



Manuden Primary School

Health and Safety Policy

Date adopted by Governing Body: **September 2025**

Next Review: **September 2026**

SAFEGUARDING STATEMENT

Manuden Primary School takes seriously the responsibility to protect the welfare of the children in its care, believing that "The welfare of the child is paramount" Children Act 1989.

This policy plays an integral part in our aim to safeguard the children and ensure their wellbeing in order to promote optimum development.

Statement of Intent

This policy describes Manuden Primary School's organisation, arrangements and procedures for ensuring the health, safety, security and wellbeing of its children, parents and staff.

Governors

The school governors are responsible for monitoring and reviewing this policy.

Headteacher

The Headteacher is responsible for the health, safety and security of anyone on the premises: teachers, non-teaching staff, pupils and visitors (including contractors).

The Headteacher is responsible for putting the policy into practice, developing detailed procedures and ensuring that:

- (a) The policy works and is understood by all staff;
- (b) Regular routine checks and annual/periodic survey/risk assessments take place;
- (c) Appointments, training and resources for health, safety and security arrangements are appropriate and in place;
- (d) The insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ;
- (e) Pupils are aware of personal health, safety, security and wellbeing issues;
- (f) The policy and information on the school's arrangements for all aspects of health, safety and security are made available to parents;
- (g) Staff are informed about the school's health, safety and security arrangements. This includes the location of equipment, facilities, first-aid personnel, and any relevant emergency procedures required by individual children.

Delegation of responsibility

Individual staff members - All staff members have a responsibility for ensuring:

- (a) The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults.
- (b) That property is safeguarded.

- (c) That they know when to contact the emergency services.
- (d) How to implement the school's emergency procedures and incident management plan.
- (e) Their own actions do not expose themselves or colleagues to unacceptable risks.

Pupils - The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- (a) Their own personal safety and wellbeing and the safety of others in and out of school (e.g. swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug, and health programmes).
- (b) The safe use of the accommodation.
- (c) The expectations the school has for the pupils to take responsibility and action.

Incident reporting - All security incidents should be reported to the Headteacher and recorded within the log which will be kept in the school office. The types of security incidents to be recorded may include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

It is the responsibility of all members of staff to report any hazard or potential hazard by noting them in the hazard file, which is checked daily.

Training - As part of his/her responsibility for training, the Headteacher will ensure that opportunities will be provided for:

- (a) Specific training in health, safety, and security issues within the school's overall development plan priorities; and
- (b) Training new staff including supply and temporary staff.

1. SECURITY

1.1 Personal Security

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include where appropriate:

- (a) Ensuring priority is given to personal security training.
- (b) Fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers.
- (c) Ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute.
- (d) Sending formal letters to people making threats or verbally abusing staff as appropriate.
- (e) Fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to counselling services.
- (f) Ensuring appropriate investigation of all incidents of violence that take place.

1.2 Premises security

1.2.1 Roles and responsibilities

SECURITY MANAGER - Role undertaken by member of office staff.

The Security Manager is responsible for:

- (a) *Key holders*
 - Ensuring they are trained and know how to turn off the alarm, codes etc.

- Assigning responsibility for routine and non-routine opening of premises and grounds, for responding to calls outside normal working hours because of break-ins etc and/or the setting off the burglar alarm(s).

(b) *Alarm management.*

- Ensuring the alarm has an annual service.
- Notifying the ECC Insurance section if the police informed us that we were to be downgraded or support withdrawn due to repeated false alarms.

(c) *Security of premises*

Ensuring:

- A key holder attends the premises without delay when an alarm activation occurs, and the premises are not left unattended until any fault has been remedied and the system fully reset.
- Security lights are checked at least once a week in the winter and serviced annually.
- All security breaches and incidents are recorded in the security file in the office, brought to the attention of the Headteacher and reported to the Premises Committee of the Governing Body.
- All faults/hazards are reported immediately and recorded in the hazard file.
- The hazard file is checked daily and appropriate actions taken.
- All visitors sign in at the office and wear a Manuden badge; visitors entering by other doors are escorted to the office; anyone on the premises without a badge is challenged; anyone who is unaccompanied with a red lanyard will be challenged.
- Access is provided, where possible, to the premises in the event of snow or minor flooding or similar emergency situations.
- All reasonable efforts are made to prevent unauthorised access onto the school premises or grounds. (*Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools*).
- When school is not occupied someone is responsible for checking the premises on a regular basis, including:
 - External – perimeter fencing, safe condition of play equipment and school fields, security of waste bins.
 - Buildings – security of all doors and windows, no rubbish on site, fire and alarm systems working, no storm damage burst pipes etc heating working on frost stat.
 - Valuable items – particularly pupil laptops, cameras, etc. locked away in office or IT Suite.

(d) *Contractors*

- Dealing with enquiries from LA officers and employees and other workers and contractors.
- Advising the Headteacher of their presence.
- Ensuring that all contractors working for the school have the required level of insurance as specified in Appendix B.

(e) *Cash handling procedures (the school is moving towards becoming a cashless school)*

Ensuring:

- All cash received in school is processed in the office and kept in the safe overnight or banked on the day of receipt.
- Money kept in the safe is below the insured amount.
- Money is banked at different times of day and carried in an inconspicuous container. Staff are instructed to give up cash immediately and not risk their personal safety if challenged.

KEY HOLDERS

Key holders are responsible for:

- (a) Managing the system to avoid false alarms (e.g., using the phone in the staff room);
- (b) Attending the premises if the alarm goes off, ensuring they are accompanied wherever possible, and reporting anything suspicious to the Police immediately. **Key holders must not enter the premises on discovery of a forced entry or seek intruders alone.**
- (c) Locking up:
 - Checking all the perimeter doors and windows (including upstairs) are locked, that nothing will activate the alarm detectors or block their effectiveness.
 - Ensuring the Willow Room door is shut and the alarm set, and that the office is locked and alarm set.
 - Checking all lights are off especially in the Key Stage 2 girls' and boys' toilets.
 - Having all personal possessions to hand and being ready to exit once the alarm is set to avoid having to re-enter the building. **If the alarm cannot be set the premises must not be left unattended until the fault has been rectified and the alarm set effectively.**

2. FIRST AID

A list of qualified First Aiders is visible in every classroom and in the school kitchen.

2.1 First aid roles and responsibilities of staff and other personnel

THE APPOINTED PERSON

The Appointed Person need not be a First Aider but will have undertaken emergency first aid training. He/she will:

- Take charge when someone is injured or becomes ill.
- Look after the first aid equipment e.g., restocking the first aid boxes.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- If not a first aider, alert a first aider to give immediate help.

THE FIRST AIDERS

The First Aiders must have completed and keep updated an HSE-approved training course. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting First Aiders, the Headteacher will consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a First Aider must be able to go immediately to an emergency.

TEACHERS AND OTHER STAFF

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

Older pupils must not be used to give First Aid.

2.2 First aid procedures

Risk Assessment

The Headteacher will review risk assessments related to first aid procedures on an annual basis, or sooner if required.

As part of the review the Headteacher will:

- Review the schools' first-aid needs following any changes to staff, the inclusion of pupil(s) with health needs which could give rise to an emergency e.g., an asthma attack, building/site activities, off-site facilities, and any changes in legislation etc.
- Ensure individual health care plans include instructions on how to manage a child in an emergency and ensure all staff, including MDAs, are aware of them.
- Monitor the number of trained First Aiders, alert them to the need for refresher courses and organise their training sessions.
- Monitor the emergency first-aid training received by other staff and organise appropriate training.
- Check the contents of the first-aid boxes.

Provision

The Headteacher uses the findings from the risk assessment to decide on the number of first-aid personnel required. Schools are low risk environments, but the Head will consider the needs of specific times, places and activities to decide on their provision.

In particular the Head will consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g., clubs, events.

The recommended number of certified first-aiders is a minimum of 1 per 50 children and 1 per 50 staff.

All staff practitioners within the classroom are trained to give emergency first aid and a minimum of 4 staff qualified to give Paediatric First Aid.

Names of qualified First Aiders are held on file in the school office and a list is displayed in every classroom and the kitchen.

The number of First Aiders will be reviewed on an annual basis on the First Aid Risk Assessment.

Qualifications and training

All First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE. Appointed persons have undertaken one-day emergency first-aid training.

Specialist training in first-aid for children should be arranged in a three-year cycle.

First-aid materials, equipment and facilities

All first aid materials are stored in the school office, any individualised medical equipment E.g. EpiPens, diabetic equipment is kept within the classroom of the child requiring them.

First-aid containers are taken on all school trips and events off-site. These are checked by staff as part of their risk assessment before they leave the school site.

Minor injuries

Head injuries

If a child sustains an injury whilst at school, this will be recorded on an accident form. Where there is a bump to their head, all staff will follow the head injuries process (Appendix A), a bumped head letter will be sent home, and the incident will be recorded on MyConcern.

If there is any doubt, the parent(s) or emergency contact person should be asked to collect the pupil and take further action as necessary.

In an emergency, appropriate action would be taken such as calling an ambulance and a member of staff accompanying the child to hospital.

All staff must make sure that the class teacher is aware of any injury and the treatment received; the class teacher must ensure that parents are suitably informed.

Hygiene/Infection control

All staff follow basic hygiene procedures. These are:

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Care is taken when disposing of dressings or equipment.

Reporting serious accidents

Any serious injury must be reported to the Headteacher and the correct forms completed. (Employees – Form No. PSL3862 - Pupils and non-employees – Form No. PSL 3277).

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring this happens but may delegate the duty to the office manager. The initial telephone call must be followed up in writing.

The following accidents must be reported to the HSE:

- Those involving employees or self-employed people working on the premises:
 - Resulting in death or major injury (including as a result of physical violence)
 - Which prevent the injured person from doing their normal work for more than three days.
- Those involving pupils and visitors
 - Resulting in the person being killed, or being taken from the site of the accident to hospital if the accident arises out of or in connection with work. i.e. if it relates to any school activity, both on or off the premises.
 - Caused by the way the school activity has been organised and managed; equipment, machinery or substances; the design or condition of the premises.

Record keeping

Records of any reportable injury, disease or dangerous occurrence are kept. These include: the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

If a child needs medical attention from external sources either during the school day or after school, an entry is made on MyConcern.

Statutory accident records: The Headteacher must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years. (see DSS The Accident Book BI 510)

Any serious injury must be reported to the Headteacher and the correct forms completed. (Employees – Form No. PSL3862 - Pupils and non-employees – Form No. PSL 3277)

School's central record: The Headteacher ensures that a record is kept of any first aid treatment given by First Aiders. This includes:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given

- What happened to the person immediately afterwards?
- Name and signature of the first aider or person dealing with the incident.

The Headteacher/office staff / member of staff who has administered the first aid ensures that every effort is made to contact parents of pupils following any significant incident.

Monitoring

Accident records can be used to help the Headteachers and Health and Safety School Nurses to identify trends and areas for improvement. They also can help to identify training or other needs and may be useful for insurance or investigative purposes.

The Headteacher/Appointed Person regularly reviews and analyses accident records.

1. MEDICINE ADMINISTRATION

The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered and are suitably trained to do so.

The policy follows the DFES guidance of 2014 contained within the document 'SUPPORTING CHILDREN IN SCHOOL WITH MEDICAL CONDITIONS'.

Medicines will only be administered at Manuden Primary School when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in a dosage frequency which enables them to be taken outside school hours.

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Prescribed medication is that which has been prescribed by a doctor, dentist, nurse practitioner or pharmacist.

Staff will not administer a non-prescribed medicine or 'over the counter' medicine to a child.

A child under 16 should never be given aspirin unless prescribed by a doctor.

3.1 Medicine administration procedures

Providing medication to the School

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered to the office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**

Each item of medication must be clearly labelled with the following information:

- Pupil's Name and date of birth (in case of pupils with the same/similar name)
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing

- Storage requirements (if important)
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Storage and access to medication

Medication will be kept in a secure place (the school office), out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a non-portable, locked cabinet. However special access arrangements will be made for medication which a child might need in an emergency.

Record keeping and administration

The school will keep records of the administration of the medicines.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

If a refusal to take medicines results in an emergency, appropriate emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will only administer prescribed medicines and will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Assisting pupils with long term or complex medical needs

For each pupil with long-term or complex medication needs, the Headteacher will ensure that a Healthcare Plan is drawn up, in conjunction with the appropriate health professionals and parents. This plan will be reviewed under advice from the relevant parties.

Pupils carrying and taking medication themselves

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. If the medication is taken out of its dispensed and labelled packaging, as in the case of inhalers, for pupils to carry, then the medication itself should be clearly labelled with the pupil's name and date of birth.

School trips and visits

Children with specific medical conditions will be identified on risk assessments for school visits and activities.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within the scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and reflects the level of risk.

3.2 Staff training in dealing with the administration of medication

Members of staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the school nurse. This will be monitored by the Governing Body on an ongoing basis.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. (NB cross reference with Educational visits policy, risk assessments).

All relevant staff will be made aware of a child's condition/s, cover will be arranged in case of staff absence or turnover and the appropriate briefing of supply teachers will be arranged by the Headteacher/school office in each specific case.

All staff will be made aware of the procedures to be followed in the event of an emergency for each individual, on a case-by-case basis.

School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

1. NON-SMOKING

It is the intention of the Governing Body to promote and protect the health and well-being of its employees, pupils and other visitors to the school. There is a recognition that smoking is bad for health and unpleasant to many users of buildings and services. Moreover, the governors believe that those working with children are in a unique position to act as positive role models and have a responsibility to send out consistent messages about the hazards of smoking.

Smoking is the single most preventable cause of premature death and ill-health in our society. Passive smoking – breathing other people's tobacco smoke – is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses in non-smokers. Everyone has the right to breathe clean air.

This policy covers the use of e-cigarettes as well as lit tobacco or other substances and applies to all employees, governors, pupils, parents and other users of, and visitors to, the school. Children need to receive consistent messages and require non-smoking models within the school.

Restrictions on smoking

- Smoking is not allowed anywhere on the school premises or in the school buildings.
- Smoking is not permitted by anyone accompanying pupils on school visits.

These restrictions are expected to be observed by all and enforced by management where non-compliance is observed.

Maintaining staff awareness

Non-adherence to policy on smoking at work will make staff liable to disciplinary action.

Management must communicate the policy to staff, especially new staff. It should form part of local induction training and be included, or at least referred to, in information made available to job applicants, so as to minimise new staff having unforeseen difficulties in complying with the policy.

5. OTHER GENERAL HEALTH AND SAFETY PRACTICES AND PROCEDURES

5.1 Fire procedures

Notices of fire procedures are on the walls of each area near all exit doors.

Every case must be reported to the Fire Brigade

- emergency 999
- accidental fire-glass breakage

A Fire Drill is carried out once each half term and reported to Governors.

A regular inspection of the premises is organised and recorded.

- a) Fire Inspection Officer
- b) Fire Extinguisher check.

A weekly test is made, and recorded of the Fire Alarm system and the Smoke Detector. Emergency Lights are also tested.

A Fire Register is kept in the school office.

5.2 Visitors

Notices by entrances indicate that all visitors must register at the school office. There they must sign in and wear a school visitor badge.

5.3 Electrical equipment

An annual inspection is arranged by the school with County Audio Visual Services. All equipment checked has a label with date of checking.

5.4 P.E. equipment

All large P.E. and climbing frame equipment are inspected annually by an authorised inspection firm.

5.5 Codes of Practice

The Education Department's Codes of Practice are held in the school office. These are the arrangements for implementing the Health and Safety Policy and have been drawn to the attention of all staff.

The local organisation and arrangements for implementing the policy have been entered in Annex D of the Education Department's Health and Safety Policy. It will be updated as necessary and published as Notice Board information.

County Health & Safety Unit, Essex County Council, Learning Services Directorate, County Hall, Chelmsford. **Health & Safety Helpline – 01245 706200** (provided by UDC) **or 01245 436896**.

5.6 Health and safety monitoring

Monitoring is carried out as specified in the Education Department's Health, Safety and Wellbeing Policy for Schools. The 'internal monitoring checklist' is completed annually and is reported to the Governing Body by Headteacher.

5.7 Emergency evacuation procedures

In the case of an emergency when the premises have to be evacuated, the school has an agreement with the Manuden Baptist Church to use their premises until such time as the situation is resolved. Please refer to the Emergency Plan document for further details.

Each member of staff will take Attendance Registers, office staff will take the school blue ring binder containing pupil data sheets.

5.8 Review

This policy will be reviewed every year by the staff and Governing Body of the school, or sooner if deemed appropriate.

Signed: _____ **(Chair of Governors)**

Date: _____

Appendix A

PROCEDURE FOR DEALING WITH CHILDREN RECEIVING HEAD INJURIES

At all times children reporting a head injury should be assessed by a first aider.

At lunchtimes, children should be sent to the first-aider in the office where they can be assessed and given relevant paperwork. The injury will be recorded on MyConcern as soon as possible.

Staff will contact parents by phone to inform them of the injury at this point.

At break time / lunch time and at 2.30pm, the nominated first-aider for the day will check on all children to ensure their symptoms have not worsened.

Where there are any concerns at all relating to the condition of a child their parents will be contacted and asked to come and collect them.

Appendix B

REQUIRED PUBLIC LIABILITY INSURANCE LEVELS FOR CONTRACTORS (AS ADVISED BY COUNTY INSURANCE)

Selecting Levels of Indemnity

As a starting point it would be prudent to assume the following minimum levels of indemnity:

Public Liability: £5 million

Employers Liability: £5 million

Professional Indemnity: £2 million

These are minimum figures which must be reviewed for adequacy in light of the various risk factors affecting the contract.

The following table shows the minimum levels of Public Liability Insurance required for some more specific contracts.

Contract Type	Minium Level of Public Liability
External Swimming Contractors	£10 million
Coach/Transport Contractors	£5 million
Bouncy Castles	£10 million
Building works on contracts up to £10k involving hot works	£10 million
Building works on small contracts up to £10k (no hot works)	£5 million
Building works to premises for contracts up to £10 million	£10 million

The Insurance Team have recognised a need for clearer guidance in the area of liability insurance requirements and have produced the following table which shows the minimum insurance levels required for the more common activities.

Activity/Works	Minium Level of Public Liability
Swimming lessons	£10 million
Trampolining lessons	£10 million
Hot Works	£10 million
Painting and Decorating	£5 million
Electrical Works	£10 million
Provision of IT Services to external Contractors	£10 million
Bouncy Castle Use *	£10 million
Coach/Transport Companies	£5 million
Catering Contracts/Provision of Food up to £25k	£5 million
Catering Contracts/Provision of Food over £25k	£10 million