Health and Safety Policy
Rushmore Primary School

Introduction

1.1. This document is provided by the Governing Body of Rushmore Primary School in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.

1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.

1.3. The document is issued to all school staff, who are to read, understand and comply with its requirements.

Statement of Intent

2.1 The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of relevant legislation. In keeping with the requirements of legislation, the organisation, responsibilities, and arrangements to manage health, safety and environmental issues within the school are detailed in Paragraphs 3 and 4.

2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced (Part 5 of this policy) to provide a practical guide for staff on current legislation.

2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read

and co-operate with the requirements contained within this document.

2.4 The Head teacher and Business manager will regularly review health and safety standards to ensure compliance with all legislation and standards as laid down.

2.5 Contractors and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like school staff, they must ensure that they comply with the requirements of this statement

Organisation and Responsibilities

3.1 Governing Body

3.1.1 The Governing Body is responsible for:

- Ensuring a health and safety policy is in place.
- Monitoring the application of the health and safety policy including consideration of inspection reports.
- Ensuring suitable resources are provided to manage health and safety, in terms of time as well as finance.
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on governors' meeting agendas.
- Producing an annual report on health and safety.
- Ratifying the local health and safety policy.

3.2 The Head teacher

3.2.1 The Head teacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically he will be responsible for:

- Ensuring that the Health and Safety Policy is prepared signed and dated and together with the Governing Body, is regularly reviewed.
- Ensuring that all activities, including educational visits, are risk assessed and staff informed of the control measures necessary to work safely.
- Ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections.
- Ensuring that an emergency evacuation procedure is in place and is regularly tested.
- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy.
- Appointing suitable competent staff to assist in carrying out duties necessary under this policy.

- Passing on information received on health and safety matters to appropriate people.
- Chairing the school health and safety committee.
- Liaising with governors on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Provide the Governing Body with reports on accidents and risk assessments (including fire).

Specific Duties

3.2 Business Manager

3.2.1 The Business Manager's duties include:

- Carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Hackney's Health and Safety team
- Ensuring regular inspections are carried out.
- Submitting inspection reports to the Governing Body.
- Ensuring remedial action is taken where appropriate.
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identifying staff safety training needs.

3.3 Senior Teachers

3.3.1 Senior Teachers' duties are:

- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Head teacher.
- Exercising effective supervision over those for whom they are responsible.
- Being aware of safe working practices and setting a good example personally.
- Carrying out regular inspections and making reports to the Head teacher.
- Ensuring remedial action is taken where appropriate.
- Passing on information received on health and safety matters to appropriate people.
- Acting on reports from the Head teacher or subordinate staff.

3.4 Employees

3.4.1 All staff are responsible for:

- Taking care of themselves and others who may be affected by their acts or omissions.

- Co-operating with the Head teacher to ensure that statutory requirements are met.
- Not interfering with or misusing anything provided in the interest of health, safety or welfare.
- Checking classrooms and work areas are safe.
- Checking equipment is safe before use.
- Ensuring they are aware of safe procedures and that these are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the health and safety committee as appropriate.
- Taking action to remove identified hazards, bringing unresolved problems to the attention of the relevant manager.

3.5 Site manager

3.5.1 The Site manager's duties include:

- Ensuring a health and safety policy is in place.
- Monitoring the application of the health and safety policy including consideration of inspection reports.
- Ensuring suitable resources are provided to manage health and safety, time as well as finance.
- Prioritising actions where resources are required.
- Ensuring actions are taken.
- Including health and safety on governors' meeting agendas.
- Producing an annual report on health and safety.
- Ratifying the local health and safety policy.

4. Arrangements

4.1 Risk assessments

4.1.1 The Head teacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards.
- Identify who may be harmed and how.
- Evaluate the risk that these hazards present.
- Identify suitable measures to reduce and control the risks.
- Monitor the effectiveness of the control measures.
- Review the risk assessment annually or if there is a change in the activity.

4.1.2 Full information, including a suitable form, is contained in Chapter 2 of Hackney's Health and Safety manual.

4.1.3 All staff that carry out risk assessments will be provided with adequate Information, instruction and training

4.1.4 During the coronavirus the covid-19 risk assessment outlines

all current control measures that the school has in place to ensure the health and safety of all pupils, staff and visitors. The risk assessment is available on the school website and staff and parents are informed each time the risk assessment is updated

First Aid

4.1.1 The Head teacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff must undertake relevant training.

4.1.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.1.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

4.1.4 It is the responsibility of the first aider to record the incident and action taken in the pupil accident report book.

4.1.5 Parents must be informed on the same day of any injury which has required first aid.

4.1.6 The first aider must verbally inform an office staff member of the nature of the injury and the first aid administered and hand them the book. Once they have done this, if the child is in the early years or lower phase the white first aid pupil accident report copy should be given to the class teacher for sharing with parents at the end of the day. For children in the upper phase the report copy should be given to the child.

4.1.7 If a child has had an injury above the neck/serious injury the office should be informed immediately after first aid has been administered. If the child has received first aid treatment for another injury then the office should be informed at the end of that play or lunch time.

4.1.8 If a child has had an injury above the neck or it is a serious injury, a phone call home is to be made by a member of the office team. During this conversation the parent/carer should be informed that if there is any significant change in their child's health they should seek medical advice. If it is a minor injury, then a text should be sent. The Head teacher/deputies should be informed of any serious injury.

4.1.9 If a child experiences a second injury above the neck or a second serious injury, or if a previous injury worsens on the same day, the first aider must inform the office as soon as possible so that parents/carers can be contacted by text and phone to make them aware of the changing situation.

4.1.10 If a parent has been informed that their child has experienced a head injury and they come to school to check on them, the parent must see the child in person to assess whether they need to take them home or seek further medical advice or assistance.

4.1.11 Possible tooth injuries. If there has been an injury to the child's mouth, carry out a visual check of his/her teeth to establish if there is any

cracked or knocked-out piece of tooth, because of the injury. If there are signs of cracked or knocked-out piece of tooth record this on the first aid note and contact parents immediately, as per head injury procedure, and describe the tooth injury to them. If a knocked out tooth/partial tooth is present in the child's mouth, please remove carefully, taking care not to touch the other teeth or gum and save it in a small container of milk.

4.1.12 A member of SLT is responsible for making decisions to contact parents during the school day if a child has an injury or illness. If you feel a child may need to go home, please seek the advice of a member of SLT.

4.1.13 If a child is to be collected, they remain in class until their parent/carer arrives. They should not be sent to wait outside the school office

4.1.14 If a child has had an injury above the neck/serious injury and refuses first aid, a log still needs to be made in the first aid book with a note that the child refused first aid. Parents need to be informed via a telephone call.

4.2 Accident reporting

4.2.1 The Procedures in Chapter 3 of The Health and Safety Manual are to be followed. In summary these are:

4.2.2 All accidents, no matter how minor, that occur to members of staff, or visitors are to be reported using the accident reporting form. A copy of the completed form is to be sent to Health and Safety Advisor at 280 Mare Street E8 1HE. In addition accidents to staff must be entered into the accident book (BI 510). The accident book is kept in the school office and the form is sent to the health and safety advisor.

4.2.3 Accidents to pupils must be reported using the form in Chapter 3 and a copy sent to the Health and Safety Advisor. However, trivial accidents (resulting in no injury or minor injuries such as bruises and grazes), to pupils will be recorded locally.

4.2.4 Serious accidents, i.e. any fatality, major injury, accident where a pupil is taken directly to hospital, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Health and Safety Advisor. These should also be reported using the appropriate method outlined above.

4.3 Hirers, contractors and others

4.3.1 When the premises are used for purposes not under the direction of the Head teacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser,

even if an employee, will be treated as a hirer and will comply with the requirements of this policy.

4.3.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.3.3 Immediately prior to use the Site manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be returned in a similar condition as when the hire started. As proof of due diligence the arrangements should be signed off by the user.

4.3.4 The Head teacher must ensure that any contractor working on site must be competent to undertake the work that they are doing

4.3.5 All contractors working on site must be told of any hazards that they may encounter in undertaking their work, especially the location of any asbestos, and what to do in the event of any emergencies, such as fire.

4.3.6 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Head teacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Head teacher must take such actions as are necessary to prevent persons in his care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.4 Staff consultative arrangements

4.4.1 The Governing Body, through the Head teacher, will make arrangements for the establishment of a safety committee if requested by 3 members of an accredited trade union. Representatives of each accredited trade union and staff association will be offered places on the committee which will comprise staff across representative areas of work across the school.

4.4.2 If a safety committee is not in place the Governing Body, through the head teacher, will make alternative arrangements to ensure all staff are consulted on health and safety matters.

4.5 Emergency Planning

4.5.1 The Head teacher will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The plan will be agreed by the Governing Body and reviewed annually.

4.6 Fire

4.6.1 The Governing Body and Head teacher will ensure:

- That adequate fire procedures are in place
- A fire risk assessment is completed and reviewed at a minimum of two years, and actions are completed
- That fire drills are carried out at least annually

4.7 Statutory Testing and inspection

4.7.1 The Head teacher will ensure that the statutory testing and inspection is carried out and remedial works are completed.

4.7.2 The education property team will be responsible for the statutory testing form annually, which will be completed and sent back

4.7.3 Statutory testing and inspections includes, but is not limited to:

- Portable appliance testing
- 5 Yearly fixed wiring testing
- Fixed wired appliance testing
- Gas safety
- Heating System
- Catering equipment
- Lifts (Passenger and non-passenger)
- Lifting equipment
- PE Equipment
- Lighting conductors
- Air conditioning
- Asbestos Management plan
- Portable firefighting equipment
- Fire alarm
- Emergency lighting
- Legionella Risk assessment

4.8 Safety Inspections

4.8.1 The Head teacher will arrange an internal Health and Safety inspection of the school at least termly, the inspection team may include:

- The Head teacher
- Deputy head
- Business manager
- Premises manager
- Representative of the Governing Body

Union representative may also be included in this list

4.8.2 Findings of the Head teacher's inspection will be reported to the Governing Body, with an action plan of any remedial actions that are necessary.

4.8.3 Hackney's corporate Health and Safety team will carry out an audit every two years and produce an action plan. The action plan will be reported to the Governing Body where timescales will be agreed and communicated back to the corporate Health and safety team

4.8.4 The Premises manager will complete daily inspections of the school grounds, and report any findings to the Business manager.

4.9 Cleaning Materials and Hazardous Substances

4.9.1 Cleaning of the premises is contracted out to Birkin Cleaning Services. Birkin Cleaning Services will provide the Business manager with a Chemical inventory; this will be checked on a regular basis by the site manager.

4.9.2 Birkin Cleaning Services will provide the business manager with relevant risk assessments, method statements which relate to the tasks Birkin Cleaning Services staff complete.

4.9.3 Birkin Cleaning Services will provide the business manager with CoSHH assessments for all hazardous substances that are stored on the school premises

4.10 Communication

4.10.1 The Governing Body via the Head teacher will communicate this policy to all employees by the following means:

- Issuing hard copies
- Briefing meetings
- Induction training

4.10.2 This policy will be kept as a hard copy at the reception area for all employees and non-employees to view on request

4.10.3 The Governing Body via the Head teacher will communicate this policy to any and all contractors that conduct works on the school site

4.10.4 The Head teacher will keep regular contact with Hackney's corporate Health and Safety team

4.10.5 All employees will report any health and safety hazards and issues to a senior member of staff

4.11 Safety Reps

4.11.1 The Governing Body and Head teacher recognises the appointment of union appointed safety reps and will consult with them on health and safety related matters

4.12 Codes of safe working practice

4.12.1 This Policy will be supplemented by codes of safe working practice, part 5 of this policy. These codes must be followed by all staff and will assist in the application of this Policy.

5. Codes of safe working practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head teacher.

5.2.2 Examples of items to be checked include:

- Doors unlocked and free from obstruction
- Floors and floor coverings are undamaged and kept clear of obstructions
- Sinks will be kept clear to enable effective cleaning
- Electrical equipment unplugged when not in use.

- Any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported.
- Edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- Orderly sensible movement within the teaching area should be maintained
- Always ensure children are not left unsupervised

5.3 Playground safety (including lunch and breaks)

5.3.3 Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- Climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- No child should leave the play areas without the permission of the staff on duty (teacher or controller)
- The sloped planted areas should only be used if the conditions are suitable
- At the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large playground equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and pupil safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in

safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- Children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
- Suitable footwear for PE;
- Wearing of ear-rings not permitted for PE;
- Knives and other dangerous items should be removed from pupils and held by the Head teacher.
- Children should be taught to exercise personal responsibility for safety of self and classmates
- Children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DFE documents on safe working in:

- Art and craft activities
- Physical education
- Electrical equipment
- Science activities
- Animals in schools
- Swimming
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

5.7 Work at height

5.7.1 The Work at Height Regulations 2005 extends to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height are expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Work on roofs, however short in duration, must have suitable means of fall protection in place and staff using them will be trained in their use and rescue procedures if needed.

5.8 Staff training and information

5.8.1 The Head teacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

5.8.2 Where information and/or advice is not locally available the Head teacher should seek such information from the Health and Safety Advisor (Education).

5.9 Staff and workplace safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- Staff must know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.

- Staff must observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- Staff must exercise good standards of hygiene and housekeeping
- Staff must know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- Staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- Staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- Staff must report any perceived health and safety failings and any defective equipment to the Head teacher immediately such defect is discovered

This policy was approved by the Finance and Resources Committee of Rushmore Primary School on 20th June 2025 and amended following the agreement of the Finance and Resources Committee on 4th January 2026

This Policy was reviewed on 19th June 2026 and will be reviewed in Summer 2027.