



Health, Safety & Premises Management Policy.

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This document is statement of the aims, principles, and strategies for ensuring Health and Safety at, and effective management of the premises of, All Saints Infants School.

The Local Authority Health and Safety Policy has been taken into consideration in the formulation of this policy.

Aims

Our aims for Health and Safety and effective premises management are to: -

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.
- Ensure the premises and equipment are maintained safely, inspected regularly, and managed in an effective and legally compliant way.
- Have robust procedures in place in case of emergencies.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement and the Policy is aligned with all applicable legislation, as detailed in the Appendix. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all safety instructions and guidance within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.

The governing body has ultimate responsibility for health and safety matters and premises management in the school, but will delegate day-to-day responsibility to the Head Teacher.

A link governor for Health and Safety matters will lead on health and safety on behalf of the Governing Body and regularly report thereon to full governing body meetings.

The governing body 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 governing body recognises its corporate responsibility for ensuring that the health and safety policies of the local authority are implemented effectively in the school.

The governing body, 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.
- Ensure that safe work practices and procedures are consistently applied in the school.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided, with records of training maintained.

The Head Teacher is responsible for health and safety matters on a day-to-day basis, which involves:

- Ensuring that a safe and healthy environment is maintained by ensuring that the appropriate inspections are effectively carried out.
- Ensuring that all risk assessments and incident logs related to school premises are undertaken and reviewed effectively and on a timely basis.
- Ensuring that there are enough, suitably qualified staff to safely supervise pupils.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a robust school Health and Safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken on a timely basis.
- Ensuring that all staff are familiar with the Health and Safety policy of the school, of the Local Authority's health and safety expectations and of any other relevant codes of practice and legislation.
- Determining health and safety training needs of all staff and ensuring that these needs are met on a timely basis.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained, regularly inspected and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or any other emergency, that regular fire and other relevant safety drills are undertaken and that fire-fighting equipment is available and maintained.
- Monitoring the effectiveness of contractors, in particular cleaning contractors, ensuring that the contractors have effective arrangements in place for training and robust health and safety practices while working at the school.
- Reporting to the governing body on health and safety matters.

The nominated operational lead for health and safety matters is the Office Manager.

Staff work towards the school's aims in relation to health and safety by: -

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others affected by what they do at work.
- Being good role models – vigilant and careful.
- Cooperating with the school on health and safety matters, including working in accordance with relevant policies, training and other instructions.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- Understanding emergency evacuation procedures, being confident in implementing them.
- Ensuring that robust risk assessments are carried out before any off-site visits.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.
- Reporting any health and safety incidents to a member of school staff.

Parents work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support to the school for health and safety matters and for the teacher's role.
- Adhering to the school's health and safety protocols while on the school premises.
- Reporting any health and safety incidents to a member of school staff.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The school's Office Manager is responsible to the Head Teacher for:

- Ensuring, so far as is reasonably practicable, that the health and safety provisions and procedures affecting all contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school is disposed of in accordance with the Local Authority's policy.
- Maintaining a clean and effective boiler area.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem, or imminent danger associated with those responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representatives to carry out regular inspections of school premises.

Contractors work towards the school's aims by agreeing health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The school ensures that all contractors are appropriately qualified to perform the work concerned.

Monitoring and evaluation

This policy will be reviewed by the governing body on an annual basis.

Links to other policies

Supporting Pupils at school with medical conditions Policy
Education Visits Policy
Lone Working Policy.
First Aid Policy

Risk assessments and other checks

We are required and make sure we have risk assessments in place that are regularly updated and the school maintains detailed risk assessment protocol documents for this.

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

Procedures

1. To provide children with opportunities to discuss health and safety issues we have:
 - A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
 - A programme of health education.
2. For accident prevention, reporting and investigation we have:
 - Risk assessments regularly formulated and reviewed.
 - Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
 - Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports.
 - Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with Local Authority regulations.
 - Serious accidents reported online to the Local Authority and its procedures followed.
 - Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.
3. For First Aid provision we have:
 - Recognised First Aiders in school. A list of first aiders is kept in the school office, along with their training dates
 - Provision of fully stocked first aid boxes in the medical room and available for outside/off site activities
 - Notification to parents of any head injury or minor injuries on appropriate slip.
4. For fire precautions we have:
 - A set of regulations for emergency evacuations.
 - A termly fire drill which is monitored in accordance with local authority guidelines.
 - Regular checks of equipment, procedures and exits by the school staff and equipment monitored yearly by the appointed local authority contractor.
 - Staff do not try to put out a fire, except if a fire is blocking an exit and therefore preventing escape, in which case staff use the fire extinguisher on the fire.
 - All fire exits, assembly points and assembly point instructions clearly identified by fire safety notices.
 - Staff read the fire procedures annually and sign to say they have understood them.
 - Induction for new staff includes fire safety awareness and emergency procedures. Refresher training for other staff is arranged periodically.
5. For the use and control of substances hazardous to health we have: -
 - Storage of such substances clearly labelled and locked away.

- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets for any chemical substances. These are stored in the school office in a dedicated COSHH folder.
- Staff trained on the hazards of asbestos, the location of any asbestos in the school and the action to take if it is thought to have been disturbed. Record kept of the location of asbestos that has been found on the school site.
- Contractors notified of any asbestos on site where there is a risk their work may disturb it and procedures to follow if they discover material which they suspect could be asbestos

6. Equipment

- All equipment and machinery are 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 that 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. Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or 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 Colleen Bond (Office Manager) immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators 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

8. For supporting pupils with special medical conditions, we have: -

- a. A defibrillator is kept in the emergency grab trolley.
- b. Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be

required in an emergency. Including print outs in Staff Room and Duckling Classroom detailing medical needs/conditions of individual children and their photo.

- c. Regular liaison with the school nurse.
- d. A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Office.
- e. For administering of medication, please see the school's Supporting Pupils with Medical Conditions Policy and Administering Medicine Form.

9. For ensuring road safety we have: -

- a. Parking restrictions in the road outside school which parents are regularly urged to obey.

10. For ensuring personal hygiene we have: -

- a. Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- b. A programme of health education for pupils.

11. For ensuring playground safety we have:

- a. School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- b. Regular inspection and maintenance of playgrounds, including playground equipment.

12. For ensuring safety during physical education, we have:

- Asthma sufferers to take their inhalers with them.
- Pupil specific medication is taken with them i.e EpiPens
 - a. All PE equipment regularly checked.
 - b. Close supervision and appropriate rules in place.

13. For safety on school trips, farm visits and outdoor pursuit activities: -

- Refer to EVOVLE guidelines
 - a. Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, high visibility vests and mobile phone. Every group supported by a member of school staff.
 - b. For further details, see the school's Education Visits policy.

14. For the safety of staff while using 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. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

15. For the safety of staff working alone while on school please refer to the school's Lone Working policy.

16. For the safety of staff while working at height:

We 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:

- Relevant staff receive regular training regarding working at height:
- The Office Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- 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

17. For the safety of staff with regard to manual handling:

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedures:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

18. In relation to the risk of staff facing 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. Risk assessments are undertaken regularly.

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.

Please refer to the Lone Working policy for further details.

19. With regard to smoking, it is not permitted anywhere on the school's premises.

20. With regard to staff stress and wellbeing, please refer to the school's Stress and Wellbeing Policy.

21. With regard to emergency planning we have:

- a Rainbow Plan using the template provided by the local authority
- the plan is updated as required, and subject to a formal review annually
- a Business Continuity Plan which is updated as required and subject to a formal review annually

22. With regard to new and expectant mothers:

- Risk assessments carried out whenever any employee notifies the school that they are pregnant.
- Appropriate measures put in place to control risks identified.

Inspection and Testing:

- We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.
- All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.
- As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.
- The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#)

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	School/RBC – part of Property Services SLA
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	School/RBC – part of Property Services SLA
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Office Manager responsible for monthly flash test. 6 monthly condition test part of RBC's property services SLA.
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	School/RBC – part of Property Services SLA
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage. Bi-annual checks and an annual maintenance schedule (in line with good practice).	School/RBC – part of Property Services SLA

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE. Flushing of all water outputs – this is done before school opens following a break. Monthly temperature checks	Office Manager
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	School/RBC – part of Property Services SLA Next inspection due Oct 25.
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Office Manager
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Office Manager carries out weekly fire alarm test. Inspections and risk assessment carried out through RBC's property services SLA.
Fire doors	Regular checks by a competent person.	Office Manager

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently Office Manager visually inspects Firefighting equipment on weekly site check.	Inspections carried out through RBC's property services SLA.
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Office Manager and Cleaning Contractor.
Playground equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Staff carry out weekly inspection. Annual inspection carried out by RBC.
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Office Manager.

Site security

- The Office Manager is responsible for the security of the school site in school hours, for visual inspections of the site, and for the intruder and fire alarm systems.

- Alarm Response are key holders and will respond to an emergency.

Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

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

Coughing and sneezing

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

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

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

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, we use appropriate cleaning equipment.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

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 foot-operated bins

- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- 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

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 either 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.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Appendix

Relevant 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 also follows national guidance published by Public Health England when responding to infection control issues.

This policy aligns with the Department for Education's Good Estate Management for Schools (GEMS) guidance and incorporates statutory and recommended estate management practices.

The school meets statutory premises requirements under The School Premises (England) Regulations 2012, and where applicable, the statutory framework for the EYFS.