

Health and safety policy for schools



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Section A – Introduction:

A1 – A note to the Headteacher:

Before you devise your school health and safety policy, please read the following information:

1. The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

**Kent County Council
Children, Young
People and
Education**

**Health and Safety at Work Act
1974**

**Health and Safety Policy Statement
Of**

HIGH FIRS PRIMARY SCHOOL

A3: Statement of intent:

The headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Headteacher

Date: September 2025

Review date: September 2026

Signed:

Chair of Governors

Date: September 2025

Section B – Organisation

B1: Employer responsibilities

KCC as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of this policy.

B2: Headteacher responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested to ensure validity.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To report health and safety issues to the governing body on a regular basis.
- To monitor and review all health and safety policies and procedures.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

N.B: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the head teacher.

B3: Governors' responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class care' scheme or within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.
- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

B5: Site manager responsibilities

The Site manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

B6: Kent County Council Infrastructure

- They will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B7: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace.
- Present the findings of investigations to the Headteacher.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

B8: Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B9: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is located at:
- supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff
- the head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B10: Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training.
- Training will be identified arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B11: Monitoring

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The head teacher is responsible and accountable for investigating accidents.
- Personnel administrator is responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements

C1: School activities

- The head teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided, *noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

C3: Fire and emergency procedures

- The headteacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Emergency evacuation will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur on and will be carried out by: School caretaker
- A record of these tests will be kept by: School caretaker/Premises administrator

C4: Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First aid arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in school.
- The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Communication Technology

- The headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed.

C9: Legal requirements for premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe handling and use of substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.

- The head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of premises, plant and equipment

- The headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the example checklists.
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards.
- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The headteacher or the designated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement, and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

C14: Liquid Petroleum Gas Management (LPG)

For information: Include in your policy if you have an LPG tank.

The headteacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency situation and share this information with all relevant staff. Risk assessments will also be available from Calor or the supplying agent with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant and it should be ensured the relevant people are familiar with it.

C15: Oil Fired Boilers

Heating Oil Storage and Management

For information: Include in your policy if you have an outside storage tank for heating oil.
The headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff. Measures should also be put into place to inform the relevant local authority and the Environment Agency.

C16: Radon management

For information: Include in your policy if applicable to your school.

The Headteacher has a duty to safeguard the health & safety of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with KCC and Health Protection Agency guidance.

C17: List of risk assessments, policies and procedures to complement this policy add or delete list as applicable to your school

- asbestos management
- bomb alerts
- control of chemicals hazardous to health (COSHH)
- display screen equipment (DSE)
- drugs and alcohol
- electricity at work including portable appliance testing
- emergency planning
- fire – including responsibilities of the fire wardens
- first aid requirements
- infection control
- legionella
- lone working
- managing contractors
- manual handling
- off-site visits
- pedestrian and people movement
- playground supervision
- school events
- school facilities (swimming pools)
- slips, trips and falls
- stress management
- violence and aggression
- working at height.

E1: Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
Tel: 02089 958503
Location: PO Box 3087, London W4 4ZP

Association for Physical Education.
Tel: 01905 855584, Email: enquiries@afpe.org.uk Website:
<http://www.afpe.org.uk/>
Location: 117 Bredon, University of Worcester, Henwick Grove,
Worcester. WR2 6AJ

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14
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APPENDIX 1

FIRST AID AND ACCIDENT PROCEDURES

1. FIRST AID

First Aid Boxes

All classrooms and first aid points include:

Disposable gloves.

Non-porous paper towels

Blue plasters with metal strip to be used in the canteen.

(Water available in classrooms/activity area)

Accident Books

Staff ensure they are kept up to date, dated and signed. Ensure they are available to parents and HSE.

Not to be used

Creams, Dettol, eye baths, tweezers (without permission) scissors, cotton wool and mediwipes.

Medicines

Parents may come into school to administer medication or may provide pre-measured sachet(s), in an envelope with the child's name and year on, to be administered to their child. This must be supported by written consent and medicines stored in the school office.

There is no legal duty that requires staff to administer medicines; this is a voluntary decision. Where children need to bring prescribed medicines to school the parent/carer must complete a medicine form authorising the first aid personnel on duty to administer the medicine. First Aiders are authorised to administer medicines and these should be clearly marked with the child's name, the required dosage and storage instructions. Prescribed medicines that require refrigeration that are brought into school, will be stored on a designated shelf in the servery fridge -all other medicines will be stored in the school office.

Asthma

Inhalers are kept in the child's class, in a clearly marked area- children are encouraged to use these responsibly. Children are not allowed access to other people's medicines.

Staff ensure children take inhalers to PE in case they are required.

Staff ensure inhalers are taken on all out of school activities including inter-school matches and educational visits.

Spare inhalers and throw away separators are kept in school.

Cleaning Agents etc.

Staff ensure these are not left in reach of children and are not used by the children. The school COSHH list is available, which gives contents of products used and treatments if swallowed.

Correction Fluid

Correction fluid is not to be used by children. If used by staff, they must ensure it is kept in a drawer, locked if possible.

General

All staff and parents should not have hot drinks on the playground or in their classrooms. Children should not set out PE apparatus without supervision. Children should not carry crockery, glassware or similar items. They should not carry heavy objects.

ACCIDENTS TO PUPILS – REPORTING PROCEDURES

ON SITE INCIDENTS – PROCEDURES

Staff will ensure they take immediate action in accordance with the following procedures:-

For all accidents, including all bumps and bruises.	Complete accident book. Any injury to the head or face to be accompanied by a letter sent home and a copy filed. Teacher to be informed.
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1. ACCIDENTS – REPORTING PROCEDURES

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1995 (RIDDOR) require that certain incidents must be reported to the Health & Safety Executive (HSE).

ACCIDENT BOOK

Staff must ensure that the accident book is completed appropriately and the injured person permitted to make their own entry if they wish. These books are kept for a period of five years after the date of the last entry.

THIRD PARTY REPORTING

Some types of accidents need to be reported to KCC on the online HS157 form and sent to Health and Safety Unit in Sessions House.

1. Anything causing significant injury i.e. heavy fall resulting in: cuts or bruises, requiring more than a few moments recovery time; referral to hospital; the need to contact relatives (e.g. parents in the case of a child).
2. Anything resulting in lost time (including the day of the accident).
3. Incidents involving damaged or faulty premises, plant or equipment.
4. Accidents caused by a third party, e.g. road traffic accidents.

5. Any significant incident involving assault or violence.

An HS157 does not need to be completed for minor, insignificant accidents to third parties; anything that only takes a few moments recovery, anything that only requires a clean and/or given a plaster, feeling unwell, asthma attacks, epileptic fits, etc. All these types of injuries will be entered in the accident book. These will then be monitored to look for trends.

All staff accidents must be recorded on HS157 and sent to Schools Personnel Services.

MAJOR OR FATAL INJURY ACCIDENTS AND DANGEROUS OCCURRENCES

These include:

- Fracture other than to fingers, thumbs or toes.
- Any amputation
- Any dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Serious burns (10% of body or more)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from an electric shock or electrical burn leading to unconsciousness requiring resuscitation or admittance to hospital
- Any injury leading to hypothermia, unconsciousness
- Crush injury to the head
- Loss of consciousness caused by asphyxia
- Loss of consciousness due to absorption or inhalation of a substance

Should a major injury occur immediate first aid will be given to the pupil and other medical help or trained first aid help, summoned immediately.

Assistance from the Headteacher or other senior member of staff can be requested through using 'red cards' or by sending a responsible pupil.

It is essential that the Headteacher be informed of the incident.

Parents are notified as soon as possible.

If the incident occurs outside the classroom, the rest of the class is sent back to the classroom and two pupils are sent to get supervisory cover from another teacher. If the incident occurs inside the building, the rest of the class are removed from the scene of the incident and sent to an appropriate place.

Continuous medical support is given by school first aider until professional assistance arrives.

Headteacher notifies Area Education Office at once. Area Education Office normally responds to any queries from the media in consultation with the County Press Office.

The adult who has dealt with the incident prepares a detailed written statement on the sequence of events, including timings, other adult's involvement, the names of any pupils who witnessed the incident, who was injured, what was the injured person doing at the

time. The Headteacher will arrange for statements from the named pupils and other adult's involved. An accident report form F2508 is completed online and sent to the ICC and Area Health & Safety Unit.

Individual adults do not discuss the incident with other children's parents or the media.

Pupils in the same class may be suffering from shock. Depending upon the severity of the incident, the Headteacher considers whether they should be sent home or collected by their parents.

The school retains copies of all statements for at least 7 years.

Reportable Diseases

- Certain poisonings
- Some skin diseases
- Lung diseases
- Infections, such as hepatitis

A full list of reportable diseases are displayed on the Health Protection Agency poster in the school office. All parents will be notified as required.

Any accident resulting in death or major injury to an employee is reported immediately electronically to the ICC (Incident Contact Centre) (0845 300 9923) and on Form F2508. This is via www.riddor.gov.uk/reportanincident. Records of any reported injuries will be kept for 3 years after the date in which they happened.

A form F2508 can be sent to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. The ICC then forward details to the local HSE office. A copy will also be e-mailed to: Health & Safety Unit M3.26 Sessions House, County Hall, Maidstone, ME14 1XQ.

Incidents at playtime/lunchtime.

A red card with the staff member's name on will notify an emergency and must be sent to the nearest school adult. The Headteacher will also need to be informed.

APPENDIX 2 **ROAD SAFETY POLICY**

Introduction

Road accidents are the greatest single threat of death or injury facing children. The aim of the school's road safety policy is to reduce this risk. Our objectives are set out below.

The Curriculum

- Road safety education is delivered through the curriculum and as part of Personal and Social Education.
- Local road safety officers and other outside professionals, such as the police, are invited to take part in school.

Parents

- Parents have the opportunity to influence their children's attitude and behaviour on journeys to and from school.
- Parents are informed of any road safety initiatives.
- Parents to accept responsibility for parking safely and appropriately, both in the school site and in the immediate vicinity of the school, especially near local residents driveways.
- The zigzags and the double yellow lines are there for the safety of the children and all pedestrians and parents must not park or 'drop off' on these lines at any time. The school enforces it is an offence to stop or park on these zig-zags.

Journey

- When travelling in staff, parents' or volunteers' vehicles, pupils have to wear a seatbelt at all times and travel in the back of the car unless specific permission is received. The driver must be covered by fully comprehensive insurance.
- Staff will only hire coaches and mini-buses with seat belts.
- All children will remain seated, wearing a seat belt throughout the journey.
- Children will be allowed to get on and off coaches in a safe place such as in a car park or on a pavement.
- Year 5 and 6 pupils will be allowed to cycle to school after completing the Kent safe rider training course.
- Children cycling to and from school must wear helmets. Parental permission forms must be completed before children are allowed to cycle to school.
- Children dismount their cycles at the school gate and 'walk' their bikes at all times whilst in the school grounds.
- Staff taking children out of school will always be mindful of safety on the roads, using the opportunity to further pupils' road safety awareness. Hi-Vis jackets are worn by staff and children on any 'walking trip' out of school.

Management of the Policy

- Road Safety issues are continually reinforced through work in PSHE, circle time and during assemblies.

Appendix 4 SMOKING POLICY

Introduction

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers. It has a negative effect on those people who suffer from conditions such as asthma. There is considerable evidence regarding the impact of smoking behaviours on children.

1. As smoking is the single most preventable cause of premature deaths and ill health in our society, as a school we believe it is our responsibility to promote a no smoking/vaping policy and to give everyone the right to breath clean air and to avoid the dangers of second hand smoke. Children need to receive consistent messages and require non-smoking role models if they are to recognise no smoking as the norm.
2. High Firs Primary School aims to provide a safe working and learning environment for both pupils and staff and to this end the whole school supports a no smoking policy which reinforces the messages within the PSHE/Citizenship curriculum and the health initiatives in the wider community.

Policy Links

3. This policy has obvious links with the Health and Safety Policy, the PSHE/Citizenship Policy and the Drug Education Policy.

Aims of the policy

4. The policy seeks to:
 - Provide a no smoking/vaping environment both within the school building and grounds that protects the health of the whole school community and visitors to the school.
 - To promote a healthy lifestyle and enable pupils to make responsible healthy choices in relation to smoking/vaping. This is reflected within the school's PSHE and science curriculum and by providing excellent role models for all children and adults within the school.
 - Equip children with the social skills that enable them to resist the pressure to smoke/vape, either from their peer group, or from society in general.
 - To set the example of a health promoting smoke-free environment to the whole school and wider community in line with government guidance and local priorities to reduce the prevalence of smoking/vaping and the associated risks.
 - Guarantee the right of non-smokers to breath in air that is free from tobacco smoke.
 - Comply with Health & Safety Legislation and Employment Law.
 - Raise awareness of the dangers associated with exposure to tobacco smoke.
 - Take into account the needs of those who smoke and to support those who wish to stop

Organisation

5. The dangers of smoking are addressed in Year 6, in our programme of personal, social and health education (PSHE).
6. As well as teaching the children about the effects that smoking has on the body, we engage them in discussions about the reasons why people start to smoke, and what they themselves should do if other people encourage them to try cigarettes.

7. The children's class teacher leads all such discussions in a sensitive manner. The teacher encourages the children to explore the views of other people and to reflect on their own personal convictions with regard to smoking. We explain that it is illegal for cigarettes to be sold to people under eighteen years of age, but our aim is for children to refrain from smoking not only for that reason, but also because they believe that smoking is a wrong lifestyle choice.
8. The dangers of smoking sometimes arise as part of the science curriculum in Key Stage 2, when children learn about the way substances affect the whole body.
9. When such an issue arises, class teachers deal with it in context and answer the children's questions to the best of their ability, taking care to explain that smoking is dangerous and should be avoided.

The Smoke Free Environment

10. The following statements apply to all staff, pupils and visitors to the school, Parents, visiting suppliers, temporary staff, contractors and governors.
 - Smoking/vaping is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sports field or car parks.
 - Smoking/vaping by anyone on a school visit or trip is not permitted.
 - Smoking/vaping at the entrances and exits to the school site will be strongly discouraged.
 - A no smoking/vaping statement is included in the school's prospectus and staff handbook.
 - The relevant signage is displayed around school.
 - Smoking/vaping is not permitted in any vehicles being used on school business when pupils or staff are passengers.
11. Staff members are expected to inform visitors of the no smoking/vaping policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers

12. For those who smoke, information about NHS Stop Smoking Services and local support are available.

Disciplinary action

13. The day to day implementation of this policy is the responsibility of the whole school community and everybody has a duty to respond to breaches of the policy. Any persons who smoke on the premises will be asked to extinguish the offending item and/or leave the premises.
14. If any members of staff wish to smoke they must leave the school site and are asked to do so without being in sight of the school building. Staff or children who breach the no smoking policy will be advised that this could result in disciplinary action.
15. Breaches of this policy by pupils will result in the involvement of the parents

Monitoring and reviewing

16. The policy will be reviewed in line with the school review cycle to ensure that it continues to meet the aims.

The school smoking policy will be

- Communicated to all employees, parents, contractors and visitors.
- Referred to in any job advertisements and contracts of employment
- Made available to all new employees as part of their induction.
- No smoking signs will be clearly displayed around the school.

Local Support for Staff

Support is available from the NHS Stop Smoking Helplines for those who want help to stop smoking:

Other Useful Contacts:

Action on Smoking and Health (ASH) – offer confidential advice on problems associated with smoking in the workplace. Tel: (0207) 739 5902.

Website: www.ash.org.uk

NHS Stop smoking <http://www.nhs.uk/smokefree>

Appended detail regarding arrangements:

Manual Handling

Many instances of lifting and handling take place every day and carry such a low risk that formal assessment is not required. However, there will be some occasions when lifting and handling tasks can present risks to people who perform them. These may include-

- Carrying or lifting down of heavy boxes of equipment
- Deliveries from suppliers eg: photocopier paper
- Lifting by individual staff who may have medical conditions
- Lifting/carrying in an area that may have obstacles/be wet

Only weights are lifted which can comfortably be carried. A portable trolley is available for moving items around the school. When retrieving objects from above waist height it is prudent to use stepladders.

Stepladders are checked regularly and records of these checks are kept. Any contractors doing ladder work at height have to complete and sign the school ladder form prior to commencing work. If a member of the premises staff or a contractor needs to access the roof, a form has to be signed and agreed before entering the roof area. When faced with higher level objects, assistance may

need to be sought from a colleague. Remember it is always better to bend the knees than the back when lifting objects.

Physical Education Activities

- Children change for physical activities into safe clothing – apparatus work is in bare feet / appropriate footwear for other PE activities, as per BAALPE advice.
- Earrings should not be worn for PE. If children are unable to remove their own earrings, they should be removed at home in the morning by parents prior to the PE lessons. This is not a task for the teacher. As a temporary measure, earrings can be 'taped' by the children if they provide their own micro-pore tape.
- All staff change appropriately for physical activities e.g. trainers for PE (indoors or outdoors).
- Care should be taken in the carrying of equipment and the setting up of apparatus. There should always be two people to carry benches, trestles and mats. For our KS1 children this may be extended to 4 children.
- Hard balls are not to be used for games.
- Before any activity involving bats or sticks (particularly cricket, rounders, cricket, tri-golf) a reminder will be given about correct handling of the bat and safe standing positions. Bats should never be swung around and must not be thrown or dropped during a game, especially in rounders.

First Aid

The first aid appointed person ensures:

1. There are adequate first aid points with detailed signs.
2. The points are adequately and appropriately stocked.
3. Procedures for the administration of first aid are clearly stated at these points and known by all staff.
4. Visitors are aware of the first aid points.
5. Parents and other visiting staff/helpers are made aware of where first aid procedures are set out.
6. List of First Aiders are displayed around the school. First aid procedures are shown in Appendix 1.

Address of Local Hospitals:

Darent Valley Hospital, Darenth Wood Rd
Dartford, Kent DA2 8DA
Telephone No: 01322 428100

Princess Royal University Hospital
Farnborough Common, Orpington, Kent BR6 8ND
Telephone No: 01689 863000

It is the responsibility of the classroom teacher and/or classroom assistants to administer first aid for minor injuries such as cuts and grazes, when required and lunchtime supervisors and office staff at lunchtimes. Any more serious injuries need to be referred to the senior first aiders, who will inform the school office, if parents need to be contacted. Paediatric First Aiders are also available for children in early years.

Disposable gloves are worn for attending to accidents to minimise the risk of contaminating bodily fluids.

First aid boxes are kept at the first aid points, which are clearly marked on the fire and safety instructions notices, in each of the rooms in the school.

Parents will be informed on a standard form if their child suffers any injury to the head or face. This will be signed by one of our "first aiders". An accident form may need to be filled in if the incident is more than minor (see First Aid procedures).

If a child urgently needs to go to hospital an ambulance is called from the school office by dialling 999 or 101. The Emergency Services may ask for phone contact to be established with the first aider responding to the injured child at the patient's side if further information is required. The parent is contacted after the emergency services if the case is urgent.

The parent is contacted first and asked to attend the school to assess the situation or if the parent feels it appropriate an ambulance can be called while the parent is on their way to the school. If not, upon assessment by the parent at school they feel a hospital visit may be necessary, the parent can transport the child to hospital themselves.

All accidents are recorded in the accident book and reported to class teachers if required, so that if necessary a note can go home to parents.

A first aider will be in attendance on all off-site trips, including sporting activities. An accident record and first aid provision is also taken.

Administration of Medicines

Parents may come into school to administer medication or may provide pre-measured sachet(s), in an envelope with the child's name and year on, to be administered to their child. This must be supported by written consent and medicines stored in the school office.

There is no legal duty that requires staff to administer medicines; this is a voluntary decision. Where children need to bring prescribed medicines to school the parent/carer must complete a medicine form authorising the first aid personnel on duty to administer the medicine. First Aiders are authorised to administer medicines and these should be clearly marked with the child's name, the required dosage and storage instructions. Prescribed medicines that require refrigeration that are brought into school, will be stored on a designated shelf in the servery fridge -all other medicines will be stored in the school office.

Children suffering from long term illness (e.g. asthma) may help themselves to their medication after the school has received written confirmation. Inhalers are kept in the child's class, in a clearly marked area. Children are encouraged to use these responsibly. Children are not allowed access to other people's medicines.

Inhalers are taken out to PE activities in school and are also taken on off-site visits and sporting activities at other schools and venues. The school does have available inhalers in case a child requires one and their own one is not accessible.

Staff welfare

If it is anticipated that someone is about to be violent it is important to walk away. Any incident in which an employee is verbally abused, threatened or physically assaulted by pupils, parents or members of the public should be reported immediately to the Headteacher.

Safety and Working Alone

The Working Environment

Waste bins, recycling bins and indoor compost bins are emptied daily.

Special food preparation safety measures are observed by contractors at lunchtime. Staff preparing food in school for the Breakfast and After School Clubs follow strict food hygiene guidelines, including using different coloured boards and labelled containers for preparing and storing food. Rubbish and food waste is covered and regularly removed to keep premises clear of pests.

Toilets are ventilated, are cleaned daily and in working order.

Floors are kept clean, dry and not slippery. Carpets are hoovered daily. Yellow hazard signs are used by the staff when the floor has been washed and cleaned.

Adequate lighting and heating is in place throughout the school for all staff and children.

Main outdoor routes are kept salted in icy or frosty weather. This is organised by the premises team, who have a priority gritting grid for the school site.

Spillage is cleared immediately or a hazard sign is erected.

Glass containers are only used when there is no alternative material available. These are recycled in the appropriate container in the staff room.

Any waste that is not able to be removed in the large bins is stored separately and disposed of periodically in the appropriate bins at the local council tip.

Recyclable waste paper and cardboard is collected from the school on a weekly basis by contractors. Currently two bins are for recyclable waste and one is for general waste products.

Electrical Safety

Simple common sense and vigilance are the key to reducing any potential hazards. Children are regularly briefed on safety as part of their classroom learning, especially in their science work on electricity and this will also be reinforced in assemblies throughout the year.

Access to electrical dangers should be prevented. The use of trailing wires should be avoided and switches and sockets need to be kept clear of display. Any damage to switches/sockets must be reported to the Headteacher immediately. Frayed and damaged cables are replaced completely.

All portable appliances are checked annually and any personal items brought into school have to be PAT tested in order to be used. Items used by any 'letting' also have to be PAT tested and included in their booking forms, with documentary evidence.

Extension leads are always used fully unwound otherwise they can be overheated.

Children in Years 3-6 can handle plugs and electrical appliances after being trained. Younger children should always be supervised.

The photocopier and laminator will be used under guidance from staff. The office shredder will be used by staff only. **Children must not be allowed under any circumstances to use the shredder.**

Car Park

The car park is restricted to employees and visitors to the school and to business deliveries. Children and parents should not use the car park or its entrance. The car park is out of bounds to the children.

The children are encouraged to pick up their own litter. They wear gloves or use a litter picker when picking up other litter.

Bins are provided throughout the school and on the playground for general waste and recycling. Compost bins are also provided in specific areas around the school for food fruit waste. These are emptied daily into the large compost container on the school field.

Educational visits/Sports Fixtures/Leaving premises with a group or class

There are extra guidelines for residential visits and outdoor pursuits, which are co-ordinated by the Education Visits Co-ordinator.

The teacher in charge of any school trip ensures:

- Appropriate risk assessments have been carried out.
- The trip has been registered with KCC Outdoor Education Unit
- Every child has a full/adult seat on the journey with a seat belt.
- Anaesthetic permission forms with emergency contact numbers are taken up on the trip.
- Adequate first aid provision is taken on the visit (paediatric first aider for Rec).
- Ratios are kept in line with KCC policy

No children will leave the premises unless they are supervised and parental permission is obtained in advance. Short local visits are covered by the permission forms signed by the parents on entry to the school.

The group leader/teacher in charge is responsible for making all those involved in the visit aware of their role with regard to safety.

First aid kits, buckets and carrier bags should be taken on all visits. Spare clothing for toilet accidents should also be included by the designated 'first aider'.

Staff will make sure that children with specific medical conditions have their medication readily available e.g. epi-pens/inhalers/diabetes management devices are carried.

A list of everyone in the party, including adults, is copied and left with the school office.

If cars are used then drivers should be adequately insured. Staff using cars to transport children should insure themselves with the additional 'for business purposes'. Parents should be advised about insurance implications of ferrying children. All parents offering to drive children to events/fixtures have to complete a driver's form before being allowed to take children out.

Playground supervision

Children's play is regularly monitored and it is natural and healthy for them to be given the opportunity to design and create games and rules. It is normal for play to be energetic and loud.

Staff rotas are in place for break times and before school supervision. Adequate staff supervision of the children is in place on the playground at all times. All staff on playground duty wear hi-visibility jackets.

Lunchtime supervisors are operating on the playground and in the dinner hall. Any accidents are dealt with at the first aid station in the Activity Area and any incidents of poor behaviour are reported to the class teachers.

Swimming Pool Safety

There are separate policy regulations regarding the teaching of swimming and the associated equipment. They include at least two adults at the pool whatever the numbers of swimmers with one adult to 15 children in the pool itself.

Children are expected to behave politely and quietly when attending the swimming pool.