



Health & Safety Policy

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| DATE APPROVED BY ST. STEPHEN'S PRIMARY SCHOOL COFE PRIMARY SCHOOL | Autumn Term 2025 |
| REVIEW DATE | Autumn Term 2026 |
| APPROVED BY | Finance & Premises Committee |

Our School Vision

At St Stephen's we build each other up in love and learning, embracing our strengths and developing a passion for lifelong learning. We create opportunities for children to know how to stay safe and see themselves as unique, courageous and resilient global citizens - to be upstanders for fairness and equity and against discrimination and injustice.

1. Statement of Intent

The School aims to promote health and safety in all its activities.

- The School is committed to a safe environment within the school grounds and premises, and for school activities elsewhere.
- Individual responsibilities for health and safety will be allocated, as set out in Section 2.
- Risk assessments will be carried out at regular intervals to identify reasonably foreseeable health and safety risks. The school will also aim to be alert to all health and safety hazards as they arise.
- An annual budget will be set aside to cover health and safety items, under Maintenance and Repairs.
- The school will take measures to avoid health and safety risks where the costs of remedying those risks are not grossly disproportionate to the risks concerned.
- Detailed health and safety guidelines and standard practices are an integral part of this policy and are set out in Section 3.
- The school will communicate relevant parts of the Health and Safety Policy to all concerned.
- The policy will be monitored and reviewed annually.
- Health and Safety training priorities will be considered annually both in the School Development Plan and in the staff training programme.
- The school will maintain a register of all health and safety incidents and report serious incidents to the next Premises Committee meeting.

2. Responsibilities

a. Governors

The Governors are responsible for ensuring that there is a Health and Safety Policy in place and that the policy is being implemented consistent with overall resource constraints on the school.

- The Governors will consider the review of the Health and Safety Policy once every year and will ensure that risk assessments are carried out at appropriate intervals.
- The Governors will report on appropriate health and safety matters.
- The Premises Committee will be responsible for reporting to the full Governing Body on health and safety matters.

- The Governors will nominate a Health and Safety Officer and otherwise allocate responsibilities for Health and Safety.
- The Governors will call in specialists where required to advise on health and safety.

b. Staff

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Follow health and safety procedures put in place by their employer.

General Staff Duties:

- Staff will bring any health and safety risks of which they are aware to the attention of the Health and Safety Officer as speedily as is relevant to the circumstances.
- Teachers and other staff have a common law duty when in charge of pupils to take the same care of them as they would as a parent.
- Staff must carry walkie talkies at all times during the school day in case of evacuation or lockdown.
- Staff will ensure that windows and doors (including external) are locked, lights and other equipment are switched off before leaving the room.
- Staff will ensure that they do not turn on a heat producing electrical item and leave it next to furniture or unsupervised. They will also not plug such items into an extension lead.
- Staff must not use personal electrical items in school without permission from the headteacher - these items must have had an up to date electrical PAT test.
- Staff will ensure all areas are kept clean, tidy and safe, and report any areas that have been left unclean.
- Staff must ask any person without a visitor's lanyard/red lanyard who they are and escort them to the office to sign in.
- Teachers and cover staff will ensure that no visitors will be accepted into a classroom/school without a lanyard showing that they have reported to the School Office.
- Staff will support children in being hygienic and comply with risk assessments.
- Staff are expected to conduct themselves and manage children, parents, visitors and others so that the health and safety of all are maintained to the maximum extent possible.
- Staff are to report any illnesses or diseases with which they have been in contact before taking part in school activities.
- Staff will help to enforce the no-smoking policy and the food policy in school.
- All staff must be prepared to renew DBS checks as required by the school.
- Staff will provide a copy of Risk Assessments to the Headteacher/SLT/office before arrangements are made for school trips/journeys, and create Risk Assessments for lessons, where appropriate.
- Staff are responsible for displaying First Aider notices in their room and bring them to the attention of visitors.

- The office staff are responsible for ensuring visitors are provided with information on the fire and lockdown procedures.
- Class teachers/ support staff, in a particular class, are responsible for pointing out fire notices to visitors. In the absence of the class teacher, the phase leader/ covering SLT person is responsible for pointing out fire notices and informing the visitor of fire procedures
- All staff must know The Critical Incident Policy.
- Staff are responsible for ensuring that children in their care understand fire, evacuation and lockdown procedures.
- The Leadership Team will provide a copy of the Health and Safety Policy, with summary, to all new team members and renew with all the team on an annual basis.
- Staff will follow instructions or advice relating to health and safety given by the school's appointed Health and Safety Officer.
- Staff must know where to seek assistance in case of emergency (e.g., Health and Safety Officer, First Aiders, Premises Manager).
- Staff must wear any personal protective clothing or equipment provided by the school where necessary.
- Staff must ensure that any equipment or resources (kettles, knives etc.) that may cause risk to a child or adult are kept safely and a risk assessment is in place.
- Any resources or equipment are stored in the correct places and are returned clean.
- Any resource that is broken or dangerous is not placed in an area that could cause harm and is reported to the premises manager or SBL and this should be recorded in the book in the office.
- Any staff responsible for preparing food for children or adults will be trained in Food Safety.
- Teachers or support staff (when teacher is absent) will share health and safety information with all visitors (e.g., medical information).
- All staff must report any health and safety issues to the premises manager or member of SLT immediately.
- Teachers and support staff will remove any hazards from the classroom which can be readily and safely dealt with, obtaining assistance from the Health and Safety Officer or Premises Manager or others as appropriate.
- Teachers or cover staff will take the register of pupils at the start of each day and after lunchtime and then report any absentees to the School Office immediately.
- Subject co-ordinators will be responsible for helping to draw up and implement guidelines on health and safety for their areas of responsibility, where appropriate, and must be aware of national and Borough guidelines.
- Staff will use the Chertsey Road entrance when entering or leaving inside school hours.

c. The Health and Safety Officer

- The Headteacher will be the Health and Safety Officer and statutory duty holder for the school and oversee the work of the premises manager and SBL.
- Where the Headteacher is unavailable, the responsibilities are to be allocated to the SBL.
- The Health and Safety Officer is responsible for all health and safety matters and for ensuring the practice of a health and safety ethos.

- The Health and Safety Officer is responsible for the implementation of the school's Health and Safety Policy, subject to finance being made available by the governors.
- The Health and Safety Officer will make staff aware of any revisions of the Health and Safety Policy.
- The Health and Safety Officer will ensure that a Critical Incident Practice occurs at least once every year.
- The Health and Safety Officer will ensure that fire drills are carried out at least once every term.
- The Health and Safety Officer will receive information about Health and Safety issues from the Premises Manager and SBL, and will report all significant health and safety incidents and discuss issues with the Premises Committee.
- The Health and Safety Officer, in liaison with the Premises Manager, will ensure that all equipment is properly maintained as set out in Part 3 Section J.

d. School Office and Manager of Wraparound

- The School Office is responsible for receiving visitors, signing them in, and giving them authority to carry out the visit.
- Badges will be issued to all visitors, who will be required to wear them, return them, and sign out before leaving. Each badge will have a number recorded next to the visitor's name.
- All visitors will be asked to sign to say that they have read and will adhere to the Safeguarding Policies.
- The School office is responsible for ensuring that visitors have a DBS, proof of identity and provide an appropriate lanyard.
- If a visitor is without a DBS, they must be provided with an appropriate lanyard. A designated person will be responsible for them throughout their stay and ensure they are accompanied at all times. The designated person will be recorded on the sign in book.
- The office must ensure all visitors understand key health and safety information (e.g., fire exits/lockdown/evacuation and procedures, the names of DSLs and safeguarding information).
- The office must keep a track of children and adults entering and leaving the school so that attendance records, fire and evacuation lists are accurate.
- The Office is responsible for providing copies of the Health and Safety Summary to all visitors.
- The School Business Lead/Wraparound Manager is responsible for First Aid in the School and must be familiar with and practise Richmond Borough's advice and guidelines.
- The office are responsible for the First Aid and medical procedures and policies.

f. Premises Manager

- The Premises Manager will inform the Health and Safety Officer of any identified health and safety hazard within the School grounds and Hall.
- The Premises Manager will track the health and safety overview to ensure that all premises checks are completed in time and any issues reported and acted upon.

- The Premises Manager will take measures to avoid or minimise all health and safety risks associated with the buildings and as instructed by the Health and Safety Officer.
- Premises manager will check that all signage and equipment are checked to ensure they are accurate and in working order.
- The Premises Manager is responsible for the opening and locking up of school gates and buildings. Where the cleaning company completes this task, the Premises Manager must check and monitor that this is happening securely.
- The Premises Manager is responsible for checking the condition of the buildings and Hall, including fittings and equipment on a weekly basis.
- Every day, the Premises Manager will check for obstructions/health and safety risks in the school buildings and play areas. A particularly thorough check will be made that all fire and emergency exits are unobstructed and able to be opened.
- The Premises Manager will assist other staff in lifting heavy loads or minimising other health and safety risks.
- The Premises Manager will ensure that school gates and outer doors are secured after 9am each day and after 3.40pm unless an event requires them to remain open.
- The Premises Manager will ensure that any hazardous materials will be locked away.
- The Premises Manager will ensure that risk assessments/COSHH are completed for the use of hazardous materials/resources used by themselves or those who are part of the Premises Team, e.g. cleaners.
- The premises manager will ensure that the play areas are safe and will clear/restrict access to any area that is unsafe including as a result of poor weather.

g. Parents, Visitors (including leaders of clubs) and Volunteers

- Parents are asked to support the school in the application of its Health and Safety policies and inform the school of any incidents which might breach this.
- Parents, visitors and volunteers are to report any illnesses or diseases with which they have been in contact before taking part in school activities.
- When on school premises or during school activities, they will act always in a responsible and sensible manner having regard to health and safety.
- Where on site, working with children, they must, when appropriate, have a DBS, identification, safeguarding training and agree to read and adhere to safeguarding policies.
- They will follow instructions or advice relating to health and safety given by any member of staff.
- They will make themselves aware of Fire/Critical Incident procedures.
- Parents will ensure that children get to school each day safely and on time. Parents will deliver and collect their children via the Winchester Road gate at the start and end of the school day, and the gates are to be closed immediately after use. During the school day the Chertsey Rd gate is used.
- When entering the school buildings, parents, visitors and volunteers will report immediately to the School Office and sign in.
- Parents, visitors and volunteers will read the Health and Safety Policy.
- Parents will not let children go to school if they are likely to be carrying infectious diseases. They will inform the school of any diseases or disabilities their children

may suffer from or have been in contact with, and of any medicines which they need to take.

- Parents must ensure that they do not bring into the school grounds any animal including dogs or pets unless it is part of a risk-assessed school event with permission.
- They are asked to take precautions to protect the health of all people in the School, e.g., smoking/carrying nuts or items containing nuts is not permitted on the school premises.
- Parents are responsible for any younger children accompanying them and will ensure that they behave sensibly.
- All are expected to ensure all children they are supervising are acting in a safe manner at all times and will alert SLT if they require help.
- All club leaders will have an up to date first aid qualification.
- Parents, visitors and volunteers are asked to bring any health and safety risks of which they are aware to the attention of the responsible member of staff as soon as practicable.
- Parents and volunteers transporting school children in their own cars must be capable of securing all children with seat belts/booster seats and must ensure that these are worn. Volunteers must also have comprehensive car insurance.

h. Pupils

- Pupils have a responsibility, depending on their age, for themselves and others, for good behaviour and in their use of tools and equipment.
- Pupils are encouraged to identify health and safety issues and communicate these to members of staff.
- Pupils must be aware of Fire/Lockdown and Critical Incident Procedures and follow these without question.

3. School Guidelines and Procedures

A. General

The guidelines and procedures set out below attempt to strike a balance between the needs for detail and for communication. They are therefore not a full statement of every aspect of good practice.

B. Buildings and Building Work

- Asbestos: The school supports the removal of all asbestos which is considered by the Borough authorities to be a health risk. The school has had an asbestos survey. Currently, the report suggests that we may have asbestos in the electrical fuse box in the premises manager's office and in the lagging around the pipes in the boiler room within the main playground. Neither were considered a risk but would require some investigations if work were carried out on either of these areas.
- Contractors: All contractors are required to have a health and safety policy. As an alternative, for one-person businesses, the school may ask the contractor to sign a statement that they understand the school's policy and agree to abide by it. All contractors must identify how they are going to protect pupils, staff, parents and visitors from works being carried out. The school would normally expect building works to be safely fenced off. The school will attempt to ensure that building works normally take place in the school holidays. Contractors must agree with the Health and Safety Officer arrangements for access in advance.
- Maintenance: All items identified as being in need of repair must be reported to the Premises Manager and Health and Safety Officer. The school will remedy any building defects giving rise to a health and safety risk as soon as practicable.
- Safety glass: Safety glass is provided in all appropriate locations according to current regulations. Any safety glass broken will be replaced by glass of at least the same specification.
- Safety signs: Safety signs will conform to current regulations.

C. Fire Safety and Lockdowns

- All staff, visitors and parents must make themselves aware of fire exits including alternative routes where an area may be blocked and lockdown procedures.
- A clearly displayed notice will be displayed inside each room indicating the route that should be taken.
- All staff/club leaders must speak to children about fire routes from all areas that they are in.
- The fire alarm will be set at a level that it can be heard throughout the school. When the alarm is heard, each class/club/staff must immediately vacate the building. Children must walk in silence and line up in the appointed position in the playground at the Winchester Road end. All windows must be closed. When the last person has left the room the door must be shut.
- The teacher/cover staff or a named member of wraparound/club staff must always lead the class.
- There will be Fire Marshalls who will check rooms as they exit.
- Children not with their class must go straight to their class assembly point (the football pitch).
- All staff and other leading groups of children must be aware of alternative exit routes.
- Once assembled, class registers must be taken to ensure all children are accounted for. The H&S lead must be informed if anyone is missing using a walkie talkie.
- In the event of a lockdown, a message on the walkie talkie will say "Lockdown. Lockdown." Staff must stay in a secure area, lock doors, ask children to move away from windows and doors and stay under tables. Staff will cover any glass panels and blockade doors with tables.

- In the event of being in the playground, staff must bring children inside/evacuate the school and go to Moormead. All in Moormead must stay at the park until further instruction immediately and follow the procedure above.

D. First Aid and General Health of Pupils

- All qualified First Aiders are responsible for the application of first aid. Information about First Aiders is displayed in each room.
- All staff, visitors and club leaders must read and adhere to our medical protocols and policies.
- All staff can find the Health Information document in the staffroom each year that informs them of children with health concerns, and they must be familiar with this. Each class also has copies in their class folders.

E. Accidents and Emergencies

- A first aider must be informed immediately of any first-aid emergencies and take action as appropriate. A letter/email through Evolve will be sent home with the child explaining the treatment given (e.g., head injuries are always reported).
- In the case of more serious accidents the parents will be telephoned and the child will be collected.
- If the parents cannot be contacted and further treatment is needed, an ambulance will be called and/or the child taken to West Middlesex Hospital accompanied by a member of staff, also taking the child's Health Information form.
- The cause of any accident must be investigated immediately. Serious accidents must be reported to the Premises Committee.
- If a child is sick, the Premises Manager/office must be informed immediately.

F. Medicines

- **Short Term Medication:** Medicines must be given to a member of the office team with a completed Permission to Administer Medicine form by the parent stating dosage and time. This will be entered on the whiteboard in the medical room and ticked when administered. The medicines are kept in a locked cupboard **or locked fridge** in the medical room. When administered this information must be entered on Evolve or a white wristband **applied noting time, date, medication name and dose.**
- **Medication administered under a Healthcare Plan:** Emergency medication such as Inhalers and Epipens are kept with the child or labelled and kept in a class first aid bag **or the locked medical fridge.** Emergency medication given must be logged on Evolve and a white wristband applied noting time, date, medication and dose. Scheduled daily medication given under a Healthcare Plan will not require a white wristband. Medication administered will be logged on Evolve and on a child specific board in their classroom.

G. Groups away from the School

- Any group away from the premises must carry a mobile phone and class first aid bag.

- Individual medication (e.g., inhalers) must always be taken. The class teacher is responsible for signing out spare medication.
- The class individual photographs and medical information must be taken on school trips. Class medical bags must be checked by the teacher/lead person before leaving and must be signed out before they leave the premises.

H. Personal Safety

- It is preferable that staff are not in the premises on their own. If this is unavoidable the member of staff must let someone know.
- The school takes the issue of drugs very seriously (refer to the school policy).
- The school's approach to bullying is set out in the Anti-Bullying Policy.

I. Fund-Raising and Public Events

- The Borough Code of Practice is in the Health and Safety File.
- The school will deal with these on a case by case basis with health and safety being explicitly recognised as part of event planning.
- Organisers of events will take responsibility for health and safety.
- Organisers must make visitors familiar with the location of fire exits.
- No more than 200 people (with the exception of school assemblies and subject also to the designated fire capacity) may be in the Hall.
- No more than 1,000 people are present on the whole site at any time, without specific precautions.
- Organisers must ensure that the school building is locked and protected against unauthorised entry and that other parts of the school grounds are not entered unless necessary.
- Organisers will also be responsible for locking the perimeter gates after the event or whenever they leave the premises unattended.

J. Hazardous Substances

- Dealing with body fluids: Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. Clean using a product that combines both a detergent and a disinfectant. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste. Make spillage kits available for blood spills.
- The Borough's Code of Practice for the storage and handling of hazardous substances is to be found in the Health and Safety File Section 5b.
- All supplies will be ordered through recognised suppliers.
- The school will purchase and make available to staff and others appropriate personal protective clothing.
- The caretaker and cleaners must take appropriate precautions and use any personal protective clothing.
- All hazardous substances will be securely stored as required.
- All hazardous substances must be accompanied with a risk assessment.

K. Health of Employees

- The school's detailed policies on health and safety for staff are set out in detail in Section 5k of the Health and Safety File. Matters covered include: Hepatitis B, HIV/AIDS, Lifting of weights, Pregnancy, Stress, Threatening and violent behaviour.
- Staff and volunteers are reminded that they have a responsibility for their own safety and for all others working at the school.
- Staff and volunteers must wear any special personal protective equipment.
- Staff and volunteers who have any concern about their personal health and safety are encouraged to consult the Health and Safety Officer as soon as possible. Where they are not satisfied, staff may consult any Governor who will then take the issue to the Premises Committee.

L. Lunch, Playtime and Playground Standards

- Lunchtime staff and other staff will supervise children during lunchtime periods in the Hall and playground.
- The school playground will be supervised by Teaching Assistants during lunchtime ensuring that there is supervision in all areas.
- For periods before and after school and during morning and afternoon playtimes, teachers/support staff will be responsible for health and safety in the playground.
- During wet weather, when outside play is not possible, pupils will be supervised within their classrooms with at least one supervisor on each floor of the building.
- Cycles and scooters (apart from during cycling proficiency training) must not be ridden in the playground. Other equipment may only be used with the permission of a teacher.
- FOSS events held in the playground are the responsibility of FOSS, although the School will make every effort to ensure that the playground is set out in a proper way for the event and there is a risk assessment for the event.

M. Risk Assessment of School Premises

- Governors/Premises Manager will ensure that risk assessments are carried out at regular intervals.
- Each room in the school will be inspected by a Governor, Premises Manager and School Business Manager at least once a year. A similar inspection will be made of the playground and School Hall.
- Where possible, risk assessments of classrooms should be carried out while the class is present. Potential hazards must be discussed with the class teacher as soon as practicable.
- Inspection reports will be sent to the Health and Safety Officer as soon as possible after the inspection.
