



Health and Safety Policy

"I have come in order that you might have life – life in all its fullness."

John 10:10

Christ taught us that his purpose was to give life in all its fullness. Through our Christ like attitude we seek to do the same.

This is at the heart of all we do.

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Policy reference material, guidance or link policies	First Aid Policy
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General Health and Safety

This policy applies to all employees within the school and extends to the duty we have to ensure the safety of pupils, students, visitors and contractors. The statement details the arrangements made by the Governors and the Headteacher for the discharge of their health and safety responsibilities.

The school aims to:

Create a warm welcoming and inspirational environment in which high expectations of behaviour and self-control are promoted, so everyone feels respected secure and valued by:

- Providing a safe and healthy environment.
- Enabling children to develop an increasing responsibility for their own health and safety and that of others.
- Minimising the potential for accidents and ill-health and to deal with accidents and health issues if and when they occur.

Responsibilities

- The Headteacher and Site Manager are the Health and Safety Co-ordinators. In the absence of the Headteacher, the Deputy Head assumes responsibility for Health and Safety issues at the school.
- Staff, teaching and non-teaching, have a responsibility to the Headteacher for the health and safety of pupils, students and other visitors to the school. They must co-operate with those having specific health and safety responsibilities under these arrangements and observe instructions and advice on health and safety matters. They are responsible for observing and reporting those items of the building fabric and classroom equipment which may raise concern in day to day work.
- The Site Manager is responsible to the school for the health and safety of cleaning staff while they are at work.
- Within the kitchen the Catering Manager is responsible to the Site Manager.
- The Governors of the school are aware of their duties with regard to Health and Safety and the Health and Safety Manual provided by the LA is used in school so that recent Health and Safety standards are met within the school.
- All personnel on site are responsible for taking reasonable care for the health and safety of others who may be affected by what they are doing. They are reminded of this in the leaflet given to all visitors.

Location of Stop Valves and Switches for all Services in event of an Emergency

GAS	BOILER HOUSE
WATER	SITE MANAGERS WORKSHOP
ELECTRICITY	KS1 CUPBOARD BY STAFF ENTRANCE (KEY IN OFFICE)/KS2 IN CUPBOARD TO REAR OF STAGE IN KS2 HALL

Risk Assessment

- Under the Management of Health and Safety at Work Regulations 1992 the Governors will undertake a risk assessment and a health and safety walk yearly (to include the kitchen). Hazards and risks will be identified and assessed and written into the Annual School Plan.
- The common hazards associated with the activities that take place within a school are identified in the guidance notes prepared by the Education Department's Advisers. The Site Manager and a named Governor will use the guidance notes prepared by the LA to make an annual inspection of the school.
- Risk assessments are kept by Business & Operations Manager and Site Manager

Hazard Reporting

- Any suspected hazard should be reported to the Site Manager who, after investigation, will bring the matter to the notice of the Headteacher, or in her absence the Deputy Headteacher, without delay.
- Any employee whose work becomes hazardous is authorised to cease the activity concerned with the hazard and report to the Headteacher who will confirm or reject the action taken.
- Any risks or hazards identified in the meantime should be reported immediately to the Headteacher or Site Manager using the board outside the Headteacher's office. Any activities involving an identified hazard should cease until action has been taken.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002

- It will be the policy of the school that all staff are aware of the substances that are hazardous to health, and the implications and precautions to take. Hazardous Substances will be labelled 'Irritant, Corrosive, Harmful, Toxic, Very Toxic or Poison'. Newly introduced substances, which carry this labelling, should be reported to the Headteacher so that the COSHH Assessment Record Book can be kept up to date and permission granted to use the substance by the Site Manager (on behalf of the Headteacher). The Assessment Record Book is kept in the Safety folder. In reality, such substances are only used in cleaning.
- Substances used in the kitchen will be assessed by the Site Manager
- Teachers' attention is also drawn to the fact that substances hazardous to health can be created by practical work (e.g. wood/plastic/dry clay dust, products of chemical experiments, work with micro organisms). Staff must use a 'wet wipe' procedure where dust is a hazard.

Asbestos

Before any building works are carried out, the LA survey of the school must be inspected to ensure that asbestos is not present in the area. LA advice to be sought in the event that the schedule shows that there is the possibility of asbestos being exposed.

Legionellosis

A condition survey is carried out approximately every 18 months by a LA appointed contractor. A report is then sent to the school, identifying any areas of concern. Following discussion with the HEADTEACHER, this report is retained in the Site Manager's files. The Site Manager carries out monthly temperature checks on both the hot and cold water – keeping records for inspection.

Health and Safety at Work Act 1974 – Electrical Fitments

The nominated person to change plugs and fuses is the Site Team.

Accidents and First Aid

It is the policy of the school to take all practical steps to avoid accidents occurring. In the event of an accident, the first concern must be with the care of the person or persons involved.

- Nominated Persons for First Aid and Accident reporting are available in the First Aid Policy.
 - All sickness and non-minor (*) injuries must be reported to the Headteacher. If a first aider is called to a non-minor (*) incident this must be reported to the Headteacher too,

regardless of lack of obvious injury. Any such incident must be recorded and an online accident report submitted to Shire Hall by the Business & Operations Manager. If the injury is inconsistent with the accident or additional injuries are discovered, the Child Protection policy will be actioned.

- If the accident is of a serious nature the Headteacher will take the injured person/child to the outpatients department of the local hospital for medical attention, by ambulance if possible. In the case of an injured child every effort will be made to contact parents.
(* = anything more than a bump or scrape)
- Details of serious accidents must be recorded on the LA online reporting system. Please ensure that the Business & Operations Manager is given all details on the same day as the incident. The Headteacher will be responsible for any necessary investigation of circumstances.
- When rendering first aid for accidents or illness **all staff must use disposable gloves provided.**
- **Body fluids** Sanitaire is used to disinfect vomit, blood, urine and excrement. This can be found in the KS1 Disabled toilet and the First Aid cupboard in the Cool Kids room. The procedure on the side of the packet should be followed. Please put waste in bags provided and in the disposal unit in the Staffroom. Please inform the Site Manager. Small items such as plasters should be disposed of in the sani-bins in the ladies toilets.
- Wounds will only be cleaned with cold water and tissues, a sterile dressing or hypo-allergic plasters may be applied if the wound is bleeding.
- All first aid must be reported in the accident book kept in either YR and Y1 and the Y2 corridor.
- First aid equipment is kept in all working areas and is checked termly. The main first aid store is kept in the locked cupboard in Y2 corridor and this is also restocked termly by the admin team.
- Parents should be informed of less serious injuries when they come to collect their child.
- All head bumps must be reported in the accident book and a letter given to the parents when they collect their child.
- The defibrillator is located in the staffroom and all staff are aware of this.

Accident prevention

Beginning and end of day

- The children are the responsibility of the parents until 8:40 when the school gates open.
- At the end of the school day the KS1 teachers will dismiss the children from the classroom when parents arrive at 3:15. KS2 teachers will bring the children onto the school playground at 3:20 for collection by their parents.
- Children will not be allowed to leave at 3:20 unless collected by their parent or named other unless prior arrangements have been made with the class teacher or Headteacher. Children going home on their own or being collected by older siblings must have a signed permission form from their parents.
- If, for any reason, parents are late to collect children, the child will be escorted to the school office and wait there until collected.

Road Safety will be covered in class.

Movement around school

To avoid accidents children must learn to:

- Walk around the school in an orderly fashion.
- Move around the room or playground with care and consideration for others.
- Walk up and down stairs.

Medicines see separate policy (Asthma/Medication)

Teaching children

Children should be taught safety awareness in all areas of the curriculum:

- To take care when carrying anything, particularly a tool.
- To use tools of all kinds (including paint brushes, pencils, etc.) with care and never put any of these things into the mouth or pockets.
- To be particularly careful with sharp tools such as scissors or woodworking tools. All reasonable precautions should be taken to ensure the safe usage of tools. Stanley knives and circular cutters should be kept in a locked cupboard or drawer.
- To be careful about electricity in that a switch should never be touched with wet or damp hands.

There is a Health and Safety section in each curriculum policy where appropriate, e.g. Science, PE, DT, Art, Forest School.

Care of the Classroom

The children should always clear away their own activities and leave the classroom neat and tidy.

- Floors should be kept dry around sink areas.
- No child is to be allowed to climb on a chair or a high surface at any time.
- Teachers should show, by example, an orderly room and tidy storage facilities. They should make sure that there is sufficient space for children carrying equipment, etc. between tables/desks and for leaving the room in an emergency. All children must be made to realise the importance of this safety precaution.
- Spilt water and sand must be promptly dealt with.
- The school attaches great importance to the need for good housekeeping practices. It is the policy to ensure that floors are kept free of anything that may cause injury if trodden on or fallen over. Items stored on shelves will be stored in such a way so as not to cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and all passageways will be kept clear at all times.
- No furniture should be placed in classrooms so as to stop free access through exit doors. No fire doors or exit doors to be blocked with furniture

Other working areas

Adequate safety precautions must be taken when children undertake activities outside the classroom. E.g. PE in the hall, games outside, break-times, lunchtimes etc.

General school equipment

- Cooker – only to be operated by adults.
- Iron – only to be used in the staffroom or after school.
- Cool glue gun – children can use these when closely supervised by an adult.
- Tools – these are all kept in the science cupboard which is locked.
- Computers and CD players – only teachers to switch these on at the mains.
- Photocopiers – only staff are allowed to use these.
- Paper Cutters – must never be left in the classroom unattended.
- Staple guns – may only be used by staff.
- No electrical equipment should be switched on/off by a child, including hand dryers above children's washing areas.
- All climbing frames and ropes should be secured firmly to the wall when not in use

Toilets

The children should learn to use the toilets properly i.e. to wash their hands, dispose of paper towels and generally respect the cleanliness of the cloakroom.

Care of Clothes

When activities such as painting, clay, water, etc. are carried out the children should use aprons and roll their sleeves up, above the elbows. Children should learn to hang their coats by the hook (if any) and when clothes are removed for PE they are to be left tidily over a chair with shoes underneath.

Care of Hair and Teeth

Discussion of these areas will arise incidentally in day to day routine. If a case of head lice is reported parents may be reminded about suitable treatment.

Pupils with long hair should tie it back for games and PE and pupils wearing headscarves should wear shorter styles for PE.

Good Manners at Mealtimes

A quiet, pleasant atmosphere is necessary for good meal habits. The children will be encouraged to clear their places and, in the case of violent dislikes, a tiny portion will be given. At the end of the meal, after trays and beakers are tidily piled and cleared, the children may leave the tables as directed by the lunchtime supervisors.

Uniform

Hair should be kept neat and tidy (extreme styles are not acceptable) and long hair should be retained with accessories. **Shoes** should be flat (no higher than 2cm), sensible and should ideally be closed for comfort and safety. Children should not wear jewellery for P.E. Earrings must be either removed or micropore tape must be provided from home to cover them during P.E lessons.

Duty Teachers/Dinner Period

There will be two teachers on duty each day on both playgrounds with a minimum of two other helpers for the mid morning break. The lunchtime supervisors will be responsible for supervision at lunchtime in the first instance. The Headteacher, Deputy Head or nominated person will take overall responsibility.

Wet Days

On wet days children will stay in their classrooms during morning break. The normal duty teachers and TAs will supervise.

At wet lunchtimes children will be supervised in the hall or in their classrooms by the lunchtime supervisors.

Broken Glass

Broken glass from any source will be wrapped in newspaper by an adult and left in a prominent position for the Site Manager, but not in the wastepaper basket.

Staff

All staff must use kick stools for climbing. Ladders must only be used following a risk assessment by the Site Manager.

Display Screen Equipment - regulations 1992

The regulations cover 'habitual' users of display screens equipment, such as administrative staff. Staff may request an eye test paid for by the employer and should have a regular break of five minutes in every hour away from the screen.

- Chairs should provide firm back support and be adjustable to suit all users
- Arms should be horizontal when using a keyboard
- Workstations should be positioned to avoid glare or screen reflection from lights or windows
- Keyboard should be positioned directly in front of the monitor
- Monitor screen should be positioned 45cms and 50cms from face of user
- Pupils should leave computer station every 20 minutes, look at distant objects
- All staff and pupils will be instructed in correct use of VDUs.

Smoking

County policy forbids smoking on the premises by either staff or visitors and Kingsholm Primary School also forbids the use of e-cigarettes and vaping within the school grounds.

Dogs

Dogs are not allowed on school grounds due to the risk of toxicara canis and the health risks of dog fouling. The exception to this rule will be Assistance Dogs (including the school dog) and the Site Manager's dog, outside school hours.

Contractors on site

All contractors on site will report to the school office before commencing any work within the school grounds. Class teachers will be notified if work is in any area where children might be (i.e. playtimes, during grass cutting, etc.) and steps taken to ensure children's safety.

Any building contractor on site shall be made aware of the Health and Safety policy. A contractor should provide full and adequate supervision during the progress of work and keep a competent and authorised agent and general foreman available at all times.

Cleaning materials

All cleaning chemicals will be clearly labelled to indicate contents and kept in a secured area with reference to the Control of Substances Hazardous to Health Regulations.

Hot drinks

No hot drinks are to be taken outside the staffroom whilst children are on site unless contained in a sealed thermos cup.

Food and other potential allergens

Where packed lunches are taken children should not share food with one another in case the allergic child unwittingly eats something containing an allergen. The area should be clean with spillages quickly attended to, and all children should wash their hands before eating.

Advice from the Anaphylaxis Campaign does not consider it good practice to segregate children at risk of anaphylaxis from their peers at mealtimes, as it could lead to stigmatisation of the child concerned. For this reasons and others the school has a 'no nut policy' which extends to foods with ingredients containing nuts.

The effects of anaphylaxis can be fatal and as such school must be vigilant and act pre-emptively to ensure all our children are safe – we are also aware that some children have undiagnosed allergies.

Equipment

- Portable safety equipment will be checked by the Site Manager, according to regulations on a regular basis
- A company recommended by the LA and aware of recent safety standards will check fire extinguishers and safety equipment on an annual basis.
- An accredited company aware of recent safety standards will check PE, climbing frame and catering equipment yearly.
- The boiler and heating systems will be checked and serviced annually.
- An electrical safety check will be held every four years.

School Trips see separate guidance and procedures

Electrical Equipment Safety

The Authority has legal responsibilities in respect of the use of electricity and, whilst it is not possible to instruct every employee in the technical details of the Electricity Regulations, they are required, under the Health and Safety at Work Act, to co-operate with the Authority in ensuring compliance with electrical safety regulations.

It should be noted that 'employee' means all employees and voluntary helpers.

Apart from not doing anything obviously dangerous like improvising connections to main sockets, employees are required to adhere to these basic rules: -

- Only the Site Manager (as the authorised employee) is allowed to fit or change plugs, replace fuses (in distribution boxes and plugs) or repair any electrical equipment;
- Stop using any electrical plant or equipment that becomes faulty - particularly portable equipment and tools - and ensure corrective action is taken before it is used again;
- Report any visually observed deterioration of electrical installations and wiring and insecure or faulty plugs, sockets and switches
- There should be no trailing electric cables in school. Extension leads for OHPs/microphones etc should be taped down or securely fixed to the floor. Portable electric mains operated equipment will be used only where this does not entail trailing power leads across walkways.

Maintenance and Inspection of Machinery

- A yearly inspection of all portable electrical equipment will be made by the Site Manager. A record will be kept of the inspection and repairs undertaken where necessary.
- It is the policy of the school to ensure that all equipment and machinery used by the school should be maintained in accordance with the instructions issued by the manufacturer. A copy of the instructions will be kept by the Site Manager.
- No maintenance will be carried out to any equipment or machinery while it is in use. All staff will ensure that power operated equipment is isolated from the source of power before maintenance begins and that power is not restored until after the person who carries out the maintenance gives formal notification that the maintenance work has been completed.
- Only authorised people will undertake the maintenance of equipment or machinery. Inspections of fixed electrical installations will be carried out every five years and a test certificate will be held by the school.

School Kitchen

Within the canteen the Catering Manager is responsible to the Headteacher / Site Manager for the health and safety of employees in the kitchen while they are at work.

The Catering Manager will ensure that procedures are followed as per the established Policy Document for Health and Safety in School Kitchens

Additional Documents

The Health and Safety File is kept in the office. From time to time additional documents are issued and these will be circulated for signature before being added to the File.

Appendix 1

Kingsholm C of E Primary School Supervision of Pupils Before and After School

As a Governing Body, for Health and Safety Reasons, we recommend that our pupils are brought to and collected from school by an adult.

Breakfast Club

The Guinea Street entrance opens at 7.30 am to allow parents and pupils to access the Breakfast Club which opens at 7.45 am. Access to the site is via the gated entrance on Guinea Street. Due to Health and Safety issues, parents and pupils must not use the entrance by the Site Manager's bungalow.

Pupils remain the responsibility of their parents until the child has been registered into the Breakfast Club from 7.45 am. Office staff are unable to supervise children who arrive late for the Breakfast Club. Pupils who arrive after the doors to the Breakfast Club have closed at 8.15 am remain the responsibility of parents until the start of the school day.

Start of the School Day

The doors to the KS1 classrooms are open from 8.40 am to allow parents to settle their children before registration. Registration is at 8.45am. Pupils remain the responsibility of parents until the child is in the classroom. School staff are not able to supervise children before this time. There is a Teacher and Family Worker on duty in the KS2 playground each day from 8.40 am. The school supervises pupils from this time. Pupils enter the classroom at 8.45 am once the bell is rung.

End of the School Day

The KS1 day ends at 3.15 pm and KS2 at 3.20 pm.

Children in KS1 will be released to parents (or another adult specified by the parent in writing) by the Teacher or Teaching Assistant. Once handed over to the parents, the parent resumes responsibility for their child.

Children in Y3 will only be released to the parents or a named adult.

In Y4, 5 & 6 all teachers will bring the children out to the playground.

If parents or another adult on the child's contact list are unable to collect the child, the office must be notified. As a Governing Body, we believe that every child at Kingsholm Primary School should be collected by a person over the age of 16. If a parent chooses for a younger family member to collect their child we will require written permission.

Parents must give written permission for their Y6 child to walk home from school alone.

Parents who wish their Y5 child to walk home must confirm this in writing following discussion with the Headteacher. In such cases parents resume responsibility for their child from 3.15 pm.

If you are a parent of a child in Y4 – 6 and you are collecting your child but not from the premises e.g. from a car parked nearby, we require written confirmation of this. Following written notification of these arrangements, we will release your child at 3.15 pm from which time they become your responsibility. The child must return to their teacher if you are not there. The Teacher will then resume responsibility and take the child to the School Office.

Children not collected from school will be taken to the School Office and parents contacted. They will be supervised in the school office until 3.30pm. If they are not collected by then they will be placed in the After School Club for which there will be a charge.

Children attending Clubs or attending sports matches

Unless other arrangements have been made, the adult in charge will be responsible until your child is collected. Please remember staff often need to attend meetings straight after clubs finish. If you are late collecting your child, you will be asked to register with the After School Club. On subsequent occasions when your child is not collected promptly, your child will be placed in the After School Club for which there will be a charge.

After School Club

KS1 children registered in the After School Club will be escorted to the Club and remain under the supervision of the Club until signed out by the parent.

KS2 children will make their own way to the club as it is situated in the KS2 building. They will remain under the supervision of the Club until signed out by the parent.