



A member of
the **bdot** family

EAST MORTON CE PRIMARY SCHOOL

Health and Safety Policy

General Statement of Health and Safety Policy

This Policy statement is subsidiary to BDAT's Health and Safety Policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Leadership Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the School's governing body and Senior Leadership Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

Signed: A. McGonigle

Date: 9th October 2025

Chair of Governing Body

Signed: A. Proctor

Date: 9th October 2025

Head Teacher

East Morton CE Primary School

Health and Safety Policy Document

School Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

Rationale

The Governors at East Morton Primary School recognise the duties and obligations of the Health & Safety at Work Act 1974 and the additional responsibilities placed on us by the 1992 Health & Safety Regulations.

The Health & Safety Policy at East Morton School is designed to cater for the health, safety and welfare of all children, staff and all persons on the premises.

Responsibilities

1. All members of Staff

All members of staff including ancillary workers are responsible for the health, welfare and safety of pupils, staff or persons under their immediate responsibility. It is their responsibility also to report any hazards or potential risks to the Headteacher who will then take appropriate action.

NB. The Health & Safety Representative is the Headteacher and the Executive Academy Business Leader has delegated responsibility

2. First Aider

- a) All injuries on the premises requiring First Aid to report to a Qualified First Aider.
- b) All First Aid equipment is checked and recorded termly maintained by the Admin Team.

3. A Nominated Governor

A nominated Governor will make an annual inspection of safety arrangements with the Headteacher and Executive Academy Business Leader and make a report to the Governing Body.

Headteacher or Delegated Responsible Person's Specific Responsibilities

1. To inform the Governing Body on the Health, Safety and Welfare matters within the school.
2. To assist the Governing Body in the finance arrangements for Health, Safety and Welfare within school.
3. To make themselves available to attend meetings on health and safety matters.
4. To maintain the Health and Safety file.
5. To inspect the school every term (in conjunction with the Health and Safety Governor) to satisfy themselves that safety measures are being maintained and arrange for shortcomings to be rectified.
6. To be responsible for the effective implementation, communication and training of the school's staff.
7. To investigate all accidents and dangerous occurrences reported and where necessary take action and also inform Governors of findings.
8. The Headteacher is empowered to make decisions without direct reference to the Governing Body where he/she considers it important that matters are dealt with urgently.

Governors' Specific Responsibilities

1. The overall responsibility for the Health & Safety & Welfare within the school and for any finance arrangements necessary.
2. For there to be an annual audit of Health & Safety within the school carried out and a report made to the full Governing Body.
3. To liaise with the Headteacher on Health & Safety matters.
4. To include Health & Safety matters as an agenda item on Governing Body meetings.
5. To make appropriate arrangements for any special risks that may occur in school. To ensure risks assessments are carried out periodically by the Headteacher.
6. For continuous or serious breach of Health & Safety rules will consider appropriate disciplinary action in accordance with agreed procedures against employees who fail to carry out their duties and obligations under the Health & Safety Policy at East Morton CE Primary School.

A nominated Governor will take responsibility for representing the Governing Body in Health & Safety.

NB. This policy will be reviewed annually when any adjustments necessary will be made.

Arrangements for Implementation of Policy Document at East Morton CE Primary School

All staff to be made aware of all related health and safety policies; new members of staff, students and other people working in the school will be made aware of the policy on their induction.

All documentation regarding testing and maintenance to be kept with the premises records in the Caretaker's room and recorded on the Crisp Compliance system.

Health and Safety issues to be reported to the governing body at governor meetings.

This policy to be reviewed annually by the Governing body.

East Morton has a separate Evacuation, Invacuation and Lockdown Procedures document.

Administration of Medicine

Medicine will not be administered to any child unless a "Parental Agreement for School to Administer Medicine" form has been completed and signed. These forms are kept in the office and medicine should be stored appropriately. Unless agreed with the Headteacher, only prescribed medicine will be administered. Medicine should only be administered by a first aider; before administering medication, the form should be checked to ensure the correct dosage is administered at the correct time. Once administered, the form must be updated immediately and a separate slip will be completed to take home to inform parents.

Further guidance is available at: www.medicalconditionsatschool.org.uk

Anaphylaxis

Care plans will be reviewed annually by the school nurse and teachers made aware of any child in their class who may require EpiPen administration. Staff will receive training annually.

EpiPens must be kept with the child in their classroom. It is the responsibility of parents to ensure these are within date.

An EpiPen trained member of staff must accompany any child requiring EpiPen administration on school visits.

Further details and guidance can be found on the Staff OneDrive – policies – Administration of Medicines and at www.anaphylaxis.org.uk

Asbestos

An asbestos register is kept in the site office which reports on where there may be a risk of asbestos in school – staff should all make themselves aware of this. All contractors will be required to check the register prior to any work commencing in areas of concern.

Asthma

A register of children who suffer from asthma and require inhalers is kept by the school office. All inhalers are bagged and labelled correctly. They are stored in the child's classroom for accessibility. It is the responsibility of parents to ensure these are within date.

Inhalers should be administered by the child where appropriate and overseen by the staff or a designated first aider. Once administered, the form must be updated immediately and a separate slip will be completed to take home to inform parents.

Children are to be reminded to take inhalers on visits and also to PE lessons especially if these are in the games area. Younger children may need to be reminded to take pre-exercise medication.

All inhalers will be sent home for cleaning and an expiry date check at the end of every term.

Parents will need to complete the 'Asthma sign off sheet' if a child ceases to need an inhaler in school and all records will be changed as necessary.

IN THE EVENT OF AN ASTHMA ATTACK

1. Make sure that the inhaler is taken promptly.
2. Stay calm and reassure the child. Try to offer comfort but do not put an arm around the child as this may restrict breathing.

3. Allow the child to find the position which suits them best (i.e., do not tell them to lie down).
4. Encourage the child to breathe slowly and deeply.
5. Repeat the inhaler after 5 minutes if there is no improvement.

MEDICAL HELP

The senior person in school should take the decision to call for a doctor or ambulance if:

1. The child is distressed and unable to breathe.
2. The child's lips turn blue.
3. The child is exhausted.
4. The child is no better after 15 minutes.

Further details and guidance can be found at www.asthma.org.uk

Contractors and Grass Cutting

All contractors working on site should report to the school office and sign in the visitor's book. They will be given an 'Information for Contractors' sheet on their first visit. A separate Risk Assessment and method statement should be completed for large works. The Asbestos register should be shown where appropriate and any other relevant file regarding health and Safety. Contractors working with hot equipment will not be allowed to work on site whilst children are in attendance unless in an emergency and with the permission of the Headteacher. A 'hot work' permit will be required for all work requiring use of heat equipment. Arrangements will be made to ensure the safety of all children and adults in such cases.

Dining tables

These must be stacked and secured against the wall; benches must be stacked in a way to provide extra security against the tables falling.

Educational Visits

The school has an appointed Educational Visits Co-ordinator (EVC).

All planned visits must be approved by the Headteacher; residential visits are to be approved by the governing body.

The visit leader is responsible for ensuring that all arrangements have been put in place appropriately; a visit checklist must be completed for each visit. This is held by the school office.

Risk assessments should be completed by the visit leader.

Parental permission slips must be received for every child undertaking the visit; each year, permission to walk around the locality forms are to be updated and filed in the office.

The minimum level of supervision is 10:1 for most trips but aim to have a much better ratio if possible with at least 8:1 Key Stage 1 children and 4:1 wherever possible for EYFS.

All visits are insured through the school's own insurance. If a teacher's own car is used to transport children, the teacher involved must ensure that they have Business Insurance cover which is valid. Staff must ensure that all drivers are covered by their insurance to take children to venues. Children under 135cm tall must use a booster seat whilst travelling in cars. (Spares are available in the stock room)

A trained first aider should be present at any out of school activity as far as this is possible. First aid packs should be taken on all visits. Paediatric first aider must be present on all Foundation and KS1 visits. Visit Leaders must take a copy of the Critical Incident and Business Continuity Plan with them in case of an incident.

Further guidance regarding school visits can be found in the staff handbook.

Electrical Testing

Electrical testing to be carried out annually in accordance with statutory guidance.

East Morton has a separate Evacuation, Invacuation and Lockdown Procedures document.

First Aid

The school has designated first aiders (first aid at work) and paediatric first aiders; their names are prominently displayed in the office and around school. A trained first aider should be present at any out of school activity. First aid packs should be taken on all visits.

It is the responsibility of the designated first aiders to monitor and update the content of first aid boxes and inform the admin team if needing replenishing. Further guidance on the content of boxes can be found at on [HSE website](#).

Parents must be informed as soon as possible by phone of all head or groin injuries and of any injury of a serious nature. The appropriate letter must also be sent home.

Serious incidents are reported to the EABL who will investigate and report RIDDOR where applicable.

PE

Teaching staff should be aware of the rules pertaining to safety in PE and read the PE Risk Assessment - refer to the guidelines of *Safe Practice in Physical Education and School Sport*, as published by the Association for Physical Education (AfPE). Only qualified teachers and those staff judged to be suitably competent are permitted to take PE lessons; ITT students must be supervised by a teacher.

Whilst the equipment is checked annually, staff must ensure that all apparatus is securely locked in position before use and safely put away after use. It is also important to ensure that the children are out of harm's way whilst the equipment is being put out for use.

Photography - Use of photographs and photographing & recording school events.

When children are admitted to the school, parents are requested to give permission for photographs to be used on the school website and publications. A copy of this list is kept in the office. Parents are requested to only take photographs of their own child (and their friends with their own parents' permission) at the end of school events.

Positive Handling and Team Teach

Where children display difficult or challenging behaviour, adults must follow the behaviour policy and physical restraint policy. They should use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies

have failed. Only those staff who have been team teach trained should use physical restraint. A list of trained staff is displayed in the staff room.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of the school/service.

Risk Assessments

Periodic risk assessments for all areas and aspects of school, including those required by law, will be carried out by the appropriate people. These include those for educational visits, classrooms and outside areas, all aspects of EYFS, the school building including access. Risk assessments will be reviewed and monitored by the Headteacher, Executive Academy Business Leader and Health and Safety Governor as part of their audit of Health and Safety responsibilities.

Safety Rules Pertaining to Children

- Staff are reminded that no teacher or classroom assistant should leave a class or group without ensuring the presence of another adult. Please request assistance using the two-way radios.
- Similarly, staff are reminded that when the bell rings at the end of playtime or dinner time, they should go at once to supervise the children coming back into school.
- Reception and KS1 staff should frequently reinforce the rule that children in that class should not leave the school building at 12 midday or 3.15pm unless it is with a known adult.
- No child must be sent to escort a stranger anywhere in the building. Please send a child to contact either the Head or the office or alternatively give the visitor directions to either of the offices.
- Within school, children should be encouraged, indeed are expected, to always behave in an orderly and courteous manner. They must learn that it is important to walk within the building and not run.

Safety Rules Pertaining to Adults

- All registers will be marked at the beginning of each session and at any time immediately after an evacuation of the premises. Registers are completed on SIMS and will be taken outside by office staff in the event of the fire alarm going off.
- Class fire registers should be taken with the class when learning outside the classroom to ensure evacuation procedures are followed.
- Staff should sign in and out of the building in the register held in the office.
- All staff will receive training once a year in school safety policy and procedures. Each member of staff should familiarise themselves with the procedures to follow, in the East Morton Critical Incident and Business Continuity Plan (CiBCP). Staff follow the separate Evacuation, Invacuation and Lockdown Procedures, in the case of an emergency; fire, explosion, lockdown or Invacuation.
- Staff should not use ladders unless trained to do so.
- The maintenance of records will be in line with statutory guidance.

- All visitors/contractors are to report to the office on arrival and departure to be signed in and out of the visitors' book
- All parents, visitors and personnel working in the school on a short-term basis are to be informed about emergency procedures and general safety procedures (the Headteacher or teacher supervising those persons to be responsible for giving the necessary information).
- All members of staff have a duty to ensure that all visitors have the appropriate safeguarding checks, i.e., DBS checks. When staff are arranging for a visitor to school, they should be asked to bring their DBS certificate (if in regulated activity) and photographic identification. This is checked at the office upon arrival.
- All visitors will be required to read the 'Safeguarding Information' displayed in reception.
- All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known or that visitors are made aware of such risks.
- Dangerous substances and hazardous materials will always be kept in a suitable place under lock and key and may only be used under the direction of the Headteacher and only when appropriate training has been given. Refer to COSHH register, and Hazard Data Sheets stored in the caretaker's office
- Smoking or Vaping is not permitted on the school premises at any time nor by the school gates.
- No dogs are allowed in the playground at any time (unless being carried at Headteacher digression)
- All staff and Governors are to feel free at any time to make suggestions to the Headteacher which may improve the health and safety of persons in their workplace so that appropriate suggestions may be placed before the Governing Body.

Science

Teaching staff should be aware of the Risk Assessments and rules pertaining to safety in science - refer to CLEAPSS – the Consortium of Local Education Authorities for the Provision of School Science. This is available at www.cleapss.org.uk

Security locks

All entrance doors and gates are fitted with security locks. Access into the school can only be gained by access control buzzer on the gates and front entrance. All visitors to school should be signed in the visitors' book and wear the appropriate coloured lanyard. All doors should remain closed except during playtime when they should then be monitored.

Sun Protection

Parents are asked to ensure their children are adequately protected with sun cream before coming to school; those children who are able can apply their own sun cream. Staff can apply a child's own sun cream only with permission from parents. Sun hats are to be worn. In extremely hot weather it may be necessary for children to remain indoors if there is insufficient shade available.

Transporting Pupils

In certain situations, e.g., out of school activities, adults may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Adults must sign and return a volunteer driver's declaration. Any parents transporting children 3 times or more in one month must have an enhanced DBS check.

All adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy appropriately insured and that the maximum capacity is not exceeded. All passengers should wear seat belts and where required (children less than 135cm tall) children should use booster seats.

It is inappropriate for adults to offer lifts to a child or young person outside of their normal duties, unless this has been brought to the attention of the Headteacher and has been agreed with parents/carers.

Adults should never have only one child in their car.

There may be an extremely rare occasion where the child requires transport in an emergency, or where not to give a lift may place a child at risk. A Zurich insurance policy is in place for any member of staff to use their own car, only in an emergency. Such circumstances must always be recorded and reported to the Headteacher and parents /carers.

Vehicle Access

- Only staff and other authorised people may bring their cars into the lower car park.
- The upper car park may be used by parents for evening functions to reduce congestion for our neighbours.
- Parents are discouraged in the use of the gateway as a turning area.
- Parents will be annually reminded via a letter home not to park within the hatched areas and will be encouraged to adopt a responsible attitude towards parking and driving near the school.
- No vehicle or other motorised access is permitted to the play areas or grass areas during the school day unless granted by the Headteacher.

Further information, guidance and documents

Further advice on Occupational Health Services, work related stress, violence to staff, manual handling, management of asbestos, the control of hazardous substances and slips and trips can be found on the [HSE Website](#).

All Health & Safety Manuals are held in the Caretaker's room or staffroom; Whole school risk assessments are kept on the Staff OneDrive. Risk assessments for visits are held on the Staff OneDrive and in the Headteacher's office. Annual H&S training is in 'Staff Information' on OneDrive

RED Electricity at Work Logbook

YELLOW COSHH Manuals for Caretaking

RED Safety in PE

Related Health and Safety and Well Being Policies/Documents:

[BDAT Health & Safety Policy](#)

Personal Emergency Evacuation Plans – guidance

Staff Wellbeing Policy
Evacuation, Invacuation & Lockdown Procedures
Critical Incident & Business Continuity Plan (CIBCP)
First Aid Policy
BDAT Social Media Policy
Safeguarding and Child Protection Policy
Relational (Behaviour) Policy
Positive Handling Policy
'Crysp' Compliance system and documents including Fire and Fire Risk Assessment

Review

- To be reviewed annually

To be signed by the Head & Chair of the Governors in recognition of their commitment to Health and Safety in school.

Signed: A. McGonigle

Date: 9th October 2025

Chair of Governing Body

Signed: A. Proctor

Date: 9th October 2025

Head Teacher