



Brampton Village Primary School

Brambles Pre-School

Health and Safety Policy

Date Agreed	November 2025
Date of Review	November 2026

BRAMPTON VILLAGE PRIMARY SCHOOL

Health and Safety Policy

Rationale

The purpose of this policy is to further our aim to provide a secure, safe, healthy and pleasant working environment for all pupils, staff and visitors to the school.

The Governing Body, together with the Local Authority, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

All staff and governors have contributed to this policy, which is based on the Local Authority's model. The content has also been influenced by guidance from the DfES and the Health and Safety Executive.

This policy should be read in conjunction with the curriculum policy, subject policies, and the policies for lettings, nutritional standards, drugs, child protection, behaviour and school visits.

Roles and responsibilities

The **Headteacher** is responsible for ensuring that all health and safety procedures are followed. The Head will ensure that:

- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment;
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training;
- Staff, pupils and others are encouraged to promote health and safety;
- Risk assessments are carried out for activities on and off the school site and significant risks will be recorded;
- Local Authority and DFE guidance is followed for all school trips and visits;
- All defects and/or hazards are made safe in a time scale commensurate with the risk they pose;
- Specialist advice is sought as and when necessary;
- A log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The **Governing Body** will:

- Promote high standards of health and safety within the school;
- Assign responsibilities, including designating a governor for health and safety;
- Establish a committee covering health and safety issues and responsibilities - the Resources Committee;
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities;
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated;
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities;
- Evaluate the measures taken to minimise or eliminate risks or hazards;
- Ensure that there is a designated space for medical treatment and for caring for sick or injured pupils during the school day;
- Ensure that hirers are aware of their duty to arrange insurance cover for their activities;

- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.);
- Review this policy and update it at least bi-annually.

The **School Business Manager** will:

- Act as the school's Health and Safety Coordinator and Fire Officer;
- Liaise with the school's Health and Safety governor;
- Ensure that the school's Accessibility Plan is implemented and reviewed regularly;
- Ensure that the Health and Safety Policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change;
- Ensure that the Health and Safety Policy is clearly communicated and available to all people;
- Ensure that relevant members of staff are trained in First Aid and that their training is updated as necessary;
- Ensure risk assessments are up to date and accessible.
- Routinely and regularly undertake safety tours of the premises and activities in their respective control and liaise with the Caretaking team.

All **staff** will:

- Be familiar with the health and safety policy and all safety regulations laid down by the Governing Body;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Make regular safety inspections of their areas of work and report to the Headteacher any danger to health and safety, whether serious and immediate or not;
- Only use equipment that they are competent to use;
- Follow instructions when using any machinery, equipment, dangerous substance or safety device;
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Complete Health and Safety training as available (via Smartlog).

All **pupils** will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Only use equipment that they are competent to use;
- Follow instructions when using any machinery, equipment, dangerous substance or safety device;
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

All **visitors** will:

- Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions;
- Co-operate with school staff in order that any statutory regulation orders, etc. may be fully carried out;
- Comply with all safety related instructions issued by the school;
- Report accidents, incidents, defects and dangers;
- Behave in an orderly manner at all times;
- Not misuse any item provided by the school in the interests of Health and Safety.

Health and the Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in Science and Food Technology, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.

Our school promotes a healthy lifestyle. Fresh water is freely available for staff and children, and drinking fountains are situated in appropriate locations.

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act 1998 and the Education and Inspections Act 2006. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent, however, in the case of a medical emergency, staff will follow the medical emergency procedures.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in identified locations. The names of the staff at the school trained in first aid will be listed in the staff room and other locations, as required.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, a member of staff will telephone for emergency assistance.

We record all incidents involving injury online, using Medical Tracker, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep in the school files.

Information is sought from parents about any medical needs on admission to school and consent for treatment in the event of a medical emergency is requested. Medicines are not usually administered during the school day, other than asthma preventative treatment and insulin. Exceptions may be applicable in exceptional circumstances, for example, medication for epilepsy.

Safety on the premises

While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors / contractors to the school who arrive in normal school hours to sign the visitors' book in the reception area and to wear an identification sticker at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

The school undertakes a termly fire drill to monitor procedures in the event of a fire. The Resources Committee will put a critical incident management plan in place for a serious emergency.

It is the responsibility of all staff to report hazards relating to the building to the Headteacher.

Safety inspections are carried out regularly in accordance with the advice provided by the LA.

Deliveries to school will usually be moved by the relevant member of staff, who will have received training for lifting and carrying heavier items.

All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the caretaker, or by staff using appropriate safety equipment.

Waste management is the responsibility of the caretaker together with the Headteacher and company employed for waste disposal in our school.

Asbestos

Asbestos Management Plan

Smoking

The school is a no-smoking area.

Seat belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Theft or violent incident

The teacher or Headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence which results in an injury to any person, we will report it to the Local Authority who may then decide to report this to the Health and Safety Executive. We will support the person in question if he or she wishes the matter to be reported to the police.

Arrangements for monitoring and evaluation

The Governing Body has a named governor with responsibility for health and safety matters.

It is this governor's responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the Local Authority and other external agencies, to ensure that the school procedures are in line with those of the Authority.

The Governing Body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits. Training in risk assessment is carried out regularly.

The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Headteacher reports to governors annually on health and safety issues. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The Governing Body will evaluate those outcomes and will consider whether any further action should be recommended.

Associated Documents:

1. Use of premises outside school hours – lettings policy
2. Risk assessments
3. Health and safety risk assessment form
4. Lone Working Policy
5. First Aid Policy

Risk assessment

To measure risk in school we use the Chroners system for risk assessment. This is based on realistic management of safety using the 4Cs, as follows:

- Competence – experience, education
- Control – control measures, who is responsible for control measures
- Communication – why, what, when, who, where
- Co-operation – who needs to be involved to ensure the venture is a success

Training in risk assessment is provided for all staff as required. Risk assessments are carried out as required by the appropriate person for each area or activity.

The stages of risk assessment and risk management in school:

1. Consider all tasks, activities and situations.
2. Identify the hazards that are, or may be, involved.
3. Identify those who may be exposed to the hazards, including those particularly at risk.
4. Analyse the severity and likelihood of exposure and loss from hazards.
5. Determine whether existing measures adequately control the hazard.
6. Assess the risks and decide on the risk levels.
7. Consider appropriate and suitable measures that may eliminate or reduce risk in line with the basic principles of risk control.

8. implement the risk control measures.
9. Ensure control measures are communicated fully to staff.
10. Monitor the measures for suitability and effectiveness.
11. Review and introduce any corrective actions.
12. The completed forms are filed in the office in the risk assessment file.

On educational visits the Local Authority's Educational Visits guidance is followed (see policy). Prior to each visit a risk assessment is made. Where a visit is made regularly the teacher in charge will ensure there is a risk assessment in place and will review it annually or as required.