



Health & Safety Policy

Date Reviewed:	September 2025, 06.06.2026
Next Review Date:	06.06.2027
Policy Owner:	Mrs Gemma Mitchell, Head, DDSL Bursar Mrs Pauline Clark, H&S and Safeguarding Governor

Date	Amendment	Staff Member
06/06/2026	Page 1 – policy owner – updated – RS name removed	MB

Mission Statement

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

Statement of Aims & Objectives

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



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Safeguarding

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark Pauline.clark@oakhyrstgrangeschool.co.uk

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: DSL@oakhyrstgrangeschool.co.uk



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General Statement of Intent

The school recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors staff and pupils will play their part in its implementation.



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Organisation of Health & Safety within the School

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

1. BOARD OF GOVERNORS ('The Board')

The Board is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and pupils.
- b) The Head Teacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.
- f) Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

The Board have delegated responsibility for overseeing health and safety to Mrs Jane Bond (Vice-Chair of the Governing Board)

The full Governing Board receive the minutes and copies of all relevant paperwork from the half-termly Health and Safety meetings

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each half-term's Health & Safety meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

2. HEAD TEACHER

The Head Teacher is accountable to the Board for the effective implementation of this policy and the day to day responsibility for controlling health and safety within the school. To ensure the policy's objectives are fully met by:

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.



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- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Ensuring Health and safety training is deployed as required
- e) Report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved
- f) This policy is communicated and made available to all relevant persons
- g) Ensuring that the school maintains and regularly tests a Critical Incident and Emergency Management Plan. This includes:
 - Fire safety, evacuation and lockdown procedures.
 - Response arrangements for terrorism or security threats, in line with national guidance (Protect Duty/Martyn's Law when enacted).
 - Plans for major incidents such as loss of utilities, extreme weather, or community emergencies.
 - Clear communication systems for parents, staff and emergency services.
 - Termly drills to test fire evacuation and lockdown procedures.

3. BURSAR

The Bursar, working with the appointed Health and Safety consultants, Judicium, and the Health and Safety Committee will advise on health and safety policy. Acting with the Head Teacher, the Bursar has the responsibility for implementing and monitoring the policy, principally through the Heads of Department/Curriculum leads. This is achieved by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) All staff are provided with adequate information, instruction and training on health and safety issues.
- c) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- d) Risk assessments of the premises and working practices are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.
- f) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- g) Accidents are investigated, and any remedial actions required are taken or requested.
- h) A report to the Governing Body on the health and safety performance of the school is completed and reviewed half termly.



4. PREMISES MANAGER

The Premises Manager will assist the Bursar with the implementation of the following:

- a) The activities of contractors are adequately monitored and controlled.
- b) Arrangements are in place to inspect the premises and monitor performance.
- c) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- d) Emergency procedures are in place.
- e) Building security
- f) Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- g) Site traffic movements.
- h) Maintenance of School vehicles.
- i) Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- j) Good standards of housekeeping, including drains, gutters etc.
- k) Control of hazardous substances for grounds maintenance activities.

5. HEAD OF DEPARTMENTS / SLT (Senior Leadership Team)/ CURRICULUM LEADS

They must:

- a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Head Teacher.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and pupils to manage risks, avoid hazards and contribute positively to their health and safety.



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- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

6. ALL TEACHING STAFF

Class teachers are responsible for:

- a) Exercise adequate supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment where necessary.
- e) Make recommendations to their Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises Manager or Bursar.
- i) Report all accidents, defects and dangerous occurrences to Head Teacher, Premises Manager or Bursar.

7. CHEF

The Chef is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy and other associated policies.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform the Premises Manager, Bursar or the Head Teacher of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- f) Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Head Teacher.



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8. HEALTH AND SAFETY COMMITTEE

The school's Health and Safety Committee provides a forum for joint discussions of Health and Safety matters. This Committee will meet once per term as a minimum. All staff are encouraged to bring health and safety concerns to this Committee.

The Committee will review all health, safety, fire safety and security matters, including a review of policy at least annually.

The Health and Safety Committee will comprise of the Head Teacher, the Governor overseeing Health & Safety, Premises Manager, Head of Sport and a member of SLT

9. THE SCHOOL OFFICE STAFF

The School Office staff will be responsible for:

- a) Maintaining an accident book and reporting notifiable accidents to the Head Teacher
- b) Keeping statistics and preparing summary reports for the Bursar
- c) Checking that all first aid boxes and eye wash stations are replenished.

10. ALL STAFF

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.



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11. CONTRACTORS AND VISITORS

- a) All visitors (including contractors) must report to reception and sign in on arrival. The school will require relevant checks to take place.
- b) Visitors and contractors must report any injuries to their host as soon as possible.
- c) All contractors who work on the premises are required to identify and control any risks arising from their activities and inform the Premises Manager / Head Teacher of any risks that may affect the premises, staff, pupils and visitors.
- d) All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
- e) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to protect the safety of staff, pupils and visitors.

12. PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others
- b) Observe standards of dress consistent with safety and/or hygiene
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- f) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

13. SAFEGUARDING AND ONLINE SAFETY

The school recognises that safeguarding and health & safety are closely linked and must be managed together. In accordance with the statutory guidance Keeping Children Safe in Education (2025), the Governing Board and Head Teacher will ensure that:

- a) Policies and procedures are in place to safeguard pupils from physical, emotional, and online harm.
- b) All staff receive annual safeguarding training, including online safety, with updates provided throughout the year.
- c) The school implements appropriate IT filtering and monitoring systems in line with the Online Safety Act 2023, ensuring pupils are protected from harmful online content while maintaining educational access.
- d) All safeguarding and online safety concerns are reported in line with the school's Safeguarding and Child Protection Policy.



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- e) Safeguarding and health & safety matters are reported together to the Governing Board to ensure joined-up oversight.

Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Below is a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available.

A. ACCIDENT AND INCIDENT REPORTING

An incident report book is retained in the school office. All accidents, injuries and near misses must be recorded and will be fully investigated by the Head Teacher, SLT and/or the Bursar if required.

Head bumps are recorded on iSAMS and a letter notifying parents is sent home at the end of the day. A visible bump on the head sticker is provided on the child's clothing by Office staff so that all staff are aware of the child's accident and can check on the child for the remainder of the day.

Parents are contacted by phone if there is cause for concern regarding a child's health and a record kept on iSAMS.

Major accidents, dangerous occurrences and certain diseases have to be reported to the Governing Body and the Health and Safety Executive as appropriate.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires employers, and others in control of premises, to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The following are examples of what needs to be reported to the HSE under RIDDOR:

- a) Employees injuries and ill-health - Injuries that prevent the employee from attending work for 7 days or more, fractures (Other than fingers and toes), any scalping requiring hospital treatment, loss of consciousness due to head injury or asphyxia, any injury leading to permanent loss of sight, any amputation of an arm, hand, finger, leg, foot or toe, any crush injury causing damage to internal organs, any burn injury that covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs, other serious injuries, reportable occupational diseases, e.g. carpal tunnel syndrome, severe cramp of the hand or forearm, occupational dermatitis, occupational asthma, fatalities.



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- b) Incidents to pupils and other people who are not at work - the death of the person that arose out of or in connection with a work activity, an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- c) Dangerous occurrences - the collapse or failure of load-bearing parts of lifts and lifting equipment, the collapse of a scaffold, failure of a pressure vessel, the accidental release of a biological agent likely to cause severe human illness, the accidental release or escape of any substance that may cause a serious injury or damage to health, an electrical short circuit or overload causing a fire or explosion.

B. ASBESTOS

All staff must read and ensure they have read and understood the school's Asbestos Management policy.

The school employs a company that manages the asbestos in the school. These areas are managed in situ until any works on the building allow these to be removed. This report is available for all staff to see.

The Premises Manager is responsible for ensuring that the **school** Asbestos Log is read and signed by all contractors before starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Head Teacher / Premises Manager.

The Premises Manager / Bursar must report any damage to asbestos materials immediately to Head Teacher.

Where damage to asbestos material has occurred the area must be evacuated and secured. Head Teacher will immediately notify the Chair of the Board by telephone.

C. CONTRACTORS

The Premises Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

Contractors are not permitted to work on the School's premises unless they are covered by the appropriate insurance to cover them against risk.

D. CONTROL OF INFECTIONS

The Head Teacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

Staff are responsible for complying with the Infection control Policy.

E. CURRICULUM SAFETY (including off-site learning activities)



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All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

When working away from the school i.e. a school trip, the following conditions will apply:

- a) Before you leave the school, give full details of your movements to the Head Teacher and/or a colleague, and advise them of any changes to your plans.
- b) Observe the Health & Safety rules imposed by a third party at the site you are visiting, but only if these instructions support safe systems of work that are at least as good as those operated by this school.
- c) Always check in and out with someone on the premises as appropriate.
- d) Do not take any unnecessary risks. If you are not sure about something don't attempt to proceed without first taking further advice
- e) Only use equipment that you have been fully trained on and you are authorised to use.
- f) When using other people's equipment always check it yourself first, particularly electrical equipment, steps etc.

F. DISPLAY SCREEN EQUIPMENT

The Bursar is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

If you have a concern, feeling discomfort or are suffering from an adverse medical or health condition relating to the use of display screen equipment, please speak to the Bursar.

For staff who use Display Screen Equipment as an essential and regular part of their job, the school will reimburse for the cost of an eyesight test, at two-yearly intervals. If you identify the need for a further test at any time within the two-year period, the school may also pay for this, but you should discuss this with the Bursar before you make your appointment.

Where a visual defect is identified which requires glasses solely for use at the DSE, the School will contribute towards the cost of glasses designed to correct your viewing distance. Currently the maximum contribution is £69.00 for lenses and £69.00 for frames.

To reclaim the costs for your eye-tests and/or glasses you must:

- Arrange for an eye-test with your local optician.
- Retain a copy of the optician's report and pass this to the Bursar, together with the receipt for the eye-test. We will then reimburse you with a payment made into your bank account.

It is your responsibility to take care of glasses prescribed for DSE use, as the School will not pay for any repair or replacement costs incurred as a result of you failing to take adequate care of your glasses



G. DRIVING THE SCHOOL MINIBUS

Only nominated and correctly licensed drivers will be allowed to use the School's vehicles and the appropriate code must be registered to their licence. Staff using their personal vehicle must have the appropriate business car insurance.

In line with Department for Transport requirements, the School holds a valid Section 19 Permit for all minibuses used for school purposes. Staff must ensure that a copy of this permit is displayed in the vehicle.

Employees are required to comply with any School/Statutory regulations regarding recording daily mileage, journeys undertaken and actual driving hours. All employees are required to notify the Bursar immediately, if convicted of any driving offence, or if any conviction is pending.

All minibus drivers must adhere to the following before their journey:

- Be aware of Minibus Safety Policy guidance
- Complete Pre-Drive safety checks – usually the Premises Manager but please check
- Risk assessment relevant to trip/fixture
- Awareness of minibus items – location of jack, wheel brace, first aid kit, extinguisher, high vis jackets, belt cutter, torch, safety triangle
- Take driving license with you on trip
- Check - accident guidance in minibus

H. EDUCATIONAL VISITS AND JOURNEYS

The Head Teacher is responsible for appointing a Trip Leader for each individual trip and providing them with suitable training and the necessary resources for them to complete their duties.

The Head Teacher and the trip leader are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits

Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

I. ELECTRICAL SAFETY

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.



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All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff must not bring electrical equipment into school without the permission of Head Teacher.

Any suspect or faulty equipment must be reported immediately to the Premises Manager. It will then be taken out of use.

J. FIRE PRECAUTIONS/PREVENTION

The School has a responsibility to ensure that risks from fire are identified and that arrangements are in place to control those risks.

The fire alarm is tested every Monday at 11am. Do not evacuate the building, unless the alarm doesn't stop ringing. If you have any difficulty hearing the alarm during the weekly test, please inform the Premises Manager/Bursar as soon as possible.

The Head Teacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually, and whenever there are significant changes to the building structure, its use, or occupancy levels.
- b) The school emergency plan and evacuation procedures are regularly reviewed.
- c) All staff complete Fire Safety Awareness.
- d) A Fire drill is completed every term.
- e) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or pupils with special needs.
- f) Fire Marshalls will receive sufficient training. A list of responsibilities for checking the building is in the school office.
- g) That the school complies with the Fire Safety (England) Regulations 2022, including the inspection and maintenance of fire doors, provision of fire safety instructions, and keeping records of checks.

The Premises Manager is responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Head Teacher.
- b) The maintenance of exit/escape routes and signage.
- c) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Prevention policy.

Common sense and good housekeeping go a long way in preventing fires and staff must therefore:

- Comply with the non-smoking rules.
- Keep fire doors shut at all times.
- Not remove fire extinguishers from their designated place or use them to prop open doors.



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- Keep all emergency and fire exits, corridors, stairways and potential escape routes clear of obstructions.
- Ensure that all waste, especially flammable materials like paper, are regularly disposed of.
- Not place files and other items on top of heaters and/or air conditioning units, as this poses a high fire risk.
- Store equipment, books, paper etc. tidily and away from power points and leads.
- Ensure that when leaving the building the power supply is turned off to all equipment and lights.
- Ensure familiarity with the emergency procedures, the location of fire extinguishers, the escape routes and the assembly point.

There is sufficient and appropriate fire-fighting equipment located within the school and this is subject to regular inspection and testing maintenance agreements. Fire Wardens are familiar with the operation and application of extinguishers.

K. FIRE EVACUATION

The priority in the event of a fire is the safe and quick evacuation of pupils and staff. If a fire starts or any other emergency which could put the pupils and staff in danger, sound the nearest fire alarm.

In the event of a fire or incident requiring evacuation of the building, staff are expected to react in a calm and professional manner; failure to do so could endanger both staff and pupil's life. You must not stop to collect personal belongings. Ensure that all staff and children leave the building in an orderly manner. Do not endanger your own life or re-enter the building until instructed to do so by a senior person, fire marshal or fire officer in charge.

If safe to do so, close doors. If closed doors feel warm do not open them.

On leaving the building, using the nearest available escape route/fire exit. Do not use the lift. Ensure that any visitors leave the building with you. You must go straight to the designated assembly point (at the current time this is the tennis court).

If you are cut off by fire:

- It's not easy but try to remain calm.
- Close the door nearest to the fire and use any clothing etc to block any gaps. This will help stop smoke spreading into your room.
- If the room becomes smoky, go down to floor level it is easier to breathe closer to the floor because smoke will rise upwards.
- Open the window, try to attract the attention of others who can alert the fire brigade. Wait for the fire brigade they should arrive in a matter of minutes.
- If you are in immediate danger and your room is not too high from the ground, drop cushions/clothing/ to the ground to break your/pupils fall from the window.
- Get out feet first and lower yourself to the full length of your arms before letting yourself drop.
- Make your way to the designated assembly point and report to the fire warden.



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- Do not hinder roadway and routes that may be used by the emergency services.
- Do not return to the building until the all clear has been given.

L. FIRST AID

The names of the qualified First Aiders are displayed in the medical room, staff room, swimming pool, BWA kitchen and main kitchen.

First Aid supplies are kept in the medical room and it is the responsibility of the School Office to ensure that stocks of supplies are kept up to date. First aid boxes are provided in areas of the school where accidents are considered most likely and it is the responsibility of the club/department head to replenish as necessary.

A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

All staff must be familiar with the arrangements for First Aid provision and the Medical and First Aid Policy.

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of NHS qualified medical opinion, emergency medical treatment, if the school is unable to contact a parent.

An automated external defibrillator ("AED") is available to use, located in the school office.

M. HAZARDOUS SUBSTANCES (COSHH)

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. Relevant members of staff will complete COSHH Risk Assessment training.

Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

N. HARRASSMENT, VIOLENCE AND AGGRESSION



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Violence, threatening behaviour or abuse to staff will not be tolerated by all members of the school community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from pupils and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual pupil risk assessments or Care Plans will be completed when necessary;
Regular reviews to monitor the effectiveness of the control measures are completed;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities if required;

Incidents of harassment, aggression or violence are reported to the Head Teacher immediately;

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

O. INCLUSION

The School complies with the School policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

The School will make reasonable adjustments in accordance with the Equality Act 2010 to ensure pupils with disabilities or special educational needs are not placed at a substantial disadvantage in comparison with their peers.



P. LETTINGS/USE OF PREMISES OUTSIDE NORMAL HOURS

The Head Teacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy and the Fire Safety Policy.

The Bursar and Premises Manager are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

Q. LONE WORKING

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

Any member of staff working after hours must notify the Head Teacher, Bursar or Premises Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

R. MANAGING MEDICINES AND DRUGS

No pupil is allowed to bring medication on the school site without a letter of consent from his/her parent/carer.

All medicines, including controlled drugs and emergency medicines (e.g. inhalers, epipens, insulin), must be stored securely in a locked cupboard or refrigerator as appropriate, with access limited to authorised staff. A record must be kept of all medicines administered, including date, time, dose, and the member of staff responsible. Parents must be informed on the same day if their child has been given medicine.

Staff must notify the School Office if they believe a pupil to be carrying any unauthorised medicines/drugs.

The Medical and First Aid policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

S. MAINTENANCE AND INSPECTION OF EQUIPMENT

The detailed arrangements for the maintenance and inspection of equipment are documented under the control of the Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.



T. MANUAL HANDLING AND LIFTING

The Head Teacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

U. NEW AND EXPECTANT MOTHERS

Staff that are a new or expectant mother should notify their line manager as soon as practicable.

The Head Teacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Infection Control Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- a) Working with hazardous substances
- b) Stressful environments
- c) Movement around the site (including stairs and distances between classrooms etc.)
- d) Doing duties that involve physical effort which might be too arduous;
- e) Standing for long periods
- f) Inherent risks in certain departments, e.g. PE, Science
- g) Manual Handling
- h) Working in a confined working space
- i) Using an unsuitable workstation
- j) Infectious diseases
- k) The provision of appropriate sanitary and rest facilities.

V. PE AND PLAYGROUND EQUIPMENT

The Head of Sport is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

The Premises Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.



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All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Pupils must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department/Curriculum Lead/SLT or the Premises team.

W. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where the need for PPE has been identified in risk assessments, it is the Head teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE is identified by risk assessment, staff and pupils should wear PPE as per instructed on the risk assessment.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Head Teacher.

Employees are advised that noise is a health hazard and that ear protection is also part of Personal Protection Equipment.

X. RISK ASSESSMENTS

It is the Head Teacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

The Head Teacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

Heads of Department / Class Teachers will undertake risk assessments for their specialist areas.

The Premises Manager will undertake risk assessments for maintenance.

The Head Teacher will ensure that risk assessments are completed by all staff who organise and lead Educational Trips.

Y. SECURITY

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Manager is also responsible for the security of the site after normal school hours use and lettings.

The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.



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Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher, and the requirements set on section AC should be followed.

Parked vehicles must not obstruct fire exit routes, road access or other vehicles.

Drivers making deliveries to the school must also call at the front door and the office will notify the relevant department to deal with the delivery.

The Head Teacher should be notified of any concerns regarding security of the school and its grounds in order to deal with the matter.

Z. SITE MAINTENANCE

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Premises manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

The Head Teacher, Premises manager and Bursar will undertake routine inspections of the site "walk-about". Any hazards that cannot be dealt with immediately will be actioned by the Health and Safety Committee.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager. When the matter is urgent, this should be communicated by walkie.

AA. SMOKING

It is illegal to smoke anywhere within the premises.

Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

AB. STRESS AND WELLBEING

The governors and the Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.



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- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Wellbeing policy.

Any concerns in your wellbeing, stress levels or feel you are under work pressure please see a member of the Senior Leadership Team as soon as possible.

AC. SWIMMING

External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

AD. SUN PROTECTION

The school recognises the wide range of benefits of outdoor learning and also that too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contribute significantly to the lifetime of skin cancer.

The school is committed to ensuring all staff and pupils are protected from skin damage caused by the effects of ultraviolet radiation from the sun.

The main elements of the school's arrangements to ensure sun safety are:

- **Partnership:** working with parents, staff and the wider community to reinforce awareness about sun safety and promote a healthy school.
- **Education:** learning about sun safety to increase knowledge and influence behaviour.
- **Protection:** Providing an environment that enables pupils and staff to stay safe in the sun.

All pupils will be involved in a discussion, appropriate for their age and understanding, at the start of summer about sun protection and the risks.

All playground, outdoor events and PE risk assessments ensure that suitable safety provisions are made.



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Staff will always act as a positive role model and set good examples by seeking shade whenever possible, wearing appropriate clothing, and applying sunscreen.

Parents will be informed at the beginning of their child's school life about the school's arrangements for sun safety.

On sunny days staff will remind pupils that they need to seek shade during breaks, lunchtime, sports and school trips.

Parents will be informed of the importance to provide their children with appropriate sun hats and sunscreen (SPF 30+) and to apply sunscreen (SPF 30+) to their children before coming to school.

Parents are asked to give written permission for sunscreen to be applied to their children and to supply the school with sunscreen (SPF 30+) for their child. Sunscreen must be clearly labelled with the child's name on it.

Parents are informed that if their child requires a specific sun cream due to allergies, this should be supplied to the school and clearly labelled with the child's name.

Parents are informed to ensure their child has their own named water bottle and provisions are in place to ensure pupils can refill their water bottles.

Pupils are encouraged to drink plenty of water throughout the school day.

AE. SUPERVISION OF PUPILS

Staff will actively promote sensible, safe behaviour to pupils;

Dangerous or risky behaviour displayed by pupils will be addressed and dealt with in the school rules;

Pupils will only be allowed into or stay in classrooms under adult supervision;

Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

The Supervision policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

AF. TRAINING AND DEVELOPMENT

The Head Teacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

All new staff will receive specific information and training as part of their induction process.

All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings/SLT meetings.



AG. VISITORS

All visitors must sign in and out on the ipad at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

Visitors will be made aware of the emergency procedures and other safety information relevant to them.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

AH. WORKING AT HEIGHT

The Premises Manager is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

When decorations or displays need to be put at height, a step stool can be used. Standing on desks, chairs or other furniture is not permitted.

The Premises Manager is trained in working at height and any issues requiring step ladders/ladders should be passed to the Premises Manager to deal with. Staff are asked not to work at height.

AI. WATER HYGIENE MANAGEMENT (control of Legionnaire' disease)

The Head Teacher will ensure that competent persons, including the Premises Manager and external contractors, are engaged to manage the water system and control the spread of legionella bacteria, in line with the HSE Approved Code of Practice L8 and HSG274 guidance.

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.



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AJ. YOUNG WORKERS (INCLUDING WORK EXPERIENCE)

The law recognises that young people at work (i.e. under 18's) may be at particular risk due to their possible physical and psychological immaturity, and their lack of risk awareness for tasks they are asked to undertake, and the equipment they are asked to use. Consequently, all young people at work are protected by the Health and Safety at Work Act, including the Management of Health and Safety at Work (MHSW) Regulations. This means that, unless it is necessary for their training or they are supervised by a competent person, which reduces the risk to the lowest level reasonably practical, young persons are prohibited from undertaking any task which:

- is beyond their physical capacity
- could expose them to anything which can chronically affect their health
- expose them to radiation
- involves risk which cannot be recognised by them personally
- involves risk to their health due to extreme temperature, noise or vibration.

Before any young workers join the School, including those on work experience, we will undertake a risk assessment to identify any hazards in the workplace, assess whether the risk can be adequately controlled and decide whether any further action is required, as far as is reasonably practical. If any significant risks are identified which cannot be reasonably mitigated to a minimum, young workers will not be allowed to undertake the work in question.

When joining the School, whether on a temporary or permanent basis, young workers will receive health and safety training as part of their induction programme. This will outline the School's policy, their personal responsibilities, common hazards in our workplace, who to go to for advice and what to do if they feel unsafe.

As part of putting together a work experience programme, we will liaise with the relevant authorities. They may also involve the local education authority arranging for a risk assessment to be undertaken in our workplace and them making us and the young worker's parents or guardian aware of the results. We will act upon the results and mitigate any risk to a minimum, as far as is reasonably practical.

Conclusions

This Health and Safety policy reflects the school's serious intent to accept their responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This Policy is supported by other associated policies that explain how the school manages specific issues:

- a) Educational Visits Policy
- b) Medical and First Aid Policy
- c) Fire Safety Policy



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- d) Infection control Policy
- e) Asbestos Management Policy
- f) Managing Wellbeing Policy
- g) Curriculum Policies
- h) Supervision Policy

This Policy is subject to regular review.