Houghton Primary School

Working hard to achieve our best

Health and Safety Policy

Date reviewed and adopted:	January 2026
Reviewed and adopted by:	Full Governing Body
Chair of governors	Briony Rice
Headteacher	Andrew Spencer
Date of next review:	January 2029

INTRODUCTION

1.1 This document outlines the arrangements at Houghton Primary School for ensuring compliance with the Health & Safety Policy of the LA, and where appropriate highlights the specific responsibilities of individual employees to ensure that this is achieved.

1.2 This local health and safety policy has been produced under guidance from the LA and other advisory bodies.

1.3 It is the stated aim of the school that the environment should be a safe place for all children, staff, parents and other visitors to the premises.

STATEMENT FROM THE GOVERNING BODY AND HEADTEACHER

2.1 The Governing Body and Headteacher will take all reasonable and appropriate steps to ensure that the legal responsibilities of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children and visitors.

2.2 The Governing Body and Headteacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.

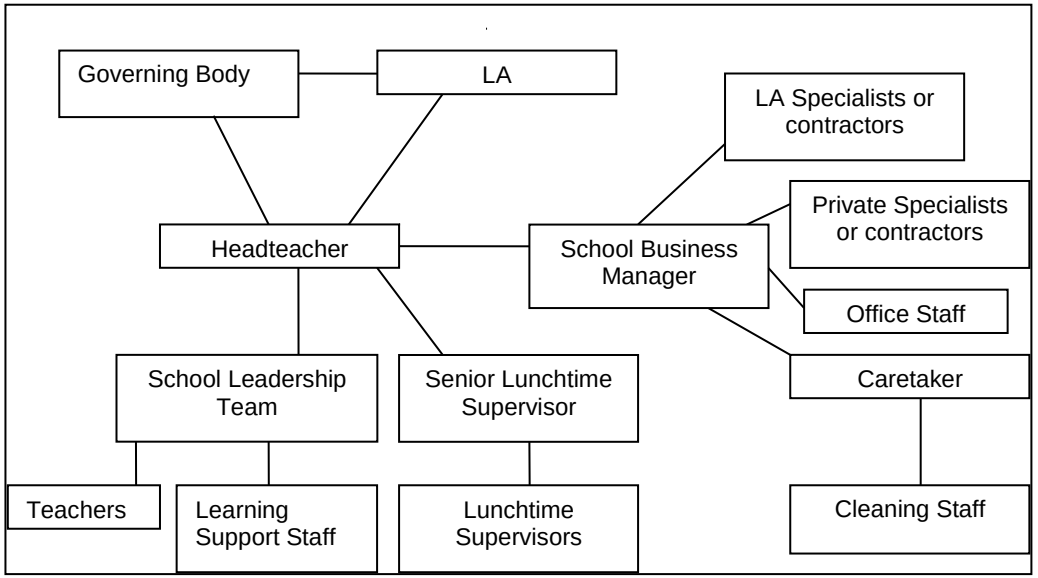
2.3 The Governing Body and Headteacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:

- maintenance of plant and equipment in a safe condition and without risks to health.
- adequate arrangements for avoiding risks to health in the use, handling, storage and transport of equipment, articles and substances for use at work
- the provision of sufficient information, training, instruction and supervision as is necessary to ensure the health and safety of all staff, children and visitors
- a working environment without risk to health, including safe access and exit

2.4 Policy created through consultation with all key stakeholders named within this document.

SPECIFIC RESPONSIBILITIES

3.1 Health and Safety management chain



3.2 The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through governor visits reviewed in Full Governing Body meetings
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

  a) Provide plant, equipment and systems of work, which are safe, and without risks to health.

  b) Make arrangements for handling, storage and transportation of articles and substances.

  c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.

  d) Promote the development and maintenance of sound safety, health and welfare practices.

e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school

3.3 The **Headteacher** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through FGB.
- Report accidents and incidents of violence to the FGB on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the FGB.
- Ensure relevant staff have access to appropriate training.
- Meet with the Caretaker and the school Business Manager on a regular basis to manage site issues.
- Report to the Caretaker and school Business Manager any defects and hazards that are brought to her notice.

3.4 All **staff** will:

- Ensure that they have read, understand and are able to implement the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Caretaker or school Business Manager.
- Report any defects and hazards to the school Business Manager
- Report any concerns of abuse to pupils to the Headteacher or Inclusion Worker (child protection officer).
- Report any events of a significant accident or incident of violence to the headteacher and complete the necessary online incident forms together or with the school administrator.
- The office will inform all teaching staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

3.5 The **Caretaker** will:

- Ensure that they have read, understand and are able to implement the school's Health and Safety Policy.
- Meet with the Headteacher and School Business Manager on a regular basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and School Business Manager any defects and hazards that are brought to their notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

3.6 The **School Business Manager** will:

- Report to the Headteacher and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.

- Meet with the Headteacher and Caretaker on a regular basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

3.7 **Subject Leaders** will:
- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

3.8 The **Senior Lunchtime Supervisor** will:
- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.

3.9 The **First Aid Lead** will:
- Ensure online forms are completed for any serious incidents

3.10 **Pupils** are expected to:
- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

3.11 **Parents** are expected to:
- Support the school in any health and safety matters.

RISK ASSESSMENTS

4.1 All employers must carry out suitable and sufficient assessments of the risks to the health and safety of any person who may be affected by the work under the employers control and record any significant findings.

4.2 The School Business Manager, on behalf of the Governing Body, will liaise as necessary with the Health and Safety Manager for the LA to meet the school's responsibilities.

4.3 Detailed guidance on risk assessment is set out in the health and safety manual for schools (online). All staff should take particular note of the necessary risk assessments for PE and school visits, (see PE policy and school visits file).

FIRE PRECAUTIONS AND EMERGENCY EVACUATION

5.1 Emergency evacuation procedure notices are posted at key points throughout the school. Employees must ensure that they are conversant with these notices.

5.2 Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm has been sounded or in any other emergency.

5.3 All employees must take charge of any unsupervised child.

5.4 The Headteacher will make specific arrangements for anyone with special needs.

5.5 The Caretaker will ensure that the fire alarm system and fire appliances are tested and properly maintained.

5.6 The FGB will ensure that fire drills are carried out each term or more frequently where circumstances dictate.

5.7 The School Business Manager is responsible for Fire Risk Assessments.

ACCIDENT AND INCIDENT REPORTS

6.1 All injuries requiring treatment must be recorded in one of the approved accident books, which are kept in First Aid room.

6.2 In the case of an injury to a child, the member of staff who was supervising at the time of the incident is responsible for ensuring that the incident is recorded.

6.3 Certain accidents or incidents must be formally notified in accordance with the guidance in the health and safety manual.

FIRST AID ARRANGEMENTS

7.1 Notices are prominently displayed in the First Aid room detailing the name and location of the qualified first-aiders and equipment. Staff must ensure that they are conversant with these notices. The First Aid Lead is responsible for making sure the contents are in date.

7.2 First-aid equipment is also provided in the after-school club building for their use. Pre-School, who share the building, make their own arrangements for all First Aid provision.

7.3 Details of all medical problems (staff and pupils) will be held in the school office and by classroom teachers (with parental consent).

7.4 Prescribed drugs are to be labelled clearly with the child's name and dose and handed in to the School Administrator who will ensure the necessary paperwork is completed.

7.5 All medicines and other prescribed drugs are stored as appropriate, away from the children and unauthorised personnel.

7.6 The member of staff responsible for administering the prescribed drug must sign and date a chart indicating that the drug has been administered on the appropriate date. They must have a witness when administering any drug or prescribed medicine to check the dosage and administration details are followed correctly.
7.7 Once a drug has been signed as given under no circumstances should a repeat dose be given in school.
7.8 Non-prescription drugs i.e. paracetamol, should not be given without seeking parental permission.
7.9 Medicines, other than asthma inhalers, are not to be looked after by the children. Asthma inhalers are kept in the classroom in specific containers. Teachers are responsible for making sure inhalers are taken with them when learning outside the classroom.
7.10 Anaphylactic reactions – staff training will be held as appropriate

SAFETY INSPECTIONS

8.1 The School Business Manager will arrange an internal health and safety inspection of one of three zones in the school at least half-termly. The inspection team will comprise members of the governing body.
8.2 The School Business Manager will ensure that inspection reports are discussed by the link governor and reported to FGB

HAZARDOUS SUBSTANCES

9.1 Any substances which may be hazardous to health must be stored so that they are not accessible to children or unauthorised staff.
9.2 All substances which may be hazardous to health must be labelled appropriately "irritant", "corrosive", "harmful", "toxic", or "very toxic".
9.3 Any staff working with hazardous substances should be trained in the correct use of such substances.
9.4 Only cleaning products approved by the cleaning Direct Service Organisation should be used in school as these have had generic COSHH assessments. These should only be used for the purposes described in the Hazard Data Sheets, on the container labels and in accordance with the manufacturer's instructions.

PORTABLE ELECTRICAL APPLIANCES AND OTHER EQUIPMENT

10.1 All, plant, machinery and equipment should be maintained according to manufacturers' instructions and any applicable statutory requirements. A record of these checks will be kept in the school office.
10.2 Portable electrical equipment will be formally checked on a bi-annual basis. A record of such checks will be kept in the school office.
10.3 Classroom equipment and tools should be checked by the class teacher as appropriate.
10.4 Large P.E equipment should be checked by the member of staff using the equipment before each lesson.
10.5 All adventure play equipment used at lunch time should be checked for safety prior to use by the lunchtime supervisor monitoring that specific area.
10.6 All faults and hazards should be immediately reported to the Headteacher, and the equipment withdrawn from use.

LETTINGS

11.1 All external agencies using the school building outside of normal school time should be provided with a copy of this document.
11.2 The groups must ensure that all equipment brought on to the premises is safe with all electrical items being PAT tested
11.3 Any accidents or incident that occurs during a letting must be documented and reported immediately to the caretaker or lettings officer in charge. (See section 6.3 and take action if needed)
11.4 First-aid equipment is provided in the First Aid room for external groups and other emergencies.
11.5 All groups are required to know the location of fire exits and fire extinguishers. Groups are responsible for their own fire evacuation and other emergency arrangements but must not interfere with the fire arrangements *in situ*.
11.6 Where the activity to be undertaken has specific hazards that may affect the school, its equipment or reputation, then the provider or hirer may be required to provide suitable risk assessments. All hirers will be given a copy of the Conditions of Hire.

SCHOOL TRIPS

12.1 Guidance regarding Health & Safety as outlined in the pink School Visits file (kept in the main office) should be followed at all stages of planning and conducting any off-site activity.
12.2 A Trips Checklist should be completed for each trip.
12.3 Where pupils are transported in a vehicle owned by parent/carer this is arranged by parents who will have the responsibility of checking the safety of this provision. Staff do not provide transport for pupils in their own vehicles unless they have specific insurance cover to do so.

VEHICLE ACCESS

13.1 Children do not have access to the school car park during the school day. A risk assessment regarding the use of the car park is reviewed annually.

ON-SITE CONTRACTORS

14.1 All contractors must report to the school office before starting work and read and acknowledge the guidance provided in the 5 C's Hazard file. This includes the asbestos register.

OUTDOOR PLAY EQUIPMENT AND THE ADVENTURE EQUIPMENT

15.1 One member of staff or Lunchtime Supervisor closely supervises the use of the adventure play equipment at playtimes.

15.2 Pupils should not use the adventure play equipment until a member of staff or a Lunchtime Supervisor is in attendance.

15.3 If the adventure play equipment is used for extra playtime or during curriculum time then a member of staff should closely supervise it.

15.4 Pupils should not climb to the top of the posts.

15.5 Staff should regularly remind pupils of safe use.

15.6 Supervising staff should inspect the equipment prior to use and report any defects to the Headteacher immediately. Faulty equipment should be withdrawn from use.

15.7 Parents and carers are advised that the equipment is not supervised before and after school and children, including pre-schoolers, should not play on it during those times. If they do this will be the responsibility of the parents/carers looking after them before and after school.

15.8 Adventure play equipment is checked on an annual basis by an external safety contractor.

PLAYGROUND

16.1 Staff supervise all outside areas during playtime.

16.2 Lunchtime supervisors are on duty at lunchtime.

MOVEMENT AROUND SCHOOL

17.1 Teachers are responsible for ensuring that children move around the school safely during curriculum time.

17.2 No pupils should remain unsupervised in classrooms

17.3 Staff or supervising adults should report any conditions considered likely to cause slips, trips and falls eg. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, School Business Manager or Caretaker.

HOT DRINKS

18.1 Staff should ensure that they only transport hot drinks around school in cups with lids provided in the staff kitchen. Hot drinks should not be transported when large numbers of pupils are moving around the school. If a member of staff has a hot drink in the classroom he/she should ensure that it is in a cup with a lid and that pupils cannot reach it and that it is in a safe position.

COOKING

19.1 Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

19.2 Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

19.3 Sharp knives and other potentially dangerous equipment should be put away when not in use.

WORKING AT HEIGHT

20.1.1 Staff are encouraged to avoid working at height whenever possible and should only do so on completion of a risk assessment and within the remit of the school's Working from Height Guidelines.

20.1.2 Only staff trained in the use of ladders should use ladders.

WORKING DURING THE EVENING/HOLIDAYS

21.1 If staff work after 5.30pm or during the weekend or school holidays they should alert the Caretaker or Headteacher so that their safety can be ensured and to prevent them being locked in the building

VIOLENCE TO STAFF

22.1.1 Violence and aggression against staff, pupils, visitors and other on the site is unacceptable. Any incident of violence to staff, whether from an adult or a child should be reported to Headteacher or Senior Staff immediately and recorded formally. Where it is considered necessary other steps, that may include prosecution, will be taken against offenders.

ANAPHYLAXIS

Pupils who have been prescribed an adrenaline auto-injector by their GP will have their medication readily accessible in the classroom and taken on all school trips and off-site activities.

The school will hold an adrenaline auto-injector (EpiPen) for general emergency use, in line with current guidance.

Adrenaline auto-injectors will only be administered by staff who have received appropriate training.

MONITORING

23.1 The Governors and Headteacher of the school will monitor the achievement and effectiveness of the Health & Safety arrangements to ensure that

- Physical controls are in place and working satisfactorily; and
- Staff are carrying out the functions allocated to them.

23.2 This will be done through

- Collecting accident/incident data termly (check, categorise and analyse accident reports)
- Carrying out Health & Safety inspections of the premises
- Monitor and review the termly reports from the link governor including examining Full Governing Body meeting minutes and the effectiveness of follow-up procedures.
- Examining and acting upon specialist LA Audit Reports and, where appropriate, OFSTED Reports where these relate to Health and Safety issues.
- Checking that maintenance records/reports (i.e. hot water valves and the integrity of electrical appliances) are completed and up-to-date.
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- Reviewing and updating risk assessments annually or when circumstances require their updating

23.3 Governors must ensure that monitoring arrangements are in place similar to those outlined above and that reports of such monitoring are reported to them periodically (i.e. termly).

23.4 Governors are to ensure they are also kept informed of any reports resulting from Health and Safety Executive (HSE), Fire Authority or Environmental Health Officer visits or inspections and of any LA or DCSF guidance or advice which may affect local policy.

POLICY REVIEW

24.1 The policy will be reviewed every 3 years or sooner if circumstances dictate

24.2 This policy was adopted by the FGB in January 2026.

INCLUSIONS AND REFERENCES

27.1 Other documents included with, or referred to in this policy are designed to supplement the above policy with practical detail and information.

1. LA Health & Safety Guidance (on portal)
3. School Visits file
4. Administration of Medicines
5. Safeguarding and Child Protection Policy
6. Conditions of Hire