South End Infant School SEIS ENGAGE EXPLORE ENQUIRE	**Health and Safety in School Policy and Procedures**	
This policy was presented to the FGB committee: 18th November 2026		Coordinator: Chair of FPP committee Emma Ward
Approved by	~~Full Governing Body~~/FPP Committee ~~/Head Teacher~~	**Review Date:** Sep 2027

This Health and Safety Policy and associated Procedures are to be read in conjunction with these other documents:

Educational Visits Policy	PSHE Policy and Curriculum
School Emergency Plan	Behaviour Policy
Medicines Policy	Car Park Policy
Medical Needs Policy	ICT Acceptable Use Policy

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HEALTH AND SAFETY POLICY

1 Introduction

South End Infant School (SEIS) is a maintained school, funded through North Northants Council (NNC), located at Wymington Road, Rushden, Northamptonshire NN10 9JU. We provide education for boys and girls aged between 4 - 7 years in Early Years Foundation Stage (EYFS) Year Reception, Year 1 and Year 2. The standard number for each class is 30 and there are currently 7 classes.

Approximately 40 staff, comprising educational specialists, administration support, site team, lunchtime supervisors and cleaners work for the school and are employed by NNC. In addition, the school regularly accommodates learners from further and higher educational establishments, secondary school work experience learners, as well as parents and carers of children attending the school who participate in classroom and playground activities.

NNC has established its own Health and Safety Policy, SEIS's policy provides additional guidance on how NNC's policy should be translated into practice at our school.

The Governors of South End Infant School aim to ensure that all employees, pupils and visitors operate in an environment that recognises both the Council's and SEIS's Health and Safety policy.

Further information and guidance for schools can be provided by Dimi Kontogonis, Health, Safety and Well Being Advisor, North Northants Council on healthsafetywellbeing@northnorthants.gov.uk or at http://www.northnorthants.gov.uk/

2 Statement of general policy

South End Infant School's statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

3 Responsibility

3.1 SEIS responsibility

Responsibility for this policy and its implementation are listed in Table 1 below:

Table 1 – Responsibility for the Health and Safety Policy

Responsibility	**Responsible person / body**	**Report to**
Overall and final responsibility	SEIS Full Governing Body	Not applicable
Annual review of H&S policy	SEIS Finance & Premises Committee	Full Governing Body
Day-to-day responsibility - ensuring this policy is put into practice	Head Teacher (Elaine Ashcroft)	Full Governing Body
All involved with the school; Governors and all staff have a duty to maintain and develop the Health and Safety Policy.		

SEIS only accepts responsibility for pupils during normal school hours (8.40 a.m. to 3.10 p.m.) or when attending an approved afterschool club. If the club is being run by an outside group, the leader of that group has the duty of care for those children.

3.2 Responsibility of employees

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with SEIS to help it comply with the law.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

4 Risk assessments

SEIS aims to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from all activities. We will achieve this by conducting relevant risk assessments and ensuring that the actions arising out of those assessments are implemented.

Risk assessments will be reviewed periodically (at least annually), or earlier if working habits or conditions change. Table 2 shows the frequency and responsibility for the relevant major risk assessments.

Table 2 – Frequency and responsibility for relevant risk assessments

Hazard	**Responsibility**	**Minimum frequency**	**Findings of the risk assessments will be reported to**
Asbestos	Site Supervisor / School Business Manager	Monthly	Head Teacher
Working at heights	Relevant employee / School Business Manager	Whenever work at height is to be carried out	Head Teacher
Snow and ice	Site Supervisor	Whenever snow and/or ice are present	Head Teacher
Substances hazardous to health	Site Supervisor / School Business Manager	Annually	Head Teacher
Fire risk assessment	Head Teacher, School Business Manager & Site Supervisor	Annually	F&P Committee
Playground	Site Supervisor / School Business Manager	Annually	Head Teacher
First aid boxes	First Aider Admin	Monthly	Head Teacher

Copies of the risk assessments are stored in the School Business Manager's office and/or Site Supervisors office. Risk assessments relating to off site visits are stored in the Main office.

Procedures relating to individual risk assessments are detailed in Appendix 1.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Relevant responsibilities following the risk assessments are detailed in Table 3.

Table 3 – Responsibilities for acting on the risk assessments

Action	Responsibility
Approving action required to remove/control risks	Head Teacher
Ensuring the action required is implemented	Site Supervisor or Head Teacher
Checking that the implemented actions have removed/reduced the risks	Head Teacher / School Business Manager

5 Consultation with employees

SEIS engages and consults with employees on day-to-day health and safety conditions and provides advice and supervision on occupational health.

Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular staff meetings, or sooner if required. Where staff are members of a trade union, these will be consulted on any significant changes to work activity.

6 Information, instruction and supervision

6.1 Information

SEIS makes available relevant information to all staff and visitors.

The Health and Safety Law poster and NNC's Health and Safety Policy are displayed in the School Office.

Information and advice about health and safety can be obtained either from the Head Teacher, School Business Manager or the Site Supervisor. Additional generic information is available either from the Health and Safety Executive (HSE) or NNC.

HSE: http://www.hse.gov.uk/guidance/index.htm

Further information and guidance for schools can be provided by Dimi Kontogonis, Health, Safety and Well Being Advisor, North Northants Council on healthsafetywellbeing@northnorthants.gov.uk or at http://www.northnorthants.gov.uk/

All visitors to the school are required to sign in and out at reception and agree to abide by the school's health and safety policy (a copy of which will be available upon request). Visitors are required to wear a "Visitor Lanyard" at all times, which clearly states the emergency evacuation procedure, location of first aid kits and child protection arrangements.

6.2 Instruction and supervision

SEIS will ensure that all employees, trainees and volunteers (including parents) receive adequate instruction and supervision.

All employees, have a line manager who is responsible for ensuring that they have received adequate instruction in order to carry out their work, and that their activities are supervised and monitored.

Where trainees and volunteers (including parents and carers) engage in activities on the school premises, it is the responsibility of the relevant staff member to ensure that they receive adequate instruction and supervision. Should a member of staff have concerns about the actions of a trainee or volunteer, then this should be reported immediately to the Head Teacher, Deputy Head or School Business Manager.

6.3 Competency for tasks and training

SEIS will provide adequate training to ensure employees are competent to do their work.

Staff are provided with appropriate training (including working at height, manual handling, asbestos awareness, legionnaire awareness and electrical safety) and personal protective equipment. First aiders will attend relevant training courses.

New members of staff will be given training in matters of Health and Safety. Existing members of staff will also be given training "up-grades" as necessary. Examples of training would include:

- cleaners – in the correct method of cleaning and use of chemical cleaners;
- lunch time supervisors – in the use of lifting procedures for tables and chairs;
- class based staff – in the use of steps to reach wall displays; and
- class based staff – outside equipment.

We will also ensure that our employees working at locations under the control of other employers are given relevant health and safety information.

7 Emergencies – fire and evacuation

SEIS will implement emergency and evacuation procedures in case of fire or other significant incident.

SEIS will ensure that escape routes are well signed and kept **clear at all times**, and that the actions listed in the table below (Table 4) are carried out. The nominated person is responsible for ensuring that any actions arising out of these assessments are carried out.

All children and adults normally in school shall be instructed in the approved emergency procedures. It is the responsibility of all adults to be familiar with these procedures. All visitors shall receive instruction, either:

- at the main office when the main office when they sign in; or
- from the class teacher

Table 4 – Fire safety actions

Action	**Frequency**	**Responsible Person**	**Reports to**
Fire risk assessment	Annually	Head Teacher	F&P Committee
Location specific fire risk assessment whenever >5 visitors will be attending the school in any one place (e.g., main hall or a classroom)	Immediately prior to the start of an event*	Head Teacher May be delegated to relevant teaching staff following adequate instruction & training	F&P Committee
Evacuation plan	Annually	Head Teacher	F&P Committee
Fire extinguishers are checked	Monthly	Site Supervisor	Head Teacher
Fire extinguishers are maintained	Annually	External Competent Contractor / Site Sup.	Head Teacher
Alarms are tested	Weekly	External Competent Contractor / Site Sup.	Head Teacher
Alarms are serviced	Twice annually	Site Supervisor	Head Teacher
Emergency evacuation practice for all staff and children	Termly	Head Teacher This will be delegated to all staff following adequate instruction & training	F&P Committee

** This includes fetes, shows, assemblies, parents' evenings etc.*

All persons on the premises have responsibility for reporting any potential fire hazard to

the Site Supervisor or Head Teacher, who shall act accordingly within a reasonably practicable timeframe.

Records of all risk assessments, evacuation practices and equipment checks are maintained in the Fire Safety folder, stored in the Site Supervisor's office.

Evacuation procedures are detailed separately in "Evacuation Procedure" in the Appendix 2.

8 Safe and healthy working conditions

SEIS will aim to provide a safe and healthy environment for all staff, visitors and pupils.

This section needs to be read in conjunction with the following policies:

- Pupil Behaviour Policy
- Personal Social & Health Education curriculum
- PSHE Policy
- Manual handling procedures

8.1 Site safety

Use of car park

The school car park is ordinarily for the use of school staff and visitors only. Parents / carers should not use the car park, unless at either of the schools' discretion on a case-by-case basis.

Pedestrians are not permitted to use the car park as an entrance to, or exit from, the school.

Dogs

Dogs are not permitted on-site, unless they are support dogs (guide dogs, hearing dogs etc), except in special circumstances with the permission of the Head Teacher and Governing Body.

Snow and ice

A risk assessment will be carried out whenever there is snow and/or ice (see Section 4) and remedial action taken. This is detailed in the NNC Snow and Ice procedure.

Smoking

SEIS is a non-smoking establishment, including all buildings, playground, public and private areas. The smoking of cigarettes (including e-cigarettes and vaping equipment), cigars and pipes is strictly forbidden.

8.2 Accidents and first aid

There is a separate Medical Policy to refer to for details of recording Accidents and First Aid. The Medical Needs Policy also provides guidance for the treatment of certain conditions for those children with a known medical need. Accidents will be logged appropriately via incident sheets and the frequency will be monitored and controlled by the senior first aider for trends and reported to Full Governing body termly.

8.3 Pupil safety

Jewellery

SEIS discourages the wearing of jewellery by pupils at all times. Pupils who do wear jewellery, including ear-rings, must remove them prior to:

- physical education lessons; or
- any other activities the school deems may present an unacceptable risk either to the wearer or other pupils.

Disclaimer letters offered by parents have no legal status and will not be accepted.

8.4 Employee safety

Violence and aggression

SEIS will not tolerate violence or aggression (either physical or verbal) to its employees.

- All incidents must be reported to the Head Teacher as soon as reasonably practicable. Notification procedures are stated in the "Reporting of Violence and Aggression" procedure.

8.5 Healthy working conditions

SEIS aims to ensure that the school provides a healthy environment for all employees, visitors and pupils. We also aim to provide a supportive working environment in order to prevent or minimise stress and create and promote a supportive and caring culture within the school.

The school provides toilets, washing facilities and drinking water for all employees, visitors and pupils. These are cleaned daily and are the responsibility of the Site Supervisor.

- There are clear procedures for monitoring Legionella and this is detailed in the NNC policy. and we use a competent external contractor to review the site annually. The Head Teacher, School Business Manager and Site Supervisor are all trained in Legionnaire Awareness.

- Managing stress at work is specified in the NNC Stress at Work Procedure.

9 Safe plant and equipment

SEIS aims to maintain plant, equipment and machinery, with systems in place for routine inspections and testing and for ensuring that action is promptly taken to address any defects.

Plant, equipment and machinery is inspected and tested as set out in Table 5.

Table 5 – Routine inspection and testing of plant, equipment and machinery

Item	**Frequency**	**Responsible Person**
Portable Appliances Test (PAT) (Electrical)	There is an annual PAT where there is a rolling three-year programme of testing on appliances.	Site Supervisor Contracted to competent contractor
Ladders	Quarterly	Site Supervisor
PE and Play equipment	Staff will visually check equipment when in use. Contractors undertake annual inspections of outside equipment and PE equipment.	Staff Site Supervisor
Fire extinguishers	Monthly	Site Supervisor
First aid kits	Monthly	Senior First Aider

10 Safe handling and use of substances

SEIS will ensure that risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) are assessed.

Responsibilities under COSHH are listed in Table 6.

Table 6 – Responsibilities under COSHH

Action	Responsible Person	Reports to
Identifying all substances which need a COSHH assessment.	Site Supervisor	Head Teacher
Undertaking COSHH assessments	Site Supervisor	Head Teacher

Ensuring that all actions identified in the assessments are implemented	Site Supervisor	Head Teacher
Ensuring that all relevant employees are informed about the COSHH assessments	Site Supervisor	Head Teacher
Checks that new substances can be used safely before they are purchased	Site Supervisor	Head Teacher

Assessments will be reviewed every **two years**, or when the work activity changes, whichever is soonest.

Copies of the COSHH assessment sheets are kept in the:

- Main office
- Site Supervisor's office

Copies in the main office can be accessed by all staff for information purposes or in the event of an accident.

All substances subject to COSHH are stored in locked cupboards in accordance with the manufacturers' instructions; access is only permitted by the Head Teacher, Site Supervisor, or those members of staff who have received instruction in their safe use. Staff bringing in their own substances from home should be kept to a minimum however if Items are brought into the premises; an appropriate COSHH assessment should be performed by the Site Supervisor and sheet be produced.

11 Monitoring and reporting

SEIS will ensure that all statutory records are kept, and that the actions of relevant risk assessments, accidents, diseases and dangerous occurrences, are reported.

Table 7 shows the relevant monitoring and reporting requirements.

Table 7 – Monitoring and reporting

Action	**Frequency**	**Responsibility**
Accidents, diseases and dangerous occurrences to the enforcing authority	As required	Governing Body

(Local Authority)		
Audit of school premises	Termly	Governing Body Finance & Premises Committee / SBM
Update on Health and Safety matters	Termly - Every Full Governing Body Meeting	Head Teacher / SBM
Annual Health & Safety Report	Annually	Head Teacher / SBM to Governing Body

There is a standing agenda item at every FPP meeting.

Problems of significance should be recorded in the school diary, including the relevant action taken.

12 Risk assessment

As part of the legislative developments regarding the means by which health and safety should be managed, the requirement to carry out assessments of the risks presented by work activities has been introduced by regulation 3 of the Management of Health and Safety at Work Regulations 1999.

A risk assessment is the careful systematic examination of a work task, situation or premises, which identifies any hazards, assesses the risks they could present and thereby assist in the identification of appropriate preventive and protective measurers.

The process has five distinct steps: -

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks presented by the hazards and decide on the necessary preventive and protective measures.

Step 4 Implement preventive and protective measures where practicable and record the findings. Refer major hazards/deficiencies to NNC.

Step 5 Review as and when necessary to ensure the measures taken remain effective.

Members of the Governors' Premises and Health and Safety Committee and the Site Supervisor will carry out a Risk Assessment on the building and grounds three times a year in order to identify hazards and the relevant action needed. The purpose of the risk assessment is not to catalogue every trivial hazard or to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonable to expect.

Previously identified risk assessments are reviewed annually or sooner if necessary.

- The NNC Health and Safety Management Handbook

contains detailed information including a simple risk rating system which Governors shall use as guidance.

13 Supervision before and after school

The school accepts no responsibility for children who arrive on the premises before school start time.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session at school finishing time. The adult responsible for the class must ensure that each child is collected by a known adult. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected straightaway, the class teacher will inform the Headteacher, who will assume responsibility until the child's parents/carers take the child.

Site safety

Children are not allowed to play on the playground structures (including, but not limited to, the play equipment, climbing frames, sand pit, shelters, trees, gates and fencing). If a child is allowed to play on the equipment by parents / carers prior to school staff being able to monitor, the school does not take any responsibility and there are now signs saying as such.

The use of scooters, bikes, roller skates, rollerblades and skateboards are prohibited.

14 Snow and ice procedure

Agreement is made between the Infant and Junior school as to whether it is safe to open the school. Factors may include:

Safety of children on the site
Safety of adults getting to work
Safety being compromised due to small number of staff available compared with children present.

15 Seasonal health and safety slips, trips

During frosty weather, the Site Supervisor shall, when possible, ensure that all main route ways into the building are treated with rock or white salt / grit. Where and when practical, snow should also be cleared from these routes to provide paths to entrances. Children and adults must take proper regard for ice and snow in other areas and act accordingly.
Parents must supervise their children before school hours.

Parents are advised to apply sun cream **before the child comes to school** as staff and children cannot apply lotions during the school day.

16 Security in school

The Governors of South End Infant School aim to ensure:

- The safety of all users of the building and surrounding area, so as to maintain uninterrupted teaching and learning for everyone.
- The protection of property against theft, fraud, damage and loss.
- The formulation of a School Emergency Plan and the maintaining of this

Crime prevention is a shared responsibility. Schools need the support of the police, local authority, parents and the local community.

An annual security survey/risk assessment is carried out and the results reported to the full Governing body.

Security measures that need to be kept under review:

1. Visitor access control. An adult should challenge any unknown adult in the building. (Office)
2. Secure doors and windows (Site Supervisor)
3. Out of hours access procedures (Site Supervisor)
4. A basic fire alarm system (Site Supervisor)
5. Additional fire compartmentalisation (Site Supervisor)
6. Cash handling procedures (SBM and Office)
7. Buildings clear of materials that can be used for arson or vandalism (Site Supervisor)
8. Asset Register (Office)
9. Security of computers (By area of responsibility)
10. Intruder alarms (Site Supervisor)

17 Manual handling

This is defined as “the transportation or supporting of a load by hand or bodily forces, including lifting, putting down, pushing, pulling, carrying of otherwise moving the load”.

Staff should avoid, where reasonably practicable, manual handling operations that involve a risk of injury. They are also required to implement protective and preventative measures, including training and information necessary to reduce the risk of injury to the lowest practicable level. All employees are to be particularly careful when moving furniture and equipment, including books, stationery and children.

The Site Supervisor is the only person who will be required to carry out general portage tasks.

- In the event of a particularly heavy or unwieldy load needing to be removed, safe handling practices are detailed in the “Manual Handling” procedure and should be followed.

All staff are to be particularly careful when moving furniture and equipment, including books and stationery.

- In the unlikely event of a particularly heavy or unwieldy load needing to be removed, an assessment will be completed using the ‘Manual Handling of Loads – Assessment Checklist’ to be found in the NNC ‘Health and Safety Management Handbook.

18 Health and safety and PSHE

All adults will ensure that children are at all times reminded of the need for consideration for the safety of themselves and others.

The use of any tools, equipment or apparatus should be appropriately supervised and any necessary skills taught.

In matters of personal hygiene, responsible adults should lead by example and require children to take suitable measures to safeguard the health of themselves and others. This would include standards of conduct in toilets, urinals and wash areas. The necessity to properly wash hands after using the toilet and before handling any foods cannot be too heavily emphasised.

In matters of movement around the school, children are expected to walk at all times and to observe the good manners of quietness in consideration for others.

Pupils, staff, parents and visitors must be aware of the particular hazards of vehicle traffic to the school site. The adjacent roads are narrow and parking must be considerate to avoid

compounding dangers. The vehicle / pedestrian entrance / exit must not be used for parking, turning or passengers alighting. Access to the school car park is restricted to those who have a pass or by prior agreement on a temporary basis.

External concerns are included in the curriculum, such as road safety and stranger danger as well as common dangers such as electricity, oral ingestion and drugs being dealt with as and when the need may arise.

19 Reporting of violence and aggression procedure

The school has adopted the North Northants Council policy on Violence and Aggression procedures.

20 Stress at work policy

For the purpose of this policy, the term 'stress' is defined as a natural reaction to circumstances that an individual finds difficult. It is also recognised that people react differently to differing levels of stress.

Stress has a debilitating affect on individuals and the quality of their work. There are, therefore, both humanitarian and operational reasons why stress in the workplace should be minimised.

The Governors of South End Infant School aim to provide a working environment in order to minimise and avoid stress and to create and promote a supportive and caring culture within the school.

Individuals in school have a responsibility to themselves and to others with regard to the management of stress. All individuals in school need to develop an awareness of stress both in themselves and in others and to modify their behaviour where appropriate.

Access to advice on stress management, coping with stress and stress counselling is available through North Northants Council. We can use a Stress MOT self/management gage as well as a Stress in the Work Place risk assessment as documents to assist with identifying and minimising stressors.

21 Emergency evacuation procedure

The class registers record details of those children present at any time and therefore at risk in an emergency. A roll call will be taken at any practice or real emergency and any unaccounted-for child **immediately** report to the person in charge at the time. Visitors to the school, must always record their presence in the Inventry screen for this purpose. The Office Staff are responsible for taking this information to the fire assembly point and checking that everyone is accounted for.

Each area of the school shall have written information in respect of emergency evacuation of the premises. Copies of these are included at the end of this document adjacent to the telephones brief instructions shall be displayed in respect of 999 calls.

In the event of a fire or other emergency, the first priority is to remove all persons to places of safety and to account for all known persons. Attempts may be made to extinguish a fire so long as there is no risk to persons.

21.1 In case of fire

1. The main concern of each person is the safety of the children.
2. You should be aware of the following: -
    - The nearest fire alarm for each part of the building
    - The escape route from each part of the building
3. All children must be aware of the fire drill

21.2 Procedures

Sound the alarm. Ring 999

1. School to be evacuated through the nearest outside door – Teacher last to leave.
2. School to assemble on playground:
    - All year groups to assemble on top playground.
    - If it is necessary to evacuate the whole playground, then the children will be led out of the top gate leading to South End Junior School, following the hedgerow.
3. At the assembly point, teachers to do headcount & check registers if necessary. Immediately inform the Head teacher/Deputy of numbers present.
4. Office staff to check staff room and staff toilets, meeting rooms and offices
5. Office staff to take School mobile phone using the inVentry Anywhere App out of building to playground. Check all staff and visitors are present & correct. Inform Headteacher/Deputy of any missing staff.
6. Office staff must ensure barrier is in the raised position to allow access for the fire brigade if necessary.
7. Classroom staff take class fire registers and check numbers based on attendance.