

BEAUMONT COMMUNITY PRIMARY SCHOOL
Health and Safety Policy



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Signed		Name	
		Date	

BEAUMONT COUNTY PRIMARY SCHOOL

Health, Safety, Security and Risk Management Arrangements

The Governors of Beaumont County Primary School have a duty under the provisions of the Health and Safety at Work Act 1974 to ensure:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

} see policy documents

do not impair the well being of any employee, or any other person, including pupils, contractors, visitors, volunteers and any other member of the public who may be affected by the conduct of its work.

All members of staff (Headteacher and Governing Body) are committed to taking all reasonable actions to ensure that these duties are fulfilled.

1 Code of Practice for Health & Safety

This is a statement of organisation and arrangements for Health and Safety for Beaumont County Primary School.

The aim of the policy is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- to maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- To ensure that the pupils and all people working on site have sufficient information, instruction, supervision and training to avoid hazards and contribute positively to their own and one another's safety

2 Organisation

The Beaumont County Primary School (Head teacher) has the prime responsibility in the school on a day-to-day basis to ensure that a satisfactory security and safety performance is achieved

The school Governing Body will have a large part to play in this process with the overall responsibility for the health and safety in the school.

Further to this, all employees should have a regard for their own health and safety and that of others including pupils and colleagues and should communicate any concerns to the appropriate person/s (see below) so that any potential hazards can be quickly rectified.

Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately

ORGANISATION

Task	Name of person responsible	Job title of person responsible	Date reviewed
HSW System & Policy review	M. Atima	Headteacher	Oct 2025
Health and safety committee and/or governor committees	Chair of F&F	Governor	Oct 2025
Communication and information management	M. Atima	Headteacher	Oct 2025
Critical Incident Management	M. Atima	Headteacher	Oct 2025
⁴ H&S Training	M. Atima	Headteacher	Oct 2025
Programmed updating training	M. Atima	Headteacher	Oct 2025
Personal safety procedures (also Schoolsafe)	M. Atima	Headteacher	Oct 2025
Planned checks Procedures/Premises/Sports/Play Equipment	M. Atima	Headteacher	Oct 2025
Risk assessments for managed moves, EOTAS and excluded pupils	M. Atima	Headteacher	Oct 2025
Infection Control	M. Atima	Headteacher	Oct 2025
Incident reporting/investigation	M. Atima	Headteacher	Oct 2025
Coordination of risk assessment work	M. Atima	Headteacher	Oct 2025
Fire procedures including personal emergency evacuation plans	M. Atima	Headteacher	Oct 2025
Locally organised premises maintenance, repair and improvement	M. Atima	Caretaker/Headteacher	Oct 2025
First Aid (training and equipment)	M. Atima	Office	Oct 2025
Vehicle control and pedestrian safety	M. Atima	Headteacher	Oct 2025
Educational visits coordinator (EVC)	M. Atima	Headteacher	Oct 2025
Stress and Wellbeing	M. Atima	Headteacher	Oct 2025
School Minibus	N/A	N/A	Oct 2025
Child Protection Co-ordinator	M. Atima	Headteacher	Oct 2025
Supporting pupils with medical needs	M. Atima	Headteacher	Oct 2025
Premises Security	M. Atima	Headteacher Caretaker	Oct 2025
Contractors on site	M. Atima	Headteacher Office	Oct 2025
Outside lettings	M. Atima	Headteacher Office	Oct 2025
Other (specify)			

3) Headteacher, staff, Governors and pupils are responsible for particular areas as follows:

The Headteacher is responsible for:

- Conducting fire drills to ensure the readiness of staff and pupils to deal with fire situations
- Ensuring that all staff understand the use of the fire safety equipment
- Ensure regular testing of the fire alarm by the caretaker and annually having the fire fighting equipment tested by competent engineers
- Ensuring that safety equipment is in place and in a serviceable condition.
- Calling the Fire Brigade (if he/she is not present, the senior member of staff should deputise).

The class teachers are responsible for:

- Bringing up the subject of Health and Safety at least once each year with pupils and of stressing the importance of a strict adherence to this document.

The Headteacher is responsible for:

- Training the staff to operate in a safe manner and ensure that Health & Safety training is part of staff induction procedures.
- Ensuring that staff, and through them the pupils, wear the correct items of Health and Safety clothing if required.
- Informing the staff of the installation of any new equipment into the department that has health and safety implications.

All staff have a responsibility to:

- Read this Health and Safety document: explanations should be sought for anything that is not clear
- To work in a safe manner by conforming to the Health and Safety requirements
- To require the pupils to observe the Health and Safety requirements
- To report any conditions which are or might have any Health and Safety implications to those on the school grounds.

It is further assumed that it is a requirement that:

Any member of staff will inform the Head teacher on matters contained in this policy document:

- (i) about which he/she is unhappy or which he/she thinks should be modified or
- (ii) which he/she believes could be improved.

4) Implementation of the policy

The Health & Safety Committee will meet at least once a term to discuss any problems, agree remedies and agree methods for the dissemination of information about any changes. The committee members will include the Chair of Governors, Headteacher and members of the Governing body.

Recording of information

There are documents that hold information about various Security and Health and Safety issues which include

- First Aid
- Site Security
- (all other linked policies are in F&F policy folder)

Minor Accidents

The 'Minor Accident' (First Aid) book is kept in the School Office.

It is used to record accidents to children not deemed serious enough to be recorded on the incident report form.

Treatments

Records of any medical treatment given will be recorded in the Minor Accident Book.

'Incident' Book

This book is kept in the office. Recorded in this book should be any occurrence that might have security disciplinary or legal ramifications whether involving staff, pupils or visitors. Examples can include, staff accidents, or pupils hitting staff.

'Incident Report Form'

This is kept in the office. In this should be recorded any accidents which were serious or any which could have been serious. The details of the circumstances should be recorded (with signatures) together with the report of any witnesses, plus their signature.

5) Health and Safety in the Place of Work

a. Cleanliness and damage

It is the school's policy to keep the buildings clean, safe and tidy. All staff have a responsibility to report any of the following :

- A lack of cleanliness after the cleaning should have been completed
- Damage to any part of the building or to the fixtures or fittings
- Where preventative maintenance work would save unnecessary wear and tear and/or danger or damage

Smoking

The school buildings are a 'smoking free zone' for all members of staff and no member of staff should smoke in front of the children at any time.

COSHH(Control of Substances Hazardous to Health)

The school follows County guidelines on the use of COSHH.

Suffolk County Council (SCC) has a general duty to ensure, so far as is reasonably practical, the health, safety and welfare of our employees. We also have a duty to ensure the health & safety of others affected by our undertakings. Suffolk County Council is committed to controlling and reducing the risk to employees and others who use hazardous substances or biological hazards. Risk assessments will be carried out and appropriate preventative and protective measures introduced, including training, to reduce those risks so far as is reasonably practicable.

6) Security and Risk Management Policy

The school security policy provides the framework for ensuring the maximum protection of the building, the staff and pupils.

Risk Assessment

The Premises Health and Safety Committee are responsible for making judgements with regard to Risk Management and report back to the full governing Body with details at the termly committee meetings or as required. – see risk assessment form Appendix A

Suffolk School Watch

The School liaises when necessary with the local community with regard to security issues.

The staff and any visiting parents are responsible for ensuring that they provide a positive exemplar for the children and other visitors.

Visitors

Visitors are to report to the School office and receive a 'visitors badge' and where required will be escorted.

Trespass

Staff should not attempt to remove physically from the premises a person whom they suspect may be trespassing, even though the latter may be committing an offence and/or may have caused damage. School staff have received School safe training for dealing with challenging adults and pupils.

They should:

- Ask the person to leave and watch the person off school premises.
- Report the matter to the most senior person in the building.

Action to be taken following a security incident

All incidents of crime, for example, vandalism, break in, arson or personal attack, should be reported to the police. For all incidents where there is a loss, whether insured or not, you should return form RMR1 to the County Architect or the Insurance Section of the County Treasury as soon as possible. In addition, incidents involving fires, injury or violence must be reported on the County Council's Incident Report Form.

If the worst happens and despite all the precautions, you do have a break-in, it will be a shock to walk into school and find that a burglary has taken place. Head teachers or other staff will not always be able to think immediately of all points to be covered. The following is a list of action, which you should take:

1. Do not disturb the area where intruders have been and do not tidy up until Police have attended.
2. Phone the Police immediately to report the incident.
3. Make a note of the time when the break-in was discovered and by whom.
4. Arrange for premises to be secured in the short term – phone your Area Building Surveyor.
5. Advise staff arriving at school to check their own areas.
6. Check the school inventory.
7. Arrange permanent repair as soon as possible, subject to the insurance requirements below.
8. Obtain a copy of the Police report for insurance purposes.
9. Keep the pupils informed about what has happened and let them know the consequences of the break-in.
10. Review security in the light of the lessons learned.
11. Parents/Carers notified

Responsibilities, organisation and management

The Headteacher will report each term to the governing body regarding any security, health or safety matters. This will be after the regular Premises, Health & Safety Committee meeting

The school caretaker in charge is responsible for securing the building at the end of each School day. No staff should be onsite once the Caretaker has locked up unless agree previously with the Headteacher.

The alarm must always be activated before all staff leave.

Procedures

- Incident reports
- Major incidents will cause the school's emergency procedure to become operational. This is held in the office. The Headteacher or Senior Staff will take control of any implementation.

Keys and locking up

- The School secretary will keep a record of keys issued.
- The caretaker is initially responsible for securing the premises.
- The School cook will ensure the security of the kitchen areas.

Arrangements for holiday periods - The caretaker will be responsible in the first instance for the security of the building during the holiday. When they are away, the responsibility will fall to the Head teacher or a party nominated at the time.

Staff, pupils and parents

Good security involves everyone in the School. A consistently applied policy can do much to create a secure environment for learning. Staff and any parents/visitors are responsible for setting a positive example.

The staff are consulted on security arrangements when incidents arise or during professional development sessions.

The children are consulted about security during their PSE/Health education curriculum time.

Parents will be informed through the School app and newsletters from the Head teacher.

Specific incidents may involve speaking to parents on an individual or group basis.

Remote signalling and security lighting

The School has security lighting around the main building and CCTV

The access is controlled through the barrier.

Intruder alarms are set in all areas of the school.

All maintenance issues are dealt with through the school.

Property security

Items deemed to be of particular value are marked with the school postcode. Many other items are also coded or named although this does not extend to everything in the School for practical reasons.

Personal belongings should be kept in a locker or a lockable drawer.

Vehicles

Cars are parked on the School car park. Pedestrians are to enter the School grounds through the gates indicated. School rents minibus from local school – driver will be trained and there will always be 2 adults in the mini bus with 15 children.

7) Accident policy

Accidents should be recorded in the Minor Accident (First Aid) Book, which is kept in the school office. The following details should be recorded.

- Time and date.
- Details of the accident
- It should be signed by the person recording the accident.

. If the patient appears badly hurt:

- DO NOT TRY TO MOVE HIM / HER.
- Call a First Aider.
- Keep the patient warm.
- If necessary, call an ambulance.
- Write up the details on a critical incident form

If you are sure the patient has only superficial injury:

- Take him/her into school.
- Call a First Aider.
- Write up the details in the First Aid book
- Notify staff who may be looking for the patient.
- Reassure the other children that the patient will be fine!
- ALL cases of head injury should be seen by a First Aider.

NOTE: the requirement to wear gloves if blood is in evidence.

See 'Blood' policy below.

8) Blood Policy

- Where there has been an accident involving blood all those treating the patient should wear protective disposable gloves, which are provided in the First Aid box.
- All waste products should be double wrapped and put directly into the marked bin in the staff toilet.

9) Medical policy

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions. Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported

The health care of the pupils remains the responsibility of the parents but the school provides an appropriately qualified person and adequate facilities to care for the basic First Aid requirements of the pupils while they are in the care of the school. The Headteacher accepts this role *in loco parentis*.

Personnel:

Paediatric First Aiders are listed in the school office

Emergency numbers for the following are posted on the notice board in the office.

- Paramedics
- Police

Sick children are taken to the office then to the work room, the parent will be contacted and are looked after by the school secretary or classroom assistant until the parent arrives.

First Aid Box (located at various locations as listed in first aid policy)

A contents list is held in the box and in the office to allow for stocktaking. The first aid box contains a suitable quantity of first aid supplies and nothing else. Sterile water may also be necessary, where the boxes are stored away from mains water. It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every half term and restock as necessary.

First Aiders will deal with minor first aid on the playground at Break and Lunchtimes.

Medicines and Treatment

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

The following is the procedure for the administration of medicines:

- A signed medical permission form must be completed by the parent and must give the frequency and the required dosage.
- The medicine in the smallest practical amount should be brought to school and handed by the parent to the school office.
- The medicine clearly labelled with contents, the patient's name and dosage must be kept in the office or refrigerator if necessary.
- The medicine should, if possible, be self-administered and a record of the dates and times and quantity of the administration should be noted.
- The school will not administer medication without parental permission. Plasters may be administered. The member of staff should check for allergies before administering.

Reporting

Treatment: This is recorded in the FIRST AID folder..

Any treatment given anywhere on the school premises (whether to pupil or staff), or to any pupil off-site, must be written in this book stating:

- Time and date
- Symptoms
- Treatment given
- By whom

More serious incidents are recorded in the County Incident book when directed by SLT

'999' Emergency calls - To dial for an ambulance:

- Dial 999.
- Ask for the 'Ambulance / Fire / Police service'.
- Tell the operator your name and your address, which is: 'Beaumont County Primary School, Beaumont IP7 6GD
- Tell the operator why you want help.
- If you are asked, the schools' telephone number is: 01473 825120

Handling Stress

The school follows the council's stress policy and procedures, and other related policies, which are kept under regular review. The intention is to ensure that the school always addresses priority issues, that they incorporate the findings of staff surveys, audits and risk assessments, that legal considerations are addressed, and that they are developed with appropriate employee involvement and consultation.

The Premises, Health and Safety Committee use the associated Health and Safety Toolkit – Stress and well being to audit provision.

10) Fire policy

The electronic fire alarm system will be activated for fire drills from the control board which is just outside the office. Fire alarm checks are carried out on a weekly basis by the caretaker.

Fire exits must be kept clear at all times

Pupils will not be allowed to use any of the firefighting equipment. Note should be taken by all staff of the different types of portable fire fighting equipment and the types of fire they are designed to fight and this will be part of the induction training.

No person should tamper or misuse with any fire-detection or fighting equipment. It is the staff's duty to report to the Head immediately, any damage to the fire detection and fighting equipment.

In the event of an individual finding a fire or on hearing the alarm sound:

After training from Staff, a pupil should:

- find a member of staff in the immediate vicinity and report the details.
- not stop to take any belongings.
- when instructed by a teacher they should go to the school playground in silence and without running.
- report the whereabouts of the fire to any member of staff and then form-up in class order.
- should not return into the building for any reason until the 'all clear' has been agreed.

A member of staff should:

- sound the alarm by breaking glass case.
- decide whether to fight the fire with the equipment available in that area, if they are trained and escape route is clear.
- report the whereabouts of the fire to the most senior member of staff
- go to the school field and call the register. If pupils or staff are missing, senior staff must assess the need to return to the building.
- should not return into the building for any reason until the 'all clear' has been agreed.

The senior member of staff should:

- ensure that the staff keep the pupils in orderly files according to class order.
- ensure that the Fire Brigade has been phoned if that was felt to be appropriate
- ensure that registers are available and have been called.
- make the decision whether it is safe to return to the building (this would be in conjunction with the fire brigade if they have been called.)
- Make the decision whether it is safe for the pupils to remain on the school playground and where they should go as an alternative.
- only the senior fire officer will authorise re-entry after a fire.

11) Electrical Safety

Electricity has the potential to kill and to maim and it is the duty of all staff and pupils to treat electricity with respect:

- (a) Take no chances, do not use near water, do not 'modify' appliances, only authorised trained personnel will repair electrical equipment.
- (b) Observe the manufacturer's instructions rigidly
- (c) See that cables and other parts of the electrical installations are not left in such a way as to cause other safety hazards.
- (d) Observe the regulations contained in the LEA H&S manual.
- (e) Report any damage or wear to the Headteacher.

Fixed electrical installations

- (a) These will be inspected at least every 5 years by a 'competent person' (i.e. a suitably qualified and certified electrician using the necessary testing equipment).
- (b) Some parts of the system, e.g. socket outlets, should be visually inspected more often, even termly

12) Major danger

Evacuation of the building (e.g. Bomb scare or internal gas leak):

- (a) It is the responsibility of the most senior person on site to decide whether the building ought to be vacated and what alternative arrangements ought to be made, probably in consultation with the police. A full list of the children and their parents' telephone numbers should be kept in the office.

(b) Activating the fire alarm system would be used to clear the building. The procedure would be the same as for fire.

Staying inside the building:

(a) In the event of it being necessary to keep all the children inside the building (for instance because of an external poisonous gas leak or because there was a dangerous person in the grounds) all members of staff would be informed by word of mouth.

(b) All children should stay in their classrooms and the windows and doors should be shut. Staff responsible for each classroom should stay with the children until further instructions are received.

In the event of a power cut.

(a) Switch off all power other than the lights.

(b) If it is too dark to walk safely around the building both children and staff should stay where they are and await further instructions from the senior member of staff.

(c) It is important in such circumstances that discipline is maintained and that the level of noise is kept to a minimum.

Appendix A

Beaumont Community Primary School



RISK ASSESSMENT

Activity				Date of activity	
Assessment date				Completed by	
Class				Year	
Number of pupils				Number of staff	
HAZARD (List significant hazards which may result in harm or affect several people, e.g. children in water, busy roads, crowded places, becoming lost or separated) How long is the trip? (Trips that are a distance more than 90 minutes) toilets stops need to be included	Who may be affected?	Risk rating L M H	CONTROL MEASURES e.g. lifeguard present, discuss road safety with class, adult : pupil ratio, mobile telephone numbers		ANY FURTHER ACTION e.g. pre / planning visit; training; support for inexperienced staff
PUPILS AT RISK	SPECIAL LETTER?	ESSENTIAL THINGS TO TAKE First aid kit Asthma inhalers Special equipment for SEN pupils Class & grouping list; list of adults Spare packed lunches		Group Leader's mobile telephone number:	