

Health & Safety Policy

September 2026

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1. STATEMENT OF INTENT

It is **Holbeach Primary School's** policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work. The Board of Governors regards the promotion of health and safety at work to be of the utmost importance for all personnel and pupils that attend, work in or visit Holbeach Primary School. This also includes those employed to undertake other activities on behalf of the school.

This is achieved by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- where possible eliminating hazards and reducing any identified risks.
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently and prevent injury or ill health.
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities and;
- periodic review of the Health & Safety Policy, ensuring continual improvement of our management systems, as school activities and the associated risks change.

All personnel employed within the school have a legal obligation and duty of care to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting any incident that has led, or could have led, to damage or injury to the School Business Manager;
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

Health & Safety Statement of Intent

Endorsed by the Governing Body: September 2026

Signed: _____ **Headteacher**

Signed: _____ **Chair of Governors**

2. AIMS AND OBJECTIVES

The aims and objectives of the Health & Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with The Health and Safety at Work Act. 1974, Management of Health & Safety at Work Regulations 1999, guidance from DoE, Ofsted Lewisham Local Authority and other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- provide adequate relevant training, instruction, supervision and information to all employees in order that they may work in safety insofar as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- all personnel are responsible for the raising of awareness with regards to aspects of safety;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;
- ensure that full and effective consultation on all matters is offered between school Union Health & Safety Representatives and Representatives of Employee Safety.

3. ROLES AND RESPONSIBILITIES

Responsibilities of individuals within the School are as follows:

3.1 Board of Governors

As **Holbeach Primary School** is a Community maintained school, the responsibility for health & safety lies with the employer who is the local authority. The Board of Governors is responsible for providing strategic management of the school and regularly monitoring the health and safety arrangements that are in place.

The Board of Governors must ensure that:

- Lewisham Councils Children & Young Peoples Directorate's Health, Safety and Welfare Policy is implemented and monitored within the School;
- the main elements for managing health and safety in the school e.g. inspections, risk assessment and monitoring, are incorporated into the school's management arrangements and procedures;
- the school includes health and safety issues and obligations in its development plan;
- all health and safety policies are implemented and prioritised;
- one of the Governors is appointed to represent the Governing Body for health and safety matters alongside the Headteacher or the schools nominated Health and Safety Representative(s);
- the Board receives regular reports from the Headteacher and/or the Health and Safety Representative(s) on any health and safety matters and discuss and act upon any recommendations;
- resources are available to manage and support the health and safety systems in the school.
- all activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substances.

3.2 Headteacher

The Headteacher, (or in his absence, the Deputy Headteacher) is responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.

The Headteacher shall:

- be the focal point, or officially delegate responsibility to someone from senior management, for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of the approved safety procedures throughout the school;
- maintain contact with outside agencies offering expert advice on health and safety;
- report all know hazards to senior management or where applicable the Premises Manager;
- stop any unsafe practises or the use of dangerous plant, tools, equipment, machinery, etc until reviewed/rectified and made safe;
- make recommendations to the senior management or the Premises Manager with regard to faulty plant, tools, equipment, machinery, etc. for additions, repairs and/or replacement of any faulty/hazardous items;
- notify the local authority of any hazardous building defects or statutory maintenance related issues e.g. damaged roof or faulty boiler;
- organise regular inspections of school premises for health and safety purposes and ensure that any potentially hazardous situations are reported;
- ensure all accidents are reported centrally, to Lewisham Council and when necessary to the Health & Safety Executive;
- regularly review First Aid provision in the School;
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary;
- work closely with Health and Safety Link Governors (and the Board of Governors) to ensure all aspects of Health and Safety Policy are reviewed regularly and amended/improved where necessary.

3.3 Union Health and Safety Representative(s)

The Healthy and Safety at Work etc. Act 1974 and Safety Representatives and Safety Committees Regulations 1977 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Premises Manager who will oversee aspects of health and safety within their remit alongside appointed voluntary Health and Safety Representatives – possibly one from the teaching staff and one from the non-teaching staff.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so;
- to examine causes of any accidents that occur in the workplace and suggest remedial action;
- to ensure than any such accidents are reported using the appropriate form;
- to investigate any complaints relating to health, safety and welfare at work;
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace;
- to be offered involvement in the inspection process of the school premises;
- to be offered to attend meetings of Health and Safety Committees;
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives;
- to raise health and safety issues at Staff Meetings;

- to monitor that written risk assessments are readily available to staff and to monitor compliance;
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace;

3.4 The Premises Manager

The Premises Manager is line managed by the Headteacher and is responsible for the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks.

The Premises Manager is responsible for making recommendations to the Headteacher regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.

The Premises Manager is also responsible for fire safety including coordinating termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

3.5 All Employees and Pupils

The safety arrangements set out below are for the information, guidance and compliance of all personnel in the School. Under the Health and Safety at Work etc. Act. 1974 and a number of current Regulations and approved codes of practises, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything reasonably practicable to prevent injury to individuals and themselves. This will be achieved by complying with arrangements and procedures developed arising from risk assessments.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe systems of work that apply to their own work and to report hazards discovered by them to their Headteacher, nominated Health & Safety deputy or Premises Manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The safety of pupils in classrooms is the responsibility of Class Teachers and Teaching Assistants. All staff are expected to:

- Supervise pupils and know the emergency evacuation and first aid procedures;
- Be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them;
- Give clear instructions and warning when applicable;
- Highlight safety issues to their senior management, nominated Health and Safety Person and the Premises Manager.

3.6 Health and Safety Committee Brief

The purpose of the Health and Safety Committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory. See Section 6 for more details.

3.7 Contractors

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria.

All Contractors must be presented with the schools Asbestos Register prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified. For more information see the Managing Contractors Procedure.

For more information, refer to the **Managing Contractors Procedure**.

3.8 Fire Marshall

The School's designated fire Marshalls and their deputies are known to all school staff. They will assist in a fire /emergency evacuation, ensuring their dedicated areas are swept and report to the fire controller any issues.

On a day to day basis Fire Marshalls will ensure all fire exits are kept clear, fire equipment is in its allocated area, fire hazards are reported to the Premises Manager. Fire Marshalls will receive training and refresher training when required.

3.9 First Aiders

The school's designated first aiders are made known to all staff and listed at Appendix 1. Any injuries to pupils, visitors or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The contents of first aid boxes are maintained by the first aiders to whom they are allocated.

Lists of the current first aiders are displayed in:

- The School Office,
- Both Staffrooms,
- The Early Years setting,
- Designated areas on each floor of the building.

3.10 Educational Visits Co-ordinator (EVC)

The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure that, for every Educational Visits and Residential School Journey, all the health and safety risks have been identified and apportion suitable control measures. The risks and behaviour of specific pupils will also be assessed.

3.11 Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school;

- All visitors (in particular regular visitors, such as parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them;
- All visitors must report to the school office on arrival and sign their names in the Visitors' Book. They will be issued with an identification badge which they must wear whilst on school premises and handed back in to the office when they sign themselves out in the Visitors' Book.
- Unless otherwise agreed all visitors must be supervised while on site.
- Any visitor to the school will evacuate the premises as per the **School's Evacuation Procedure** and report to the assembly point.

3.12 Catering Staff

Catering Kitchen and cooking facilities carry significant risks to school premises and high

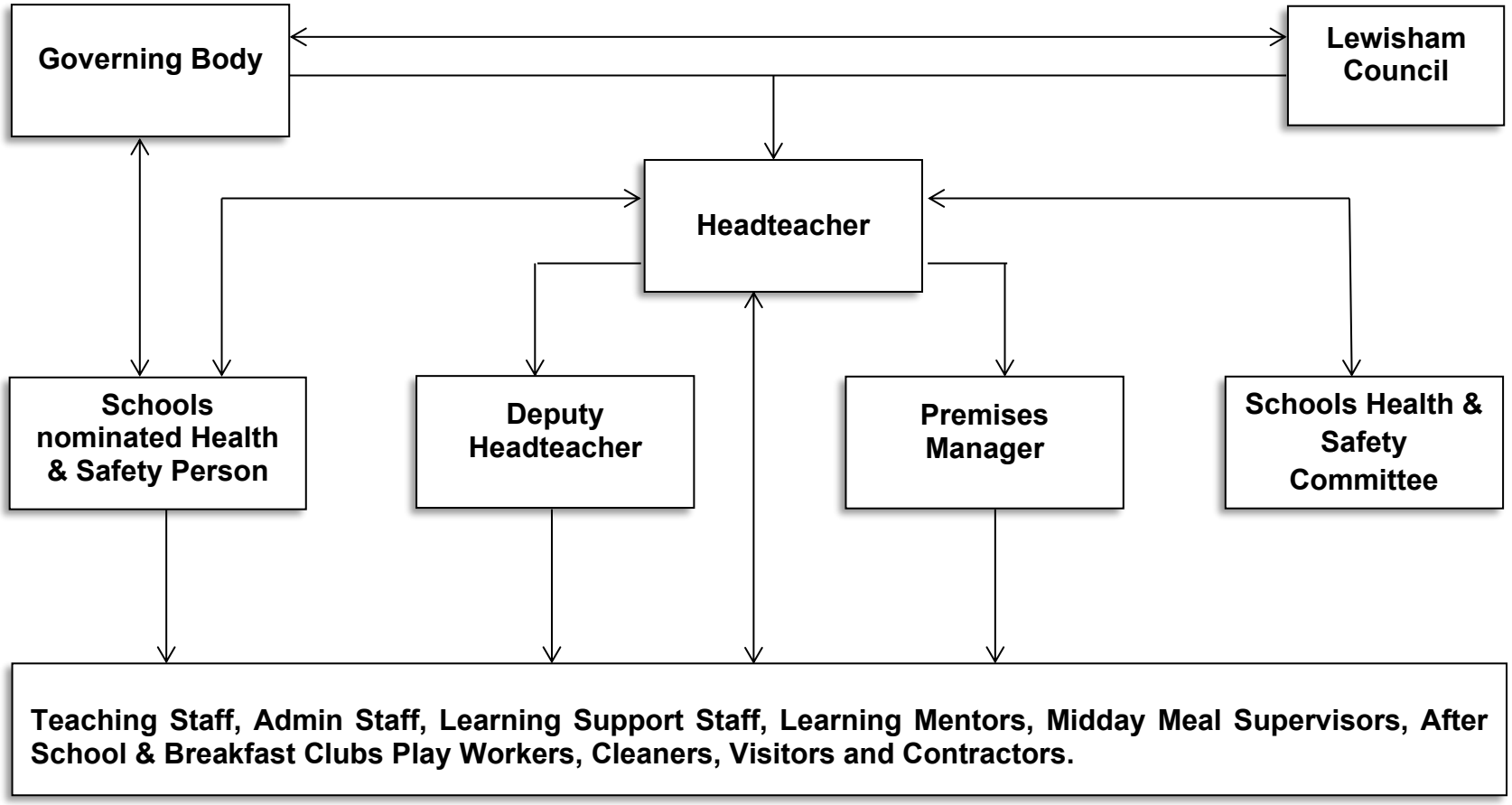
standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- the safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:
    - Hygiene - maintain suitable standards of hygiene in the kitchen area including storage.
    - Fire - To be aware of the arrangements for fire prevention and evacuation
    - Training - providing suitable training to ensure that staff
    - First aid – staff are trained in first aid and first aid provision is available.

Both the cleaning staff and staff in extended services are employed directly by the school.

3.13 HOLBEACH PRIMARY SCHOOL HEALTH AND SAFETY ORGANISATIONAL CHART



4. INFORMATION / PLANNING, IMPLEMENTATION / TRAINING

Staff Information

- New members of staff will be given a copy of the Health & Safety policy and any procedure documents and asked to sign to say they have read and understood their delegated roles and responsibilities;
- Changes or new procedures will be given to all employees as relevant and their signature obtained for the information log;
- Key health & safety information will also be included in the staff handbook;
- New employees will be given a site tour and information at induction.

Health and Safety Information

The Headteacher and Governing Body will be kept up to date with any new legislative changes or guidance by:

- Employing the services of a dedicated schools health and safety advisor.
- Updates from the Department of Education and Ofsted.
- Updates from the Health & Safety Executive (HSE)
- Updates and guidance from the UKHSA with regards Public Health

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by SMT and through their Safety Committee representatives;
- Health and safety will be a standing agenda item for staff meetings;
- A formalized annual review of the policy will be undertaken and staff asked for their input;
- Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person or the Premises Manager;
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the Server in the school office and hard copies in the school office for review by staff whenever required.

Health and Safety Information for Pupils, Visitors and Contractors.

- Information for pupils will be given at assemblies and in certain lessons as required;
- Information for parents will be given in the school prospectus & through letters and newsletters;
- Information for visitors will be given verbally with the visitor's badge which has H&S information on the reverse;
- Information for contractors will be provided using relevant documentation by the relevant person at the time of agreeing works, verbally and with visitor's badges.

Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organized as required:

See Appendix 2 (Health & Safety Training Table)

5. SUPERVISION OF PUPILS

The Headteacher is responsible for:

- the internal organisation, management and control of the school and to deploy and manage the teaching and non-teaching staff;
- ensuring appropriate behaviour at all times during the school day (including mid-day break) when pupils are present on the school premises and whenever pupils are engaged in authorised school activities – whether on the school premises or elsewhere;

- maintaining a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility;
- with senior management, checking that these scheduled duties are carried out.

Parents will be made aware of supervision procedures and policies when their child enters the school and all the relevant information is available in the school booklet. Any changes in policy and procedures will be altered accordingly with parents informed through regular School Newsletters, Governors' Report etc.

For more information see the **Supervision of Pupils Policy.**

6.THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee will be comprised of the Headteacher, the Business Manager, Link Governors and at least two Union/Staff Health & Safety Representatives and will meet as deemed necessary, but not fewer than four times annually.
Under section 2(7) of the Health and Safety at Work etc. Act 1974, the Safety Committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health, safety and wellbeing at work of the employees, pupils and visitors.
Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- monitoring the number of work- related ill health absences;
- outcomes of fire drills;
- examination of health & safety audit and inspection reports on a similar basis;
- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports that Union Health & Safety representatives may submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and safe systems of work;
- monitoring the effectiveness of employee safety training;
- monitoring the adequacy of health and safety communication and publicity in the school.

7. SAFETY ARRANGEMENTS

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Holbeach Primary School.

7.1 Defective Tools and Equipment

- All defective tools or equipment must be reported immediately to the Premises Manager or the nominated Health & Safety Person;
- The equipment concerned must be immediately withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until it has been inspected and repaired.

7.2 Means of Access/Egress

Always use designated walkways and routes of access. Do not use short cuts; they can result in serious accidents. Cars and pedestrians will be kept separate.

7.3 Good Housekeeping

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.
Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

7.4 Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Premises Manager has been designated to take responsibility for organising this.
All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.
Staff must report any issues with electrical equipment immediately by completing a form for the Premises Officer available from the staffroom and putting the equipment out of use.
Staff are not permitted to bring in electrical items from home without the prior permission of the Premises Manager.

7.5 Use of Harmful or Hazardous Substances – COSHH

Section 6 of The Health and Safety at Work etc. Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.
The Premises Manager is the schools trained competent COSHH Assessor. No hazardous chemicals are allowed onto the school premises without the Premises Managers permission or unless a COSHH assessment has been completed.

For more information please see the **COSHH Management Procedure.**

7.6 Smoking

Smoking is not permitted on the school premises – this includes E-cigarettes

7.7 Consumption of Food

Food is to be consumed only in recognised staff rooms, dining areas or designated areas. Staff must not store foods, that contain ingredients to which pupils are allergic to, in their classroom cupboards and drawers.

7.8 First Aid

Agnieszka Bozzao, who is the Appointed Person, co-ordinates all school first aid requirements. There are members of staff who are qualified as First Aiders at the school who are on call during working hours. It is also recommended that all staff have some basic First Aid knowledge.
Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment.
The school will provide applicable First Aid provision for all groups that regularly attend the site.
CREAMS AND OTHER ANTISEPTICS ARE NOT USED.
Disposable plastic gloves should also be stored near First Aid Boxes. First Aid Kits should be available for school trips/visits or for groups taking part in outdoor activities.

For more information see the **First Aid Management Procedures**.

7.9 Medical Conditions

The School discourages pupils from taking medicine in school unless a pupil is suffering from chronic illness or allergy (e.g. Asthma). Teaching and non-teaching staff must not administer medication to pupils if they are not trained to do so.

For more information see the **Administration of Medication in School Policy.**

7.10 Use of Vehicles

Only those persons authorised and in possession of the appropriate licence and insurance are permitted to drive vehicles on school business. Pupils cannot be taken in staff cars without permission from parents and there are suitable car and booster seats available.
For more information see the **Use of Vehicles Policy.**.

7.11 Violence and Aggression

Staff are entitled to carry out their work without threat of verbal abuse or physical violence. Any displays of aggression to our staff by a parent or carer, or child will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.
For more information see the schools **Managing Violence and Aggression Procedures.**

7.12 Legionella – Water Management

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school. Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water or not.
For more information see the **Managing Water Procedure.**

7.13 Gas Safety

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.

7.14 Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. The schools nominated Manual Handling of Loads risk assessor is the Premises Manager.
For more information see the **Manual Handling Policy and Procedure**

7.15 Working at Height

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.
All activities that require working at height must be risk assessed prior to the activity by a competent person.
Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training.
For more information see the **Working at Height Policy and Procedure**.

7.16 Office Safety

Office equipment will be checked annually for electrical safety as part of the PAT process. An office safety risk assessment will be completed by a competent person taking into consideration personal safety and equipment in use.
For more information see the **Office Equipment Safety Procedures**.

7.17 Waste Disposal

Hazardous waste such as computer equipment, fluorescent light bulbs, old fridges etc. have to be registered in the Hazardous Waste log which is maintained by the Premises Manager and collection organized by approved contractors. The collection certificates are also kept in

this file and must tie in with the log. It is responsibility of the Premises Manager to keep the log and paperwork up to date for inspection when required.
Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in the medical waste bin which is kept in the medical room. This waste is collected monthly by a collection company who will provide a certificate of collection.

For more information see the **Waste Disposal Procedures**.

7.18 Lone Working
People who work alone without interaction with other workers e.g. people who work in the building outside normal school/office hours (e.g. teachers/office staff working late, premises officer), remote working and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable management control measures introduced.

For more information see the **Lone Working Procedure.**

7.19 Asbestos Management
The Premises Manager has been designated responsibility for making regular inspections of the areas known to contain asbestos. He will check for signs of physical disturbance or damage and organise annual re-inspections by an approved contractor.
In the event of suspected disturbance, the Premises Manager will immediately bring this to the attention of the nominated Health & Safety Person and the Headteacher who will take responsibility for deciding the next steps.
This will involve;

- Physically restricting access to the area including making a door airtight by sealing with tape.
- Notifying Lewisham Council's Estates Management Unit and LBL Schools H&S Advisor.
- All involved to be provided with an area to remove potentially contaminated clothing for disposal as hazardous waste.
- Possible evacuation and closure of the school whilst an emergency call-out is arranged by an approved contractor.
- On confirmation of asbestos release, the school will complete a RIDDOR for the HSE.

No intrusive work can take place without consulting the asbestos register prior to commencing work and adhering to Lewisham Council's Estates Management Unit's Asbestos Management Policy Version 7.0.

For further information refer to the **Asbestos Management Procedure.**

7.20 Workstation (Display Screen Equipment)
All staff that use a computer for a significant part of their working day or are designated as a computer user must complete an annual workstation Display Screen Equipment (DSE) self-assessment if competent to do so. Where necessary the schools DSE trained assessor will complete an assessment for a designated user e.g. if staff not competent to do so.

For more information see the **Workstation (DSE) Policy**.

7.21 Stress Management
The Headteacher will ensure that the risks from work related stress are being effectively managed and controlled throughout the school. Senior management will demonstrate clear commitment to stress management and will be briefed as to their legal duties. The Governing Body will manage the stress implications for the Headteacher.

For more information see the **Staff Wellbeing Policy.**

7.22 Security

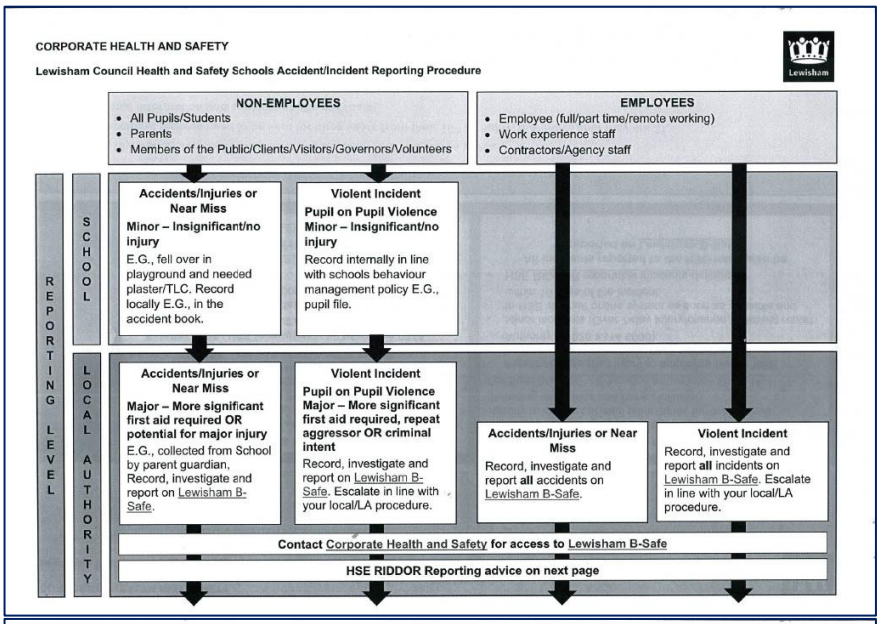
The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable. A security risk assessment will highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets. All visitors and contractors must sign in at the reception desk, obtain an ID pass which must be worn at all times when on site.

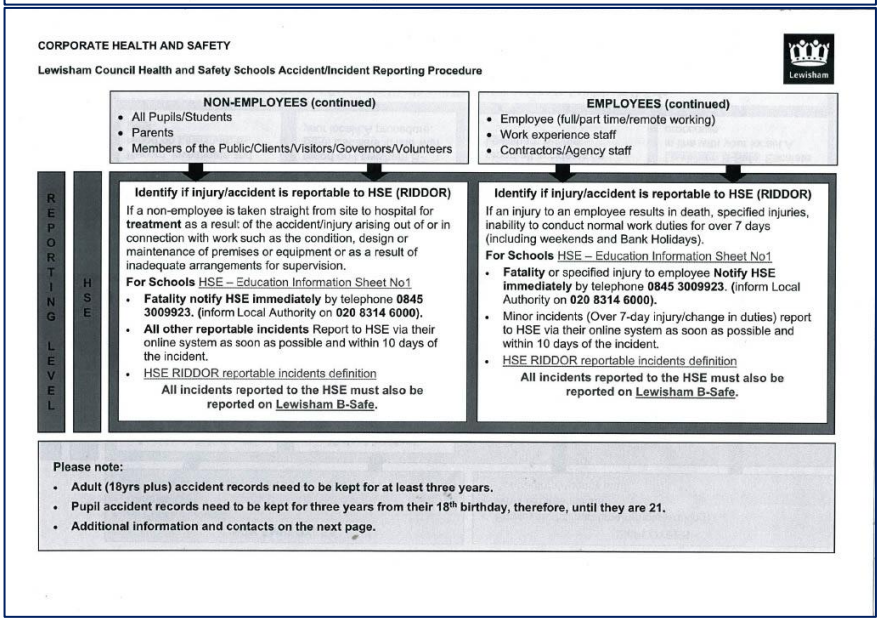
For more information see the **Security Policy and Procedures**.

7.23 Accident/Incident Reporting

Any accident / incident / near miss or injury is reported to senior management by the person or persons involved in the accident and entered in the Accident Report Book (either the Pupil's Accident Book or the Staff Accident Book). Accident books are held in the School Office. The Headteacher is to ensure that the Board of Governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

The school follows the Lewisham Council Health and Safety Schools Accident/Incident Reporting Procedure:





In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay, most easily by reporting online. Cases of over-seven-day absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form.

For more information see the **Accident Reporting Procedures**.

7.24 Infectious / Communicable Diseases

Where there are clusters of infectious and communicable diseases then these are reported to the Public Health England Team. The School will be led by the UKHSA if there is another pandemic or if there is a serious outbreak of an infectious disease.
Staff are aware of controls that should be implemented when dealing with infectious diseases as per "the Spotty Book Guidance".

For more information see the **Infectious & Communicable Diseases Policy**

7.25 Positive Handling

There may be occasions in the school where pupils need to be moved and handled by school staff, for both their and other staff and pupil's safety. Staff will only undertake these procedures when absolutely necessary.
Staff undertaking these moves, will receive requisite training which will be refreshed every three years.

For more information see the **Positive Handling / Restraint Policy**

7.26 Playgrounds & Play Equipment

All internal and external play equipment will be serviced and maintained by a competent contractor annually. The Premises Officer will undertake regular visual inspections. Teaching and Sports staff will visually I inspect any equipment prior to use and report to the Premises Officer any faults of defects.
Any play equipment that is deemed to be defective or faulty will be taken out of use and access restricted.

For more information see the **Playground and Play Equipment Risk Assessment**

7.27 Glazing

The Premises Manager is responsible for inspecting the glazing on a regular basis. Any glass replaced will be to the correct standard and consideration will be given to the activities undertaken in the area, the users, the height of the glass and any additional safety equipment that may be needed.

For more information see the **Glazing Policy**

7.28 Pressure Systems

The School has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000. PROCEDURES (more than .5 bar of pressure).
All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.
Records will be retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system.

For more information see the **Pressure Systems Policy**

7.29 Personal Protective Equipment

The Headteacher is committed to ensuring that suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this.
When the risk assessment determines PPE as a control measure, the school will look at the hazard and assess the most effective measure. PPE should be the last resort. The Headteacher will establish if the hazard can be eliminated, substituted for a less risky hazard, apply engineering and administrative controls and then if none can be applied, PPE will be used.
All users of PPE will be provided with information and instruction as to the correct use of the equipment.
All PPE must comply with current regulations and meet European standards.
All instances of damage or loss to PPE should be notified to the relevant person who will arrange for repair or replacement.

For more information see **PPE Policy**

7.30 Work Experience / Placements

Any work experience placements will prior to commencing work, have a health and safety and site induction with the person who will be responsible for them. This will include fire / first aid and safeguarding arrangements.
A suitable risk assessment will be undertaken, and any appropriate action taken.

7.31 Pregnant and New Mothers

On notification of pregnancy, or on the return to work after giving birth or continued breastfeeding, an appropriate risk assessment will be carried out and appropriate action taken to protect the mother and baby whilst at work.

7.32 Safeguarding

Holbeach Primary School is committed to devising and implementing the school's safeguarding policy so that everyone working in the School accepts their responsibilities for safeguarding children, young people and adults at risks from neglect, physical, emotional, and sexual abuse.
This means that we have to follow the procedures and policy set out by the school to protect all children, reporting any concern about their welfare to the safeguarding team.
All concerns or disclosures should be reported immediately either via email, a signed written record or in person. It is important that staff do not operate in isolation. If none of the named persons are on the premises please ring the – M.A.S.H. team on in Lewisham council on 02083146660
Staff at Holbeach Primary School also respect parents, carers and children's right to confidentiality and that information will only be shared in the interests of the safety and protection of the child.

The Headteacher is the designated person for child protection.

For more information see **Safeguarding Policy**

7.33 After School & Breakfast Club

Breakfast Club

Holbeach Primary School runs a school breakfast club. It is located in the Dining Hall and is manned by School Staff. There are suitable numbers of trained first aiders and fire marshals on site at this time. An evacuation procedure is in place and staff are aware of their roles and responsibilities. As food is prepared, staff have received Food Hygiene training. Parents drop off via the designated gate **on Bradgate Road.**

After School Club

Holbeach Primary School also runs a 'wrap-around' after-school club and some extra-curricular clubs that cover various activities. The majority of these clubs **are run and manned by school staff.** There are suitable numbers of trained first aiders and fire marshals while each of these clubs runs. An evacuation procedure is in place and staff are aware of their roles and responsibilities. As food is prepared, staff have received Food Hygiene training. Parents pick up from the designated gate **on Bradgate Road.**

A risk assessment for both the Breakfast Club and After School Club has been undertaken to identify the hazards and control measures implemented.

7.34 Clubs Run by External Providers

Any external providers will be expected to undertake their own risk assessments and present them to the Headteacher prior to any sessions commencing. A register will be taken at each session of the children in attendance.

Each club leader will be issued with a health and safety pack – which will detail the schools' arrangements for fire / first aid / accident reporting / safeguarding and other relevant health and safety hazards.

Club providers may be required to produce relevant training certificates to the school to demonstrate their level of competency.

7.35 Swimming

The pupils from Holbeach Primary School attend swimming lessons in Year 5 (and occasionally in Year 4 and Year 6 too – where finances allow). Health and Safety information from Glass Mill Swimming Pool is sought prior to the children attending.

A risk assessment will be undertaken for each class that attends the lessons. Travelling to and from the school to the pool will be included.

7.36 School Events (Fetes, PTA, etc)

When organizing school events (i.e. Summer fair, Christmas concert, international evening etc) the event organiser will be responsible for preparing a written risk assessment of the activities / attractions that make up the event.

All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions **MUST** have an individual written assessment: -

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special effects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

7.37 Lettings

The school has a separate policy for hire of the premises which outlines the arrangements for lettings, in particular fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements, and the provision of first aid.
Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide the school with a completed risk assessment for the event/activity.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- The premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- Adequate arrangements for emergency evacuation are in place and communicated

For more information see the **Lettings Policy**

7.38 Alcohol and Drug Abuse

Staff under the influence of alcohol or drugs will be excluded from work and may be subject to disciplinary procedures. Occupational Health is available for staff to access support. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication they should inform the Headteacher, so that additional arrangements may be made to safeguard you while at work.

7.39 Disabled Persons Including Temporarily Disabled – Needing Assistance

Where we employ persons with disabilities, or where existing staff or pupils suffer a temporary disability, we put in place arrangements so that, where reasonable, the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare. In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved.
When individuals may be fit to work subject to conditions, that those conditions have been risk assessed and relevant changes have been made to meet them, if necessary, using occupational health advice.
The needs of disabled staff / pupils / visitors are taken account of within risk assessments and if necessary, the school will undertake an individual risk assessment. The risk assessment covers not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist in anticipated emergency situations.
The school may need to complete a personal emergency evacuation plan (PEEP) to cover mobility problems or other issues which would inhibit a safe evacuation.
Relevant risk assessments and the PEEP will be reviewed at frequencies which take account of any change in the person's health condition.

7.40 Emergencies

Bomb Threats:

- **Initial Response:** All threats are taken seriously, and the police are contacted immediately via 999.
- **Evacuation:** If a threat is credible, or if directed by authorities, the school will evacuate to a designated safe location away from the building.
- **Lockdown:** If evacuation is not possible or advised, a lockdown procedure should be initiated, keeping children out of sight and quiet.
- **Communication:** The school will communicate with parents and the wider community about the situation and any actions being taken.

Gas Explosions/Leaks:

- **Evacuation:** If a gas leak is detected or an explosion occurs, the building will be evacuated immediately, following the fire alarm procedures.
- **Contacting Authorities:** The emergency services and the gas supplier should be contacted, and the school should follow their instructions.

General Emergency Procedures:
- **Designated Personnel:** The relevant policies will outline which staff members are responsible for specific actions during an emergency, such as contacting emergency services, leading evacuations, or managing communication.
- **Alarm Systems:** The school has a clear and functional alarm system to alert staff and pupils of emergencies.
- **Evacuation Routes:** Designated and clearly marked evacuation routes have been established, and regular drills are practiced.
- **Communication:** A clear communication plan is in place to inform staff, pupils, parents, and the wider community about the situation.
- **Buddy Schools:** Arrangements will be made with neighbouring schools for sheltering and evacuation, in case the school building is unusable.

Intruders:
- **Lockdown:** If an intruder is identified, the school will implement a lockdown procedure.
- **Contacting Police:** The police will be contacted immediately and provided with a description of the intruder.
- **Supervision:** Staff will always ensure the safety and well-being of all children

Closure Due to Inclement Weathers
- **Safety:** The primary concern is the safety of pupils and staff. The Headteacher will complete a risk assessment assessing condition of site and the safety of travelling.
- **Staffing:** Headteacher to determine how many staff will be able to travel to the school (taking into consideration the number of first aiders / children with special needs, effective learning etc)
- **Local Authority Advice:** Headteacher to get advice and guidance from the Local Authority.
- **Communication:** A clear communication plan is in place to inform staff, pupils, parents, and the wider community about the situation. This includes a message on the website / a text sent to all stakeholders / an email sent to all stakeholders.

8. OUT OF SCHOOL VISITS AND ACTIVITIES

All personnel that arrange or actively participate in school visits or out-of-school activities must comply with Lewisham Councils There and back Again document. The school will appoint an Educational Visits Coordinator (EVC) who will be either the Headteacher or a senior manager. They will be responsible for ensuring the process for arranging off site visits or activities are in place prior to the event.

For more information see **The Educational Visits Procedure.**

9. RISK ASSESSMENT

The school recognises that Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999 and that the aim of each Risk Assessment is is to identify hazards, evaluate associated risks, and implement control measures in an effort to reduce the risk of harm to a reasonable level. A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person.

At Holbeach Primary School, Risk Assessments are conducted for a wide range of things, including (but not limited to): Safeguarding; Health and Safety; Security; Fire Safety; Site

Security; Educational Visits; Pregnancy; Individual Medical requirements; Critical Incidents and Community Events (e.g. Summer Fair)

At Holbeach Primary School, the Risk Assessment process will always follow these important steps:

1: Identify the Hazards
Look for anything that could cause harm in the school environment. This includes:
- Physical hazards: wet floors, faulty playground equipment, loose wires.
- Chemical hazards: cleaning products stored in accessible areas.
- Biological hazards: spread of illness in classrooms or canteens.
- Psychological hazards: bullying, stress from exams or workload.
- Environmental hazards: extreme weather affecting outdoor activities.

Example: A loose carpet in a corridor could cause a trip hazard for pupils.

2: Decide Who Might Be Harmed and How
Consider all individuals who could be affected:
- Pupils (especially those with SEN or disabilities)
- Staff (teachers, support staff, cleaners)
- Visitors (parents, contractors, governors)
- Volunteers

Example: A science experiment involving heat could pose a burn risk to pupils if not properly supervised.

3: Evaluate the Risks and Decide on Precautions
Assess how likely it is that harm could occur and how serious it would be. Then decide what control measures are needed:
- Can the hazard be removed?
- If not, how can the risk be minimised?

Apply the hierarchy of control:
i. Eliminate the hazard
ii. Substitute with something less risky
iii. Use engineering controls (e.g. guards, barriers)
iv. Implement administrative controls (e.g. supervision, signage)
v. Provide personal protective equipment (PPE)

Involve staff so that you can be sure that what you propose to do will work in practice.
Example: For a school trip, ensure adequate adult supervision, first aid kits, and emergency contact details are in place.

4: Record Your Findings and Implement Them
Document the hazards, who is at risk, and the control measures. Share this with relevant staff and ensure actions are followed through.
Example: A risk assessment for a PE lesson in the hall should be recorded and shared with all teachers, noting any risks relating to specific equipment.

5: Review Your Assessment and Update if Necessary
Risk assessments should be reviewed:
- Annually
- After an incident or near miss
- When there are changes to activities, staff, or pupils
- When new equipment or procedures are introduced

Example: After a pupil trips on a newly installed ramp, the risk assessment for that area should be reviewed and updated.

For more information see Appendix 2 – **Risk Assessment Guidance**

10. HEALTH & SAFETY REVIEWING & MONITORING

The Headteacher or the nominated Health & Safety Person will annually monitor the risk assessment process checking that a number of key assessments have been completed.
A health & safety inspection of the school premises will be completed. This is done at least termly (or when a significant incident has occurred) and will include a walk around the site. The ideal attendees will be the Headteacher, or senior manager, the nominated Health & Safety Person, the Health & Safety Link Governor, and an invite extended to the Union Health & Safety Representatives.
An annual health and safety full site inspection will be undertaken by the Health and Safety Consultant (CMF Health and Safety)
The Governing Body will complete Lewisham Councils Self-Monitoring Checklist submitting the completed report to the authority's Schools Health & Safety Advisor.
The Headteacher will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported at a Governing Body meeting.
The Headteacher will annually monitor the H&S Policy (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings as deemed most suitable.
Lewisham Council will complete regular Health & Safety Audits of the school's documents compiling a report of their findings and making recommendations for improvement. The audit will be completed in conjunction with a site inspection.

11. FIRE PREVENTION

As the person delegated with day-to-day running of the school the Headteacher is deemed as the "Responsible Person" under current fire safety legislation.
The main duties of the Responsible Person in relation to fire safety are:

- to ensure an annual fire risk assessment is completed by a competent person, or sooner if there have been any significant changes in the building / persons / alarms
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary;
- arrangements for any necessary contacts with external emergency services;
- provision of adequate emergency escape facilities and;
- ensure that those who visit the site that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan.

An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan.
Fire evacuation drills must be completed once a term and the results recorded in the Fire Log e.g. time to evacuate, call point activated, and any issues highlighted. This may need to be more frequent if there are changes to the site e.g. change of assembly point due to planned construction work.
All staff should receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.

For more information please see the **School's Evacuation Procedure**

12. PHYSICAL EDUCATION

All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis.

All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged.
All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.

For more information see the **PE Management Procedures**.

13. EQUALITIES

Schools cannot unlawfully discriminate against staff or pupils because of their sex, race, disability, religion or belief or sexual orientation.
The Headteacher is responsible for ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and for taking appropriate action in any cases of unlawful discrimination.
All staff are expected to:

- promote an inclusive and collaborative ethos in their classroom;
- deal with any prejudice-related incidents that may occur;
- plan and deliver curricula and lessons that reflect Equalities principles.

For more information see the **Equalities Statement**.

14. INFORMATION TECHNOLOGY – IT

The overall responsibility for the use of IT rests with the senior management of the school.
The Headteacher, in consultation with staff:

- determines the ways IT should support, enrich and extend the curriculum;
- decides the provision and allocation of resources;
- decides ways in which developments can be assessed, and records maintained;
- ensures that IT is used in a way to achieve the aims and objectives of the school;
- ensures that there is an IT procedure, and identifies an IT co-ordinator.

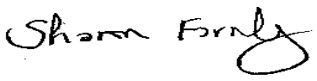
Staff are not permitted to view inappropriate websites whilst using school IT equipment. The school will endeavour to restrict pupils accessing unsuitable internet websites.

For more information see the **Acceptable Use Policy**

15. OTHER DOCUMENTATION THAT SUPPORTS THIS POLICY INCLUDES:

- Appendix 1 – First Aid List
- Appendix 2 – Risk Assessment Guidance
- Appendix 3 – Health and Safety Training Matrix
- Appendix 4 – Fire Marshall List
- Appendix 5 – Health and Safety Policy List
- Appendix 6 – Risk Assessment List

Health & Safety Policy



Signed: ……

Chair of Governors: ……Ms S Farnley…… (please print name)



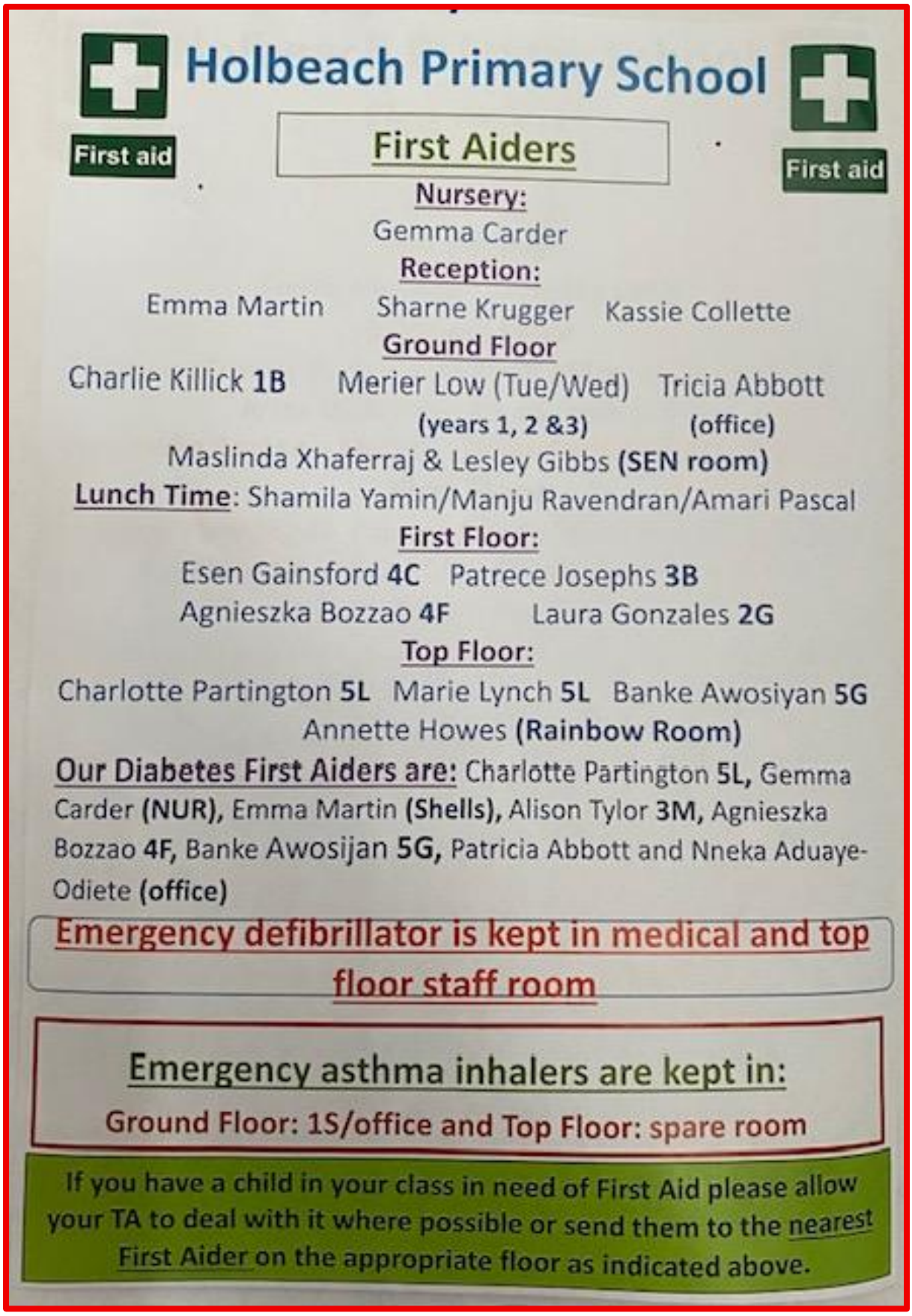
Signed: ……

Headteacher: ……Mr T Bulpitt…… (please print name)

Date of Policy: September 2026

Date of Review: September 2027

APPENDIX 1 - FIRST AID LIST



Holbeach Primary School

First aid

First aid

First Aiders

Nursery:

Gemma Carder

Reception:

Emma Martin Sharne Krugger Kassie Collette

Ground Floor

Charlie Killick **1B** Merier Low (Tue/Wed) **(years 1, 2 &3)** Tricia Abbott **(office)**

Maslinda Xhaferraj & Lesley Gibbs **(SEN room)**

Lunch Time: Shamila Yamin/Manju Ravendran/Amari Pascal

First Floor:

Esen Gainsford **4C** Patrece Josephs **3B**

Agnieszka Bozzao **4F** Laura Gonzales **2G**

Top Floor:

Charlotte Partington **5L** Marie Lynch **5L** Banke Awosiyan **5G**

Annette Howes **(Rainbow Room)**

Our Diabetes First Aiders are: Charlotte Partington **5L,** Gemma Carder **(NUR),** Emma Martin **(Shells),** Alison Tylor **3M,** Agnieszka Bozzao **4F,** Banke Awosijan **5G,** Patricia Abbott and Nneka Aduaye-Odiete **(office)**

Emergency defibrillator is kept in medical and top floor staff room

Emergency asthma inhalers are kept in:

Ground Floor: 1S/office and Top Floor: spare room

If you have a child in your class in need of First Aid please allow your TA to deal with it where possible or send them to the nearest First Aider on the appropriate floor as indicated above.

APPENDIX 2 - RISK ASSESSMENT GUIDANCE

Risk Assessment Guidance

LIKELIHOOD	SEVERITY				
		TRIVIAL Little to no effect on event / activity or person involved, e.g., bumps / bruises	**MINOR** To include first aid being required, to one day lost time	**MODERATE** Sprains / strains / referral to clinician, 1 – 6 days lost time etc	**INTOLERABLE** Major injury including 7 days off work, and / or disastrous results to event or activity / life changing injury or death
	IMPROBABLE Unlikely to occur	**LOW**	**LOW**	**MEDIUM**	**HIGH**
	POSSIBLE Likely to occur	**LOW**	**MEDIUM**	**HIGH**	**HIGH**
	PROBABLE Risk will occur	**MEDIUM**	**MEDIUM**	**HIGH**	**HIGH**

Risk Rating Key and required actions:

LOW – Acceptable and OK to proceed	**MEDIUM –** Take further action to reduce risk if this can be done cost effectively, **and** the benefits will outweigh the risk(s). Otherwise risk can be tolerated **if** existing precautions are maintained and managed.	**HIGH –** **Intolerable – do not proceed - requires further action to reduce risk to a tolerable level: seek support.**

APPENDIX 3 - HEALTH AND SAFETY TRAINING MATRIX

Position	Training Requirement
Governors	H&S Safety Awareness and Professional Qualifications.
Headteacher	Managing Safety Course / Roles and Responsibilities
Deputy Headteacher	Managing Safety Course or LBL C&YP awareness session Risk Assessment – at least LBL C&YP awareness session
School Premises Manager	Managing Safety Course or LBL C&YP awareness session Risk Assessment – minimum LBL C&YP awareness session LBL C&YP awareness session on Fire Risk Assessment, COSHH, Working at Height, Manual Handling Asbestos management and Legionella awareness
First Aiders	3-day accredited course (and refresher courses as required), Paediatric and Emergency First Aid at Work. This is a statutory requirement.
Premises Officers / Premises Assistants	Working Safely. LBL C&YP session on safety awareness for Premises Managers. Risk Assessment – minimum LBL C&YP awareness session. Manual Handling, COSHH and Working at Height training – minimum LBL C&YP sessions Asbestos / Legionella awareness
Educational Visits Co-ordinator	Educational Visits – LBL C&YP arranged or external training session

APPENDIX 4 – FIRE MARSHALL LIST

- Derek Holmes
- Carl Drew
- Tom Bulpitt
- Phil Morriss
- Patrece Josephs

APPENDIX 5 – HEALTH AND SAFETY POLICY LIST

- **Health and Safety Policy**

- Acceptable Use Policy
- Administering Medication Policy
- Biting Policy
- Electrical Safety Policy
- Infectious Diseases Policy
- Lettings Policy
- Manual Handling Policy
- Physical Restraint Policy
- Safeguarding Policy
- Security Policy
- Staff Health and Wellbeing Policy
- Supervision of Pupils Policy
- Use of Vehicles Policy
- Waste Disposal Policy
- Water Management Policy
- Windows and Glazing Policy
- Working at Height Policy
- Workstation Policy

APPENDIX 6 – RISK ASSESSMENT LIST

- Boiler Room Risk Assessment
- Cleaners and Cleaning Risk Assessment
- Computer Suite Risk Assessment
- Early Tears Roof Top Playground Risk Assessment
- Fire Risk Assessment
- First Aid Risk Assessment
- Gas Risk Assessment
- Governors Meeting Risk Assessment
- Hand Held Tools Risk Assessment
- Checklist for Work Experience, Students, Long Term Agency Staff Risk Assessment
- Lone Working Risk Assessment
- Managing Contractors Risk Assessment
- Manual Handling Risk Assessment
- Moving and Handling People Risk Assessment
- Playground Supervision Risk Assessment
- Premises (Building) Risk Assessment
- Pupil SA Risk Assessment
- Physical Education Risk Assessment
- Security Risk Assessment
- Use of Vehicles Risk Assessment
- Waste Risk Assessment
- Work Experience, Student Teachers, Agency Staff Risk Assessment
- Working at Height Risk Assessment
- Working at Home Risk Assessment