



HEALTH AND SAFETY POLICY FOR HOLT FARM INFANT SCHOOL

WRITTEN BY: Steve Hilbery

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Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this School policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the school's activities including putting in place adequate control measures.

Contents

1. Aims
2. Legislation
3. Roles and responsibilities
4. Site security
5. Fire
6. COSHH
7. Equipment
8. Lone working
9. Working at height
10. Manual handling
11. Off-site visits
12. Lettings
13. Violence at work
14. Smoking
15. Infection prevention and control
 - Following good hygiene practices
 - Implementing an appropriate cleaning regime
 - Keeping rooms well ventilated
16. New and expectant mothers
17. Occupational stress
18. Accident Reporting
19. Training
20. Monitoring
21. Links with other policies

1. Aims

Holt Farm Infant School recognises and accepts its responsibilities to provide, as far as is reasonably practicable, a safe and healthy environment for children, staff and other users of the premises. Agencies such as the Essex County Council Health and Safety Unit can provide valuable expert advice in our commitment to providing consultation, training, information and support to all staff in our aim to create this environment. Holt Farm Infant School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe and healthy working and learning environment for staff, learners and visitors.

The Headteacher and Governors of the school will take all reasonable steps to meet this responsibility and expect appropriate support from pupils, staff and visitors. This policy will be reviewed continually in response to new hazards, regulations or reported shortcomings in arrangements.

Health & Safety is **everybody's** responsibility, and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Headteacher, SLT or Health and Safety Coordinator of any Health & Safety issues and to remain vigilant while on the school premises.

2. Legislation

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

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

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues. Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles and responsibilities

3.1 Essex County Council

Essex County Council has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility for Health & Safety at Holt Farm Infants School to the headteacher, Mrs Amanda Watson. The Council has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. The Council & Holt Farm Infant School, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 Headteacher

The headteacher, Mrs Amanda Watson is responsible for health and safety day-to-day, both on and off site. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely meet learners' needs
- Ensuring that the school building and premises are safe and regularly inspected
- Ensuring that staff are competent to perform their role as detailed within the policy
- Reporting to the Board Of Governors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary In the headteacher's absence, the deputy head assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Co-ordinators

The nominated health and safety co-ordinator is Mr Stephen Hilbery. He is responsible for:

- Advising and supporting where necessary and producing risk assessments, handling plans and safe systems of work.
- Supporting the headteacher when carrying out accident and incident investigations and when implementing and monitoring corrective actions.
- Completing building and equipment audits monthly and producing bulletins on changes or improvements to current schoolwork practice.
- Providing induction training on Moving and Handling and health and Safety and refresh yearly
- Providing Health & Safety training for the whole school

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters • Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Not intentionally interfere with or misuse anything provided in the interest of Health & Safety or welfare

3.5 Families

Families are responsible for following the school's health and safety advice, on-site and offsite, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors Contractors will agree health and safety practices with the headteacher before starting work. Contractors will read the 'Information for Contractors' leaflet in reception before entering the site. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher/site manager before starting work. Contractors will read the 'Information for Contractors' leaflet in reception before entering the site. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Holt Farm Infant School is on a shared site with Holt Farm Junior School. Site security in general is discussed during “Joint Premises” meetings & on a day to day basis via the two Site Managers

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A Fire risk assessment of the premises will be reviewed annually. Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous siren. Fire alarm testing will take place once a week (usually on a Monday). New staff will be trained in fire safety and all staff will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points, rear of the playground, Admin/catering staff by the main exit gates.
- Fire Marshals will take a register of pupils, which will then be checked against the attendance register of that day
- The Admin Team will take a register of all staff and visitors
- Staff, pupils, volunteers, visitors etc will remain outside the building until the emergency services say it is safe to re-enter.

Our Fire Marshals are Mrs Amanda Watson & Mr Stephen Hilbery

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including: •
Chemicals

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

Control of substances hazardous to health (COSHH) risk assessments are completed by Stephen Hilbery , and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Pupils do not have access to hazardous products. Hazardous products will be stored in lockable cupboards provided to store and control substances. Only chemicals known by the Health & Safety co-ordinators will be used in school; no additional chemicals will be used on site. Data sheets are completed by the Health & Safety Co-ordinators and stored in the site office/cleaners cupboard/kitchen cupboard for reference in an emergency.

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

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

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- Opal Water Treatment have completed a Legionella Risk Assessment on behalf of Holt Fram Infant School. Mr Stephen Hilbery is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint

6.3 Asbestos

- There is **no asbestos** in the school building

7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

- Any potential hazards will be reported to Health & Safety Lead Stehen Hilbery or SLT immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person. This is done annually
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or other apparatus will be reported to the Health & Safety Leads or SLT in the first instance.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out annually. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. All staff are responsible for ensuring that they use other specialist equipment (eg hoists, seating and positioning equipment) sensibly and safely, according to training received. Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone.

If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

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

9. Working at height

Holt Farm Infant School will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The maintenance team retains ladders for working at height & these are inspected annually as well as before use
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

See separate moving and handling policy

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them. These should be entered on the EVOLVE system & approved by Mrs Amanda Watson
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. School lettings are managed by Holt Farm Infant School.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking

Smoking (including vaping) is not permitted anywhere on the school premises. Please see separate smoking policy

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and learners to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue • Wash hands after using or disposing of tissues

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

- School staff will clean the immediate classroom environment, including toys and equipment, frequently and thoroughly during the school day.
- There are contracted cleaners who undertake whole school cleaning after school.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

15.6 Laundry

- Bag children's soiled clothing to be sent home, never rinse by hand
- PPE equipment is available

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in labelled foot-operated bins
- Remove clinical waste separately

15.8 Animals

Risk assessments will be completed for any animals on site.

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including: Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE) Implementing an appropriate cleaning regime
- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned regularly

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

15.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident record book

- Minor injuries, cuts grazes etc are to be recorded in the First Aid book Bumped heads to be recorded in the class First Aid book & the diary in the staffroom.
- For more severe injuries. An accident form will be completed as soon as possible after the accident occurs by Stephen Hilbery

- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - o Covers more than 10% of the whole body's total surface area; or
 - o Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust • Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment *An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm> 18.3 Notifying parents/carers The Class Teacher will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The headteacher will notify Essex County Council Children’s Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

18.5 Reporting to Ofsted

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Outdoor Equipment

Outdoor play equipment is serviced by an external provider annually. The outdoor space is included in the monthly audit completed by the Health & Safety Co-ordinators. Playground equipment has a separate risk assessment in place to support use and safety. Visual inspections will be made before use by all staff, and actions taken when needed to support safety.

20. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with Design Technology equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

21. Monitoring

This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the Holt Farm Infant School Health & Safety Committee