

Health and Safety Policy for Oakwood School

APPROVED BY DIRECTOR: 6th August 2025

This policy was reviewed by the Director and the Head Teacher who agreed that it meets the specific needs of all parties

POLICY TO BE REVIEWED: 5th September 2026 or sooner should legislation or relevant guidance be issued either locally or nationally.

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1. Introduction

The Health and Safety of everyone within Oakwood British School is of paramount importance. The health, well-being and safety of everyone cannot be compromised under any circumstances and all who work here have a relevant duty of care to each other and to themselves.

Overall the ultimate responsibility for health and safety in schools is that of the employer. Legislation surrounding health and safety issues is continuously being updated and the management are responsible for maintaining an up to date knowledge, which is applied throughout the school, while providing necessary information to the staff within the organisation.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher. The Headteacher is responsible for advising the employer and for the implementation of the Health & Safety Policy within school and also for ensuring that teachers and other employees carry out their duties and co-operate with the policy.

This policy should be read alongside other relevant safeguarding policies e.g. Safeguarding and Child Protection, ~~Safeguarding Staff from Allegations, Safer Working Practices~~ and First Aid Policies.

2. Statement of general policy

- To ensure that all reasonable and practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- To establish and maintain a safe and healthy environment throughout school.
- To establish and maintain safe working procedures amongst staff and pupils.
- To provide and maintain equipment which is safe, has been manufactured to a British, European or International Standard and is without risk to health.
- To ensure safe handling, use, storage and transport of articles and substances.
- To provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others.
- To prevent accidents and cases of work related ill health.
- To provide and maintain a safe and healthy school building with safe access and egress.
- To make effective arrangements, for fire evacuation and other emergency situations.
- To make arrangements within the school for the reporting of all accidents.
- To review and revise this policy as necessary at regular intervals.

3. Health and Safety Guidelines

It is the responsibility of **all** employees to ensure that their place of work is safe. Any question of Health and Safety beyond the knowledge of the employee should be referred to the Headteacher who has overall responsibility for the safety of all pupils, employees and visitors in school.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas.

a. The School Director:

- o Shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff.
- o Shall ensure so far as is reasonably practicable the health and safety of pupils in school and off-site visits.
- o Shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity.
- o Shall guide and monitor the Headteacher to ensure that she keeps health and safety as a high priority in the day-to-day management of the school.
- o Shall consider the health and safety implications of policies and guidance issued by local and national bodies.
- o Shall discuss and resolve so far as is reasonably practicable, health and safety issues in a timely manner.

b. The Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall, so far as is reasonably practicable:

- o Ensure that the school's Health and Safety Policy under the guidance of current regulations, is implemented and adhered to at all times.
- o Ensure that all members of staff know, understand and accept their health and safety duties and responsibilities.
- o Ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices.
- o Ensure that the Director is advised of health and safety implications when undertaking the management of the school budget.
- o Ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate. This is particularly important when introducing new members of staff to the premises.
- o Ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate.

- o Ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching.
- o Ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user, (in line with regulations).
- o Ensure that suitable and appropriate protective clothing and equipment is serviceable and provided for staff and pupils who require it, and ensure that it is worn and used when necessary.
- o Ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked.
- o Ensure that accidents/violent incidents are recorded and **where necessary**, investigated and reported to the Health, Safety and Wellbeing Service as soon as possible and also reported to the Director in the Headteacher's Termly Report. In the event of a major injury, the Director shall be informed immediately.
- o Ensure a record is kept of any contagious disease that is contracted, and all acts of violence and bullying are reported as appropriate.
- o Ensure that evacuation procedures are planned and are rehearsed at least once per term.
- o Ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order.
- o Ensure that adequate welfare facilities are provided and maintained for staff and pupils
- o Ensure that periodic safety inspections of the school are carried out.
- o Ensure that there is consultation with the staff on matters of health, safety and welfare.
- o Ensure that contractors working in the school, report to the Headteacher/Site Manager before work commences in order to ascertain work details and agree safety procedures.
- o Ensure that in her absence, health and safety duties are delegated as appropriate.
- o Ensure that there is an annual appraisal of the school's health and safety performance.
- o Ensure that risk assessments are undertaken and reviewed as appropriate.
- o Review and up-date policy as appropriate.
- o Ensure that all adults working with pupils are appropriately recruited and vetted.
- o Ensure that all records of safety training are current, and maintained in the main office.

c. All Staff

We all have a duty of care to one another. In the interest of the safety of all, **all** staff, where appropriate and so far as is reasonably practicable, will:

- o Ensure that the School and Council policies are implemented at all times. Copies of policies are available in the school office.

- o Be responsible for the health and safety of the pupils and staff they supervise. This also includes being suitably trained and current in the legislation and practice of Health and Safety.
- o Ensure that equipment used at school is safe and presents no risk to health, and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of.
- o In the event of a fire, ensure that all pupils know the fire procedures and are evacuated safely.
- o In the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book. Report **ALL** accidents and near accidents, however trivial to the Headteacher and inform parents where appropriate.
- o Ensure that all classroom-based activities are carried out in a safe and healthy manner.
- o Ensure that playground activities are supervised as appropriate and that violent behaviour is stopped.
- o Ensure that pupils are adequately supervised at break and lunchtimes.
- o Ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies.
- o Ensure that whilst transporting pupils by car, safety seatbelts are worn and the Local Authority (LA) guidelines are followed. Checks on driving licenses, insurance and ITV certificates may be made at periodic intervals.
- o Ensure that when undertaking school trips, sufficient research, planning, precautions and supervision are undertaken as laid down in the Local Authority Guidance.
- o Ensure that pupils do not bring into school any potentially dangerous articles or hazardous substances without the expressed permission of the Headteacher.
- o Take appropriate action to make safe any dangerous condition caused by wet or icy weather.
- o Ensure that any agreed security provisions are carried out.
- o Co-operate with the Headteacher on all aspects of health, safety and welfare, including training.
- o Co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- o Ensure that children walk when in school.
- o Ensure that the children behave in a safe way whilst in school by encouraging correct behaviour.
- o No child may leave school premises for any reason. A known adult must collect children having an appointment during the day from school reception and with the parents permission.
- o Staff should not allow children to be released into a potential 'domestic' argument between parents.

In the interests of safety the **Teaching Staff** should, in addition to those items in section 3:

- o Arrive in the area in which they are teaching **PROMPTLY**.
- o Ensure that children are supervised at **ALL** times whilst in their care. Ensure alternative adult supervision is provided if the class teacher has to leave the room for any reason.
- o Train children to enter school in a safe and orderly manner.
- o Ensure all children have left the cloakrooms and toilets at breaktime and at the end of the day. Only give permission to children with a clear purpose, permission to remain in school; and then under your supervision.
- o Ensure the First Aid box is properly stocked and advise the school office/Headteacher if items need replenished.
- o Do not allow children to use tools or equipment, except when adequately trained and closely supervised.
- o Teachers should administer simple and immediate first aid, whether in class or acting as duty supervisor, for simple grazes etc. Any blow to the head or injury causing doubt should be reported to the Headteacher and child's parents.
- o Comply with information/guidelines on educational visits/trips.

d. In the interests of safety the **Headteacher and Cleaning Manager** should, in addition to those items in section 3:

- o Ensure the school is in a fit and safe condition for children to enter for the morning session (e.g. floors are dry) by conducting a daily check.
- o Ensure that toilets are clean and hygienic.
- o Ensure that classrooms and work surfaces are clean and hygienic.
- o Ensure that all toxic materials and appliances are stored away from children (i.e locked).
- o Check that any new substances can be used safely before they are purchased.
- o Ensure the boiler is not a fire hazard or danger and the door is locked.
- o Make regular internal and external inspections of the building.
- o Ensure all maintenance checks and inspection records, e.g. site manager checks, emergency lighting, fire alarm system, legionella are completed. These should be available for immediate inspection should the need arise.
- o Ensure equipment e.g. ladders are checked regularly.
- o Carry out maintenance and repair work safely.
- o Secure the premises when they leave, close windows, unplug **all** appliances and turn taps off.
- o Report regularly at least on a monthly basis, to the Headteacher about the condition of school.
- o Report accidents to the Headteacher.
- o Lock up the building.
- o Oversee any contractors on the premises – checking appropriate policies and procedures including risk assessments – and as far as is reasonably practical, make suitable provision for their health and safety whilst on school premises.

- o Ensure that the identities of visitors or contractors are checked on arrival. Those visitors/contractors who are not DBS checked must be supervised whilst in school.
 - e. In the interest of safety the **Break and Lunchtime Supervisors**, in addition to those items in section 3:
- o Be aware of the duty rota.
- o Closely supervise the children whilst in the dining hall, on their way to the playground and on the playground or field as required. No child should be in the playground without the close supervision of a Duty Supervisor.
- o Report all acts of violence and extreme disobedience to the Headteacher.
- o Stop any unsafe play.
- o Ensure no child leaves the school boundary or goes out of sight.
- o **Remain mobile** whilst in the playground to ensure **all** parts of the playground can be supervised **at all times**.
- o Deal with all disciplinary matters and report more serious disciplinary matters to the Headteacher.
- o Ensure any child requiring First Aid is treated and the incident entered in the accident book. If appropriate, the Headteacher is to be informed immediately.
- o Decide if it is a wet or dry play.
- o Periodically check satisfactory hand washing before meals.
- o Supervise the inside of the school building.

f. Pupils

All pupils are encouraged to:

- Co-operate with Teachers and school staff on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a Teacher.

g. Supervision

- School is responsible for the safety of children whilst on the school premises, including 10 minutes before and after school sessions (when the school gates are open).
- Teachers on duty at playtimes must be outside at the commencement of play. Children must not be dismissed to the playground before an adult is present.
- Safe and positive play should be encouraged at all times.
- Children must not be left inside the school working at break or lunchtimes in an unsupervised capacity.
- Class teachers should inform the School Office/Headteacher of any child not collected at the end of the day. The child must remain at the school office until collected.
- If after school clubs are cancelled at short notice, children must remain, supervised, on the premises until parents are able to collect them.

4. Movement of Vehicles on Site

Staff and visitors to school should park their vehicles in the school car park. Due to lack of space, and to prevent any potential accidents, parents must follow the guidelines administered by the local authority for the safe use of the car park when dropping off and collecting their children.

Parents are encouraged to walk their children to school or park their vehicles according to requirements of the Highway Code.

5. Educational Visits/Extra Curricular Activities

- The Authority's regulations regarding visits and trips must be strictly adhered to.

The Educational Visits Co-ordinator for the school is

Name: **Mrs Natalie Sannachan**

Position: **Headteacher**

- All educational visits must be authorised by the Headteacher in advance.
- All appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc must be communicated to the parents of the children at least 2 weeks before.
- Arrangements must be meticulously made and reported to the Headteacher **before** the visit
- Full risk assessments must be undertaken.
- Parental consent is to be sought and given in writing.
- Only approved coaches, which provide seat belts, are properly taxed, insured and have a valid ITV Certificate will be used.
- One teacher must take overall responsibility for arranging the trip and be responsible for the children during the duration of the visit.
- All other adults are responsible to that one teacher for the safety of the children. All adults must be aware of their duties of care by the teacher with overall responsibility.
- No child is to be unsupervised at **any** time during a visit or trip.
- Adult supervision will be at least 1 adult per 10 pupils.
- First Aid must be available for all children at all times.
- If an accident occurs- first aid is to be administered or medical attention sought.
- At each stage of the visit the leader should satisfy themselves by counting that everyone is present and accounted for **before** proceeding to the next stage.
- At the end of the visit/trip the leader must report to the Headteacher about the details of the trip.

6. Visitors

- Any person visiting the premises is requested to make an appointment prior to the visit.
- Access to school is via the main entrance only.
- On entering the premises, visitors must go to the reception/main office and sign-in the visitor's book.
- All visitors will be issued with a visitor's badge, which is to be worn for the duration of the visit.
- On departure, visitors must sign-out of the visitors' book.
- All visitors must have their identities checked on arrival. Visitors without a DBS check must be supervised whilst on school premises.

7. Accident/First Aid and work Related Ill Health

At least one member of staff will have attended the First Aid at work, official, training course. Additional staff will have attended the School First Aid/Emergency First Aid training.

- The main first aid box is kept in the school office.
- There are other first aid boxes stored around the school in visible areas, not reachable to children, for minor injuries.
- A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics is kept in the school office and will be communicated to all teachers responsible for that child.
- Children, who are asthmatic, are required to keep a spare inhaler at school. Children's inhalers are labelled with the child's name and stored in the school office. This enables teachers to assess frequency of need and inform parents as appropriate.
- Staff may only administer medication if it is an **emergency situation or an extreme exception** and if the Head has prior knowledge about the child's medical condition.
- Staff administering medication in an emergency e.g. inhaler, **must** be fully trained to do so.
- The school must have written parental consent before any form of medication can be administered e.g. during a school visit, residential.
- Parents must be informed of minor head injury accidents, such as bumps to the head.
- If there is any cause for concern when a child has an accident, the parents should be informed immediately (or as soon as possible if immediate contact cannot be made).
- All accidents are to be recorded promptly in the accident book, which is online.

The Accidents and Injuries record should be checked regularly by the head teacher.

8. Emergency Procedures – Fire and Evacuation

The first consideration must be the evacuation of the pupils to a place of safety.

- Any adult discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm. Pupils should be taught to inform the nearest teacher.
- On hearing the alarm, pupils should line up and, when instructed by the teacher of the exit route to be followed, leave the classroom in an orderly manner.
- The teacher, following at the rear, should take the attendance register with them. Teachers should, if possible, turn out the lights and close the doors as they leave.
- If the attendance registers are not in the classroom at the time of the alarm, they are to be taken to the assembly point by the school administrator as quickly as possible.
- The evacuation should be carried out in a quiet, orderly manner so that any instructions given or cries of help can be heard.
- Once the class is assembled on the playground in their designated place, the register should be taken.
- The Headteacher should be the last to leave the school on being certain that all persons are clear of the building. The Headteacher will check everyone is assembled on the playground.
- All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire and Rescue Service by telephoning 112. This is the duty of the senior member of staff present or the school administrator. It is important that there should be no delay in transmitting the call.
- **No person** is allowed to re-enter the building until permission is given by the Fire and Rescue Service or, in the case of a drill, by the Headteacher.
- Fire drills will take place at least once a term at different times of the day.
- As soon as is practicable after the commencement of a school term, all new entrants, staff and pupils should be instructed in the routine fire procedure.
- A report of a test fire drill and evacuation situation should be made at each termly meeting of the Director.

9. General Precautions

- How we conduct ourselves in and around the building is of great importance to personal safety and welfare and to that of others. Rules and routines are in place that must be constantly reinforced to children and adults alike to minimise any risk of harm or injury.
- Ensure fire exits are clear at all times.
- Ensure displays and furnishings do not constitute a fire hazard.
- Ensure all pupils have an unobstructed passage to the exits.
- Fire risks assessments are undertaken by the Health and Safety Team and implemented by the Headteacher.
- Fire extinguishers, fire doors, emergency lights and fire alarms are maintained and checked by the authority on a regular basis.
- In addition the fire alarm should be tested regularly by the site manager.

10. Violent Behaviour and Harassment

The school has a code of conduct, which outlines and clarifies the expectations of behaviour for visitors and parents on site to ensure the safety and well-being of children and staff. Any forms of aggression, threatening behaviour, verbal abuse or racist, sexism or homophobic comments will not be tolerated. All incidents of abusive or threatening behaviour will be recorded and reported to the Local Authority with an option to report the matter to the police if necessary. The Headteacher or director may seek the advice of legal Services should the situation warrant such action which may lead to 'banning orders' preventing individuals from entering the school premises.

Advice given to staff if faced with a violent aggressor: avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not say or do anything to antagonise the situation. If aware of the possibility of aggressive behaviour from a third party, the possibility of providing additional staff i.e. 'doubling up' should be considered. Avoid being on your own in a potentially violent situation if possible.

11. Monitoring

Health and Safety is monitored continuously. The Headteacher will carry out thorough checks on a regular basis and also an annual internal and external health and safety check/tour of the school will be conducted by a third party. Health and Safety is reported at each full meeting with the Director.

Finally

There is a range of legislative requirements such as those around control of hazardous substances, fire control and water borne carried infections, which have specific guidelines and expectations. The school will follow the directives and guidance from their local authority in ensuring that the school constantly strives to meet those requirements and wherever necessary will work with outside agencies to ensure our school is regarded as being legally safe and sound.

This policy will be reviewed annually by Natalie Sannachan, Headteacher.

Procedures

Morning Collection – Class Teachers should be in their classrooms, ready to receive their classes before the bell rings at 9am.

Break Time - At all break times, children will be escorted by the class teacher to the playground. The class teacher must wait with their class until the person on duty arrives. The teacher responsible for the classes after each break, must collect their class from the door and escort them in an orderly fashion to their classroom.

Lunch Time – Staff on duty in the dining hall must ensure all children remain seated while eating. The next member of staff on duty (lunch 2) should collect children from the dining hall and escort them to the playground area which they will supervise. No children should be left unsupervised either in the dining hall, or in the playground.

Wet Days – On days of poor weather, children will remain in school at break times. The teachers on duty will be given a designated class/area to supervise and must ensure the children partake in safe and appropriate activities while in the building. E.g. no running around the classroom.

End of day collection – Teachers must escort their class to their collection point and ensure each child leaves with a known adult. If a child is being collected by someone who is not their parent, the teacher must have been notified in advance and the adult must provide the class teacher with identification.