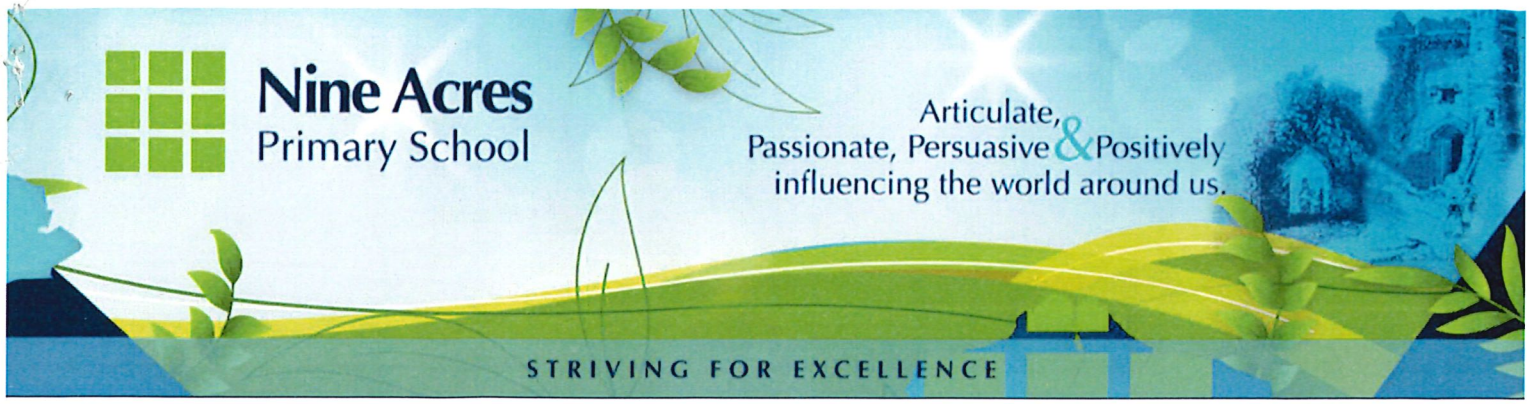

Health and Safety Policy

Nine Acres Primary School

Approved By:	Lesley Smith
Approval Date:	15th October 2026
Review Frequency:	Annually
Next Review Due:	October 2027

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HEALTH AND SAFETY POLICY STATEMENT

SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale. We will ensure staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Management have arranged health and safety support through Good Skills Training Ltd.

Additional information is sourced from the HSE Website: http://www.hse.gov.uk/index.htm, to ensure the most up to date information is used.

Signed.....Signed.....

Miss R. McDonald

Headteacher

Date: 15.10.26

Mrs Lesley Smith

Designated Health and Safety Governor

Date: 15.10.26

SECTION B - ORGANISATION

Accountability

The Isle of Wight Council has overall accountability for health and safety as employer. School leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day-to-day basis.

Responsibilities

Head Teacher

The Head Teacher is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

School Governors

The governors have a responsibility to ensure that school health and safety management complies with statutory requirements and the school health and safety policy; to ensure the health and safety of persons on the school premises or when taking part in any external school activities.

Head Teacher Responsibilities

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety Policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments.
- Ensure regular health and safety inspections are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention

Officer, HSE and Environmental Health Officer) are properly addressed.

- Ensure that adequate first aid provision is made.
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their training needs analyses.
- Responsible for ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

Appointed Person

The Head Teacher has appointed a person responsible for managing the health and safety arrangements for the school (appendix A).

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained.

Where appropriate the appointed person may request assistance of competent persons to help with specific H&S issues.

The appointed person for first aid will ensure that accident reporting procedures are followed and records maintained.

The appointed person will make staff aware of specific H&S training that may be beneficial for their function and ensure records are maintained of any training.

Teaching Staff

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by the risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

First Aid Personnel

The role of the first aider is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the first aider will request professional medical aid i.e. an ambulance.

The first aider will ensure an accident record is completed and where a pupil is concerned the school first aid log is also completed.

Premises staff

The Site Manager is responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Ensuring hazardous substances and the activities for which they are used have been assessed in accordance with COSHH and suitable personal protective equipment is used.

All Staff

All Staff have a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety at Work Regulations to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

Safety Representatives

The school allows the appointment of safety representatives by recognised unions.

Recognised unions:

Unison
National Education Union
National Union of Teachers
National Association of School Masters and Union of Women Teachers
Association of Teachers and Lecturers
Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Head Teacher will facilitate this.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace

- Examine the causes of accidents and report results to the Head Teacher
- Make representations regarding general matters of health and safety and welfare of employees.

The Head Teacher recognises that the safety representative may require 'in school' time to perform some health and safety functions.

Property Services

The school will ensure that periodic safety testing takes place on site such as fixed wiring, plumbing systems and drainage.

SECTION C - ARRANGEMENTS

It is important that the day-by-day activities of all staff, young persons, contractors and visitors are conducted in a way which is as safe as possible.

General Practices Applying to All Staff

1. Young Persons

1.1. The supervision policy must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises and / or if supervised by a member of staff outside of the premises.

1.2. Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

2. Visitors

2.1. All visitors, not being pupils of this school, shall be accompanied by a member of school staff unless they have been given a health and safety induction and the visitor has been authorised by the Head Teacher to be on site unaccompanied.

2.2. Arrangements for the signing in and out of visitors and contractors are used at this school.

3. Contractors

3.1. The Head Teacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.

3.2. Only contractors who able to demonstrate competence will be deemed suitable to work within the school environment.

3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.

3.4. Contractors are not permitted to lone work.

4. Fire Safety

4.1. All employees gain knowledge of the fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.

4.2. A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance (appendix A).

4.3. Fire marshals have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind (appendix A).

4.4. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.

4.4.1. The fire alarms are tested weekly. Different call points will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.

4.4.2. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.

4.4.3. Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.

4.5. Fire risk assessments are carried out as a result of an annual workplace inspection by the school and a member of the governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

5. Arson

5.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the Site Manager.

5.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.

5.3. Wheelie bins are to be lid locked and chained away from main school walls.

5.4. Build-up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.

5.5. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

6. Bomb Alerts

6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.

6.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.

6.3. All staff, pupils and visitors to the school will assemble at the designated assembly point as shown on the fire plan.

6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

7. First Aid/Illness

7.1. First aid boxes are stocked as per HSE guidance and are located in main office area and high-risk areas.

7.1.1. Contents are checked and maintained by the appointed person (appendix A).

7.1.2. First aid instructions and named first aiders (appendix A) are posted next to the first aid box.

7.2. First aiders

7.2.1. Responsibilities of the trained first aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.

7.2.2. Ensure any accidents are reported to an appointed person (appendix A)

7.2.3. Recording of all first aid treatments shall be maintained and held in the medical room.

7.2.4. Parents will be informed of any injury or illness to their child by their teacher or appointed person.

8. Accident Reporting and Recording

8.1. Accidents, injuries, near misses, reportable disease or work-related illness must be recorded.

8.2. All employee accidents will be recorded in the Accident Book (B1510). The tear out report will be filed in a lockable cabinet.

8.3. Non-employee accidents will be reported in the school's incident book located in the medical room.

8.4. A 'Responsible Person' has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool.

8.5. Accident and incident records will be retained in the medical room.

9. Housekeeping

9.1. The buildings will be cleaned by a contracted cleaning team throughout the working week. Though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.

9.2. Disposal of small amounts of waste can be treated as ordinary household waste, placed in appropriate bins within the building and its surrounds, and removed each day by cleaners to the designated storage area for to removal by a Refuse Service Contractor.

9.3. Stacking and storage of materials, equipment and any other items will be in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not

impede the movement of staff or visitors.

9.4. Stairs, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards)

9.5. All staff are requested to be vigilant in the main reception to identify any potential hazards in this area as visitors may not be familiar with the surroundings.

10. Lifting and Handling

10.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved should be avoided where possible.

10.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

10.3. The moving of people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see section D).

11. Control of Substances Hazardous to Health (COSHH)

11.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.

11.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located:
a) at point of use,
b) at point of storage and
c) in a master record file located in the main office in case of fire.

11.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.

11.4. Persons trained to carry out these assessments are listed in appendix A.

12. Asbestos and Legionella

12.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.

12.2. Any areas where ACMs have been identified have been addressed to determine

the risk to persons who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.

12.3. The survey report is available for reference to all persons who may potentially disturb ACMs during their work i.e. electrical contractors.

12.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading.

12.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipe work which had the potential to provide optimum bacterium growth has been carried out.

12.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record of maintenance is maintained.

13. Premises and Equipment

13.1. The Head Teacher will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for the premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury the Head Teacher will ensure arrangements are made to address the hazard.

14. Electrical Plant and Equipment

14.1. All portable electrical equipment is checked on a regular basis and a record is kept. A schedule/checklist of inspection timescales will be maintained in the record book located in the main office. The competent person or organisation responsible for the testing of portable appliances is included in appendix A.

14.2. The electrical installation will be tested and certificated as safe every 5 years.

14.3. Staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.

14.4. Staff must, under no circumstances, attempt any repairs unless they are

competent to do so. Personal mains-powered electrical equipment must not be brought onto the school premises, unless it has been subjected to the same tests as school equipment.

15. Risk Assessments

15.1. Risk assessments shall be undertaken for all activities which present a potential to cause harm.

15.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.

15.3. Only persons deemed competent to carry out risk assessments are authorised to do so, these persons are listed in appendix A.

15.4. Areas where a risk assessment shall be carried out include:

15.4.1. Areas on the site with specific hazards present

15.4.2. Premises (slips & trips)

15.4.3. Caretaking activities including working at height

15.4.4. Control of Substances Hazardous to Health (COSHH)

15.4.5. Display Screen Equipment (DSE)

15.4.6. Educational visits

15.4.7. Fire & Arson

15.4.8. Manual Handling

15.4.9. New and expectant mothers

15.4.10. P.E. Activities

15.4.11. Playground Equipment

15.4.12. Stress

15.4.13. Technology equipment

15.4.14. Young Worker/Work Experience Placements

16. Working at Height

16.1.1. All staff are asked not to carry out work at height unless it is agreed by their line manager that it is necessary.

16.1.2. Working at height will present a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.

16.1.3. The Working at Height Regulations requires all work required where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.

16.1.4. Risk assessment will be carried out by a competent person for all working at height activities. In some cases, these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.

16.1.5. All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school safety training records. This training will include the use of any risk assessments that may be available for the task.

16.1.6. Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.

16.1.7. The person appointed to oversee and advise on all working at height activities is shown in appendix A.

17. Slips and Trips

17.1. The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (appendix A) and others such as Head Teacher and Governors etc.

17.2. The risk assessment shall include areas such as:

17.2.1. Internal and external steps and stairways

17.2.2. Carpets and floor coverings

17.2.3. Dining hall cleanliness and spillages

17.2.4. Caretaking and cleaning activities

17.2.5. Outside paving, walkways and other hard surfaces

17.2.6. Grounds including pitches

17.2.7. External lighting effectiveness

17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

18. Wellbeing

18.1. Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems and an employee survey which is designed to identify the sources of stress and address any 'stressors'. The Head Teacher is responsible for ensuring arrangements are in place for stress surveys.

19. Alcohol, Drugs and Smoking

19.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.

19.2. Smoking including the use of e-cigarettes within the school site is prohibited.

20. Violence and Aggression

20.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non-employees.

20.2. Employees shall report all incidents of this type to their line manager. Appropriate action will in the first instance be taken by the school.

20.3. Disciplinary action will be taken against employees being the source of such behaviour.

20.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.

20.5. The Headteacher is responsible for ensuring the process of recording and follow up action is followed.

21. Display Screen Equipment (DSE)

21.1. Regular/frequent users' DSE equipment and workstations will be assessed for suitability for individual employee use.

21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.

21.3. Eyesight testing is available to persons identified as frequent users.

22. Safe Systems of Work (SSW)

22.1. To ensure some types of work, such as working at height, is done safely, it is necessary to prepare a SSW, a procedure which details how the work shall be carried out.

22.2. This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

23. Training

23.1. The Head Teacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.

23.2. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

23.3. Information on Health & Safety courses can be obtained from SOSA Ltd and the LA Workforce Development Team.

24. Educational Visits

24.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk.

24.2. For all educational visits a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements are met.

24.3. The Head Teacher will oversee the arrangements and advise on documentation required for the particular type of visit.

24.4. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible

25. New and Expectant Mothers

25.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of:

a) injury to themselves and their unborn child

b) injury to others who may be affected by their actions.

25.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.

25.3. The NEM will be allowed to take appropriate rest breaks at a safe place.

SECTION D – CONTACTS and INFORMATION

Health and Safety Advice

Good Skills Training Ltd

07519729311

Insurance Services -

01983 823625

Fire & Arson advice -

Community Safety – Newport Fire Station, Tel: 01983 533 834

Moving Children -

Medina House School on 01983 522917 or

St Georges Special School on 01983 524634

Information

www.HSE.gov.uk

DfE Support –

Web address: www.education.gov.uk

APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Miss Rosie McDonald	Headteacher	Policy, implementation & monitoring of H&S. Off-site risk assessments/trips; Ensuring Fire arrangements are operational; Well being
Mrs Gemma Barbour	Deputy Headteacher	To deputise in the Headteacher's absence
Mrs Sara' Brame	Business Manager	Monitors that the requirements of the H&S policy are operated. Liaises with Good Skills Training Ltd on H&S issues.
Miss Charley Buckett Mr Paul Worrell	Office Manager Site Manager	Fire Officer; contractors on site Contractors on site
Mr Paul Worrell	Site Manager	Daily check on external safety of site
Mrs Lesley Smith	Full Governing Body	Appointed governors for H&S

Mrs Sara' Brame Miss Charley Buckett Mr Rob Carr Miss Laura Chandler Mrs Mollee Chandler Mrs Christine Cox Mrs Ruth Frampton Miss Kayleigh Gardiner Miss Katie Guy Miss Ella Horrigan Mrs Kate Hussey Mrs Zoe Jervis Miss Rebecca Johnson Mrs Debra Phillips Mrs Rachel Sibbick Mrs Lesley Smith Mrs Lisa Teague Mrs Leiana Wiltshire Mrs Sarah Winter Miss Michelle Wood	Fire Marshals	Ensure the buildings are clear of all persons.
Mrs Lesley Smith	Appointed First Aider	Ensure first aid boxes are maintained and record/report any accidents to the necessary people.
Mr Paul Worrell	Appointed Lifting and Handling Person	Ensure that risks assessments are in place for lifting and handling of equipment and children.
Mr Paul Worrell	Appointed COSHH person	Ensure assessments are carried out regarding COSHH
Mr Paul Worrell	Appointed Electrical Plant and Equipment Person	Ensures that all portable appliances are tested.

Miss Rosie McDonald Miss Gemma Barbour Mrs Alison Campbell-Coy Miss Eniko Bekesi Miss Elizabeth Boxell Miss Katherine Clark Miss Colette Culpin Miss Megan Cunningham Mrs Elizabeth Ecker Mrs Hannah Edgington Mrs Tamara Gosset Mrs Charlotte Gould Miss Ella Hayward Mrs Amy Lowe Mrs Sharlotte May Mrs Laura Mayes Miss Rachel Paddon Miss Tara Rowe Mrs Emily Scott Mrs Aimee Shaw Mrs Clare Sim Mrs Kate Slade Mrs Lesley Smith Mrs Maisie Spencer Miss Catrin Tingle Mr Jake Toulson	Appointed Risk Assessment Persons	Ensure that risk assessments are undertaken and followed.
Mr Paul Worrell	Appointed Working at Height Person	Advise on activities regarding WAH
Miss Charley Buckett	Appointed person	Ensure that all DSE equipment and workstations are suitable.
Miss Rosie McDonald	Well Being Facilitator	Ensure arrangements are in place for a regular survey and keep records of its effectiveness.

APPENDIX B - Fire Safety

1.1. Fire Instructions

1.1.1. These are placed where staff can easily read them.

1.1.2. Emergency Exits, Assembly Point and Instructions shall be clearly identified.

1.2. Fire Alarm

1.2.1. In case of fire dial 999

1.2.2. The fire alarms are tested on a weekly basis.

1.2.3. A Fire Test Record Book is maintained and held in the main admin office

1.3. Fire Drills

1.3.1. Are carried out at least once per term.

1.3.2. Assembly point is the school playing field.

1.3.3. Records are maintained of drills and are held in the main admin office.

1.4. Fire Fighting

1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.

1.4.2. Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

1.5. Fire Hazards and Fire Risk Assessments

1.5.1. Storage of cleaning substances only in a locked cupboard.

1.6. Maintenance of Fire safety equipment is carried out by competent contractor:

1.6.1. Emergency lighting:

1.6.2. Fire extinguishers

1.6.3. Fire alarms

Fire Safety Signs and identification of escape routes.