



Alsager Highfields Primary School

Mighty oaks from small acorns grow

Health & Safety Policy

Prepared by Rachel Woollam

30th September 2025

Chair of the Governing Body:

A Stancliffe

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Signature:

7/10/25

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It is the duty of all employers to provide safe working conditions for all employees. The Headteacher or Assistant Headteacher need to be informed of any conditions which are felt to be of danger to the children, staff and visitors to the school. The TCT Central Site Maintenance Team is responsible for the repair and maintenance of the building and equipment. Staff members should record and date any item for repair on Smartlog. There is also an obligation on the staff to use the school and its facilities in a way that will not cause injury to themselves or others.

Certain diseases and conditions are dangerous and staff should have knowledge of these so that children and staff are not put at risk.

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Alsager Highfields School recognises its duty of care for the health, safety and well-being of its employees. Staff will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will consider its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1.3 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by assessing operating risks.

1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

1.5 All employees, regardless of seniority, have a duty to take care of themselves and other people that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their line manager / senior colleague. Special care should be taken with the health and safety issues of any new venture or initiative.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Mrs Riley (SBM) to be the Health and Safety Co-ordinator and Mr Brooks to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be considered in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment

- 2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, class teachers and curriculum coordinators to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher/Health and Safety Co-ordinator, who will seek advice as necessary on any concerns which cannot be resolved locally.

Contractors and School Partnerships

- 2.4 Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.5 School linked partners and hirers (Pre-School) will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be

new or unusual in comparison with school activities.

Inspection and Monitoring

- 2.6 The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review together with representatives of the Governing body. Reports from these meetings will be circulated to the full Governing Body.

Accident / Incident Reporting

- 2.7 Every injury should be reported in the school accident book, located in the school office. Head injuries are reported by Miss Eden via email/telephone. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, then Smartlog Accident Reporting must be completed by the relevant member of staff and submitted to the Health and Safety Team.

Training and Information

- 2.8 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by Headteacher or SBM. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

2.9 First Aid

First Aid boxes are provided outside Mrs Harry's classroom, outside the Upper Junior Boys/Girls Toilets at the Main School and in the ICT Suite. In the Annexe building First Aid boxes are found in the pupil's cloakroom area, all staff should make sure that they know the locations. Mrs Ward is responsible for keeping the Annexe building First Aid Boxes adequately stocked and Miss Eden is responsible for keeping the Main School First Aid Boxes adequately stocked and for ordering all first aid resources.

The following staff are Paediatric First Aiders:

Miss Andrews
Mr Bundy
Miss Edmondson
Mrs Ellis
Mrs Flanders
Mrs Hancock
Mrs Lindblad
Miss Robinson
Mrs Ward

The following staff are First Aiders at Work:

Miss Robinson
Mrs Ward

The following staff have received Emergency First Aid Training:

Miss Baggaley
Mrs Harrison
Mrs Harry
Mr Hocknell
Mrs Matthew
Mrs Millichap
Mrs Woollam
Mrs Wynne

Staffing arrangements will meet the needs of all children and ensure their safety. Children, particularly in EYFS are adequately supervised, especially whilst eating, and staff ensure children's needs are met. Children are usually within sight and hearing of staff. Whilst children are eating there is always be a member of staff in the room with a valid paediatric first aid certificate.

At least one person who has a current paediatric first aid (PFA) certificate will be on the premises (in the annexe or main building) and available at all times when children are present and will accompany children on outings.

It is always difficult to decide on the extent and treatment of an injury and it is always safest to consult with a colleague. Staff who feel that further action may be needed should consult with the Head or Assistant Head. Staff should always act with the safety of the children in mind and in certain circumstances they may need to act without consultation.

Safety is important. Please help keep our school as safe as possible.

2.10 Fire Precautions and Security

A teacher's first and overriding duty in case of fire is to look after the children; no attempt should be made to fight the fire until their safety has been assured.

All staff need to be aware of potential fire hazards and report to the Headteacher when it is felt action is needed.

Exit doors must never be obstructed and Fire doors must always be kept closed. Rubbish and combustible waste matter should not be allowed to accumulate, particularly in corridors or boiler rooms.

Attention should be paid to safe usage of electrical appliances. Care should be taken with all science equipment that uses a flame. The excessive use of polystyrene is discouraged as this presents a fire hazard.

Particular care should be given to Christmas decorations. Paper should not be hung near light bulbs and Christmas tree lights require special care.

There are three different “In the Event of a Fire” notices. One for each of our three buildings (attached.) The appropriate notice should be displayed in every room.

All teachers should make sure they know the location of, and know how to operate the school's fire extinguishers. Demonstration can be arranged if required.

In every school there is the constant danger of break-ins and vandalism. Teachers should avoid keeping valuables, especially money, in the classroom. Every effort should be made so that computers are not visible from outside. Please consider carefully where you locate them in the classroom and close windows and blinds in the evening.

2.11 Transporting children

All staff taking children by car should provide an annual copy of their:

- Driving license
- Mot if applicable
- Insurance documents

to the SBM.

2.12 Educational Visits

Staff wishing to lead visits out of school should follow the procedures in the School Trips Pack, in particular a Risk Assessment should be completed in conjunction with the Educational Visits Co-ordinator (EVC) to ensure any necessary risks are minimized. These Risk Assessments will ensure that educational visits comply with all relevant DfE and HSE guidance. It is the responsibility of the trip leader to ensure all relevant paperwork is given to the EVC for inputting onto Evolve for approval.

3. POLICY REVIEW

- 3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

This Health & Safety policy in respect of Alsager Highfields Primary School has been discussed and adopted by the Governing Body

Chair of Governing Board: Mr A Stancliffe

Headteacher: Mrs R Woollam

To be reviewed Autumn Term 2026