



# **Royton Hall Primary** **School**

## **Health & Safety Policy**

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|---------------------|-------------|
| Approved by:        | Governors   |
| Last reviewed on:   | Autumn 2026 |
| Next review due by: | Autumn 2027 |

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# **1.0 Roles and Responsibilities**

## **Governing Body**

The Governing body is responsible for;

- Ensuring that appropriate documentation is in place
- Health and safety is adequately assessed, controlled and monitored
- Carrying out a review on an annual basis
- Providing adequate resources for health and safety

## **Head Teacher**

The Head Teacher is responsible to the Governing body for ensuring;

- The production and implementation of the school Health & Safety Policy following consultation with school managers and staff
- The monitoring and management of the policy within the school
- Ensuring that all staff are aware of the information contained in this document
- Termly reporting to Governors on health & safety matters
- Consultation with staff and ensuring that the direction / guidelines set out in this policy is kept under review

## **Business Manager**

The Business Manager is responsible for;

- Ensuring that staff comply with the procedures laid down in the document
- Ensuring that staff receive relevant health & safety training and the maintenance of records of this training, including, Food Hygiene, Fire Safety, H & S Awareness, COSHH, Manual Handling, First Aid, Working at Height, DSE, Allergy and any other relevant training as required.
- Ensuring that statutory testing, inspection and maintenance requirements are completed and records kept.
- Ensuring the completion of suitable and sufficient risk assessments and ensuring that these are available to view

### **Site Manager**

The Site Manager will be responsible for;

- Carrying out regular building inspections including daily checks of the outdoor play equipment and fixed furniture
- Ensuring that all defects in the buildings and grounds are recorded and contractors selected and controlled whilst on site.
- Carrying out a weekly safety check of the school's grounds and fire equipment.
- Liaising with contractors to ensure an adequate exchange of health and safety information, including the issue of permits to work where / if required.
- Completing risk assessments for Working at Height, Lone Working, Manual Handling and COSHH, and other risk assessments relevant to the role, annually or when any significant changes to procedures / person(s) occur.

## **2.0 Statement of Intent**

The Governors of Royton Hall Primary School are committed to health and safety and have an obligation to provide a safe working environment for staff, pupils and all other users of the school site. The Governors are committed to the provision of adequate and appropriate safety training for staff and accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted appropriate time off to carry out their duties.

## **3.0 Aim**

3.1 To ensure that the school is dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Royton Hall Primary School.

3.2 The school will comply with all legal requirements as a minimum and will commit through continual monitoring, review and audits, to reduce accidents, incidents and work related ill-health.

3.3 Through monitoring and reviews, the school will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Governing body cannot prevent accidents, but will instil the adoption of safe methods of work and the promotion of best practice thereby exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

3.4 The Head Teacher, Governors, senior staff and personnel will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and students must be aware of their own and others personal safety, and safety in any of the schools activities, both on and off site.

## **4.0 Introduction**

4.1 This policy is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity. The key pieces of legislation pertinent to the school are listed below.

- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Workplace (Health Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The construction (Design and Management) Regulations 2007.
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- The Coronavirus Act 2020

## 5.0 General Guidelines

5.1 It is the duty and policy of the Governing body and Head Teacher so far as is reasonably practicable to:

- Display leadership and commitment to the promotion of a positive health and safety culture within the school and to other school management, staff, visitors and students
- Make themselves familiar with the requirements of the Health and Safety at Work Act (1974) and any other Health and Safety legislation and Codes of Practice which are relevant to the school, in particular the Management of Health and Safety at Work Regulations 1992.
- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff, students and other users.
- Ensure that arrangements are in place regarding the safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school.
- Ensure that any outside agency working on construction / maintenance within the school provides a detailed health and safety plan relating to the protocols outlined within this policy and where appropriate, discharge their responsibilities with regards to the Construction Design and Management regulations (CDM) 2007.
- Ensure that all staff and students receive information, instruction and supervision to enable them to recognise and avoid hazards and in doing so, minimise potential personal risk to themselves and that of others.
- Make sure that all health and safety training requirements are met.
- Ensure that all staff and students have a safe place to work / study, including safe access and egress.
- Ensure all necessary safety and protective equipment and clothing together with appropriate instruction and guidance is supplied and available to all users.
- Ensure effective procedures are in place in case of fire and for evacuating the premises.
- Ensure accident and emergency procedures are in place.

- Practice safe emergency evacuation procedures at least once per term and the recording of the results with a view to improvement in evacuation performance.
- Ensure that an effective health and safety monitoring structure is in place and to periodically assess the effectiveness of these arrangements and to ensure that any necessary changes are implemented.
- Ensure that any health and safety working conditions take account of the appropriate statutory requirements, local authority guidelines, Codes of Practice and guidance (statutory and advisory).
- Ensure that there is an effective accident reporting procedure in place, and that staff and other users are aware that this reporting facility is in place and how to access it.
- Ensure that regular health and safety inspections are undertaken and done on a regular basis and that any recommendations made, are acted upon as soon as is reasonably practicable.
- Ensure that any identified item of equipment, fittings and furniture which have been identified as being unsafe is safely removed, repaired or replaced.
- The Governing Body through the Head Teacher will ensure that there will be active open communication and consultation between all staff, including temporary / voluntary staff, and helpers, to receive comprehensive information on this policy and all other relevant health and safety matters including any instruction and training required to ensure that they are able to carry out their duties in a safe manner without putting themselves or others at risk.
- Report to the appropriate authority / department any defect in the state of repair of the school building or its surroundings which is identified as being unsafe or likely to cause harm. To make any interim repairs or arrangements to limit the risk of harm.
- Collate accident and incident information, and when necessary, carry out accident and incident investigations.
- Monitor first aid and welfare provision.

5.2 The Head Teacher has responsibility for the day-to-day health and safety conditions for all staff, students, visitors and anyone else using the premises or grounds whilst engaged on school business.

## **6.0 Staff Responsibility**

In accordance with the Health and Safety at Work Act 1974 (HSAW '74), all staff are to be familiar with the health and safety arrangements in place within the school. In addition to this document being fully accessible at all times on the school Intranet / Internet, all staff will also

be issued with a copy of this document on induction and will be expected to comply with the policies and procedures referred to within. In addition, staff are to ensure the following;

- Assist the Head Teacher with the implementation, monitoring and development of the procedures and requirements relating to the Health and Safety Policy within the school.
- In accordance with HSAW '74, all staff have a responsibility not to undertake any action which constitutes a danger to themselves or others. In addition, staff are to report any damage to the premises, equipment or any unsafe condition (which may lead to injury or ill health) to the Head teacher, Business Manager or Site Manager (as appropriate).
- Staff are to maintain good housekeeping and understand that their cooperation is vital to the success of the school Health and Safety Policy.
- Staff are to report all incidents, accidents and near misses.
- If necessary, staff must be prepared to take appropriate action themselves to negate hazards or manage any risk.
- Staff are to ensure that pupils in their care behave in a safe and proper manner and adhere to proper safety precautions, particularly in the handling of equipment or materials.
- Staff are to complete a suitable and sufficient risk assessment or familiarise themselves with the risk assessments already in place relevant to their duties and responsibilities.
- Staff are to ensure that any failure to meet health and safety requirements is recorded and that appropriate action is taken to cease the provision until the issue is resolved according to health and safety requirements.

## **7.0 Reporting of Accidents**

7.1 All accidents to students and visitors must be recorded, in writing, using the schools Accident Report book. Accidents involving staff are to be recorded on an 'Accident / Incident / Violence at work' reporting form and submitted to Oldham Council Health and Safety team at the earliest opportunity. All staff accidents are reportable. The Head Teacher is to ensure that all accidents subject to the specifics outlined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are to be reported to the Health and Safety Executive in accordance with the time stipulations stated. The Accident Book is to be reviewed by the nominated Health & Safety Governor in order to attempt to identify any trends each term to prevent repetition of similar events reoccurring.

## **8.0 Arrangements**

### **8.1 Fire Safety – (also see Fire Procedures Document)**

- Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and made available to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- The School evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff must be fully conversant with the procedures for evacuation of the premises in case of an actual fire/bomb threat and evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- Clear evacuation procedures will be announced during any performances or gatherings within the school of personnel not classified as school staff
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly and activated from different alarm points when the site is not in use and the records of the activations maintained. All emergency lighting will be tested bi-annually and records maintained.

### **8.2 First Aid (See the Schools First Aid Guidance for further details)**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Royton Hall Primary School will comply with all guidance detailed in the Oldham MBC Guidance document

- The Head Teacher is to ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material will be held at various locations throughout the school and checked on a regular basis by a qualified first-aider.
- A First Aid Risk Assessment will be completed and reviewed annually / when any significant changes to personnel or working practices occur.

## **Contaminated Waste**

All contaminated waste is to be put in the bin with a yellow bin liner and NOT in the normal bins.

Contaminated waste includes but is not limited to:

- Plastic gloves
- Paper towels / tissues applied as a compress
- Plasters (and packaging)
- Dressings (and packaging)
- Soiled tissues
- Antiseptic wipes (and packaging)
- Tissue/paper towels used in sick buckets

## **8.3 Housekeeping**

8.3.1 The Site Manager will be responsible for the maintenance of cleaning standards in school and ensure the cleaners perform to the standard required as laid down in the cleaning specification. In accordance with legislation and guidance, special consideration will be given to areas where cleanliness is of particular concern and where any lowering of standards would provide a higher risk to health (i.e Kitchen area).

## **8.4 Equipment**

- Protective clothing / gloves / masks / helmets must be provided and used by staff when required. Visitors must be provided with protective clothing if required.
- The following equipment must be checked annually by competent, approved inspectors or an appropriately trained member of staff:
  - all electrical appliances
  - fixed gymnasium equipment.
  - all plant

8.4.1 When new equipment is brought into service, it is the responsibility of the departmental manager to ensure that it meets appropriate standards and that its installation and use conforms to all health and safety legislation / requirements.

8.4.2 Equipment, materials and chemicals are to be stored in appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. All legislation and regulations governing the storage and use of

chemicals subject to COSHH Regulation 2002 are to be adhered to. Suitable and sufficient COSHH risk assessments are to be carried out and reviewed annually.

## **8.5 Educational Visits (Off site - see Educational Visits Policy for further details)**

8.5.1 All educational trips and visits must be organised in accordance with the School Educational Visits Policy.

## **8.6 Visitors to the school**

8.6.1 All visitors to the school are to sign in at reception. Visitors will be collected from Reception by the member of staff concerned and escorted to the appropriate area of the school.

8.6.2 Any hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

8.6.3 Whilst on site, all visitors and contractors must wear a school 'Visitors' printed label. Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to Reception on arrival.

8.6.4 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors label, they are to enquire if the person needs assistance and direct them either to the school Reception or off the school site, as appropriate.

8.6.5 If an intruder is uncooperative in going to Reception /, refuses to leave the site, or the member of staff feels / is threatened with violence or a violent attack takes place, then Police are to be contacted immediately and their presence requested.

## **8.7 Security**

8.7.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

8.7.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students, visitors and contractors.

8.7.3 Staff are required to wear their school identity cards at all times.

## **8.8 Critical Incidents (See Emergency Management Plan for further details)**

8.8.1 As part of its commitment for the wellbeing of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises or on an activity off-site

## **8.9 Construction and Maintenance Work**

8.9.1 Where construction or maintenance work is being carried out on site, the Governors and Head Teacher will agree with contractors or service providers that appropriate Health and Safety plans are in place.

8.9.2 Contractors or Service Providers will be made aware of the School Health and Safety Policy in place and will be required to integrate the requirements of the policy into their safety plans. A meeting is to be held prior to the commencement of any work between representatives of the school and the Contractor/Service Provider to confirm specific health and safety / welfare issues applying to the works to be carried out.

8.9.3 Where any works fall within the scope of the Construction Design and Management (CDM) regulations 2007, the Governors and Head Teacher will cooperate fully with the Contractor / Service Provider and their appointed safety co-ordinator and will ensure that the schools safety manual is made available at the start of the Project. The Governors and Head Teacher will also ensure that the Contractor / Service Provider update the safety file on completion of the works following an appropriate handover.

## **8.10 Students**

8.10.1 All students are expected to be aware of the schools surroundings and to exercise personal precaution to mitigate any possible injury to themselves and others around them. To observe the safety rules of the school and any instructions from teaching staff in the event of an emergency.

## **8.11 Healthy Eating (See the Healthy Schools Policy for further details)**

8.11.1 Royton Hall Primary School is committed to promoting and educating the students in pursuing a healthy lifestyle which will contribute to their current and future health, happiness and well-being.

## **8.12 Minibuses**

8.12.1 Users of minibuses must be aware of the Transport policy and observe the following requirements:

- The driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full Group A or PSV licence.
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence.
- Where the transport of students is involved, drivers are required to have successfully undertaken a recognised drivers assessment programme and received the resulting accreditation.
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the school will decide upon the repairer to be used).
- Only one person per seat is to be carried and on no account must the vehicles maximum seating allowance be exceeded.
- Seat belts are to be worn by all personnel at all times.
- The driver at the time when any offence was committed is responsible for the payment of any fines incurred.
- A first aid kit should always be carried on the vehicle and checked prior to departure.
- The driver will follow the all latest legislation regarding driver hours, breaks and rest periods.

## **8.13 Training**

8.13.1 The school will ensure that any new members of staff or visitors will be given appropriate training so that all site-specific health and safety matters are drawn to their attention at the earliest possible stage of their induction.

## **8.14 Legionella**

8.14.1 In accordance with Legionella regulations / guidelines regular flushing from each water outlet is undertaken and recorded. A specialist contract is in place with a competent, independent contractor to monitor, inspect and carry out water sampling, analysis and certification of Legionella compliancy.

## **8.15 Lone working**

8.15.1 The school discourages any lone working. A lone worker is someone who works alone in a remote part of the building where the workplace is empty of other workers. Where this is unavoidable (and not for any high-risk work), the member of staff is to inform a colleague / family member of their whereabouts prior to carrying out the work. Anyone concerned about lone working should discuss their concerns with their line manager.

## **8.16 Lifts / hoists**

8.16.1 In accordance LOLER regulations, all passenger lifts and hoists are inspected and maintained on a quarterly basis. In addition, the passenger lift is inspected by Zurich Insurance annually

## **8.17 Manual Handling**

8.17.1 The school will comply with the Manual Handling Operations Regulations 1992. Manual handling operations should be avoided as far as is reasonably practicable where there is any risk of injury. Prior to carrying out any manual handling, staff must carry out a dynamic risk assessment, paying attention to Task, Individual, Load and Environment (TILE) and only lift equipment and furniture within their own individual capacity. In addition, staff should carry in pairs where possible. When lifting an object off the ground, staff should assume a squatting position keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground. Staff are to appraise themselves of the Manual Handling Risk assessment for details.

## **8.18 Pregnancy**

8.18.1 The school recognises that pregnancy is a natural condition and does not equate to ill-health. Staff who are pregnant are to inform their line manager, who will then make arrangements to complete an individual risk assessment. This will be reviewed as the pregnancy progresses (at least each trimester)

## **8.19 Play supervision**

8.19.1 Appropriate levels of student supervision will be maintained within the play and recreational areas, both inside and outside the building during all breaks throughout the school day. Staff are to carry out a visual inspection of any play equipment prior to use and if any faults are found, prohibit any use and inform the Premises Manager immediately.

## **8.20 Slips, trips and falls**

8.20.1 It has been identified that the main cause of personal injury is as a result of a slip, trip or fall at low level. Should any member of staff identify a potential hazard (for example, this could be standing water or a damaged floor covering), the hazard should be 'made safe' by the member of staff and the defect / risk reported immediately to the Premises Manager.

## **8.21 Violence at work**

8.21.1 Violence can include physical, verbal, sexual, racial or threatening behaviour by a colleague, student, parent/guardian/carer or member of the public. Strict guidelines apply to these kinds of incidents and they must be reported without delay to a member of the school management team.

## 8.22 Working at Height (Low Level)

8.22.1 School staff who are required to put-up displays in school must:

- Use appropriate access equipment –small step ladders, kick stools etc.
- Ensure that any continual use is no longer than ten minutes without a break
- Wear flat shoes whilst putting up displays
- Never over-reach or use the top steps on any step ladders
- Not climb on furniture to put up displays
- Display warning signs/barriers if their presence might cause a hazard or risk to themselves or others whilst putting up the display
- Complete a quick pre-use check of any stepladder / platform before use
- Seek assistance if a task is too difficult to complete alone

## 9.0 Review

9.1 The Governing Body and Head Teacher will review this Policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of all individuals using the site.

9.2 The Head Teacher will ensure that risk assessments and related procedures are reviewed annually or sooner, especially if after an incident or accident.

9.3 The Governing Body and Head Teacher will implement all and any health and safety precautions required by law and those advised procedures required.

| Policy Review |          |                                                                                                                                            |
|---------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Date          | Sig      | Amendments                                                                                                                                 |
| Jul 2023      | D.Davies | Nil – No significant change to management, staffing or procedures                                                                          |
| Aug 2024      | K Black  | Reference to Covid 19 restrictions removed. There are no longer any restrictions. Staff are aware of their responsibilities and doc shared |

|          |         |                                       |
|----------|---------|---------------------------------------|
| Aug 2025 | K Black | No changes required                   |
| Aug 2026 | K Black | Added reference to allergies training |
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