



## School Health and Safety Policy Site Specific



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Approved By:	Name: B Corbin	Date:	Date: 1 <sup>st</sup> September 2025
	Date: 01/09/2025	Review Date:	Date: 01/09/2026



## Health and Safety Policy September 2025-2026

**The school follows the Hamwic Education Trust Health & Safety Policy and reference should be made to the main policy.**

**The information below is school specific health & safety information and procedures. The school Leader is the overall responsible person within the school however they may delegate different duties to the Business Manager, Site Manager and Governors. See the main policy for roles and responsibilities**

Each teacher is responsible for the safety of the children in his/her care. Children are received into the classroom from 8.50 am where they are supervised by a member of staff.

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 their classroom with a friend to be supervised.

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

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

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

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

At the end of the school day or following school activities, children are released in accordance with their parent's 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.

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

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.

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.

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

- Minor accidents will be dealt with in 'bump'
- If possible, take the injured person to the school Office. If in doubt DO NOT MOVE, keep him/her warm and call a First Aider.
- First aid equipment is kept in the First Aid Room and in secure boxes held on first aid posts during breaks and lunchtimes.
- 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.**
- Contact Parent
- Either
  - a) Wait for parent to come or
  - b) Arrange to meet parent at hospital, or
  - c) Take child to hospital and leave message for absent parent.

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?

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 adult accidents should be completed on an online form.

### Accident on a School Trip

See Off site visits Policy. Child's health & contact details should be accessed through school. School will deal with contacting parents.

All school trips are risk assessed and discussed prior to the trip going ahead (this includes the school accident protocol)

### Accident or Illness of Staff - whilst on a school trip

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

See School and Trust First Aid Policy.



## Arson

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.

All movable items, especially dustbins/wheelie bins, 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 and outside illumination.

CCTV is used around school to prevent intruders from entering the premises. Kestrel Guards will be the security team guarding the school premises out of hours.

## Asbestos

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. contractors.

The asbestos survey is held at the reception desk and is given to all contractors as a matter of routine.

## Boiler Room

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 he is 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

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

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.

Lorries are not permitted to enter the premises from 7.30am – 9.15am and 2.45pm – 3.15pm

## COSHH – Control of Substances Hazardous to Health



All COSHH Risk Assessments and Data Sheets are stored in a folder and made available to all staff. This folder is situated in the Business Manager's office (orange coloured)

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

Chemicals that are combustible are stored in a specialist fire proof cabinet (e.g furniture polish etc)

## Dogs

Dogs are not permitted on the school site except for assistance dogs/school dogs and for curriculum purposes.

## Electrical Equipment

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 entering.

Any faulty electrical equipment must be reported to the site manager immediately.

## Emergency Evacuation Plan

EMERGENCY EVACUATION PROCEDURES SEE SCHOOLS BUSINESS CONTINUITY PLAN ALSO.

## BOMB OR CRITICAL SITUATION

The school bell will be rung intermittently for approx 90 seconds

All children and staff to make their way down to the junior school playground and remain there until further notice. Escape routes are displayed in all classrooms around the school.

### Raising the alarm:

In the event of a fire, the person discovering the fire should raise the alarm at the nearest fire call point. In the event of a bomb scare or critical situation, the staff member must raise the alarm with the headteacher immediately.

If the fire is detected by the overhead smoke detectors, the fire alarm will be automatically activated.

### Action staff should take on hearing the fire alarm:

1. Mrs Corbin to take charge and lead the evacuation of the building
2. Dial 999 and request the fire service. Staff member making the call must give their name, name of the school, address and contact details including a brief description of where the fire has started (if known). The fire alarm system should always automatically call the fire brigade but a phone call to 999 should always be made as well
3. Mrs Harley to take visitors book and registers to the playground (fire assembly point)
4. Mr Vowles to take the radio, whistle and mobile phone to the playground
5. Staff will commence evacuation from the building, ensuring this is carried out in an orderly and calm manner. Classroom assistants to sweep toilets and quiet rooms for children then make their way to the playground



6. **Mr Gibbs (Fire Marshal) to sweep the building and ascertain the nature of the fire if safe to do so**
7. **Mr Gibbs to leave the building shutting all of the doors behind him to prevent others from gaining access to the building**
8. **Any contractors on site must switch off any tools or appliances that may be hazardous if left unattended**
9. **Everyone is to assemble at the Fire Assembly Point**
10. **Teachers to carry out a head count, office staff to check for visitors/contractors and Dolce to carry out a head count**
11. **Mr Gibbs/ Mrs Corbin to liaise with the fire service**
12. **Nobody is allowed to re-enter the building until the fire service give the all clear**

### **Escape routes:**

The escape routes are marked on the escape plan and are as follows:

1. All classroom doors
2. Main reception door
3. Staff room door
4. Site Managers door
5. Hall doors
6. All external windows are fitted with egress hinges
7. Kitchen door

### **Fire assembly point:**

The fire assembly point is the far side of the playground

### **Fighting fires – Extinguisher use:**

Fire extinguishers are situated around the building. They are all labelled and colour coded showing the type and usage.

Fire extinguishers must only be used:

Where staff have received training in their use

When it is deemed safe to do so – if in doubt do not attempt to fight any fire

For fires involving paper, wood and textiles, a water extinguisher should be used to extinguish the fire.

If the fire involves live electrical equipment; a carbon dioxide or dry powder extinguisher should be used to extinguish the fire.

If the fire involves flammable liquids, a foam or dry powder extinguisher should be used to extinguish the fire.

### **Extended Schools**

Pioneers club using the school hall 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 provide to school and meet regularly with the school to discuss any issues. They will be given a copy of the school Health & Safety policy. 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 CP issue.



## Fire

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

- Ring nearest fire alarm bell/ break glass point.
- Ensure School Office is notified to phone fire brigade.
- 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.
- Persons/children with a PEEP the procedure in place for them will be followed.
- 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.
- Children must stand quietly and may only re-enter the building when given permission by the fire officer, School Leader or Deputy School Leader.
- 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.
- Fire wardens to sweep the building checking toilets etc for children
- Any ancillary staff, parents and students leave the school and go to the main entrance area to be accounted for.
- Fire practice to take place at least one a term (after each new intake).
- Fire equipment is tested at regular intervals and used by those trained to do so.

## Fire at Lunchtime

- The supervisor will assist the senior member of staff available.
- Evacuation of the children is the priority, and any children with a PEEP in place will have assistance 1-1 if needed
- Sound the alarm & check the fire brigade is called.
- 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.
- Children in the school hall should be told to get up and go to the nearest fire exit. Hall supervisors must open the hall doors and help the children. They then go and line up in their class line.
- Adults should leave the building, closing fire doors behind them and assist with checking the children in the playground.
- The supervisor with the fire marshals should sweep the building collecting dinner registers if they have not already got them, checking all rooms including toilets. If Fire Marshals are on-site, they will assist in the evacuation. All available staff will assist in the evacuation as above.
- The supervisor will take the registers outside for checking against the children present. If the teacher is available, they will check their own class.
- Lunchtime fire practices will be held at least once a year.

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

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

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 trained Fire Marshals:**

**Steve Gibbs  
Tim Vowles  
Jayne Harley  
Sarah Drew  
Rachel Corbin  
Caroline Cooke**

### **FIRST AID PROVISION**

It is the responsibility of the First Aid at Work (FAW)/first aiders to check the contents of all first aid kits half termly, or if large amounts of stock have been used.

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.

The first aider/appointed person is to always request an ambulance on the following occasions:

- In the event of a serious injury;
- in the event of any significant head injury;
- in the event of a period of unconsciousness;
- whenever there is the possibility of a fracture/dislocation or where this is suspected;
- whenever the first aider is unsure of the severity of the injuries;
- whenever the first aider is unsure of the correct treatment;
- in the event of a severe allergic reaction or following the administration of an EpiPen;
- in the event of the person having difficulty breathing;
- severe seizure if person has not had a seizure before.

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:

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

Our 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.

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).

**The following are qualified first aiders:**



- **Stephen Gibbs – 3 day FAW**
- **Carrie Keep- 3 day FAW**
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- **Chelsea Miles – 2 day Paediatric**
- **Claire Baker – 2 day Paediatric**
- **Sian Harburt- 2 day Paediatric**
- **Rachel Corbin - 2 day Paediatric**
- **Lindy Kissane – 2 day Paediatric**
- **Lucy Glendinning - 2 day Paediatric**
- **Barbara Chojnicka-Gittens – 2 day Paediatric**

### **Legionella**

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 carried out and records kept.

### **Nuts/Egg Products including Sesame Seeds**

..... School has a strict 'no nuts' and no eggs policy within the school, this includes sesame seeds. We request that no nuts or nut products or eggs 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 or egg allergy and regularly ask parents and staff to keep the school updated with health plans.

Dolce Ltd supply our 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.

Eggs will not be served in either sandwiches or in whole form. Cooked egg used in baking etc will be allowed.



## Physical Assault, Threatening Behaviour or Verbal Abuse at Work

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.

### What to do

- Inform your line manager
- Complete the online report form.
- The School Leader will then investigate and take any appropriate action

## Pond

The school is responsible for its up keep 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. The pond area is kept locked at all times and the pond is currently drained.

## Risk Assessments (RA)

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.

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

**Risk identification** - All hazards will be identified and recorded unless eliminated completely

**Responsibility for risk assessment** – The RA will be signed by both the person responsible and School leader

**Training requirements** – RA training is offered at regular intervals for all staff to attend.

**Risk rating** – The overall risk will be low or negligible if any higher, the RA will need to be revisited.

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

**Communication process** – All Staff will be made aware of the RA applicable to them.

**Review process** - RA will be reviewed yearly or earlier if there are significant changes.



## Slips and Trips

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

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

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 e-cigarettes.

## Stress

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 Hamwic Education Trust Stress Policy.

## Training

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 work place trainees will be given specific induction in Health and Safety matters and an induction pack given out with the employee handbook.

## Visitors

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. The school's fire and emergency evacuation procedures are displayed on the walls around the school and on the health and safety visitors card available in reception.

All visitors will be guided by members of staff during an emergency situation.

**Prepared by: Stephen Gibbs**

**Approved by: Beverley Corbin**

**Date: 1<sup>st</sup> September 2025**

**Review Date: 1<sup>st</sup> September 2026**

**Review Period: Annual**

