

Health and safety policy

Hopton Primary School



Approved by:	Ben Smith	Date: February 2026
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Hopton Primary School

1. Aims

This policy statement complements (and should be read in conjunction with the Kirklees Council, Children & Young People Service – CHYPs - Health and Safety Policy Part 1. It records the school's local organisation and arrangements for implementing the DCYP Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

To review and revise this policy as necessary at regular intervals. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Hopton Health and Safety Statement

We will strive to ensure that all employees, children and visitors to our school site are aware of the health and safety requirements placed on them and that we will actively support their health, safety and welfare whilst they are about their lawful business in our school.



Amanda McCabe **Chair of Governors**

Ben Smith **Headteacher**

[February 2026]

[February 2026]

2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- › [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- › [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- › [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- › [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- › [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- › [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- › [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- › [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	Kirklees Council as the Local Authority (LA)	Governors of schools in this category have an obligation to ensure that the LA DCYP Health and Safety Policy is implemented. These schools are expected to formally adopt/adapt where necessary and implement this Policy in the entirety.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body	These schools are advised to formally adopt/adapt where necessary and implement this Policy. NOTE. Where LA employed staff are working on these premises (e.g. cleaning staff) the LA has responsibility for their health and safety.
PPP Schools	Kirklees Council is not the employer of all staff e.g. caretaking and cleaning staff.	Therefore PPP schools should reflect this in their School Policy.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					It is recognised that some governors are LA employees
Headteacher					
School Leadership Team					
Deputy Headteacher					

Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors	Devise and produce policy on health, safety and welfare at a strategic level.
Headteacher	Preserve, develop, promote and maintain the School's health and safety management system.
H&S Responsible Governor	Ensure that health and safety matters are taken into account when organisational decisions are made.
H&S Advisers	
School Leadership Team	

The Policy makers;

- Will be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy ;
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body (GB);

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given;
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues;

- Will set H&S targets (with Planners) to improve H&S performance;
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the Kirklees Council Group Safety Advisers and their School Improvement Officer as appropriate and take actions as necessary;
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit;
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;

Planners	
Headteacher Members of the School Leadership Team School Governors Governor for Health and Safety Deputy Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down in the DCYP Health and Safety Policy;
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises;
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety.
 - appoint a Premises Manager (see **Implementers** below);
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below.)

- Ensure that these staff receive appropriate H&S training;
- Ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications;
- Ensure that suitable and sufficient training, instruction and information is provided when required;
- Set health and safety objectives as part of the school planning process;
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors;
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff;
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall DCYP Policy;
- Seek help from the Group Safety Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the Kirklees Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support;
- Ensure that an annual **Premises H&S Inspection** of the premises is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be delegated to other members of school staff);
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Kirklees Council Audit arrangements. (This duty may be shared with other staff such as SLT);
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly;
- Take part in and co-operate with any **Internal Health and Safety Audit** which may be carried out by the Council's H&S Team;
- Advise the GB and others of the results of any H&S monitoring which takes place and of any actions required as a result of this;
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Responsible Governor and Headteacher

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
Headteacher (also Policy maker, Planner) School Leadership Team (also planners) Heads of Department (who may also be planners) Teaching Staff [Including supply teachers] Managers Premises Managers Teaching Assistants Learning Support Staff Admin Staff Site Supervisor/Caretaker	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the Kirklees Council and DCYP and those developed within school;
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners;
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies;
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process;
- Ensure that individuals have health and safety objectives as part of their annual review

- process (these may reflect the overall H&S plans);
- Encourage participation in H&S and ensure that communication about H&S issues takes place;
 - Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated;
 - Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
 - Ensure that staff in these roles have received appropriate training;
 - Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
 - Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary;
 - Supervise work adequately to ensure that good health and safety standards are maintained;
 - Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Inspections and carrying out own inspection of work areas;
 - Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future;
 - Avoid allocating “blame” to individuals who report illness, accidents, or near misses, and ensure that all reports of this nature are managed effectively;
 - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events;
 - Seek advice from the Kirklees Council H&S Adviser or other specialist as required.
 - Make use of other resources provided by the Kirklees Council to promote H&S at work (e.One hub and Business Solutions);
 - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the DCYP Health and Safety Policy. These are reproduced here;

1. To maintain an understanding of DCYP Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;

7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
13. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
14. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
15. Ensuring that adequate systems are in place for the management of asbestos through the 'Premise Asbestos Management Plan' and control of legionella and excessive water temperatures;
16. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by Kirklees Design and Property Services as a result of a maintenance contact visit.

Employees

Employees – Irrespective of their position within the Councils structure, all staff are employees and therefore all the employee responsibilities within the DCYP Health and Safety Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the DCYP Health and Safety Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher (if applicable) on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

4. Detailed Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and both the Kirklees Council Corporate Health and Safety Policy and the Children and Young People's Service Health and Safety Policy:

1. Accident Reporting, Recording & Investigation

Report accidents to the HT and SLT. Further investigation undertaken by the HT or SLT and forms required to be completed by the person and the Bursar. Signed off by HT if required.

2. Asbestos

Named person is the Headteacher.

Caretakers to have access to all asbestos related information.

- *Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it*
- *Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises when required and that it is not disturbed by their work*
- *Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe*
- *A record is kept of the location of asbestos that has been found on the school site*

See appendix 2 for example recording sheet

3. Contractors

[When managing own projects, school should consider how contractors are selected (e.g. CHAS), arrangements for induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager. Staff should report concerns to the headteacher. When the project is through the LA school should liaise with DCYP School Link Asset Management Officer tel. 01484 225249 or 860 5249 or Kirklees Council's Project Manager in Design and Property Services tel. 01484 226081 or 860 6081.

4. Curriculum Safety [including out of school learning activity/study support]

Risk assessments are in place covering the use of equipment, facilities and equipment. We both generic and specific risk assessments for educational trips that include coach travel.

5. Drugs & Medications

We have policies and procedures on medication in school and the application of health care plans. These are available to all staff. Training for medical support is on a needs basis.

6. Electrical Equipment [fixed & portable]

The Headteacher, CARETAKER or Bursar are the named persons for defects or issues to be reported to. Contractors who provide PAT support and other issues that are easily resolved such as the removal of extension leads/portable appliances is delegated to the caretaking staff.

The main record of inspection is through the PAT regime. Staff are dissuaded from bringing in their own items into school.

7. Fire Precautions & Procedures

The Headteacher is responsible for drills in conjunction with other staff.

Emergency planning is in place for Fire and Lockdown procedures. Specific staff have identified roles. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire drills to take place at least three times each academic year. The fire alarm is a loud continuous buzzer. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- *The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately*
- *Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk*
- *Staff and pupils will congregate at the assembly points. These are located on the school field.*
- *Class teachers will take a register of pupils, which will then be checked against the attendance register of that day holding up a green card (stating that all are accounted for) or red card (stating all are not accounted for) as quickly as possible.*
- *The Headteacher / Deputy Headteacher / Office staff will take a register of all staff*
- *Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter*

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

Caretaking staff are responsible for the upkeep and testing of alarm/ emergency equipment alongside outside contractors for specific maintenance.

Fire Risk Assessment *is located in the office. Further training for the caretaking staff is being put in place.*

8. First Aid

Restocking is the Headteacher and Deputy Headteacher with admin support as required.

First Aid is stored around the school.

First Aiders are: Mrs K Bates, Mrs H Parry, Miss K Wike, Mrs E Golec-Davey, Mrs A Moon, Miss A Mistry, Mrs B Palmer, Miss S Drew, Miss S Marshall, Mrs K Wells, Mrs J Jackson and Mrs M Greenwood and Miss T Smith-Steveley.

9. Gas Safety

- *Yearly by a competent contractor. The gas information is located in the main office. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer*
- *Gas pipework, appliances and flues are regularly maintained*
- *All rooms with gas appliances are checked to ensure they have adequate ventilation*

10. Glass & Glazing

Glazing is appropriate

11. Grounds - Safety/Security

External gates are locked when children are in school.

All external doors are to be kept shut whilst children are in school unless break, lunch or PE times.

Intercom system at the main entrance to admit visitors.

Ipad signing in system for staff and visitors – VPASS.

12. Hazardous Substances (COSHH)

Caretaking staff to ensure that all COSHH information is up to date.

Caretaking staff to ensure that all hazardous substances are locked away from children. These may include but are not limited to the following:

- *Chemicals*
- *Products containing chemicals*
- *Fumes*
- *Dusts*
- *Vapours*
- *Mists*
- *Gases and asphyxiating gases*
- *Germs that cause diseases, such as leptospirosis or legionnaires disease*

Control of substances hazardous to health (COSHH) risk assessments are completed by the Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Products are kept in a locked room.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

13. Health and Safety Advice

[Details of arrangements the school has made to obtain competent health and safety advice, e.g. Kirklees Council Group Safety Advisor tel 01484 226445 or 860 6445, DCYP Asset Management Team, Asset Management Officer tel 01484 225249 or 860 5249]

14. Housekeeping – Storage, cleaning & waste disposal

Storage is always an issue in school and we use the boiler room to store some items. At the last Fire Safety Check by the Fire Brigade, no mention was made of the storing of items in the boiler house.

15. Handling & Lifting

All caretaking staff are aware that they can request training with handling and lifting if required.

16. Jewellery [This should be repeated in school prospectus]

Children are allowed watches and stud earrings. Earrings should be removed, if possible, during PE or if not then taped up appropriately.

17. Lettings/shared use of premises

There is a lettings policy in place.

18. Lone Working

Lone working may include:

- *Late working*
- *Home or site visits*
- *Weekend working*
- *Site manager duties*
- *Site cleaning duties*
- *Working in a single occupancy office*
- *Remote working, self-isolation and/or remote learning*

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

19. Maintenance / Inspection of Work Equipment (including selection of equipment)

Electrical testing occurs each year

PE equipment is tested each year

Dining tables are tested each year

Fire equipment is tested each year

Gas is tested each year

The kitchen shutter is tested with the fire alarm

Other equipment may have external contractors testing or may have internal inspections.

20. Monitoring the Policy and results

The nominated H&S Governor and the HT carry out H&S reviews on at least an annual basis and will identify areas where changes need to be made.

21. New & Expectant Mothers

Follow the LA guidelines for new and expectant mothers.

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified.

22. Noise

N/A

23. Poster on Health and Safety Law

Bursar and HT. The poster should be displayed in a prominent place

24. Personal Protective Equipment (PPE)

N/A

25. Reporting Defects

Defects should be reported to the HT. Remedial work should then take place to reduce defects.

26. Risk Assessments

Risk Assessments are generally created by the HT, although all staff can produce risk assessments for identified reasons such as a trip. Risk assessments are created and stored on Evolve allowing them to be evaluated with paper and signed copies in a central folder in the main office.

Personal risk assessment for staff and children for school-based activities are agreed with the HT and kept within the main office.

27. Signs and Signals

Yes appropriately used when relevant to provide suitable preparation, warning or identification.

28. School Trips/ Off-Site Activities see also item 31

Evolve provides the platform for all risk assessments related to trips and visits. They will be agreed with the Educational Visits Co-ordinator before agreement by the HT and then uploading to the Evolve platform.

29. Occupational Health - Stress and staff Well-being

Although the school does not buy back occupational health, we are always ready to support our staff in their roles and responsibilities. Educational Support provides supportive measures for the Well-being of staff with more bespoke and individual support considered and applied for individual cases when relevant.

30. Other School Buildings

N/A

31. School Transport – e.g. minibuses

N/A

32. Smoking

There is a no smoking policy in school and on the school premises.

33. Staff Consultation and Communication

H&S is an agenda item at SLT meetings and discussion, when relevant, during staff meetings, allowing teaching staff to indicate areas of concern. All staff have free access to the HT to voice their concerns of any aspect of H&S.

See Appendix 3 for recommended periods of time to prevent infection.

34. Supervision [including out of school learning activity/study support]

Children are not left unattended.

Staff are strongly advised against being in a room with a one-to-one situation.

Ratios are determined by the confidence and competence of staff involved alongside the activities and the age and ability of the children. The venue of any trip is also considered when trips are organised.

35. Swimming Pool Operating Procedures (where applicable)

N/A

36. Training and Development

Induction packs, including key documents or where key documents are to be found as well as important information that all staff should be aware of.

Where staff are required to be trained, the school will facilitate this as time and money allows.

37. Use of Display Screens

The school will provide relevant amendments to ensure safety of display screens.

38. Vehicles on Site

As a general rule, vehicles are not allowed on the school site whilst children are present in school. If vehicles are allowed there is either segregation put in place or close monitoring of any movement. When contractors are on site there are timed periods when they can arrive and leave and where there is no vehicle movement allowed. Gates to the car park are locked to ensure that communication for access to the car park is required by visitors.

39. Violence to Staff

We have a number of policies and procedures in place. All incidents must be reported to the HT. Cpoms is used for internal recording with an electronic process of recording any incidents in which staff members have been harmed in any way.

40. Vibration

There is limited use of equipment which would cause a vibration concern. When using drills, the premises staff are aware that they need to use the equipment carefully and to stop if they feel vibration is an issue.

41. Welfare

All staff have access to the HT to identify any defects in school. We take the welfare of all of our children, staff, volunteers and visitors extremely seriously and will make adjustments and modifications as appropriate.

42. Working at Height

We have some step ladders in school that staff are told to use when working at heights. It is clearly each member of staff's responsibility to use the appropriate step ladder, to carry out a visual inspection to ensure its safety before use or to take advice on which step ladder to use. Pupils are prohibited from using ladders. Access to high levels, such as the roof, is only permitted by trained and competent persons.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

43. Waste Management

We have a contract for sanitation bins. Any sharps are disposed of in appropriate needle containers. Blood waste is disposed of in the sanitation bins.

44. Water Quality/Temperature/Hygiene

Arrangements are in place for water quality to be tested on a frequent basis with information kept in the office/caretaking room.

Water temperature is reported as necessary to either the HT or the caretaking staff.

Legionella:

- *A water risk assessment is managed by the Integrated Water Services (IWS) and they are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book which documents monthly checks.*
- *This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint*
- *The risks from legionella are mitigated by the following: temperature checks*

45. Work Experience

Work experience requests are organised through the Headteacher, Bursar and allocated member of staff.

There are a number of policies in the school. These are available both on the school network and/or in the policy

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Asbestos record

Adapt the table to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6m x 3m	Metal case	Good	Medium	Unknown	

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Conjunctivitis	None.
Cryptosporidiosis	<p>Until 48 hours after symptoms have stopped.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Diarrhoea and/or vomiting (Gastroenteritis/norovirus)	<p>Children with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return (Members of staff can return once they are well enough to do so unless they work with food at which point it is 48 hours at least). If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p>

Infection or complaint	Recommended period to be kept away from school or nursery
Diphtheria	Exclusion is essential. Contact your local UKHSA health protection team about any cases in your setting. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your local UKHSA health protection team.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers and care staff working with vulnerable people). The health protection team will advise in these instances.
Flu (influenza)	Until recovered.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Giardiasis (giardia)	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice), or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.

Infection or complaint	Recommended period to be kept away from school or nursery
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	Until recovered.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Mpox	Until recovered and deemed safe to return by their clinician or in line with current guidance.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have stopped.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Threadworm	None.

Infection or complaint	Recommended period to be kept away from school or nursery
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Typhoid and Paratyphoid fever	Inform your local health protection team as soon as possible. Seek advice from environmental health officers or the local health protection team on required exclusion periods.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.