
Health and Safety Policy



This policy has been reviewed to reflect the principles and practice within the context of the expectations of the school's normal working environment.

Guidance and Wording of this Policy is provided by the Local Authority.

SEPTEMBER 2026

SEPTEMBER 2027

Reviewed	Date of Next Review
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Signed and Approved By

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MRS S BUDGE

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MRS M HOUSE

Headteacher	Chair of Governors
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Summary of Policy Review

Policy Name	Approval Date	Summary of Changes
Health and Safety Policy	September 2026	Addition of the following areas: allergy & anaphylaxis, violence to staff, public performances and waste disposal. The storage of AAls was added to the storage of medicines section.

1.0 Statement of Intent

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 The Duties of the Governing Body

- 2.1 In the discharge of its duty the Governing Body will:
 - (i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the Local Authority;
 - (ii) take account of that policy and scheme within budget and other policy considerations;
 - (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - (v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
 - (vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility

that they are unable to meet.

- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- (i) this policy;
 - (ii) all other relevant health and safety matters;
 - (iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Headteacher

- 3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the Local Authority's policy statement on health, safety and welfare. These are;

- (i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- (ii) To comply with Local Authority policy and duties under the Wiltshire Scheme for Funding Schools;
- (iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically –

- (iv) To assess and record all significant risks to staff, pupils, visitors and contractors and to ensure that they are controlled as far as is reasonably practicable;
- (v) To develop and distribute school-specific policies on local health and safety issues;
- (vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Local Authority and school health and safety procedures;
- (viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- (ix) To arrange routine maintenance and servicing of equipment through the Local Authority mechanism or other competent means;
- (x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (xi) To investigate all accidents, near misses and episodes of work-related ill-health;
- (xii) To monitor and evaluate the health and safety performance of staff;

- (xiii) To have and practise emergency and contingency plans;
- (xiv) To provide the means for consultation with staff on health and safety matters;
- (xv) To supply a health and safety performance report of standard indicators to the Local Authority upon request;

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 The Duties of Supervisory Staff

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the Local Authority's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- (vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- (vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;

- (xii) all health and safety information is communicated to the relevant persons;
- (xiii) they report any health and safety concerns to the Headteacher.

5.0 The Duties of all Members of Staff

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff have a responsibility to:
 - (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - (ii) follow agreed working practices and safety procedures;
 - (iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
 - (iv) ensure health and safety equipment is not misused or interfered with.

6.0 Contractors and Others

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the Local Authority, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
 - (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;

- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff Consultative Arrangements

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Plans

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 Sources of Advice and Technical Assistance

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the Local Authority, the Council's occupational health and safety service

or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 Review

- 10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 Specific Procedures and Further Guidance

- 11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

- 11.2 The written procedures required within the school are as follows:

Accident Reporting

- Pupil incidents are recorded on the First Aid Forms App. on a school device
- All accidents are emailed to Parents/Carers via the App.
- Severe accidents to Pupils, Parents are notified by phone and reported online to the Health & Safety Department at Wiltshire Council.
- Staff Incidents are reported to Wiltshire Council online and recorded on an incident/accident form.

Allergies and Anaphylaxis

- The school operates a dedicated Allergy Safety Policy in line with the Children's Wellbeing and Schools Act 2026 (Benedict's Law).
- Pupils with known allergies have individual healthcare plans (IHPs). All staff receive annual allergy awareness and emergency response training.
- Spare adrenaline auto-injectors (AAIs) are held on site. The policy is published on the school website.

Asbestos

- Low Grade Asbestos has been identified in certain areas within the school. See Independent Asbestos Survey (Red Book kept in Reception). The Local Authority assesses the

site annually and the relevant log book completed.

Car Park	• The car park is for Staff, Visitors, Disabled Parents, and for Taxis for Resource Base pupils only. • Entrance to the school must be kept clear at all times to allow for emergency access.
Catering	• The kitchen follows strict Food Hygiene Standards and is inspected regularly by the Local Authority. • The catering is provided by an external company. • The school and catering provider operates a No Nuts policy. The catering provider complies with Food Standards Agency allergen management regulations. Allergen information is available to parents/carers and pupils upon request.
Cleaning	• The Cleaner in Charge is responsible for opening and closing the school property. • The Cleaner in Charge is also responsible for carrying out regular checks to the Fire Alarm Call Points, Emergency Lighting and other used water outlets, all tests are logged. • The School employs the cleaning staff directly. • The cleaning is carried out before and after school when children are not present.
Communicable Diseases	• The school follows Wiltshire Health Protection Agency Guidance
Computers	• VDU interactive training is undertaken by staff with significant use (most of the day every day) annually. • The users are aware of their entitlement to a regular eyesight test.
Contractors	• All visiting contractors are given a copy of the schools Code of Conduct for Contractors to read before commencement of works on site. • All Contractors must read and sign the Asbestos Register and provide the school with Risk Assessments and Method Statements in relation to their work.

Critical Incident Plan	• This details the school management of any loss of function.
Emergency School Closure	• Emergencies cover situations such as structural damage, loss of utilities, closure of school due to weather conditions etc. Guidelines "Emergency Conditions and Major Incident Guidance for Headteachers on what to do in an Emergency" is kept in the school office.
Evacuation	• The school has an evacuation plan which will be followed in case of sudden unexpected evacuation. Teachers and teaching assistants (TA's) will ensure that pupils are clear from their teaching area and cloakroom as applicable. Support staff will ensure that ancillary and circulation areas are clear.
Fire	• The fire systems will be tested and checked in accordance with the fire plan/risk assessment. Records will be maintained in the fire log book. • Fire evacuation procedures are the same as general evacuation. • There are emergency call points in each classroom and staff are given regular training in the use of extinguishers.
Food	• Milk and fruit are stored in the fridge and used in good time.
Hazardous Substance	• Hazardous substances will be locked in the Cleaner in Charge's cupboard. • COSHH Assessments and Data Sheets for these substances are in place and will be regularly reviewed and updated.
Hazards	• All hazards must be reported to the School Business Manager or Headteacher immediately. • Maintenance issues can be reported to the Headteacher.
Housekeeping	• All staff are responsible for the safe and hygienic use of the school and must ensure areas are kept in order.
Isolation Points	• Water – situated at the top of the school drive. • Stop Tap in school kitchen. • Electricity – The electricity cupboard is situated in the

staffroom corridor and one in the kitchen. The other fuse switches can be found outside class 1, in the art cupboard, the file store and the EYFS cupboard.

- Gas – Isolation valve in external cupboard at side of school.

Legionella

- The Local Authority undertakes monthly water inspections throughout the school. Copies of record sheets of each visit are emailed to school and filed.
- In periods of closure the water outlets are run 2 weekly to reduce risk. Dishwasher is run on a hot wash after any non use for 2 weeks or more.
- All little used water outlets are run for 5 minutes and recorded by the Head Cleaner.

Lettings

- The School at present does not undertake lettings.

Lockdown

- This is used when staff and children need to be kept safe securely in the building. Doors should be closed and shelter taken under tables as appropriate.

Lone Working

- Employees will be made aware of the hazards relating to working alone and of the safe ways of working which will reduce the level of risk.
- Keep doors locked when working alone.
- Have a mobile phone available.
- Ensure someone knows where you are and what time you are expected to return home. Agree a time by which the alarm will be raised if you do not return. The alarm should be to the police and head of school.
- Don't climb to high places and risk a fall.
- Don't lift heavy items unaided.
- Drive car as near as possible to building where you are working.
- Pregnant Persons must not work alone.

Manual Handling & Working at Height

- Staff to use appropriate lifting techniques they have been taught.
- More than one person is needed to lift heavy objects. Staff must call for assistance if they need to carry anything which is heavy.

- Children must not be asked to carry heavy items.
- Children should be trained to lift equipment safely e.g. PE equipment, 2 children required to lift a bench, stool, mats etc.
- All floor surfaces and steps to be kept in good repair.
- Areas of limited space are to be kept free from obstructions. Heavy items should be stored where they are easily accessible.
- Risk Assessments for the type of manual handling activities frequently carried out at school are available in the school office. If there is no suitable risk assessment, please speak to the Headteacher.
- Remember manual handling covers not just objects but could deal with mobility impaired pupils. Specific advice will be sought if such a circumstance should arise.
- Access equipment should be industrial quality when working at height.
- All staff are given manual handling training and working at height training annually.

Off Site Visits

- The Educational Offsite Visits Co-ordinator is Mr. James Brewer and the Deputy is Mrs. Liz Channon.
- All off site visits are approved by the Educational Visits Coordinator and Local Authority following completion and submission of a detailed risk assessment using the Local Authority website.

Outdoor Play Equipment

- All outdoor play equipment is visually inspected on a weekly basis by the groundsmen and a record of the checks logged. An annual inspection is carried out by an approved contractor and repairs are made as soon as possible.

PE

- All jewellery will be removed or covered and long hair tied back.
- Appropriate clothing should be worn by pupils and staff.
- All equipment is checked annually.

Personal and Protective Equipment

- Staff must wear suitable attire for the activity they are undertaking as identified in any risk assessment.
- Protective equipment should be worn and identified in risk

assessment for more hazardous activities.

Provision of First Aid

- A list of staff who are first aid trained is displayed in each classroom, the staffroom and the school office
- First Aid is administered within the classrooms
- Class teacher/TA to administer prescribed medication and record on the First Aid Forms App.
- Teachers/T. A's to assist children with Asthma inhalers if required.
- Appointed first aider to refill first aid supplies, if stock is low to notify office staff.
- Nearest hospital is in Trowbridge, Wiltshire.

Public Performances

- All public performances — including school productions, nativity plays, and assemblies with an audience — require a risk assessment to be completed in advance by the Headteacher or nominated lead.
- Appropriate arrangements must be in place for audience safety, including emergency evacuation procedures, adequate supervision, and compliance with fire safety requirements.
- Any temporary staging, lighting, or electrical equipment must be inspected and approved before use.

Risk Management

- The Local Authority Risk Assessment forms are used to assess activities and risks in school.
- Generic and specific risk assessments are updated following any incident or if none occur each year and staff are responsible for undertaking these, reviewing and being familiar with ones related to their work.
- Staff must ensure risk assessments are adhered to and that children are given health and safety guidance at the beginning of each session as required.

Safety inspections

- All outdoor play equipment is visually inspected on a weekly basis and a record of the checks logged.
- An annual inspection is carried out by an approved contractor.
- All PE Equipment is checked annually by an approved contractor.

Security

- A CCTV System is in operation 24 hours a day, 7 days a week.
- Security Access Control system is installed on front external gates, office areas and resource base internal and external doors.
- Building Alarm is activated out of hours.
- Emergency contact list is in place.
- Signing in system and badges authorise all personnel on site.
- All staff and volunteers are Disclosure and Barring Service (DBS) checked at enhanced level in accordance with Local Authority Guidelines.
- Site monitored by Cleaner in Charge daily.
- All school data is secured in locked cupboards or under password protection.
- Any suspicious activity must be reported immediately to the Headteacher.
- The Cleaner in Charge must ensure all windows and doors are locked at the end of the day.

Smoking

- The school is a non-smoking site.

Statutory Equipment Testing

- All electrical equipment will be tested on an annual basis and marked accordingly. These are tested by a competent person.
- Staff personal electrical items should only be used on the premises once a test has been carried out.

Storage & Administration of Medicines

- The school can administer medicines that are prescribed by a GP and over the counter medicines.
- Parents will need to complete a form giving permission for the school to administer medicine to their child.
- It is the parents' responsibility to collect the medicine at the end of the school day.
- Medicines are locked away securely (antibiotics are to be kept in the office room fridge).
- Ongoing medication i.e. ADHD tablets which are given daily are recorded, date, how much given, which child, who witnessed and who administered the medication.
- Asthma Inhalers are labelled with the child's name taking care not to obscure the name of the inhaler or any expiry

date and kept in classrooms and administered when required.

- Adrenaline auto-injectors (EpiPens) for pupils at risk of anaphylaxis are stored in a clearly labelled Emergency Anaphylaxis Kit in an accessible location known to all staff. They must never be stored in a first aid box.

Stress

- Health issues relating to stress must be brought to Headteachers attention promptly. Referrals may be made to occupational health. The Staff Well-Being Helpline contact details are available in Staffroom or Office.

Violence to Staff

- All incidents of violence or aggression towards staff — including verbal abuse, threatening behaviour, or physical assault by pupils, parents/carers or visitors — must be reported to the Headteacher immediately.
- All such incidents are recorded on the school's incident/accident form and, where appropriate, reported to Wiltshire Council and/or the Police.
- The school will provide appropriate support to any member of staff who has been subjected to violence or aggression, including access to occupational health or counselling services.
- Risk assessments/de-escalation plans will be reviewed following any serious incident to identify preventive measures and reduce the likelihood of recurrence.

Volunteers / Parent Helpers

- All volunteers working in classrooms with children will be DBS checked.
- All volunteers must sign in and out at the school office.
- All volunteers are advised of the schools Safety & Emergency Procedures.
- All volunteers are given a copy of the following
 - Code of Conduct
 - Child Protection Advice for Volunteers Leaflet.
 - Child Protection Poster
 - Safeguarding and Child Protection Policy
 - Mobile Phone & Camera Policy
 - Staff Behaviour Policy
 - Positive Behaviour Policy

- Dress Code
- Acceptable Use Policy
- Health & Safety Policy
- Evacuation Procedure

Waste Disposal

- All waste is disposed of safely and in accordance with Local Authority guidelines and relevant legislation.
- Clinical waste arising from first aid or medical procedures is placed in appropriate sealed containers and collected by a licensed waste contractor.
- Cleaning staff are responsible for the daily removal of general waste. Hazardous materials (e.g. chemicals, batteries) are stored separately and disposed of through an approved contractor.