



Health & Safety Policy

June 2025

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Statement of Intent

The Members, Governors and Staff Team of Jubilee Primary School are committed to an organised, well-informed and pro-active approach to all health and safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of “context sensitive” risk assessment and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks.

This policy supplements and operates in conjunction with Kent County Council’s policy statement on Health and Safety.

It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.

All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

Consultation will take place with any appointed safety representatives and members of staff on matters that affect their health and safety. If required, specialist advice will be sought at the earliest opportunity from health & safety specialists.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by the Headteacher, particularly to staff after recruitment, transfer or changes to their responsibilities.

A copy of this policy will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.

Organisation

The School recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability.

Members and Governors

The Board Members and Governing Body recognise their responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the governing body, nor can the Headteacher of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The governors will be kept

informed of all developments relating to health and safety, and such matters will be included on the agenda for meetings.

Governors will ensure:

- That in co-operation with the Headteacher, an individual school health & safety plan is produced and this plan is regularly reviewed and revised as and when necessary.
- That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc.
- That regular health and safety inspections of the premises are carried out on at least a termly basis.
- That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher.
- That a positive health and safety culture is established and maintained.

Headteacher

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc.) are aware of the contents of the school health and safety policy and all safe working practices.
- If deemed necessary, appointing one or more members of staff, to be known as Safety Co-ordinators who will undertake specific duties in relation to health and safety, acting as co-ordinator for the school on health and safety matters affecting the school.
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards. The school has a group approach to risk assessment consisting of an individual who has received specific training in the theory of risk assessment, a teacher/assistant who has the hands-on experience of tasks being assessed and any safety representatives that the school may have. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.
- Undertaking inspections of the school premises, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- Providing an annual report to the governors of the school regarding safety performance – e.g. What risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends etc.?
- Making recommendations to governors where Health & Safety funding is required and advising on any safety policies that need to be introduced.
- Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the local authority health & safety officer.

Senior Teachers/Leadership Team

Leadership team members are responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control. To achieve this their duties include the following:

- Ensuring that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the health & safety policy and the safe working practices that apply to their area of activity.
- Actively encouraging the participation in health & safety and welfare matters of all pupils.
- Making known to the Headteacher any identified training needs.
- Establishing and regularly reviewing safe working practices for activities under their control.
- Taking effective action and/or immediately referring to the Headteacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc., which are considered unsafe. This is to be enforced until safety levels are adequate.
- Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use and that visual inspections of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired by a competent person or replaced.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher.
- If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under health & safety legislation. In order to achieve this, duties include the following:

- Ensuring that all students/probationers, supply teachers, etc., assigned to help are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
- Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
- Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc., carrying them out as necessary.
- Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
- Setting an example by personally following safe working practices.
- Ensuring that, where necessary, the appropriate protective clothing, guards, etc., are available, in good condition and are used. All electrical equipment to be visually checked before use.
- Reporting to the Headteacher or senior staff any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled "awaiting repair", "until repaired" or "replace").

- Integrating all relevant aspects of health and safety into the teaching process and, if necessary, giving special lessons (e.g.: the use of equipment in technology lessons).

Teaching Assistants

- Implement the health, safety and welfare procedures for pupils in their care at a level appropriate to their need.
- Exercising effective supervision as requested, to ensure pupil safety and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc., carrying them out as necessary.
- Reporting to senior staff any defects in equipment or identified inadequacies in procedures.

Midday Supervisors

(Same as TAs).

Cleaners

- Reporting to site staff on duty any defects in equipment or identified inadequacies in procedures. (Where any defects renders the equipment potentially hazardous it should be isolated and clearly labelled “waiting repair”, “until repaired” or “replaced”).

There is a need to stress that all employees have **legal** responsibilities under the Health and Safety at Work Act. Those duties are to safeguard themselves, colleagues and others in the workplace.

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and inspect all relevant policies and documents. They have the right to turn up for announced or unannounced visits. However, they will usually visit in connection with an accident that has been reported to them.

Arrangements

The School recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following arrangements:

Risk Assessments

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer in the determination of what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

This school will complete risk assessments in the following areas:

- School trips
- School transport (not the condition of contracted transport but the arrangements for use of school mini buses and the arrangements for contracted school transport e.g. pick up points, separation of pedestrians and traffic turning circles etc.)
- Outdoor play equipment and the use thereof
- Indoor play equipment and the use thereof
- Craft/design and technology (e.g. use of scissors, use of glue gun)
- Manual handling assessments for teachers/caretakers who have to move heavy/awkward loads
- Fire risk assessments
- Display Screen equipment assessments
- Cookery activities
- Swimming
- Lone working (e.g. caretaker or teachers with parents)
- Any work experience placements currently in school
- PE and collecting any PE equipment
- Contractors working on-site
- Violence to staff (e.g. lone working situations etc.)
- Ball games in the playground
- Security

We have a team approach to risk assessment which includes:

- Competent knowledge of risk assessment
- School Visits Co-ordinator
- Individual carrying out duties
- A link Governor from the Premises Committee

This approach ensures competency not only in the theory but also the practical and allows for discussion from a Health and Safety angle.

Fire and Emergency Procedures

- Each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Fire Log Book.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Log Book.
- In each room there should be a diagram showing exit and line up points
- The location of explosive substances such as gas and paint should be recorded and the Senior Fire Officer informed upon arrival.
- Fire exits and fire exit routes should be free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building.
- All fire exits must be clearly labelled and comply with legislation e.g. should be pictorial rather than just writing.
- The use of display materials must be controlled in fire exit corridors. Display/notice boards should be covered in Perspex or there must be a limit on combustible materials in fire corridors.

- All visitors spending any length of time in the school should be made aware of arrangements in case of fire.
- The fire log book will be kept in the Site Manager's office. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, firefighting equipment checks etc.

If you discover a fire:

- Operate the nearest alarm call point
- Go to the nearest telephone and dial 999
- Carry out any previously arranged duties to be done in the event of fire or go to the nearest line up point.
- On sounding the alarm the fire brigade will be summoned if necessary by the Headteacher. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.
- Line up points will be designated and a diagram displaying where they are placed in each room.
- Only if there is no risk to personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.

Action on Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams will be located in each room).
- Proceed to line up point at the nearest exit
- Walk quickly, do not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line-up points by the class teachers for roll call.
- If the fire brigade have been called there must be clear access to the site by emergency services.

Contractors on Site

Before we select contractors, we will make sure that they not only have a good work record but also a good health and safety record. We will ensure that if contractors are invited onto site they will not endanger any members of staff, pupils or visitors by their actions or failure to act. We will investigate their health and safety track record.

Some pertinent questions that we will ask are:

- Do they have any history of working within a school in this area?
- What was the outcome of in respect of health & safety?

What is their accident rate, when was the last time they had a reportable accident?

Have they had any Health and Safety Prosecutions/investigations in the last 3 years?

Before any contractors are engaged to work on school site for any jobs other than routine maintenance, we will ask for/check references if necessary.

Sometimes depending on the job type, size, duration etc., other regulations come into play that need to be followed such as The Construction Design and Management Regulations (CDM Regs).

When Contractors arrive on site to commence work, the following Safe Systems Work will be followed:

- All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
- Ensure that any changes to the job are discussed with the Headteacher or representative, and any changes affecting timing, or health & safety be looked at and action taken where necessary.
- Ensure that any contractors working on site or sub-contractors are familiar with our health & safety policy and are aware of any local safety rules.
- Monitor the contractor's performance during the works and take appropriate action when necessary. If we believe there to be a detrimental effects on health and safety then the job will be stopped until we are satisfied with the health and safety practices.

We have a separate **Contractor on Site policy**.

Displays and Decorations

Decorations must not be placed near temporary heaters or suspended by light fittings.

Smoking

The School's Smoke Free Policy must be adhered to at all times.

Electrical Supplies and Fittings

Any faults must be reported immediately. Any faulty fittings (e.g.: cracked sockets etc.) should be isolated and labelled for repair.

Boiler Rooms

Boiler rooms should not be used for storage.

First Aid

The school appointed First Aiders and Mental Health First Aiders, are displayed on First Aid posters around the school. The school aims to have a member of staff per year group, trained in first aid. The register of First Aiders, is held by the School Business Manager.

These named persons are qualified to administer first aid to casualties. The responsibilities of appointed persons are:

- To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- To ensure that the first aid boxes/cupboards are fully stocked with designated items only.

In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.

The first aid boxes in this school are located in:

- 1 in each classroom
- 1 in the school office

Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.

The Headteacher will assume responsibilities of the appointed person in the absence of the appointed person.

All teaching staff act in loco parentis during the time that the school is open to children.

All injuries, whether to staff, pupils or visitors, must be recorded via the school accident book or, for more serious injuries, on the accident report forms.

Anyone with serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported by telephone or fax in the first instance to the Health and Safety Officer and then followed by a written report/investigation using HSE procedures.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

Medicines

Please refer to our separate medications policy and Policy for Supporting Children with Medical Needs.

Craft / Design / Technology

Members of staff should ensure that:

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that the cutting edge cannot be accidentally touched.

- All tools are stored appropriately in commercially purchased storage units.
- Files and similar objects have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must be used for their intended purpose.
- Scissors must be handled correctly.

Glue Guns

- Hot melt glue guns should be trigger operated. If used by pupils, protective clothing and eye protection are required. They should not be used by children under 7 years of age.
- Only low temperature glue guns should be used by children under 7 years of age.
- Glue guns should be located on stands ready for use.
- Electrical testing must be carried out annually.

Cookery

- The floor should be kept clean and “clean as you go” practices should be adopted.
- Spillages must be cleared up immediately and the area dried with paper towels.
- All furniture and workbenches should be of the same height.
- Windows and ventilation should be properly controlled.
- Staff should note various means of exit from the cookery area.
- There must be no displays, pictures or pinboards near the cooker.
- Firefighting equipment e.g. fire blanket extinguisher should be in close vicinity. (these must NOT be sited over the cooker but near the exit to this area)
- There must be adequate and safe working practices drawn up for this area.

Pupils should:

- Wear clean aprons
- Tie back long hair
- Remove jewellery e.g. rings
- Be discouraged from wearing loose clothing

Pupils must:

- Not carry hot substances
- Not be allowed to do any frying
- Use plastic graters

Equipment and Materials

Correction Fluids

- Should only be used by staff.
- Children should not bring their own correction fluids into schools.

Marker Pens

- Pens, which are mainly water based, should be used.
- If and when other marker pens are to be used, this must only be by staff in a

well-ventilated area.

Pen Tops

- Pens supplied to children should be without tops. Staff need to be vigilant about this as there has been several accidents and subsequent deaths in schools due to children putting pens tops into their mouths.

Kettles

- Kettles should not be used in classes or activity areas.

Installations

- Contractors will be appointed after consultation with Building Services.

Extension Cables

- They must not be used permanently but only as a temporary measure.
- Those with multi-sockets may be used for computers.

Electrical Equipment

- All equipment should be regularly tested and labelled by the electrical technician undertaking the test.
- Any defective equipment must be isolated and labelled for repair.

Kitchen Equipment

- Equipment in both the staff and main kitchen must only be used by those who have received appropriate training.

Printing and Reprographic

- The machines in use within this school are situated in the school office, staff work room and ground floor corridor.
- Children must not use the photocopier.
- Machines are sited in a well-ventilated area.

Gas

- There must be access to the isolator at all times. Keys will be kept in a key cupboard.

PE and Swimming / After School Activities

Staff are reminded that:

- If a parent has put a restriction on a child's activity on medical grounds, it is the parent alone who can remove it.
- If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis etc.) rigorous supervision should be maintained.

- There is specific guidance available in the Baalpe Safe Practice in Physical Education, which we will follow.
- A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.
- Jewellery [including earrings] must not be worn for P.E. in school

Cancellation of Activities

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Equipment

Any defects or damage should be reported immediately and the article taken out of use whilst awaiting repair if necessary.

Swimming Supervisor

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

School Outings

Refer to the School's Educational Visits Policy.

Animals and Plants in School

DFE AM 3/90 summarises the laws and regulations concerning the keeping of animals and plants in schools. Section 14 of the CLEAPSS Handbook contains the same information in more detail. Approval must be obtained from the Headteacher before any animals are brought onto the school premises.

Violence to Staff

- The Members and Governors take due care and concern regarding any possibility of staff being subjected to violence of any kind whilst working in school.
- If any member of staff is subjected to any aggression on school premises they must inform the Headteacher immediately.
- Staff are required to keep written records of such episodes.
- An accident report form should be completed and sent to Health & Safety Officer at the LA
- Appropriate steps will be taken by the Headteacher to deal with such a situation.
- If necessary, the Governors and police will be informed and involved.

Accidents

- All accidents must be reported to the Headteacher and entered into the accident book which will be found in the Administrator's office.
- Fatal or Major Injuries must be reported immediately by telephone to Health

- & Safety Officer and the Chair of Governors. This is followed up by the completion of an accident report form and sent to the Education Health & Safety Officer.
- Dangerous occurrences are also to be reported immediately by telephone to the HSE.

HIV/AIDS

Publications are available regarding the care of children and adults who suffer with HIV/AIDS.

Infectious Diseases

NHS Healthcare guidance will be followed at all times.

Security

An assessment for security will be carried out on the site by the Headteacher.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

Governor approval and review dates

Changes since last policy version

Version	Date	Amendment
V8	June 2025	First Aider names removed and replaced with reference to First Aid Posters around school.
V7	May 2024	First Aiders updated
V6	July 2023	First Aiders names and roles updated

V6	July 2023	Location of Fire Log changed
V5	March 2022	First Aiders names and roles updated
V4	February 2020	Lone Working added
V3	January 2020	First Aiders names and roles updated
	May 2019	First Aiders names and roles updated

Approval

This policy was reviewed and accepted by the Board of Trustees at its meeting in July 2025.

This policy is due for review in July 2026.