

Health and Safety Policy

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Review cycle	Annually
Date written/last reviewed	March 2026
Date of next review	March 2027
Name of Headteacher	Jo Wreford
Name of Chair of Governors	Christina Powell and Melissa Shaw
Published on website	Yes

RBK and Local Education Authority Policy

It is the policy of Borough and the Local Education Authority (LA) to ensure all schools maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. Meadlands operates within the overall health and safety policy of the London Borough of Richmond, which specifies required standards of health and safety for schools. In particular it is the school's policy to ensure so far as is reasonably practicable that:

- There is a safe and healthy environment throughout the school.
- Working practices which ensure health and safety are established for staff pupils and others (such as contractors and volunteers) who visit or work on the premises
- Sufficient health and safety information, instruction supervision and training is provided for staff, pupils, contractors, volunteers, and visitors so as to ensure the health and safety of all who may be affected by their work or activities.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

Contents of Policy:

1. Statement of intent
2. Legal framework
3. Roles and responsibilities

Arrangements:

4. Risk assessment
5. Induction and suitability for work
6. Training
7. Construction and maintenance of the premises
8. Consultation & Communication
9. Monitoring & Review
10. Incident reporting & investigating
    - Accident reporting
    - Significant accidents
    - Reporting procedures
    - Reporting hazards
    - Accident investigation
    - Our active monitoring system
11. First-aid
12. Emergencies, contacting the emergency services
13. Fire safety
14. Bomb threat procedure
15. Evacuation
16. Visitors to the school
17. Asbestos management
18. Legionella
19. Maintaining equipment
20. Contractors
21. Security and theft
22. Traffic and Transport
23. Electrical Safety
24. Wellbeing & Welfare
25. Smoking
26. Display Screen Equipment
27. Hazardous materials
28. Medicine and drugs
29. Manual handling
30. Working at heights
31. Lone working
32. New & Expectant Mothers
33. Evening events & use of school premises
34. Housekeeping and cleanliness

35. School trips and visits
36. Infection control
37. Personal protective equipment (PPE)
38. Food allergies and Food Safety
39. Slips and trips
40. Severe weather
41. Sun safety

Appendices

- Appendix 1 – Classroom Checklist
- Appendix 2 – Register of Appointed Persons
- Appendix 3 – Construction Phase Plan

Part 1: Statement of intent

At Meadlands Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources available to address health and safety issues, sofar as is reasonably practicable.

Part 2: Legal framework

This policy has due regard to all relevant legislation including, but not limited to the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous OccurrencesRegulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to,the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials andchemicals'
- HSE (2014) 'Sensible health and safety management in schools'

- DfE (2020) guidance for Covid-19

This policy operates in conjunction with the following school policies:

- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Procedures
- Supporting Pupils with Medical Conditions Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- School Security Policy
- Full Lockdown Procedure – Emergency Management Plan
- Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan – when appropriate
- Fire Evacuation Plan
- Visitor Policy
- Contractors Procedures
- Cleaning Policy
- Administering Medication Procedures

Part 3: Roles and responsibilities

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Geoff Fisher	School office	On request from the school office
Headteacher	Jo Wreford	School office	j.wreford@meadlands.richmond.sch.uk
SBM	Jolene Gee	School office	j.gee@meadlands.richmond.sch.uk
Site Manager	Don Eckford	School office	d.eckford@meadlands.richmond.sch.uk
Competent person	Tamara Clare	Kingston Health and Safety Team	

The Governing Board of trustees, in conjunction with the Headteacher , will:

- Ensure they provide a safe place for all users of the site including staff,pupils and visitors.
- Oversee that staff receive training and instruction so they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that policy is implemented by all.
- Annually assess the effectiveness of policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Ensure sufficient resources are allocated to meeting the mandatory minimum standards of the policy

- Ensure that health and safety standards in the school are monitored and review the standards achieved by considering reports from the Headteacher and Health and Safety Governor Link Visit reports.

The Headteacher/ Health and Safety Lead will:

- Have overall responsibility for day-to-day development and implementation of safe working practices and conditions for all staff, pupilsand visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by all staff
- Ensure that there is a suitable qualitied and experienced source of competent health and safety advice
- To ensure that the standards of health and safety are formally monitored and presented to the Governors at least every term.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- Attend any Health & Safety training provided by the LA
- To ensure that there are adequate arrangements for first aid, both on school premises and on school trips or activities.

The Site Manager/Health and Safety Lead will:

- Assist with the creation and implementation of this policy.
- Act as the school representative in any dealings with contractors who are to work at the school;
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.
- Assist the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher ;
- Ensure that annual health and safety inspections are carried out and that remedial action is taken following health and safety inspections.
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with Borough policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment is undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher ;
- Ensuring weekly perimeter and playground equipment checks are completed
- Ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

This work includes **Fire Safety Management**

The Site Manager will have responsibility for overall planning and organisation of fire safety matters within the school, this

will be overseen by the Headteacher . In particular he or she will:

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term;
- ensure that all staff are aware of their particular responsibilities in the event of fire;
- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

The SBM will:

- maintain records of health and safety training undertaken for school staff;
- maintain and manage first aiders on site, including
  - training: dates for refresher training;
  - ensuring that notices displaying the name and location of first aiders are kept up to date;
- ensure that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- ensure that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- ensure that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- ensure that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

Deputy Head and Senior Leaders will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their phase, and for areas of responsibility delegated by the Headteacher .
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

Educational Visits Co-ordinator:

- Ensuring that there is a robust procedure for the planning, assessment and approval of educational visits.
- Maintain their knowledge and competency in relation to educational visits.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do.
- Cooperate with their employers on health and safety matters.
- Carry out 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.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Governing Board .
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly,and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Site Manager and the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Arrangements

Part 4: Risk Assessments

Refer to the school's website for the separate risk assessments and procedures.

- The Headteacher and Site Manager will carry out risk assessments for premises and curriculum areas.
- The PE Lead will carry out risk assessments for indoor and outdoor PE and sporting trips.
- Class teachers or Trip Leads will carry out risk assessments for academic trips.
- The PTFA will carry out risk assessments for all PTFA events.
- Risk assessments are monitored by **2** senior leaders signing off the assessment for the event, Governors overseeing the risk assessments as part of the H&S and SG reviews.
- A register of Trip Risk Assessments is kept by the Educational Visits Coordinator and all others are kept by the SBM.
- Termly assessments of high-risks areas, such as play outdoor areas and the pond area will be reviewed and updated as necessary.
- Annual risk assessments will be conducted for all other areas of the school.
- Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- Risk assessments will identify all defects and potential risks along withthe necessary solutions or control measures.
- Risk assessments will be reviewed if:
  - There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
- The Governing Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- The school will record any significant findings of any risk assessments,including the following:
  - The identified hazards
  - How people might be harmed by them
  - What the school has implemented to control the risk

Part 5: Induction and medical suitability for work and medical arrangements

- Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser.
- Medical details are held in strictest confidence and will only be disclosed to school with prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to school to avoid putting the employee or others at risk.
- Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

Part 6: Training

- The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training; it may simply involve providing staff with basic instructions and information about health and safety in the school. It can also include e-learning, work shadowing or provision of information.
- The Staff Handbook contains general health and safety information.
- The Headteacher will ensure that at least 1 staff member (Site Manager) is suitably trained in the handling of hazardous chemicals and materials.
- The Headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom (all EYs staff, Sport staff and all Support Staff trained to paediatric first aid level).
- The effectiveness of the training will be evaluated by feedback, 1 to 1 meetings with senior leaders and dissemination of information and practices in school.
- The SBM will keep a training record to ensure all training is provided at appropriate frequencies.

Part 7: Construction and maintenance of the premises:

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance,exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.
- The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.
- The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.
- The Headteacher and the Site Manager will ensure that:

The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of principal contractor/principal designer
    - Welfare arrangements
    - Details of the nearest A&E department

- The principal contractor sends in the specific risk assessment that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher , kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.
- The Headteacher will hold weekly progress meetings with the Site Manager to ensure that all members are carrying out their roles as required.
- Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.
- Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- Staff will be trained on how to assess risks specific to their role.
- The health and safety officer will ensure staff know how to meet their duties outlined in this policy.
- Where relevant to their role, staff will receive specific training in:
    - Managing asbestos.
    - Having responsibility for the storage and accountability for potentially hazardous materials.

Part 8: Consultation & Communication

- Health and Safety information is provided to staff through weekly briefings, emails and regular 1:1 meetings between the Headteacher and the Site Manager.

Part 9: Monitoring and review

- The effectiveness of this policy will be monitored continually by the Headteacher and the Governing Board . Any

necessary amendments may be made immediately.

- It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
    - Annual audits, including fire risk assessments and health and safety audits.
    - Termly examination of documents to ensure compliance with standards.
    - Monthly inspection of premises, plants and equipment.
    - Monthly reports and updates to the Headteacher .
    - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
    - Governors carry out bi-annual inspections
- Finds are monitored through action planning which is shared and updated with the Governing Board
- The school seeks external advice through RBK Health & Safety
- The next scheduled review date for this policy: November 2024

Part 10: Incident reporting and investigating

Accident reporting

- All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Headteacher via CPOMs and then via the Accident Monitoring System (AMS) which is shared with the local authority.
- The Governing Board will be informed of all on-site serious incidents.
- Guidance will be taken from the local authority as to whether a RIDDOR is raised and shared with the HSE.

Significant accidents

- Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported tothe HSE at the earliest opportunity.
- The 'specified injuries' which must be reported include the following:
    - Accidents to employees causing either death or major injury
    - Accidents resulting in employees being away from work or unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
    - Fractures, other than to fingers, thumbs and toes
    - Amputation of an arm, hand, finger, thumb, leg, foot or toe
    - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
    - Any crush injury to the head or torso, causing damage to the brain or internal organs
    - Any burn injury (including scalding) which covers more than 10 percent ofthe whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
    - Any degree of scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings

- Skin diseases including, but not limited to: occupational dermatitis, skincancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletaldisorders, decompression illness and hand-arm vibration syndrome

'E' cards

An emergency is a critical or life-threatening situation. E cards are kept in all rooms in the school. Teachers and children are trained in the purpose of the card. In emergency situations the Head, or member of the SLT, must be alerted immediately.

Injuries in school

Minor Injury Presenting condition e.g. Graze – bruise	**Major Injury** Head Injury, Suspected fracture etc.
Assess Symptoms? Circumstances? Feedback from child? **Treat** **Record on CPOMS:** Date/time, name/class, injury details / treatment and sign book **Inform Parents** - telephone - use standard letters (where there is a bump to the head or a child has fainted) - inform at pick up Report as much as we can AMS Incident form (if referred to hospital) All above must be used along with common sense; if in doubt: seek advice from another 1st aider follow guidelines in First Aid Manual Phone NHS direct on : **0845 4647 or Call 111 when in operation**	**Assess** Symptoms? Circumstances? Feedback from child? **Treat** 2nd opinion? Take to A & E? 999? **Record on CPOMS:** Date/time, name/class, injury details / treatment **Notify Headteacher / Teacher in charge** **Inform Parents:** Nature of injury To collect child as soon as possible Give advice i.e. see GP / A&E Tell class teacher **Refer to Headteacher to complete AMS incident report.**

Reporting procedures

- Should an incident require reporting to the Incident Control Centre (ICC)(part of the HSE), the health and safety officer, or a person appointed on theirbehalf, will file a report as soon as is reasonably possible using the link https://www.hse.gov.uk/riddor/report.htm
- The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm.
- Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

- Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- In the main, reporting should be conducted verbally to the Site Manager as soon as possible, who will then inform the Headteacher as appropriate.
- Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

- All accidents, however small, will be investigated by the health and safety officer and the outcomes recorded.
- The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Part 11: First aid

- The school will act in accordance with the First Aid Procedures at all times.
- The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site including operation of the defibrillator.

- The list of staff members who are trained first-aiders are updated to ensure staff's certificates are valid.
- The names of first aiders must be displayed on the standard first aid signs.
- Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken.
- Records of such injuries must be recorded using CPOMs and shared with the Headteacher .
- The Headteacher reviews all incidents half termly.
- The contents of first aid boxes are maintained by the first aiders to whom they are allocated and overseen by the Medical Coordinator.
- All first aiders working in the Early Years setting are qualified paediatric first aiders.
- At least 1 first aider will always be present on a school trip.

Part 12: Emergencies: Contacting the emergency services

- The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- Staff will contact the emergency services in an emergency.
- Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using their mobiles or two-way radios.
- Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school field.
- Staff will be aware of any pupils who have specific evacuation needs.
- Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Part 13: Fire safety

- All staff members fully understand and effectively implement the fire evacuation procedures.
- The Headteacher , alongside the Site Manager and SBM, is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.
- Staff will receive fire safety training to ensure they understand procedure for fire drills and use of fire extinguishers.
- The school will test evacuation procedures on a termly basis.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in a designated area.
- Emergency lighting will be tested on a six-monthly basis, and records maintained and held in a designated area.
- The fire procedure is displayed on the notice boards and next to fire alarm call points. Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Manager.
- Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".
- A copy of the fire safety risk assessment for the school is held by the Fire Safety Manager (Site Manager). Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

Part 14: Bomb threat procedure, Emergency Evacuation Plan

- All staff members fully understand and effectively implement the school's Emergency Management Plan.
- Refer to separate policy.
- In the event of an emergency, the procedures outlined in the plan will be followed.
- All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the plan.
- Appropriate evacuation procedure will be followed whether staff believe the threat to be a hoax or not.
- Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- Where possible, recording devices will be used whilst receiving a bomb threat.
- The staff member receiving the call will contact the Head immediately, who will then alert the police and LA.
- The Headteacher will decide whether or not to evacuate the building.

Part 15: Evacuation

- School will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.
- In the event of a fire, the Fire Evacuation procedures will be implemented.
- If an evacuation is deemed necessary, the following procedure will take place:
  All senior staff will be informed of the situation either in person or via internal computer system, not by use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
  - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
  - Take all essential personal items with them, to avoid unnecessary searching.
  - Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
  - Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Part 16: Visitors to the school

- All visitors and contractors will sign in to reception via the digital online sign in system.
- Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- No contractor will carry out work on the school site without the express permission of the Site Manager, who will inform the Headteacher and SBM.
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- Visitors and contractors will wear a lanyard at all times while on school grounds. Without an Enhanced DBS check visitors and contractors must wear a red lanyard.
- Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the digital sign in system.
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse willseek immediate help by calling 999.

Part 17: Asbestos management

- All details concerning the management of asbestos can be found in the Asbestos Management Plan.
- Presence of asbestos in the premises – and the condition - is identified through asbestos management survey (annual)
- The risks assessed via the survey and actions shared with the Governing Board and followed
- Contractors are informed of asbestos by the Site Manager prior to any work being undertaken
- Last undertaken by Site Manager January 2026

Part 18: Legionella

- Risks of legionella will be assessed by Hydrotech Ltd - annually
- Weekly tests are carried out by the Site Manager and overseen by the Headteacher .
- Monthly testing of water temperatures by Site Manager

Part 19: Maintaining Equipment

- It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Part 20: Contractors

- Competent contactors are selected through a procurement process
- When on site they will be managed by the Site Manager

Part 21: Security and Theft

- Staff and pupils are responsible for their personal belongings and school accepts no responsibility for loss or damage.
- Thefts may be reported to the police and staff members are expected to assist police with their investigation.

- All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- Missing or believed stolen equipment will be reported immediately to a senior staff member.
- The school will ban individuals from the premises if they pose a risk to any member of the school community.
- The school will consider any risks that are posed by their local context, e.g. recent arson attacks.
- The site is controlled by fences and padlocked gates, 3 entrances.

Part 22: Traffic and Transport

- An onsite staff car park is managed through clearly signed spaces for cars, the marked spaces segregate the vehicles from pedestrians.
- There is no access to the car park between the hours of 8.30 – 9.15, 3.15 – 3.45 and 4.15 – 4.45 when children are entering the site.

Transport for School Trips

Careful thought must be given to planning appropriate transport for off-site activities and visits. Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures. As a minimum, recorded procedures must address the following:

- Seeking evidence that the vehicle is roadworthy e.g. MOT certificate where relevant.
- Seeking evidence that the driver holds an appropriate and valid licence.
- Seeking evidence that there is a valid insurance policy covering the intended use. This requires that employees have "business use" cover.
- Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- Ensuring that drivers properly understand their duty of care in this situation. The driver of any vehicle transporting children or young people cannot drive and supervise at the same time. Therefore, a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted.
- In addition, establishments who wish to use volunteer helpers or other young people to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the young people being transported. Other than in an emergency situation, or where there is a specific job requirement as a day-to-day duty, staff or volunteer adult helpers transporting young people should not be put in a position where they are alone with a young person.

There are specific requirements for early years settings. The Early Years Foundation Stage Statutory Framework 2008 requires the following: "Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover".
Liability associated with use of a motor vehicle is specifically excluded under a standard public liability policy, on the basis motor vehicle liability insurance is an actual legal requirement to operate a motor vehicle on the public highway in the UK. It therefore forms part of a motor vehicle insurance policy.
Secondly the school/authority has no insurable interest in parents/volunteers privately owned and operated motor vehicles regardless of whether the vehicle is being used for the purposes of organised school trips.
If parents wish to transport children to organised trips and events then it should be made clear to them that the school cannot arrange to insure their motor vehicle in terms of the vehicle itself or more importantly their liability to their passengers in the event of a motor accident. The school will request from the parents a copy of their car insurance and MOT, it will also ensure there are at least two adults present in the car and correct booster seats for the age of the pupils.
With regards to school, staff members, yes the same duty of care is owed to a member of staff using their vehicle as applies in the school itself but the school are not automatically liable in the event of an accident as legal liability must first be established. Therefore, the same expectation applies to staff as it does to parents, see note above.

Part 23: Electrical safety

- The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by a NICEIC contractor at least every five years and this will be organised by the Site Manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.
- All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a formal visual inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due.
- The Site Manager will be responsible for organising these tests, using a NICEIC electrical contractor.
- Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.
- Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Manager. Such work will only be undertaken when the

relevant part of the installation has been isolated. Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are a NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

- Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.
- Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.
- Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

Part 24: Wellbeing & Welfare

- Staff will be aware of symptoms of stress, including sleep problems, dietary problems, mood swings, lethargy, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.
- Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- All staff wellbeing matters are managed by our Occupational Health services.
- All staff have access to an employee assistance programme.
- All staff have access to suitable and sufficient welfare facilities.
- The staff room has facilities for drinking water, kettles, fridges and a microwave and toaster. There are dedicated staff toilets, along with storage space for personal belongings. The staff room will be cleaned daily.

Part 25: Smoking

- The school is a non-smoking premise and no smoking will be permitted on the grounds. Any person wishing to smoke must do so off the school grounds and away from the perimeter of the school and in their own time.

Part 26: Display Screen Equipment

- Display screen assessments will be carried out by staff who regularly use laptops or desktops computers. These assessments are self-assessments for their workspace and completed online.
- Where there are complex or medical needs, competent advice will be sought on marking reasonable adjustments.
- On request the school will pay for eye tests for staff who routinely spend more than an hour in front of a screen.

- Regularly use is defined as for an hour or more at a set time, these members of staff will be classed as DSE users.
- Those with frequent or short-term use of computers will not be class as a DSE user.

Part 27: Hazardous materials

- The school will act in accordance with the school's COSHH Policy at all times.
- No chemicals or other hazardous materials will be used without the permission of the Headteacher .
- The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, considering the advice on the relevant MSDS or Hazard; the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- The Site Manager in liaison with the health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- Control measures will be checked and reviewed by the Site Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- Hazardous substances will be labelled with the correct hazard sign and contents label.
- Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

- No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.
- The health and safety officer will ensure staff are appropriately trained to use hazardous materials.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The Site Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- A termly audit of hazardous materials will be undertaken by the Site Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.
- Alcohol based hand sanitiser is identified as hazardous.

Part 28: Medicine and drugs

- The school's Medical Needs Policy will be read, understood and adhered to at all times.
- The administration of medicine is the responsibility of the parent, and children who need medication should have it administered at home if at all practicably possible.
- With the Headteacher 's agreement parents may come to the school to administer their child's medicine or if convenient the child may return home at lunchtime to take this medicine.
- The school will obtain notification from parents regarding any medication that pupils are required to take.
- Only trained staff will administer medication.
- The school's Administering Medication Procedures will be followed at all times, this can be found in Medical Needs Policy. A record will be kept of any medication that pupils take and recorded on CPOMs – this will be checked prior to administering any non-prescription medication

The Headteacher alongside the Medical Coordinator is responsible for deciding whether the school can play a role in administering medicine and which staff members will oversee the process. Each case should be considered on an individual basis and if necessary the school Nurse should be consulted. Generally, this is the relevant first aid trained member of staff. In making decisions consideration should be given to:

i. The prescribed medicine and its danger if misused or administered incorrectly
ii. The timing of the medication and how essential it is to the wellbeing of the child
iii. What specialised knowledge and training is required
iv. If there is a potential for harmful side effects
v. If any intimate contact with the child is required

All medicine accepted at the school must be handed in by an adult (preferably the parent) and the administration details must be as given on the parental consent form. It should be in small quantities, but in the original container/package as dispensed by the pharmacist. The expiry date should not be exceeded and there should be no more than a week's supply. Medicines, which have not been used, must be returned to the parent.

- Parents must make a written request for the school to administer medicine; a form is available at the school office. School office staff check that the relevant information is given and that the information is correctly passed on,
- Staff will receive annual training in supporting pupils with medical conditions.

Part 29: Manual handling

- Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

Part 30: Working at heights

- Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
- Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Part 31: Lone working

- Lone workers are those employees who work by themselves without close or direct supervision and, as such, come under the school's Health and Safety at Work policy. For example:
  - Site Manager or the last employee in the building (locking up or opening up)
  - Employees working outside of normal working hours (7am to 6pm)
  - People attending out of hours meetings or functions
  - Contractors on site
- Although there is no general legal prohibition on working alone, there is still a duty to identify hazards of the work, assess the risks involved, and put measures in place to avoid or control the risks.
- All employees should consider whether it is really necessary for them to work alone, and whether arrangements can be

made for others to work at the same time. As this is not always possible, all staff must be made aware of this policy and the procedures required for lone working.

- Some of the issues that need special attention in your risk assessment are:
  - Can the risks of the job be adequately controlled by one person?
  - Does the workplace present a special risk to the lone worker?
  - Can external doors be kept closed and locked?
  - Can all the activities and equipment necessary for the job be safely managed by one person?
  - Are they capable of responding to an emergency and aware of emergency procedures, e.g. fire?
- If a staff member is working on site outside of school hours, they must notify the Headteacher or Site Manager in advance.

Part 32: New & Expectant Mothers

- Individual risk assessments will be written in collaboration with new and expectant mothers, with advice taken from midwife / health visitor and GP
- Where necessary reasonable adjustments will be made and detailed in the risk assessment.

Part 33: Evening events and use of school premises by external bodies

- Where events are planned to take place out of normal school hours (8am – 4.30pm), within school premises, this must be authorised by the Headteacher . In conjunction with the teacher responsible for the event risks will be reviewed and where appropriate a risk assessment completed.
- The risk assessment will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food.
- Where a number of events of the same type are held, one plan covering all the events may be used.
- Where external bodies are responsible for the event, or activity, then the relevant requirements of the risk assessment plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

Events and Performances in school hall

For school performances we permit an audience of 100 seated with 80 seated children, not including the stage, at one time. Fire exit doors will be accessible as will both sets of exit doors at the back of the hall and the exit door to the right of the stage, this will mean 5 possible exits from one room.

Part 34: Housekeeping and cleanliness

- Contract cleaners will be monitored by the Site Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
- Special consideration will be given to hygiene areas.
- Waste collection services will be monitored by the Site Manager.
- Special consideration will be given to the disposal of clinical waste.
- The Headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Part 35: School trips and visits

- Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

Part 36: Infection Control

The school actively prevents the spread of infection through thefollowing measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase

the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps (this will only be appropriate where we have pupils who need to have daily injections)
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the premises
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- All staff are subject to a full occupational health check before starting employment at the school.
- The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.
- The school encourages parents to have their children immunised.
- All cuts and abrasions will be covered with waterproof dressings unless otherwise directed by parents.
- The school will ensure that arrangements are in place to minimise anypupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Part 37: Personal protective equipment (PPE)
- PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.
- The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.
- All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
- Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
- The PPE will fit the wearer properly. Where more than one item of PPEmust be worn, they should be compatible and remain effective.
- PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.
- Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.
- Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- Staff will receive instructions in order to ensure they know how to properly use, maintain, store and dispose PPE, and how to detect and report faults.
- Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.
- The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is protective clothing that staff require to fulfil their roles.

Part 38: Food allergies and Food Safety
- To ensure pupils dietary needs are met parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.
- Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school's catering service.
- Meadlands is a Nut-Free School. Caterlink have confirmed that our school menu is nut free and we send regular reminders to our school community to remind them that we are a nut free school and encourage compliance with this when sending in packed lunches and any other food items.
- Pupils with dietary needs will be appropriately identified to ensure their needs are met.
- All food tables will be disinfected before and after being used.
- Caterlink is responsible for ensuring that the school's policies are adhered to at all times.

Part 39: Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Part 40: Severe weather

- The Headteacher , in liaison with the Governing Board , makes a decision on school closure on grounds of health and safety.
- If a closure takes place, the Governing Board will be promptly informed.
- The school will act in accordance with the Emergency Plan at all times.

Part 41: Sun Safety

The message for parents, children and staff is:

- Stay out of the sun as much as possible during the middle of the day
- Cover up with clothing and hats
- Use high factor sun screens
- Or in other words: SLIP ON A SHIRT, SLAP ON A HAT, SLOP ON THE SUNCREAM

Sun cream can be bought into school but must be 'signed in' like all other medicines. Children need to be taught by parents to apply their own sun cream, if necessary, as staff will not be unable to do this. An exception is in the EYFS stage where if parents complete a medical form and provide the cream, the staff will help children apply sun cream. This form is provided for parents to sign at the start of the academic year.

Drinking Water

Children are encouraged to increase their water intake in hot weather and are encouraged to drink water during break times and lunch times. Filtered, cool water is available to everyone along with water fountains in the playground.

Appendix 1: Example Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning yourclassroom environment:	Yes / No	**Further action required:**
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	Green room:		
	Are access steps or ramps properly maintained?		

	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant foot' step-stool or stepladder available for use where necessary?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		

Manual handling	Have trolleys been provided for moving heavy objects, e.g.computers?		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure they are safe to use? (PAT sticker as evidence)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing piecesof work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place e.g. blinds, to protect from glare and heat from the sun?		

Appendix 2: Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor	Geoff Fisher	School office	On request from the school office
Headteacher	Jo Wreford	School office	j.wreford@meadlands.richmond.sch.uk
SBM	Jolene Gee	School office	j.gee@meadlands.richmond.sch.uk
Site Manager	Don Eckford	School office	d.eckford@meadlands.richmond.sch.uk
Competent person	Tamara Clare	Kingston Health and Safety Team	

Appendix 3: Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.
N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:			**Name of principal contractor**		
Name and address of client					
Meadlands Primary School Broughton Avenue Ham, Richmond upon Thames TW10 7TS					
Principal designer					
Name of principal designer					
Address					
Phone number					
Email address					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		**Finish:**		**Other:**	
Where are your toilets, washing and rest facilities?					

What are your fire and emergency procedures?	
Other employees of the contractor working on site	
Name	**Contact details**
What are your site induction arrangements?	
How will you keep everyone on site updated during the job?	

Risk assessment		
What are the main dangers on site?	**Hazard present? (Y/N)**	**What controls do you have?**
Falls from height		• Ladders are kept in good condition, at the correct angle, and secured. • Guardrails, midrails and toe boards are used to prevent people and materials falling from roofs, gable ends, working platforms and other open edges.
Collapse of excavations		• Excavations are shored, either with a cover or barrier to stop people from falling in.
Collapse of structures		• Props are installed by a competent person to support structures.
Exposure to building dusts		• Dust is prevented by usingcutting and vacuum extraction on tools. • Vacuum cleaners are used instead of sweeping. • Suitable and well-fitted masks are used.
Exposure to asbestos		• Where the presence of asbestos is suspected, work is not started until a demolition /refurbishment survey is carried out. • Everyone on site is made aware of the outcome of the survey.
Activities or workers requiring supervision		• The appropriate supervisions is provided.
Electricity		• The electricity supply and otherservices are turned off before drilling into walls. • Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		• The site is kept secure in orderto prevent unauthorised access. • Net scaffolds are used. • Rubbish chutes are used.