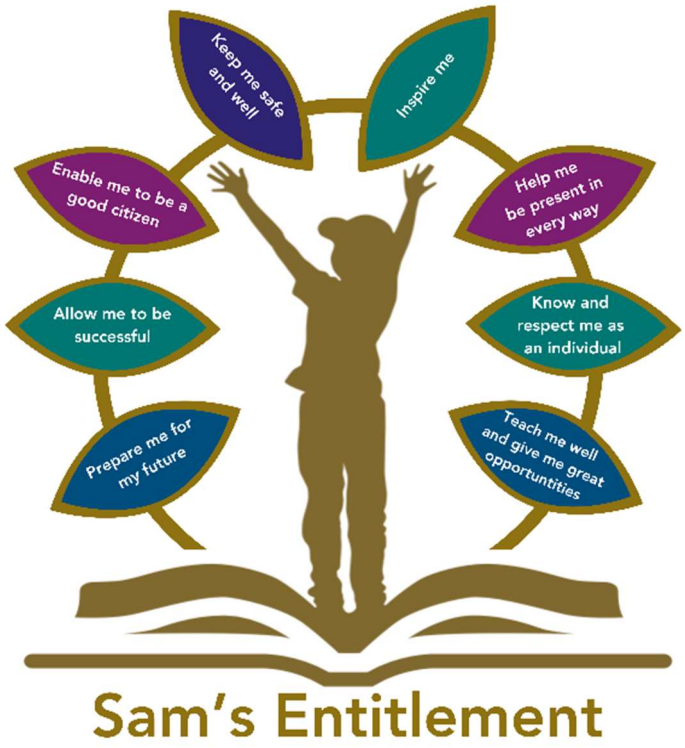
History of Policy Changes

Date	Page	Change	Origin of Change
	All	References to Governing Body changed to Local Governing Committee (LGC)	
	All	References to Headteacher changed to School Leader	
	All	All references to Smoking now include Vaping	

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1. Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together.

This policy is for all employees working within a HET school or establishment (which for ease of reference are referred to throughout this document as 'schools') or the HET Managed Service (MS) Team.

It does not apply to agency workers, consultants, self-employed contractors, volunteers or work experience students."

2. Health & Safety Policy Statement

HET's Board of Trustees (BoT) recognises that under the Health and Safety at Work etc. Act 1974 it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using HET premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the HET but is also an essential aspect of the education of its pupils.

The BoT aims to provide a safe and healthy working and learning environment for staff, pupils, and visitors. In pursuit of this, it seeks to ensure, as far as is reasonably practicable:

- The provision and maintenance of safe workplaces, and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training, and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety

The arrangements outlined in this policy and the various other safety provisions made by the BoT will not prevent accidents nor ensure safe and healthy working conditions on their own. The BoT strongly believe that only the adoption of safe methods of work and good practice by every individual member of staff can ensure everyone's personal health and safety. The BoT will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on HET premises or while taking part in sponsored activities.

The BoT will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

This local Health & Safety Policy must be read in conjunction with the HET Health & Safety Policy.

Paragraph 6 of the above policy outlines the responsibilities of the School Leader, as follows;

6 Health & Safety Duties of School Leaders

6.1 The overall responsibility for health and safety is that of the School Leader with support from the BoT, the CEO and HET Managed Services. The BoT will work with the CEO and HET Managed Services to ensure the Trust is always health and safety compliant.

6.2 As well as the general duties which all members of staff have School Leaders working with HET Managed Services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end through managed allocation of duties to the heads of appropriate departments, senior members of staff, teachers and others as appropriate.

6.3 The School Leader is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

6.4 In particular, the School Leader will, in conjunction with HET Managed Services.

a) Have a working knowledge of the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the HET.
b) Ensure, always, the health, safety and welfare of staff, pupils and others using school premises, facilities, or services or attending or taking part in sponsored activities. This will involve ensuring the relevant risk assessments are in place and signing them off.
c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using our premises and facilities.

d) Ensure safe working practices and procedures throughout, including those relating to the provision and use of machinery and other apparatus, so that each task is conducted to the required standards and so that all risks are controlled.
e) Consult where appropriate with members of staff, including school's health and safety representatives on health and safety issues.
f) Conduct periodic reviews to ensure that the requirements of the policy are being met.
g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
h) Encourage staff, pupils, and others to promote health and safety.
i) Ensure that any defects in the premises, its plant, equipment, or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
j) Encourage all employees to suggest ways and means of reducing risks.
k) Collate accident and incident information and, where necessary, conduct accident and incident investigations.
l) Monitor the standard of health and safety throughout school, including all activities, encourage staff, pupils, and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
m) Monitor first aid and welfare provision.
n) Monitor the management structure, along with the governors.
o) Ensure the health and safety audit part of the estates health check is reviewed and any actions completed with the specified time

6.5 To enable the School Leaders to meet the above duties the Deputy School Leader (DSL), Senior Leadership Team (SLT), staff and the school site staff will assist with the day-to-day implementation of the policy.

3. Procedures

4.1 The information below is school specific Health & Safety information and procedures.

Procedures and Arrangements

4.2 Each Teacher is responsible for the safety of the children in their care. Children are received into the classroom from 8.45am where they are supervised by a member of staff.

4.3 At playtimes and lunchtimes children should be let out onto the playground by a member of staff, after checking that the duty staff are on the playground. All children should go out at break times. Children unable to go out for medical reasons should go to the office medical room with a friend to be supervised.

4.4 Playgrounds must be adequately supervised during all break times. * See rotas.

4.5 All duty staff have a responsibility of a visual check of the apparatus on their duty days.

4.6 In the case of an accident follow the school First Aid Policy.

4.7 Teachers will collect children at the end of all break times from the playground.

4.8 At the end of the school day or following after-school activities, children are released in accordance with their parents' wishes. Children being collected by taxi must go to the office. A member of staff must check the identification of the taxi driver before releasing the child/children.

4.9 Any children not collected will be supervised in the reception area until the arrival of the responsible person.

4.10 The Dining Room Assistants share responsibility for the safety in the dining hall. They should report to the appropriate person any defect in equipment. Any accidents must be reported and appropriate action taken.

4.11 The Site Manager is responsible for the good order of the boiler house, store cupboard and the safe storage of any chemicals (COSHH) and other cleaning agents. They are responsible for safe usage of cleaning materials both by themselves and other members of staff, also for good working practice, e.g., proper handling of furniture, even distribution of weight, use of step ladders etc.

4.12 Staff are responsible for the correct reporting of accidents to themselves and others, reporting damage or breakage of any equipment, which might constitute a health or safety hazard, both in the school and the grounds. The school staff will use the online help desk to report defects.

Accidents in School

4.13 If possible, take the injured person to the school Office. If in doubt DO NOT MOVE them, keep him/her warm and call a First Aider.

4.14 First aid equipment is kept in the First Aid Room and in all classrooms. First aid provision is available during all breaks and at lunchtimes.

4.15 Serious accident to Child – either phone 999 for Ambulance or take child to General Hospital – Casualty. (One adult with child – in addition to the driver). **Take copy of child's information from office file**.

4.16 Contact parent

Either;

a) Wait for the parent to come
b) Arrange to meet the parent at hospital, or
c) Take child to hospital and leave message for absent parent

4.17 Take with you the child's address, date of birth, name of doctor, plus any knowledge of recent injections or allergies. This should all be on the sheet copied from that in the office file. Be prepared to give details of accident, e.g., was child sick? Did they lose consciousness? What made an open wound?

4.18 The accident book must be completed for minor accidents to pupils. In the case of a more serious accident an online form must be completed for pupils. All staff/ visitor accidents should be completed on an online form.

Accident on a School Trip

4.19 See Educational Visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

Accident or Illness of Staff - whilst on a school trip

4.20 As above but substituting parent for next of kin. This information is held in the School Office. Staff should inform the School Office of any changes.

Administration of Medicines

4.21 See School and HET First Aid Policy.

Arson

4.21 Daily external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager as part of the unlocking/locking procedures at the beginning and end of the school day.

4.22 All movable items, especially dustbins/wheelie bins, tyres will be positioned away from the main school walls and chained to a secure point. Build-up of rubbish including leaves etc will be regularly removed to prevent use as fuel. Trespassers will be dissuaded from visiting the site by appropriate signage, CCTV and outside illumination.

Asbestos

4.23 A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed. Any areas where ACMs have been identified have been addressed to determine the risk to persons who may be exposed and where necessary removed.

Where removal is not necessary, periodic monitoring for condition will be instigated and a record maintained. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. staff/contractors.

4.24 The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine. Staff will be notified of asbestos at induction and again when any changes occur such as a change of classroom.

Boiler Room

4.25 The boiler room will be kept locked at all times. Any contractor wishing to gain access to the boiler room must contact the Site Manager. If they are unavailable, they will be escorted, keys will not be given out, without permission. The boiler room contains asbestos. Anyone accessing the boiler room must make themselves aware of the asbestos register and sign the form. The gas boilers are also in the boiler room and serviced yearly by a competent person.

Cooking Activities

4.26 Great care must be exercised when the oven and hob are in use. Cooking activities supervised by a parent are still the responsibility of the Class Teacher, who must ensure that new helpers are given information and support, and a risk assessment is in place.

Contractors on Site/Deliveries of Stores

4.27 The Site Manager and Admin staff are to allow vehicles onto the site only when essential and are to inform such visitors of priority given to safety of the children. Movement of vehicles are banned whilst children are in the vicinity of the playground. Prior to contractors working on site a meeting will be held with the School Leader to establish safe working procedures.

COSHH – Control of Substances Hazardous to Health

4.28 All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff and visitors if needed.

4.29 All substances are stored safely in appropriate storage areas. Unmarked/incorrectly marked containers should never be used to store any hazardous chemicals.

Dogs

4.30 Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes. A risk assessment must be in place for a school dog and external dog visits.

Electrical Equipment

4.31 PAT Testing is carried out yearly and all records maintained. Staff are not permitted to bring their own electrical equipment into school unless it has been PAT tested. All staff are reminded to report any damaged equipment through the Helpdesk Support Ticket System. When purchasing new electrical items during the time between tests, the receipt should be retained and the item booked on the next annual test. All second hand or other electrical items being brought in to the school, must have an in-date PAT test before use in school.

Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES (ALSO SEE SCHOOL'S Emergency Management Plan).

If staff and pupils are not able to enter back into the premises – they will be escorted to the Sports Centre Carpark for pick up by parents. The Emergency Management Plan will then be followed.

4.32 School Leader or Senior manager takes decision to leave the premises.

a) Walk to Sports Centre Car Park and line up in year groups
b) Admin/office staff responsible for collecting registers/ parent contact information and any other applicable documentation.
c) Parents contacted & asked to cascade message to collect children.
d) Deputy School Leader or present Senior Manager in charge of reuniting children with parents e.g., ask for Squirrel Class's parents to come to door and sort out children MARK register, then do class 2,3,4 etc. Repeat until all children are collected.
e) School Leader in charge of press liaison, missing children.
f) All staff in charge of toileting, comforting, drinks etc.

Extended Schools

4.33 Other agencies using the school out of hours will follow the school's expectations regarding H&S. They will be first aid trained and also carry out their own risk assessments; copies provided to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy and safeguarding information will be passed onto them. They will not allow children to leave at the end of club/activity without first seeing there is a parent to collect them. Members of staff will always be present in the school whilst clubs are on and are aware to monitor. Any issues will be reported as soon as possible by the club leader with regards to a disclosure or safeguarding issue.

Fire

4.34 The school follows procedures discussed at annual Fire Awareness Training for all staff.

a) Ring nearest fire alarm bell/ break glass point.
b) Ensure School Office is notified to phone the fire service.
c) Staff will supervise children by the quickest, safest route to assemble in the playground. Children must walk quickly but quietly. Close doors of empty rooms if possible.
d) Persons/children with a PEEP the procedure in place for them will be followed.
e) Teachers check children against the register, reports to School Leader (or next senior member of staff). In the event of any child missing, Teacher informs School Leader who decides how a search is to be made.
f) Children must stand quietly and may only re-enter the building when given permission by the fire officer, School Leader or Deputy School Leader.
g) School office to ring 999 and ask for Fire Brigade giving address of school. Collect the class registers, visitors' signing in book, children removed/returned register and children's A-Z file then checks the school office area and toilets and leaves the building.
h) Any ancillary staff, parents and students leave the school and go to the main assembly point to be accounted for.
i) Fire practice to take place at least once a term (after each new intake).
j) Fire equipment is tested at regular intervals and used by those trained to do so.

Fire at Lunchtime

a) The supervisor will assist the senior member of staff available.
b) Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
c) Sound the alarm & check the fire service is called.
d) The supervisor in charge of them checks that all children leave the building and line up in their allotted places in the playground where they will be counted and checked against registers; Any person/child with a PEEP the procedure will be followed. Wherever possible doors should be closed as the last one leaves.
e) Children in the school hall should be told to get up and go to the nearest door. Hall supervisors must open the side fire exits and help the children. They then go and line up in their class line.
f) Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
g) The Fire Marshals are on-site will assist in the evacuation. All other available staff will assist in the evacuation as above.
h) The supervisor will take the registers outside for checking against the children present. If the Teacher is available, they will check their own class.
i) Lunchtime fire practices will be held at least once a year.

4.35 Records of fire procedures/training are kept on the school intranet and iAuditor.

4.36 Staff are requested to inform the School Office and use the signing in and out system, if they are leaving the building during office hours.

4.37 All non-staff in school should sign in and wear a badge.

A fire safety /exit announcement will be given at the beginning of parent Assemblies.

The following are Fire Wardens:

Neil Perry, Vince McKeown, Laura Jackson, Stephanie Crispin, Lesley McAuliffe, Lisa Godfroy, Bonny Bonney, Sheila Webster, Tracy Staggs, Lucy Murdoch, Suzi Edwards

First Aid Provision

4.38 It is the responsibility of **Office First Aid staff** and/or First Aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used. They will receive a renumeration for the role of being a First Aider, which is set by the Trust.

4.39 Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. If the incident is more serious and they need to call the FAW for support, then they must do so and remain with the injured person until a complete handover has taken place. The injured person should not be moved if there is any possibility of a spinal or neck injury.

4.40 The First Aider/appointed person is to always request an ambulance/ first responder or seek 999 advice on the following occasions:

a) In the event of a serious injury.
b) in the event of any significant head injury.
c) in the event of a period of unconsciousness.
d) whenever there is the possibility of a fracture/dislocation or where this is suspected.
e) whenever the First Aider is unsure of the severity of the injuries.
f) whenever the First Aider is unsure of the correct treatment.
g) in the event of a severe allergic reaction or following the administration of an EpiPen.
h) in the event of the person having difficulty breathing, or showing signs of a heart attack/stroke
i) severe seizure if person has not had a seizure before.

4.41 In the event of an accident involving a pupil/student, where appropriate, it is policy to always notify parents of their child's accident if it:

a) Is considered to be a serious (or more than minor) injury.
b) requires first aid treatment for serious (or more than minor) injury.
c) requires attendance at hospital.
d) if a there has been an injury to the head.

4.42 The procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

4.43 In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified First Aider, appointed person or another member of staff remains with the pupil/student until the parents can be contacted and arrive (as required).

4.44 The following are qualified First Aiders:

Vince Mckeown, Neil Perry, Anissa Arthur, Raquel Atton

Legionella

4.45 A Risk Assessment will be carried out on the water system at the school and all remedial work will be addressed and completed. Statutory checks are conducted and records kept.

Medication

4.46 All medication is received from parents and recorded by office staff. Medicine and inhalers given at lunchtime must be recorded on Administering Medicine record sheets and countersigned. If in doubt, check with office staff.

Infants

All medicines, including Epi-pens and inhalers are kept in the named boxes in the school medical room. Medicines may only be given to the child prescribed and signed over to Admin staff by the parent/guardian. They are kept in the fridge in the reprographics room if necessary.

Juniors

All medicines, with the exception of inhalers and Epi-pens are kept in the named boxes in the school medical room. Inhalers and Epi-pens are kept in individual classrooms. Medicines may only be given

to the child prescribed and signed over to Admin staff by the parent/guardian. They are kept in the fridge in the reprographics room if necessary.

Signed sheets are kept in a file. Details of pupils with medical conditions and allergies are kept in a file in the medical area in the School Office. They are also kept in folders in all classrooms. Also see the first aid policy for further information. Staff on medication must declare it to the Headteacher and medicines kept in a locked cupboard.

Notifiable Diseases

4.46.1 Any knowledge of such infectious disease is to be reported to the School Office.
Any incidence of Head Lice should to be reported to the School Office so that parents can be contacted and the hair treated straight away. Children may not be excluded for this.

Any special medical knowledge pertinent to a child's life in school is to be noted on his/her records.

Information about children with life threatening allergies is on the notice board in the medical room and in the locker room in the Junior building, in blue folders in the classroom, in the main kitchen, in the office and up in the Sunshine room for any children who attend Sunshine Club.

Nuts/Nut Products including Sesame Seeds

4.46.2 **Hollybrook Schools** has a strict 'no nuts' policy within the school, this includes sesame seeds. We request that no nuts or nut products are bought into the school. We ask parents to be aware of this policy when providing their children with their packed lunches and additional snacks during the day. The school holds details of all children or staff known to have a nut or sesame seed allergy and regularly ask parents and staff to keep the school updated with health plans.

4.47 Dolce supplies hot school meals and it is their declared policy that no nuts nor any derivatives of nuts shall be knowingly stocked or used in any of their meals nor shall any secondary ingredient be utilised that has or may have nut or nut derivatives as a component ingredient. The company cannot provide absolute warranty that nut contamination of any product will never occur but does take all possible and reasonable steps to ensure that this cannot happen.

Physical Assault, Threatening Behaviour or Verbal Abuse at Work

4.48 It is important that cases of physical assault, threatening behaviour or verbal abuse from parents and pupils at work are reported and investigated. This will enable the school to ensure appropriate care of employees, help to prevent a possible reoccurrence of the incident and to complete a risk assessment. Staff must report any concerns or issues they are facing.

4.49 What to do

a) Inform your line manager
b) Complete the online reporting form.
c) The School Leader will then investigate and take any appropriate action

Pond

4.50 The school is responsible for its upkeep and implementation of reasonable safety measures to ensure accidents are prevented. The school has a risk assessment in place, for further information refer to the school pond risk assessment.

Risk Assessments (RA)

4.51 All staff have a responsibility to highlight risks likely to impact staff, pupils or visitors to the site through any aspect of the school's work. The School Leader and senior support staff regularly review general risk assessments including those required by legislation, this includes D.S.E and lone working risk assessments. Staff are consulted during the production of risk assessments. Completed risk assessments are circulated to all applicable staff. Teachers and the Site Manager are responsible for producing risk assessments covering the activities they plan to undertake. These are reported to the School Leader who reviews & monitors their effectiveness alongside senior support staff.

4.52 The school will carry out suitable risk assessments as per those listed on the risk register. Using the appropriate risk assessment templates.

Risk identification

4.53 All hazards will be identified and recorded unless eliminated completely

Responsibility for risk assessment

4.54 The RA will be signed by both the person responsible and School leader

Training requirements

4.55 RA training is offered at regular intervals for all staff to attend.

Risk rating

4.56 The overall risk will be low if any higher, the RA will need to be revisited.

Control measures

4.57 Adequate control measures will be put in place to eliminate/reduce the risk, these will be written on the RA.

Communication process

4.58 All Staff will be made aware of the RA applicable to them.

Review process

4.59 RA will be reviewed every 2 years or earlier if there are significant changes.

Slips and Trips

4.60 The school is inspected regularly for any slip and trip hazards by the Site Manager during the daily unlocking/locking of the school.

4.61 All staff have a responsibility to report any potential hazards that they have observed, such as lifting carpet or trailing leads, to the Site Manager through the Helpdesk Support Ticket System.

Smoking

4.62 In the interests of the pupils, staff and visitors, there is a policy of no smoking throughout the school and grounds. Any reference to 'smoking' will also include the use of cigarettes, e-cigarettes and vapes.

Stress

4.63 Stress is acknowledged by the school as a cause of staff ill health and all efforts are made to reduce it. The school follows the HET Wellbeing Policy.

Training

4.64 Relevant and appropriate Health and Safety training will be provided for staff. Refresher courses will be timetabled and an up-to-date register of courses attended by staff will be kept. New staff members and workplace trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

Visitors

4.65 All visitors to the school are required to sign in at the main reception – clear signage directs visitors in this way. Visitors (including Governors) are instructed to wear a high visibility badge throughout the duration of their visit.

If you have any concerns about your workplace, please report them to the relevant persons identified within your place of work.

REMEMBER EVERYONE IS RESPONSIBLE FOR HEALTH AND SAFETY. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER/LINE MANAGER

For Further guidance please contact the Head of Estates on 07889 602 896.
nikki.thorne@hamwic.org

Links to other policies and documents

HET Wellbeing Policy
HET Health and Safety Policy