

THE AVENUE INFANT SCHOOL

HEALTH AND SAFETY POLICY

Adopted:

Signed on behalf of the Governing Body: Mr Stewart Miller

Position: Chair of Governors

Date: 3rd December 2025

Review date: December 2026

HEALTH AND SAFETY POLICY

The Governors of The Avenue Infant School have a high regard for the Health and Safety of the school and all those who use it. They understand and accept their responsibilities to provide a caring, safe and healthy environment and a stimulating and attractive site as set out in the aims of the school. They accept the responsibility of producing and implementing a Health and Safety Policy and of allowing time to monitor and evaluate health and safety matters as well as considering the costs of such a policy and setting aside sufficient funds for its implementation.

ORGANISATION and RESPONSIBILITIES

The Governing Body will have the overall responsibility for ensuring the school is effectively managed with regard to Health and Safety.

Governors have the responsibility for:

- The safety of plant, equipment, buildings, systems and work procedures.
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- Adequate information, instruction, training and supervision to enable all staff and pupils to recognise and avoid hazards.
- The provision of necessary safety devices and protective clothing.
- The provision of a safe workplace and safe access and egress from it, including fire precautions.
- The provision of a healthy working environment with adequate welfare facilities and amenities.
- The establishment of procedures for dealing with foreseeable emergencies and incidents and or their monitoring and revision as necessary.
- The provision of arrangements for first aid appropriate to the size and nature of the school.
- The teaching of aspects of health and safety as an integral part of the education and training of all pupils.

The day to day responsibility for the monitoring and implementation of the policy is that of:

Head teacher
School Business Manager
Site Supervisor
All Members of Staff
All persons using the school.

The Head teacher will have the responsibility for:

- Ensuring that all employees are aware and reminded of their responsibilities as defined in the policy and that the codes of practice are followed.
- Ensuring that employees are provided with suitable and sufficient information, instruction, training and supervision and protective clothing where appropriate.
- Ensuring all employees and contractors are notified of the asbestos register
- Seeing that regular routine safety inspections are done and reporting procedures followed.
- Ensuring that all work needed to be done following these inspections be carried out as quickly as possible.
- Seeing that safe systems of work are established and operated.
- Ensuring that the governing body is provided with regular health and safety reports.
- Seeing that all reasonable precautions are taken to ensure the health and safety of all non employees utilising the school and that they have any information needed to ensure the health and safety policy is adhered to.

The Senior Leadership Team will act in the absence of the Head teacher.

Health and Safety Governor will have the responsibility for:

- Making termly inspections of the buildings, grounds and equipment with regard to health and safety, reporting any concerns to the headteacher or site supervisor.
- Keeping abreast of any new legislation or advice received from the health and safety bodies within the LA and passing this on to the headteacher and or the governing body should it be necessary.

Members of Staff will have responsibility to:

- Carry out their duties in accordance with the Health and Safety Policy and co-operate with management on these matters.
- Not misuse anything provided for safety.
- Use all equipment and substances correctly, informing the site supervisor, or head teacher of any defective equipment or safety hazard in their area.
- Report all accidents and complete relevant accident forms.
- Take reasonable precautions to ensure the safety of all adults and children within their charge.
- Teachers will take due regard to Health and Safety issues when planning their curriculum. They will undertake Risk Assessments on all visits, visitors and any activities where there is an element of potential risk (i.e using glue guns, saws) associated with particular areas of the curriculum.

Lunchtime Supervisors

- Ensure all safety procedures are followed
- Ensure children play sensibly and with consideration for others
- Ensure acceptable standards are implemented throughout the School
- Undertake first aid and/or health and safety training as required
- Report accidents and incidents where necessary and consult with the Head teacher/First Aider
- To complete accident reports and other documentation as and when necessary
- To ensure hall floor is thoroughly clean and dry following lunchtimes

Cleaning Staff / Site Supervisor

- Ensure all safety procedures are followed including full implementation of COSHH guidelines
- Use all equipment and substances correctly, informing the site supervisor, or head teacher of any defective equipment or safety hazard in their area.
- Undertake relevant training as required.

Contractors

- The responsibility for monitoring the agreed practices within the school environs is that of the headteacher and governors or the nominated project manager. Notification of any breach of these practices by the contractor to the head teacher is the responsibility of all members of staff.
- Contractors must be notified of any breach of the health and safety regulations by either the headteacher, the school business manager, site supervisor or the nominated project manager.
- Individual Risk Assessments for maintenance work will determine whether it is appropriate for the work to be carried out when children are on site or not.

All persons using the school have the responsibility to:

- Adhere to and carry out all safety measures requested of them by the school.

RISK ASSESSMENT

Risk Assessments are carried out for all activities where this is deemed necessary, for example, school visits and contractors working in the building during school time. Copies of all RAs are distributed to adults as appropriate.

THE CURRICULUM

As an integral part of the school curriculum pupils will have instruction in:

- Safe practices within the school, in curriculum areas (e.g. science and P.E), and outside the school environment.
- Aspects of health and hygiene both on a personal and broader level.

EQUIPMENT

- All fire, electrical and PE equipment will be checked annually by outside qualified inspectors. Records of these visits will be kept in the office for inspection, (in the case of fire equipment it will be recorded in the Fire Log Book).
- The use, handling and storage of PE equipment has been set out in separate code of practice detailed in the school's PE Risk Assessment (i.e. specific instructions on correct handling, for example, of mats).

Staff will be trained in the safe use of any new equipment purchased by the school.

CRITICAL INCIDENTS

The head teacher will inform Governors and the Local Authority of the crises when appropriate.

All school staff should be trained to respond positively and instantly to the directions of the senior member of staff in a crisis situation.

The school will plan for the dealing of emergency in the absence or unavailability of various senior members of staff.

- Emergency evacuations will be carried out as drills at least once a term so that all pupils, staff and other adults who may be in school are prepared.
- A list of emergency names and telephone numbers are held in the main school office and copies are carried by teachers when classes are out of school on visits.
- Reference to the school's Critical Incident Management Plan is essential. This is kept in the main school office.

FIRE

- A floor plan of the school with the fire alarm sounders, fire extinguishers, and emergency exits clearly marked will be included in the Management of Fire Precautions Log Book.
- Fire drills will take place at least once a term and the date, time and results will be written up in a report which will be retained in the fire folder. Staff should not have prior warning of these drills, and the days and times of drills should vary, with, on occasions, some exits routes blocked so that staff have opportunity to practise finding safe alternative exits.
- All fire exits, escape routes, fire doors and equipment shall be checked by the health and safety officer termly. All emergency exits will be clearly labelled. All staff will have knowledge of the fire drill procedures and all escape routes.

Fire Drill (procedures) (see Appendix 1)

FIRST AID (see Appendix 2)

- The governors will endeavour whenever possible to have at least two qualified (approved by the Health and Safety Executive) members of staff at all times. The governors will ensure an adequate number of staff are trained in Paediatric First Aid in line with EYFS Statutory guidance.
- First aid boxes will be clearly labelled and kept in accessible areas in the First Aid Room and in the disabled toilet adjoined to the Reception base. All items in the first aid boxes will be appropriate and will be regularly checked by a nominated members of staff. First Aid boxes/bags will be taken on trips out of the building.
- Accident forms will be completed each time first aid is administered and held in the school archives for 25 years.
- First aid letters home will be completed each time first aid is administered.

Procedures

- Appropriate first aid will be administered by competent and confident members of staff who are aware of the First Aid procedures and policies. Any child receiving a knock to the head will be given a letter to take home informing their parents/carers of the injury. Other injuries that should be reported to parents will also be recorded on a school generated notification letter. **(See end of Appendix 2.)**
- For those children who have sustained an injury which is deemed serious enough to be sent home, their parents/carers will be contacted. Where it is not possible to contact the parents/carers or any designated emergency contacts (grandparents or a family friend recorded on the child's emergency contact list) the child will be looked after as best as possible in school and the class teacher will speak to the parent/carer at the end of the day when the child is collected from school. In an emergency needing a doctor's attention or hospital admittance, two school staff will act in loco parentis and accompany the child. The school will persist in contacting parents/carers and emergency contacts.
- If it is necessary for a child to take prescribed medicines during the school day these must be brought into the office and a medicines form must be filled out by the parent/carer detailing how and when they are to be taken. No prescribed medicines will be administered where the doctor's label is not present or clear. On

occasions 'Over the counter' medication can be administered for short periods of time in accordance with NHS guidance. **See Medicines policy.**

SCHOOL TRIPS

Any child leaving the school premises will have parental permission for doing so. A Risk Assessment must be undertaken for every trip out of school.

- A member of staff trained in first aid should accompany the trip.
- The ratio of children to adults should be no less than 10:1 for KS 1 pupils and 5:1 for Reception pupils.
- Coaches and/or mini buses should be fitted with seat belts. These should be checked by staff to make sure they are secured and tightened before the vehicle moves off.

The school's Education Visits policy details planning and procedures for any visit.

The School Educational Visits Co-ordinator is the head teacher.

DOGS

Dogs are not allowed onto the school site unless they are working assistance dogs or form part of an instructive lesson. A Risk Assessment must be carried out for such an event. The school may have a designated school well-being dog. The school's well-being dog has a specific risk assessment and has been introduced in a planned way and only once well-trained.

HAZARDOUS WASTE

- If children find any suspicious contaminates in the playground they must not touch them but report to the nearest adult who should then report them to the head teacher or site supervisor (if on site) and/or school office. Adults/staff should not touch contaminates either.
- Waste material should be scooped up by the site supervisor or a responsible adult with a dustpan and brush.
- Needles/sharps should be placed in special boxes, which are kept in the first aid store. Sharp boxes may then be taken to the local chemist for disposal and replacement with an empty one.
- Other waste should be yellow bagged and disposed of in the waste bins.
- *Disposable gloves must be worn and then discarded.*

HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves must be used and care taken when dealing with blood, other body fluids and the disposal of dressings or equipment. DfE guidelines are to be followed to avoid infection with HIV or AIDS.

PHYSICAL ACTIVITY

Appropriate clothing and footwear is to be worn for any physical activity. Jewellery, including ear studs, is not to be worn during any physical activity. Shoulder length hair or longer should be tied back.

HEALTHY EATING

The School promotes healthy eating and requests that parents provide their child with a lunch that does not contain sweets, fizzy drinks, nuts or nut products. The eating of sweets or gum is not allowed at any time. Children should have access to water at all times. Drinking water is available in all classrooms. Drinks should be in a non-spill flask or plastic bottle. No glass bottles or cans.

The school's Healthy Eating policy outlines this area in greater detail and is shared with the school community.

LONE WORKING

The School's Policy on Lone Working is available for all staff to see in the staff portal on the school website.

SECURITY

Locking and site security procedures see **Appendix 3.**

The playground gates are locked and secure at all times, except the start and end of the school day. When children are outside the electronic gate will only be opened by a member of staff outside when they are satisfied that anyone requesting to be let into the playground has a legitimate reason for doing so. Office staff will be alerted to their presence. Adults must be directed to the entrance area where they can be passed over to and

dealt with by another member of staff who can verify their details - especially if they have arrived to collect a child. Where staff do not recognise a parent they must find someone who does recognise them. If this is not possible then the staff member must phone the child's known contact adult for confirmation that the adult can take the child out of school - for medical reasons etc. This same approach must be adopted at the end of the day when unknown adults arrive to collect children.

SMOKING

Smoking is prohibited within the school building and grounds at all times.

OUTDOOR PLAY EQUIPMENT AND PE EQUIPMENT

The safe use of such equipment provided for physical development of pupils relies on adequate supervision and control within the School. To this end:-

- ◆ Pupils are only allowed to use such equipment under supervision
- ◆ Pupils must wear suitable footwear and clothing
- ◆ Use of outdoor play equipment may be curtailed during inclement weather following a dynamic risk assessment by supervising staff
- ◆ Equipment to have a daily visual inspection by a member of staff, termly inspection by the site supervisor and annual contractor's inspection and report.

MONITORING

- There will be at least three building inspections per annum by the Health & Safety governor. More frequent monitoring inspections will undertaken by the SLT and site supervisor.
- We will follow the local authority guidelines provided on the H&S section of the local authority website and, where appropriate, additional guidance on specific areas will be accessible in separate files which are kept in the school office.

This policy will be reviewed annually.


 THE AVENUE INFANT SCHOOL
FIRE DRILL PROCEDURES

All adults and children should vacate the building via the nearest accessible exit, wherever they happen to be, and assemble in designated assembly point. Teachers to take a head count of children in their class, any attached staff and visitors and report to fire drill checkers (bursar or head teacher).

PROCEDURES

- ★ One adult to leave the classroom last after all children and other adults have vacated the room.
- ★ All staff to ensure they have carried out responsibilities assigned to them in the area they are working in. (Refer to fire plan on walls.)
- ★ Do not touch light switches in case of gas. Close all classroom doors and windows (where this can be done easily and without wasting precious time), fire doors and doors of the building.
- ★ Children taken out from the school from areas other than their classrooms should be taken to join their own class if possible.
- ★ Bursar to distribute class registers to person in charge of the class. This person to report all present by raising hand. Any missing persons to be reported to fire drill checkers (bursar & head). Checkers to check with each other that all classes have reported.

IN THE CASE OF FIRE

Office staff or person designated to do so - **to phone Fire Service.**

Head teacher (or designated responsible staff member) to phone in absence of office staff.

EXITS	EVACUATION FOR:-	ASSEMBLY POINTS
Back door	<ul style="list-style-type: none"> ★ Hazel and Maple Classes ★ Resources area ★ Staffroom ★ Rear Staff toilet ★ The Glade Intervention room ★ Staff kitchen ★ The Nest 	<p>Larger playground. At designated class assembly point.</p>
Door from library and through covered play area doors	<ul style="list-style-type: none"> ★ Cherry class ★ Den ★ Children's toilets 	<p>Larger playground. At designated class assembly point.</p>
Hall corridor door	<ul style="list-style-type: none"> ★ The hall 	<p>Larger playground. At designated class assembly point.</p>
Door of the Reception classes cloakroom	<ul style="list-style-type: none"> ★ Oak Class 	<p>Front playground. At designated class assembly point.</p>
Front door	<ul style="list-style-type: none"> ★ Library ★ Both 'wing' areas ★ The Snug ★ SENCO office ★ Beech Class ★ Willow Class ★ School office ★ Front Staff toilet ★ Head's office ★ FSW's office 	<p>Front playground. At designated class assembly point.</p>

First Aid and Illness Arrangements

- If children complain of feeling ill in class, staff should decide together whether to contact home. A member of staff (TA, teacher) should look up information in the file on the office desk in the school office and ring the contact names to arrange collection of the child.
- A child will need to be looked after in the classroom or in a quieter area of the school, where there are adults present, if nobody can be contacted or if it is deemed a more suitable course of action. The school office staff should be informed and the child checked regularly by the class teacher/Teaching Assistant.
- A child who has sustained a serious head injury necessitating being sent home/to the surgery/to hospital should under no circumstances be left unattended.
- If a child is injured during playtime and the staff on duty feel it is appropriate, the child should be sent in and the First Aider on duty that day should treat the injury. They may decide whether to contact parents/carers.
- The person treating an injury should enter details into the accident file. A 'first aid letter home' must be filled in for all head bumps and serious injuries as well as for minor injuries that parents need to be made aware of and given to the classroom staff to pass on to parents/carers.
- If a child is injured at lunchtime they should be seen by one of the lunchtime First Aiders on site or if nobody is available, by the member of staff on duty (usually a teacher) who will decide on a course of action.
- If a child is mildly injured in the classroom or during PE they should be treated by the accompanying TA or if no TA is available in the hall then the child should be sent to the class base and find a TA there. If a serious injury occurs and the child cannot be moved then the teacher or accompanying TA should use the phone to contact the school office for help.
- There is a bucket of sawdust in the cleaning cupboard for use in classrooms if a child is sick. This should be sprinkled on and the area cordoned off to avoid contact with other children. Cleaning staff will be notified on arrival of the incident and location.
- First Aid boxes are located in First Aid store and Reception classroom's toilet.

Emergency Procedures

If an emergency occurs, the following actions should happen:

- The injured person should not be moved.
- A responsible adult should remain with them at all times.
- Another adult or responsible child should fetch a qualified first aider as quickly as possible who will then assess the situation and take the appropriate action necessary.
- Should an ambulance be needed an adult must ring for one and then try to contact:
 - a) In the case of a child, their parents or carers
 - b) In the case of an adult, their next of kin
- Whilst waiting for the ambulance any medical history the school holds should be looked for.
- The first aider must remain with the casualty until the ambulance arrives.
- In the event of a child being taken to hospital when their parents or guardians have not been able to reach the school in time to accompany them, one or two school adults should go with them.

Class: _____

FIRST AID LETTER HOME FOR PARENT/CARER INFORMATION

Name of child: _____ Date: _____

Dear Parent or Carer,

Today at _____ your child was administered a form of First Aid. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

How they were hurt	Where they were hurt (circle or tick)	Treatment administered
Bump	Head (please read the box below)	cleaned
Graze	Face – eye, cheek, nose, chin	cold compress
Cut	Mouth – tooth, lip, tongue	ice pack
Other injury (described here)	Hand/finger	plaster
	Arm/elbow	eye wash
	Foot/toe	dressing
	Leg/knee	

Any additional information.

INFORMATION ABOUT BUMPS TO THE HEAD

Children often bump their heads with no further consequences. The school informs parents when a child bumps their head so parents can keep an eye on their child once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

For your guidance, symptoms of serious head injury are listed below:

- Child seems disorientated
- Impaired or loss of consciousness
- Noisy breathing becoming slow
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Clear fluid or watery blood leaking from the ear or nose
- Distortion or lack of symmetry of the head or face
- A noticeable change in personality or behaviour, such as irritability
- Vomiting
- Intense headache
- Unequal or dilated pupils
- Drowsiness
- A soft area or depression of the scalp
- Blood in the white of the eye

If your child displays any of the above symptoms (they may not all be apparent), you should seek immediate advice from your GP or local A&E Department.

Member of staff treating: _____

OPENING AND CLOSING THE BUILDING

To Lock Up

1. Check all windows are shut and blinds dropped during cleaning time after school.
2. Double check windows in both staff toilets and staffroom are shut.
3. Check to make sure that all lights are out.
4. Make sure all classroom doors and corridor doors (except automatic fire doors) are in the closed position.
5. Staff who request the cleaning staff to leave windows and blinds open because they may be working in classrooms after cleaners have finished, take full responsibility for ensuring windows are properly closed, blinds dropped, lights switched off and doors closed before they leave school for the night.
6. Check all computers are turned off.
7. Check door from Reception base to playground is locked.
8. Padlock the Den gate.
9. Check the back door is locked.
10. Check courtyard door from The Snug is locked.
11. Check corridor door to playground is locked.
12. Check all lights in children's toilets and in the corridor area are locked.
13. Check all doors and windows are closed in the hall. Check main hall doors are locked.
14. Check school and head's office doors are locked.
15. Lock front security door – two locks here.
16. Switch off entrance area light.
17. Activate alarm.
18. Lock front door.
19. Close double gates.

To Open Up

1. De-activate alarm.
2. Doors to be unlocked to corridor, the back door, the hall and Den padlock to be unlocked.
3. Lights to be switched on as necessary by Site Supervisor/member of staff on arrival.
4. Lights to classrooms and other areas of the school to be switched on by staff as they arrive.

IF BUILDING IS USED FOR ANY FUNCTION THEN APPROPRIATE FIRE EXITS MUST BE UNLOCKED