



## Highfield Primary School Health and Safety Policy 2025



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Review Date: February 2026

Signed:

*C Cheng* February 2025

*J Feeley* February 2025

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For the purposes of this policy, the term 'Highfield', 'school', and 'staff' shall refer to both Highfield Primary School and Highfield Wraparound Childcare.



# Highfield Primary School Health and Safety Policy 2025

## General Statement of Health and Safety Policy

The following statement sets out the Health and safety objectives for Highfield Primary School with the aim of ensuring best practice in the management of health and safety.

### **Highfield Primary School**

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.

### **OUR COMMITMENT**

This policy is a statement of the organisation and arrangements for Highfield Primary School which supports and expands upon the LEA Safety Policy and provides a safety framework for the school. The governors of this school are committed to the implementation of this policy.

The arrangements outlined in this statement, and the various safety provisions made by the school, cannot in themselves prevent accidents or ensure safe and healthy working conditions; only good working practice will ensure safety.

Every reasonable step will be taken to reduce hazards to a minimum, but all staff must appreciate that their own safety, and that of others, depends on their individual conduct and vigilance. In the interests of health and safety, this school is a non-smoking area at all times.



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## RESPONSIBILITIES

**The Headteacher, Governing Body and Senior Leadership Team**, will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all employees are familiar with, and comply with, the requirements of the school's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions.
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Reporting annually to the Governing Body on health and safety issues within the school.

### **The teachers will:**

- maintain an appropriate level of supervision of the children in their care at all times.
- know and implement agreed safety procedures and routines in their classrooms and with their classes.
- report defects in heating, lighting, ventilation etc. to the deputy for appropriate action.
- report to the headteacher, business manager or deputy any health and safety problems for which they cannot achieve a satisfactory solution with available resources.
- familiarise themselves with the location of the nearest fire extinguishers, (and for those trained) the types of fires they may be used on and how they operate.
- encourage safe practices, promote and improve safety measures within the school, teaching and reminding children as necessary.

Teachers must use their professional judgement to decide what activities are appropriate for children of different ages. For example, safety cut paper slicers must not be used by Key Stage 1 children, though Key Stage 2 children may use them under adult supervision.

**These responsibilities include encouraging practices that promote good standards of general health, hygiene, cleanliness and tidiness of staff, children and buildings.**

**The superintendent** is responsible for the day to day upkeep of the premises and will:

- ensure that the boiler plant and equipment are operational and report any problems to the headteacher or school business manager for repairs to be initiated;



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- take out of use any faulty electrical equipment until repaired.
- carry out her / his cleaning duties in a safe manner and ensure that the substances used are stored and handled in accordance with the relevant regulations and guidance and will ensure in conjunction with the headteacher and business manager that the guidance on COSHH and other appropriate regulations are followed.
- carry out general surveys of premises inside and out and report accordingly.
- carry out tests of the fire alarm, keep records and ensure that the emergency lighting is operational.

## **The cleaning staff will:**

- ensure that substances are locked away when not in use and used and stored in accordance with regulations and guidance.
- ensure that warning signs are placed adjacent to newly mopped areas.
- report any defects to electrical equipment to the superintendent.
- implement agreed procedures and routines in and around the school.
- ensure they are aware of the safety procedures relating to: security / fire / first aid / unspecified emergencies

## **The children will be responsible for:**

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff .
- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Headteacher/ school business manager.

## **HAZARD ASSESSMENTS**

The headteacher, business manager or the deputy will carry out risk assessments, in accordance with the Management of Health and Safety Regulations 1992 for the activities within his / her control and take appropriate action to minimise any highlighted risks. Any member of staff who becomes aware of a risk to health and safety should bring it to the immediate attention of the headteacher or business manager.

## **Audit and Review**

The Principal means used for reviewing the school's Health and Safety Policy will be:

- Audits of health and safety management internal and external premises.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.

Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.



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## VISITORS

External doors are fitted with locks that prevent entry from outside, but can be easily opened from the inside. All visitors must only enter the building by using the telephone entry system on the main entrance, and unrecognised visitors must not be admitted until the purpose of their visit has been verified; they will then report to the office.

All staff will be informed of expected visitors through the weekly briefing email.

## CONTRACTORS ON SITE

Outside contractors working on these premises are required to ensure safe working practices by their employees under the provisions of the Health and Safety at Work Act, and must pay due regard to the safety of all persons using these premises, in accordance with ss.3 and 4 of the Health and Safety at Work Act.

Arrangements with regard to the Health and Safety of staff and pupils will be agreed after discussion and agreement with the contractor by the headteacher, business manager or deputy and superintendent and should include:

- 1 safe working practices
- 2 maintenance of fire escape routes
- 3 arrangements to control interaction between contractors and pupils
- 4 notification of the arrival on site of the contractor on each day

The agreed arrangements will be monitored by the headteacher, business manager, deputy headteacher or superintendent.

## PURCHASE OF EQUIPMENT

All equipment for use in school will be purchased in accordance with Leeds City Council guidelines. Advice, where necessary, will be sought from the Advisory Division / Central Safety Advisory Service.

## ELECTRICAL EQUIPMENT

All portable electrical equipment will be tested regularly. Some appliances will be checked annually such as kettles and toaster (inventory in business managers office). All school owned cleaning equipment in regular use will be checked annually by the superintendent.

All electrical equipment in regular class use will be 'vision' checked by the teacher using the equipment each time it is used. If equipment is damaged or defective in any way, it must not be used but must be safely stored and reported to the headteacher/business manager for action.

Extension leads should be used only when essential. If the lead is the rolled type it must be fully extended before use. No wires should be placed so that they constitute a hazard to any person on the premises.

Every teacher should ensure that electrical equipment used by his / her class is switched off at the end of the school day.

Care should be taken not to obstruct electrical heaters with combustible material of any kind.

Personal electrical equipment should not be brought into school. Where this is necessary, however, the headteacher must be consulted.



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## PROTECTIVE EQUIPMENT

Protective equipment, such as safety goggles, will be provided and must be correctly used.

The headteacher, business manager, deputy or the superintendent will ensure that all necessary members of school staff are trained in proper procedures for the health and safety aspects of the appropriate tasks including the correct use of equipment / clothing, and will monitor these procedures.

## FIRE PRECAUTIONS

Fire doors will be kept closed during the working day. All external doors, evacuation routes and fire doors will be kept clear of obstruction, and fire exits will be clearly labelled.

Staff and pupils must not allow rubbish to accumulate.

Flammable / combustible materials, such as spirit and some cleaning materials, will be stored in assigned store rooms.

## EVACUATION DRILL

An evacuation drill will be held at least once every term. Copies of the agreed route and procedures will be available in each working area. In the event of a fire:

- priority must be given to the safe evacuation of staff and pupils. Tackling a fire will be the decision of the staff member concerned, but this will only occur if the fire is minor and it is safe to tackle.
- evacuated staff and children will assemble on the ball court, away from the front of the building. The administrative assistant will distribute class registers so that each class teacher can conduct a roll call and then report to the headteacher.
- responsibility for contacting the fire brigade lies with the headteacher, deputy, business manager, superintendent or administrative assistant.

The Headteacher will keep and maintain a Fire file which will record:

The date and time of fire drills evacuation time. It also includes policies and management plans which are updated annually.

The superintendent tests the fire alarm every week and the report print out slips are filed in the business managers office fire maintenance file. This file also includes contractors' checks of the fire extinguishers along with details of the purchase and installation of replacements.

Any faults will be reported to the headteacher/ business manager and remedial action initiated.

## BUILDING MODIFICATIONS

### Standards affecting the whole school

The general arrangements and standards required to implement the school's Health and Safety Policy are set out within the Health and Safety Handbook for Schools. The contents are outlined below.

- o Safety Management System
- o Accident reporting and Investigation
- o Asbestos
- o Building work contracts
- o Consultation with employees



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- o Contractors
- o Display Screen Equipment
- o Educational Visits
- o Electrical appliances
- o Emergency evacuations & emergency planning
- o First-aid
- o Fire safety
- o Gas, electric and water services
- o Glazing
- o Health and Safety in Design and Technology workshops, textiles and food technology.
- o Health and Safety in Science.
- o Jewellery and other personal effects
- o Liquefied Petroleum Gas and other temporary heating
- o Lifting equipment
- o Lone & isolated working
- o Manual Handling
- o Medication
- o Mobile Phones
- o Monitoring processes
- o New and expectant mothers
- o Noise
- o Occupational health
- o Permits to work
- o Personal protective equipment
- o Play areas
- o Purchasing equipment
- o Pupils carrying out work activities in school
- o Risk Assessment
- o Safe use of ladders, step ladders and trestles
- o Safe practice in Physical Education
- o Security and personal safety
- o School premises safety
- o Stage Equipment
- o Stress at work
- o Substances
- o Swimming pool safety & water treatment
- o Training records
- o Work at height
- o Work equipment
- o Work experience and Young Persons' safety
- o Work related violence
- o Workplace Health, Safety And Welfare

## **1. Safety Management System:** Guidance document PG101

Schools should follow the general requirements outlined within the Education Service Advisory Committee document “ Managing health and safety in schools”.

A safety management system will enable schools to implement, monitor and review all aspects of health and safety management. A Safety Management System outlines who has responsibility for undertaking key health and safety tasks, such as risk assessments.

## **2. Accident reporting and Investigation :** Guidance documents PG103/104





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Accidents should be recorded and reported in accordance with the procedure outlined in guidance documents. Accidents should be investigated as soon as possible after occurrence and should be investigated by management of the premises in which the accident happened. Investigation provides reactive monitoring data.

**3. Asbestos:** Guidance document PG301

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at significant risk of contracting asbestos related disease.

**4. Building work contracts:** Guidance document PG302

Serious injuries can occur where building work is undertaken. Schools need to ensure that building contractors do not place pupils or staff at risk from their activities. This requires management control of any building work undertaken. The guidance document includes checklists and a hand out sheet outlining basic rules for contractors to follow.

**5. Consultation with employees:** Guidance document PG105

Employers have a legal duty to consult with all members of staff in respect to health and safety issues. Schools will need to establish mechanisms to ensure that all staff are consulted on any health and safety issue that affects them. This may be achieved by setting up a health and safety committee or by including health and safety as an agenda item on all staff team meetings.

**6. Contractors:** Guidance document PG106

Any contractor working on a school site has to be managed to ensure that they do not import any risks into school without ensuring that suitable precautions are in place and that staff and pupils are informed if they will be affected. Similarly schools must ensure that contractors are not placed at risk from any school activities.

**7. Display Screen Equipment:** Guidance document PG201

Wherever a member of staff uses a computer workstation an assessment must be carried out to ensure that the person is not likely to be placed at risk from using the equipment. Anyone who is classed as a 'user' – i.e. they have no option but to use a computer and use it for at least one hour a day every day – is entitled to an eye or eyesight test that will be paid for by the employer.

**8. Educational Visits:** Guidance document PG501

The guidance contained with the Handbook for Educational Visits should be followed where any such visits take place. Visits must be planned and well managed; staff leading visits must be competent to lead the visit.

**9. Electrical appliances:** Guidance document PG401.

Schools must manage the use and testing of electrical appliances. Frequency of testing will depend upon the type and use of equipment, varying from every year to every four years.





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## **10. Emergency Evacuation and Planning:** Guidance documents PG502/503

Systems should be implemented to ensure that all occupants of the premises can be evacuated in an emergency. Different systems may be required depending upon the cause of the evacuation – e.g. fire and bomb evacuations.

Schools should also plan for emergencies. The type of emergency may be loss due to fire, events occurring during an educational visit, loss of electricity, major road traffic accident outside the school gates etc. Arrangements should also be in place to enable normal operation to continue alongside the management of an emergency.

## **11. First-aid:** Guidance document PG504

Details first-aid requirements for schools. Every school must ensure that first-aid is provided to all staff. Provision of first-aid to pupils is part of the common law duty of 'in loco parentis'.

## **12. Fire Safety:** Guidance document PG107

All schools must carry out a fire risk assessment; procedures should also be in place to ensure that alarm systems, fire fighting equipment, lighting etc, is regularly tested and maintained in a good condition.

## **13. Gas Electric and Water services:** Guidance document PG303

Schools should ensure that gas, electricity and water services are maintained in a safe condition. Gas services and appliances should be regularly inspected and tested by a CORGI registered gas engineer; mains electricity should be inspected and tested at least once every five years; water services must be maintained in a condition that does not give rise to risk.

## **14. Glazing:** Guidance document PG304

Assessments should be undertaken to ensure that any glass that is likely to cause injury if it is broken is either replaced or made safe.

## **15. Health and Safety in Design and Technology** Guidance document PG601

Specific procedures should be implemented within Design and Technology departments to reduce risks from equipment and processes to a minimum.

## **16. Health and Safety in Science** Guidance document PG602

Specific procedures should be implemented within Science departments to reduce risks from equipment and processes to a minimum.

## **17. Jewellery and other Personal Effects:** Guidance document PG513

Schools should ensure that they have specific policies relating to the range and type of jewellery and other personal effects that pupils can wear whilst at school as certain items can place children at risk of injury.

## **18. Liquefied Petroleum Gas and other temporary heating:** Guidance Document PG305

Wherever schools require temporary heating specific criteria need to be addressed prior to introducing supplementary LPG or electric heating.

## **19. Lifting Equipment** Guidance document PG405



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Any equipment used for lifting objects or people must be maintained in a good condition. The frequency for inspection and testing will be in accordance with legal requirements outlined in the Lifting Operations and Lifting Equipment Regulations (LOLER)

**20. Lone & Isolated Working:** Guidance document PG203

Systems should be implemented in workplaces where staff will either work by themselves or in isolated parts of the building to help reduce the likelihood of injuries being caused and to enable assistance to be obtained if required.

**21. Manual Handling:** Guidance document PG202

Activities involving manual handling that may cause injury must be assessed to determine the most effective way to reduce the likelihood that injury will occur and to identify any equipment or change in procedures that should be implemented to reduce risk.

**22. Medication:** Guidance document PG505

Wherever possible arrangements should be made to prevent the need for any medication to be given to any pupil at school, however there will be instances where this is difficult to achieve. Whenever this is likely to occur schools need to ensure that clear procedures are followed to reduce the likelihood that incorrect dosage and incorrect medication will be given.

**23. Mobile Phones** Guidance document PG506

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to there not being any significant effects yet known to exist, although a precautionary approach is advised.

**24. Monitoring Processes:** Guidance document PG108

Schools, in common with any other workplace, need to monitor the provision of health and safety within the workplace. This can be achieved by undertaking regular inspections of the premises, investigation and analysis of accidents and audit of systems and procedures.

**25. New and Expectant Mothers** Guidance document PG208

Specific assessments need to be carried out wherever a new or expectant mother is at work. The assessments should take into consideration any condition of the work that could adversely affect the mother and/or unborn child.

**26. Noise** Guidance document PG510

There are limits contained within the Noise at Work Regulations that should not be exceeded. If they are specific requirements must be put into place. Noise levels below the statutory limits should also be minimised wherever possible, particularly where the level is likely to affect the effectiveness of the teaching environment.

**27. Occupational Health** Guidance document PG109

The most important asset to any organisation is its staff. Schools should have regard to ensuring that proactive and reactive strategies are in place in respect to maintaining and promoting good health amongst



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staff.

## **28. Permits to Work** Guidance document PG112

High risk activities in Schools may, on occasion, require very strict controls. Control can be applied using a permit to work system. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a senior manager.

## **29. Personal Protective Equipment** Guidance document PG111

The use of Personal Protective Equipment (PPE) must only be considered as a last resort after every other possibility to reduce risk has been examined, as a temporary measure until further improvements can be made, and where it is not possible to provide any other means to reduce risk – e.g. for some cleaning tasks. PPE has to be carefully selected, with consultation on the type to be used being undertaken with the people who will be required to use it. It must be suitable for the task and be maintained in a safe condition.

## **30. Play Areas:** Guidance document PG514

Any play area, and the equipment installed within the area, provided for pupil use must be designed, installed and monitored in accordance with national standards.

## **31. Purchase of equipment:** Guidance document PG406

Equipment must be purchased from reputable suppliers and should conform to any relevant national standards and, where applicable, meet minimum health and safety requirements.

## **32. Pupils carrying out work activities in school** Guidance document PG507

Measures should be in place to ensure that whenever any pupils are requested to undertake any work activity on behalf of the school suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

## **33. Risk Assessment:** Guidance document PG102

Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed. The risk assessment should identify the likelihood that harm will occur and the most likely severity of that harm. Measures to reduce the risk can then be identified and put in place. Specific legislation outlines assessments that need to be made for particular types of activity – such as manual handling, use of display screen equipment, noise, hazardous substances. A general risk assessment will identify where such other assessments are required. Once suitable means for reducing risk have been identified those measures need to be implemented. Assessments should be reviewed on a regular basis and at least every year or whenever there is a significant change to the activity or people likely to be affected by it.

## **34. Safe use of Ladders:** Guidance document PG 207

Injuries received from the incorrect use of ladders can be severe. There are measures that should be taken whenever such equipment is used to reduce the likelihood of injury occurring.

## **35. Safe Practice in Physical Education:** Guidance document PG603



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Specific procedures should be implemented within Physical Education departments to reduce risks from equipment and activities to a minimum.

**36. Security and Personal Safety:** Guidance document PG204

The safety and well being of staff and pupils within schools can be affected by security and personal safety issues. Schools today need to ensure that appropriate measures are implemented according to their location and the likelihood that they may be affected by intruders, vandals and arsonists.

**37. School Premises safety:** Guidance document PG110 & 306

Linking with monitoring processes, a proactive measure that can be taken to reduce the likelihood of accidents occurring is to undertake regular inspections of the premises. Inspections can be carried out using a checklist pro-forma, although the person undertaking the inspection will need to be aware of the safety issues to be checked. These guidance documents provide a pro forma and outline common workplace safety issues that may be found within schools.

**38. Stage Equipment:** Guidance document PG403

Specific requirements need to be addressed to ensure that equipment used on and around a school stage is maintained in a safe condition.

**39. Stress :** Policy and Guidance document PG205

An increasing issue within all workplaces is the subject of stress. Stress can affect different people in different ways. The causes of stress can vary greatly. Staff need to be able to identify signs of stress and to take early preventive action to deal with the things causing them stress and to enable them to cope with whatever issues are affecting them. Managers need to be able to identify possible causes and to take action to reduce the likelihood that staff will become stressed. Suitable measures must also be in place to enable anyone suffering from stress related symptoms to receive appropriate help and assistance.

**40. Substances:** Guidance document PG508

Substances that are used or are produced as the result of a process that may cause harm to anyone exposed to them must be assessed and have measures taken to reduce the risks presented. Substances can be hazardous to health, such as solvent vapours, and can also have physical characteristics that could cause harm and injury, such as a flammable liquid.

**41. Swimming Pool Safety :** Guidance document PG307 & 511

A swimming pool can be a hazardous environment if not suitably managed. Guidance from the Health and Safety Executive outlines minimum standards that should be met within all swimming pools. A school swimming pool used only by the school does not need to meet every strict requirement imposed on public swimming pools, however there does need to be a suitable operating and emergency plan and staff supervising swimming lessons need to be trained in appropriate rescue and resuscitation skills. The management of pool safety includes the methods used to disinfect and further treat swimming pool water.

**42. Training Records:** Guidance document PG113

Schools should maintain records of all training staff have received. A training needs analysis should be carried out for each member of staff and each staff group. Risk assessments should be used to help identify training needs.

**43. Work Experience for Pupils & Young Persons' Safety:** Guidance document PG512 & PG507



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Systems should be in place to ensure that any establishment accepting any pupil on work experience has informed the pupil's parents or guardians about the risks that may be encountered. Checks need to be made to ensure that the organisation to which a pupil is sent complies with health and safety requirements. Young persons must be considered as being at greater risk than adults due to their age and maturity. This should be considered whenever a risk assessment is undertaken for anything that may affect a young person or child.

## **44. Work at Heights:** Guidance document PG209

Any work undertaken over 2 metres must have suitable risk control measures in place. Work at height will include working with ladders & step ladders (see guidance document PG 207) as well as using mobile tower scaffolds and erecting edge protection to the sides of buildings.

## **45. Work Equipment:** Guidance document PG402 & 404 & 406

Any equipment used at work must be suitable for the purpose for which it will be used and only used for the purpose for which it has been designed. Equipment should be maintained in a safe condition and taken out of use if it becomes defective. People using equipment should be provided with training that is commensurate with the equipment being used.

## **46. Work Related Violence:** Guidance document PG206

Studies have shown that school staff can be subject to incidents of violence from members of the public as well as colleagues. An incident will be violent if the victim perceives it to have been, and can range from verbal insults and verbal abuse to threats with a weapon and physical assault. In addition to the measures that can form part of a school's security and personal safety assessment measures are available to help reduce continued acts of a violent nature.

## **47. Workplace Health, Safety & Welfare:** Guidance document PG306 & 509

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space. The majority of the Regulations do, however, apply, and are concerned with health issues such as having suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring and safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities

## **48. Pandemics**

If a Pandemic is declared, Highfield Primary School will work with the Local Authority, Department of Education and Public Health England to ensure appropriate measures are in place to maintain the safety of staff, students and visitors to school.

We will aim to:

- Protect staff, students and visitors from risk of infection
- Provide staff, students and visitors with a clean and hygienic workplace and office and appropriate PPE.
- Provide staff, students and visitors with a building where they feel comfortable and not at risk of infection.
- Provide staff, students and visitors with advice about measures they should take to minimise risk.

The school will:



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- Carry out a general risk assessment detailing any control measures in place and review this if guidance changes.
- Carry out individual risk assessments as appropriate or update existing risk assessments where individuals are at significantly increased risk.
- Develop appropriate and effective cleaning and hygiene procedures taking into account guidance on how the any infection is transmitted.
- Support students and staff to work or learn safely from home if this is required as a response to school closures.
- Work with PHE guidance to regarding our role in prevention or management of infection, including tracing contacts, testing and notifications.

## HEALTH AND SAFETY PERFORMANCE MONITORING

Health and Safety informal visual checks will be carried out by the School Business Manager on a weekly basis, with a termly Health and Safety walk round with the Superintendent. All Health and Safety formal walks are documented and dated (Appendix 1).

The following list specifies which checks must be carried out, and other criteria essential for the Health and Safety of the school, its staff, pupils and visitors.

### A Housekeeping and Storage

- 1 Are entrances, stairs, corridors, emergency exits, electrical switchgear and fire fighting equipment unobstructed?
- 2 Are adequate waste paper bins provided in staff and work areas?
- 3 If stock equipment is kept on top of cabinets above head height, is it stored safely?
- 4 Is waste, scrap, debris disposed of regularly?
- 5 Are cleaning materials/equipment stored away from pupils/visitors?
- 6 Are external walkways adequately illuminated (where necessary)?
- 7 Are boundary fences, gates, traffic barriers safe?

### B Fire Prevention

- 8 Are boiler rooms kept clear of any materials likely to fuel a fire (eg paper, wood, solvents)?
- 9 Are emergency procedure notices posted in all work rooms?
- 10 Will the procedures cater for all emergencies?
- 11 Are all staff aware of emergency action to take?
- 12 Is the alarm system adequate i.e. can it be heard in all areas?
- 13 Is the alarm tested weekly from a different call point and records kept?
- 14 Has a 'Fire Drill' been held each term and the results recorded?
- 15 Is fire fighting equipment provided to the standard advised by the fire officer and checked annually?
- 16 Are all emergency exit routes (where not obvious) and doors adequately signed?



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17 Do all emergency doors open easily?

18 Are all means of escape (passages, stairs, doors) kept free from combustibles?

19 Are visiting groups i.e. attending evening functions or using facilities, made aware of the emergency procedures and routes available?

## **C First Aid and Accident Reporting**

20 Is first aid minimum provision in the premises to the 1981 Regulations, Code of Practice and Guidance?

21 Is someone nominated to look after stocks of first aid requirements?

22 If a medical room is provided, is it kept clear of non first aid/medical equipment?

23 Are records kept of all accidents, treatments, referrals?

24 Are all staff aware of the reporting procedure?

25 Are accidents and near misses looked at by management with a view to preventing recurrence?

26 If remedial action is required, is it actioned promptly?

## **D Supervision / Training**

27 Do all employees in the premises receive induction training in your particular procedures?

28 Is there supervision to a satisfactory standard given to non teaching/extra curricular activities eg playground supervision, lunchtime and evening 'clubs'?

## **E Statutory Inspections of Plant & Equipment**

29 Do you have any of the following equipment in your premises and if so are they ALL inspected and reported on by outside agencies?

- Steam Boiler and associated plant lifting equipment (e.g. ropes, chains, cranes)
- Pressure Vessels (eg Compressor Units, Autoclaves)
- Lifts / Hoists

## **F Electrical Matters**

30 Are sufficient numbers of staff aware of the location(s) of electrical switchgear to enable them to be able to electrically isolate an area of the premises in an emergency? Boiler room, Kitchen locked cupboard, care suite in new build.

31 Do staff report broken / badly wired plugs, sockets, extension cables etc?

32 If the premises have any Residual Current Breakers (RCB) installed are they tested weekly or before each use?

33 Is all electrical equipment regularly checked and a record kept of inspection/repairs?

## **G Kitchen and Associated Areas**





## Highfield Primary School Health and Safety Policy 2025

35 Is there a main gas valve in the kitchen, is it clearly marked; is it tested; is a record kept?

36 Have any microwave ovens been tested in the last 12 months?

37 Is there a grease trap in the waste system; is it cleaned out regularly?

38 Are drain covers maintained to prevent trip hazards?

39 Are extract fans guarded with drip trays under ceiling mounted units?

40 Are dining tables/chairs stored in a safe manner and are they in good condition?