

Health & Safety Policy

Bruce Grove Primary School

School: Bruce Grove Primary

Head Teacher: Janice George

**Address: Sperling Road
Tottenham
London N.17 6UH**

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Introduction

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place obligations upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HSWA and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health and Safety at Work Regulations 1992” is a significant example.

This health and safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Head Teacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the health and safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Head Teacher and its requirements are binding upon all employees.

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Safety policy statement

The Head Teacher of Bruce Grove Primary School fully accepts his/her responsibilities under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils.

This statement, together with the safety policy, will be communicated to all members of staff via the school’s regular training sessions and through induction training for new staff. A copy of the policy is issued to every member of staff.

Signed.....Headteacher *Date.*

Signed..... Chair of Governors *Date*

Roles and responsibilities.

Governors

Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.

The Governors should also ensure that the policies and standards laid down by the LA are adhered to.

To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Head Teacher

In a primary school the Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school;
- ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers;
- ensure compliance with health and safety law;
- provide Governors with a termly report on matters affecting health and safety within the school;
- together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- maintain first aid and accident reporting systems that are suitable for the school;
- evaluate the need for health and safety training for school staff and arrange for its delivery;
- bring to the attention of the Governing body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person;
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- ensure adequate fire drills are carried out and their results recorded;

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keep the school's health and safety policy under review and bring any amendments to the notice of all staff;

ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc;

ensure that the school has access to competent health and safety advice.

Deputy Head Teacher

The Deputy Head Teacher (DHT) or Assistant Head Teacher (AHT) may be delegated any of the duties of the Head Teacher so long as the Deputy Head Teacher or Assistant Head Teacher is aware that they have been delegated to him or her and is competent to carry them out. If any have been delegated permanently they should be removed from the Head Teacher section and shown here.

In addition to the duties listed for the Deputy Head Teacher or Assistant Head Teacher the DHT or AHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT and AHT are fully familiar with all aspects of the school safety policy.

The Business Manager / Health and Safety Officer

The Business Manager duties include:

Carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Haringey's Health and Safety team

Keeping a weekly log and liaise with the Assistant Site Manager on a weekly basis, including Risk Assessments; Health and Safety; School inventory; use of school premises

Ensuring regular inspections are carried out.

Submitting inspection reports to the Governing Body.

Ensuring remedial action is taken where appropriate.

Identifying staff safety training needs.

Site Manager, Assistant Site Manager

The Site Manager and Assistant Site Manager have very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager or Assistant Site Manager will ensure:

- staff within their control are adequately trained or instructed to perform the duties for which they are employed;

- the COSHH assessments, where applicable, have been carried out, up to date, and the assessment sheets available to staff who need them;

- all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;

- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;

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risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

All employees

All employees are to be familiar with the school safety policy and:

ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;

co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

and by reporting any unsafe practices which come to your notice;

participate with the school to improve the standard of health and safety.

Arrangements or procedures for ensuring the policy is met.

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1. Administration of medication

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DCSF to assist pupils with medical needs.

Administering medication in school.

The school accepts the need for some pupils to receive medication during school hours. This will only happen with the permission of the headteacher. To this extent, the following people will administer medication under the guidelines shown in this procedure.

People who are prepared to administer medication:

Only medication prescribed by a doctor will be accepted for administration.

The medication will only be accepted with written authorisation from the parent or guardian.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be issued by the school, or the LA, for this permission to be given. It will contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medication will be administered in the presence of another member of staff.

The medication will be stored in a secure place; either in the locked First Aid Cabinet in the downstairs Welfare Room or the fridge in the downstairs Welfare Room, if it is necessary to keep it cold.

On school trips, the trip leader will accept responsibility for the administration of medication.

This medication policy will be brought to the attention of all parents.

Note.

Inhalers are outside of this procedure and other arrangements are made such as them being stored in the class room or central location, depending on individual circumstances.

Reference.

See DCFS publication “ Supporting children with medical needs.”

Available from DfE on 0171 925 5000

2. Animals in school.

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications are to be used to determine suitable animals and will be available when animals are kept in school.

This procedure is a guide to the precautions taken by the school.

Be aware that there are some animals and plants that can not be taken from the wild.

Have a reliable reference book available on the animal such as those produced by the RSPCA.

Only obtain animals from reputable suppliers.

Ensure that children wash their hands before and after handling animals.

Animal houses to be kept clean and disinfected as required.

Do not allow contact between school animals and wild animals to avoid transmission of disease.

Do not allow children to bring dead or injured animals in to school.

If animals wander on to floors or tables wash afterwards.

Teach children how to handle the animals with care.

Feed animals correctly.

Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

3. Asthma

Some children in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack will be made known to all staff.

Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers should be aware of the location of each child's inhaler and where spare ones are stored.

4. Accident reporting.

All accidents are recorded on the **Medical Tracker App**.in the school.

More serious accidents to pupils and any accidents to staff, visitors, or contractors are notified to the LA.

Notifiable injuries, as shown by the LA, should be declared to the Health and Safety Executive local office and the LA.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified.

Where a child has suffered a head bump, a letter is sent home to advise the parent.

Medical Tracker contains the following information:

- name of injured person;
- time, date and place of the injury,
- what happened to cause the injury,
- the injury sustained,
- treatment given,

More serious accidents will be investigated to try to prevent it happening again. This investigation will be documented.

5. Auditing of the safety system.

It is a legal requirement that the safety system is regularly checked to ensure that it remains up to date and effective. This is done by conducting a safety audit. This is carried out by the nominated school governor.

The system is audited regularly, once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This walk through also shows if the policy is being put into practice.

If there are no up to date fire signs it will indicate that a fire risk assessment probably has not been carried out.

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The safety system will be audited by:.....Peter Ebenezer.....

The safety system will be audited every two years, normally during the: Spring term.
A report will be given to the Head Teacher for action.

6. Blood, avoiding contamination.

All staff should be familiar with this procedure before having to handle blood.

Wash hands first.

Put on disposable gloves.

Clean any wound as necessary or ask first aider to treat.

Dress any wound if necessary.

Dispose of the gloves and wipe or contaminated material in the yellow bin.

Wash hands thoroughly again.

Record incident in the accident book.

7. Chemical safety.

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals.

Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

8. Contractors on site.

Contractors on site need to be supervised by the Head Teacher, Site Manager who are aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and insurance.

Ask the contractor for risk assessments.

The following guidelines should be followed.

Before any work commences, a meeting will be held on site with the contractor to agree how potential problems can be avoided.

The school will set up its own "approved list". This will ensure that only suitable contractors are brought into the school to perform tasks. There are many advantages in setting up an approved list, such as:

- you will know who to call quickly in the event of an emergency;
- staff will know who to call in the absence of the Head Teacher;
- the contractor will have been checked beforehand so you know what you are getting;
- references will have been taken up and checked;
- once the contractor is on the approved list you will only have to check him once per year rather than going through the checklist each time one is used.

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without up front payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

All contractors will abide by school instructions.

9. Electrical safety.

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

All portable electrical appliances will be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used.
No electrical items from home should be used unless PAT tested.

Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so and instructed to do so.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways.

All extensions cables must be fully uncoiled when in use and NEVER used for appliances with heating elements and /or motors

DO NOT USE Four-way cube adaptors

The fixed electrical installation will be tested at five yearly intervals.

10. Fire safety.

Fire drills are carried out at least once per half- term. The time taken to evacuate the school is recorded. If it takes longer than the recognised time this will be investigated and the drill will be practised again.

During some fire drills, one of the escape routes will be notionally blocked off to more closely simulate a fire situation.

The electric fire alarm system is tested by an approved contractor on a regular basis.

Any faults on the systems to be reported to the contractor immediately.

Break glass points will be tested weekly from a different point each time.

Emergency lighting is regularly tested.

All records of the alarm system tests and fire drills are kept.

Fire assembly points should be known by all.

Registers must be taken to the assembly point to carry out a roll call.

Fire extinguishers are serviced regularly.

Fire exits to be checked to ensure that they are not blocked.

Fire exit doors to be checked regularly to ensure that they are in good condition and can be opened.

Fire Marshals are designated to 'sweep' the building in the event of a fire or alarm to ensure it is empty and that doors are closed.

Fire signs to be adequate and updated to comply with recent changes to regulations.

If anyone is to fight a fire, they are to be properly trained.

All staff, and particularly supply teachers, are made aware of the fire arrangements.

Key Roles:

Role	Personnel	Zones
Fire Marshall/Controller	Janice George in her absence: DHT Marisa Etienne- Barnett, Jan Finisterre-Martin	
Fire Warden	Farida Ahmed	Ground Floor East
Fire Warden	Peter Ebenezer	First Floor West & Nursery
Fire Warden	Ayesha Mahmood	Ground Floor West
Fire Warden	Marisa Etienne-Barnett	First Floor East

11. First aid

The school has at least two three day qualified first aiders to allow for cover during school visits.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.

12. Flammables.

Some cleaning items are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or site manager's store.

13. Health and safety assistance.

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

14. Inspections of the school.

The school is inspected regularly by the Head Teacher and the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results briefly recorded in the school log or inspection book. The health and safety representative for the school is invited to accompany these inspections.

The Governors carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

15. Ladders and stepladders.

Extending ladders.

Where extending ladders are used, normally by the site manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

Stepladders, kick stools.

There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff will receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the use.

16. Manual handling.

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

17. Office safety.

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the school Administration Assistants are not exposed to risks from repetitive strain injury or work related upper limb disorder. The Administration Assistants are involved in the assessment.

Adequate storage is provided for files etc.

Space under the desk and open floor areas are not used for storage.

18. Off site visits.

An off site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

All LA or DfE guidelines are to be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place.

Where activity providers are used then their competency is to be checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher before the visit commences.

19. Pregnant workers.

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

20. Risk assessments.

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be lead by senior school management, but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

21. Safety training.

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

Safety training will be given to new or supply teachers as soon as they join the school. As an absolute minimum, this basic training will include the procedures for fire and first aid. They will also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

22. Security.

It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to people.

Visitors.

Visitors to the school will be directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, will sign the visitor's book at reception. The school will give badges to **all** visitors.

If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.

Visitors should sign out at the end of the visit.

Valuable equipment.

All valuable equipment (over £100) will be security marked and an inventory compiled and maintained by the school administration officer.

Personal property.

Staff are responsible for the security of their own personal items. These can be deposited in the strong room or lockers in the staff room during the day.

Pupils are discouraged from bringing valuables into school

Pupils can ask the class teacher or secretary to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

Cash will not be stored on the premises for longer than necessary. Cash will not be left unattended. Cash will be locked in the school safe after collection.

Intruders

All visitors should be wearing a visitor badge. Any person seen wandering the school should be asked the nature of their business and escorted back to the office to comply with the procedures for visitors. Do not attempt to apprehend an uncooperative member of the public. Inform the General Office and Designated Person in charge. The Designated Person in charge will decide if the police need to be called.

24 Stress.

All staff need to be aware that stress is not a sign of weakness and that it should be discussed openly.

Staff will be encouraged to support one another.

Head Teachers and senior school managers should be aware of the signs of stress and how to deal with it.

Stress will be considered when carrying out the risk assessments for the school.

Particular attention will be paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

24. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags.