BURLINGTON INFANT AND NURSERY SCHOOL

POLICY TITLE: Health and Safety Policy

Persons with Responsibility: Su Yay-Walker, Headteacher
Clare Burton (SBM)

Key Legislation: The Health and Safety at Work, etc. Act 1974
The Management of Health and Safety at Work Regulations 1999

Documents consulted:

Policy History:

Issue No.	Date	Author	Summary of Changes	Next Review Date
1	2013	KT		Autumn 2017
2	Oct 2017	WF		Autumn 2018
3	Sept 2018	SYW		Autumn 2019
4	Sept 2019	CB, SYW		Autumn 2020
5	Sept 2020	CB,SYW		Autumn 2021
6	Sept 2021	CB,SYW		Autumn 2022
7	Sept 2022	CB,SYW	removal Covid guidance and risk assessment	Autumn 2023
8	Sept 2023	CB,SYW	Reviewed, no changes	Autumn 2024
9	Sept 2024	CB,SYW	Reviewed, no changes	Autumn 2025
10	Sept 2025	CB,SYW	Reviewed new template from RBK HR as highlighted	Autumn 2026

Approved by Governors at a meeting on : _____

Please refer to signed minutes of this meeting

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

Statement of Policy

- It is the policy of Burlington Infant & Nursery School to maintain high health & safety standards in order to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular it is the school's policy to ensure, so far as is reasonably practicable:

- Provide and keep plant and equipment and systems of work that are safe and suitable;

- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors

- Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;

- Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place:

- Provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

Organisation

Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring the school has access to competent health and safety advice/advisors

- Ensuring that decisions of the governing body take account of, and comply with the health and safety policy of the Local Authority, its legal duties as defined in health & safety legislation

- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards

- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term

- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk

- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it

Health & Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Headteacher and others on health and safety issues. Their duties are to:

- Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements
- Take an active part in school inspections and monitor the follow up actions
- Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school
- Commend staff and students where health and safety improvements have been made

Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that appropriate health and safety standards are implemented and maintained at the school
- Ensure that appropriate staff are appointed to manage specific areas of health & safety
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties
- To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term
- Attend appropriate health & safety training in order to be able to understand and carry out their role
- Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school
- Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place
- To ensure that health and safety monitoring and inspection arrangements are implemented
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils
- To ensure that risk assessments for educational visits are authorised by the Educational Visit Coordinator and the Headteacher through EVOLVE
- To ensure that, where required, school specific risk assessments are undertaken and recorded
- To ensure that the health and safety requirements identified in the school specific risk assessments, are implemented
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities

- Ensure suitable safeguarding and security procedures are in place
- Ensure accident/incidents are suitably investigated and recorded

Fire Safety Management - School Business Manager

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Safety Risk Assessment was carried out in September 2025.

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of flammable, oxidising or explosive substances.

The School Business Manager has responsibility for the planning & organisation of fire safety matters within the school, in particular:

- Ensure there is a suitable and sufficient fire risk assessment in place
- Ensure the school's Fire Safety Policy is up to date
- Ensure that fire precautions in the school premises are maintained to an appropriate standard
- Ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire, including those leading Extended School activities
- Ensure that comprehensive records are kept of evacuation drills
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival
- Ensure staff/students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- Ensure that the inspection & maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks

All staff

All staff have a responsibility for the health and safety of themselves and children under their control. All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

In particular, all staff are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils
- Ensuring that they and students are familiar with the school's fire procedure and their role in it
- Maintaining good standards of housekeeping and cleanliness in the activities under their control
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher, in accordance with a plan which specifies an adequate level of supervision, health and safety arrangements and following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator, to ensure that children or others are not put at risk
- Attending any health and safety training as required by the school
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school to maintain adequate health and safety standards
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Business Manager as appropriate
- Ensure safeguarding and security procedures are followed
- Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height)

Site Manager

The Site Manager is responsible to the Headteacher for:

- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept
- Ensuring the schools Legionella Control Scheme is up to date
- Ensuring that the inspection & maintenance of fire safety systems and equipment is taking place
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept
- Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc are undertaken and records kept

- Arranging any necessary corrective action identified by health and safety inspections detailed above

- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action

- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action

- working with the Business Manager to act as the school representative in any dealings with contractors who are to work at the school;
- assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken

- Ensuring there is a procedure in place for informing contractors of any hazards associated with the work area and the emergency arrangements in place

- Maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school and water systems

- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments
- Ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so

Educational Visits Coordinator

The Educational Visits Coordinator responsibilities include:

- Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely

- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils

- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involve

Office staff

The office staff will be responsible for:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training

- Arranging necessary refresher training for first aiders

- Reporting to the headteacher the need to train further first aiders in order to meet the minimum required for the school
- Ensuring that notices displaying the name and location of first aiders are kept up to date
- Maintaining local accident & incident records and ensuring that these are reported to the Headteacher
- Ensuring that accidents, incidents and violent incidents are reported to the Action HR Health & Safety Team using the AMS system.

The School Business Manager is responsible for:

- Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up
- Ensuring that eye sight tests are offered to school staff who are regular users of display screen equipment
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;

The Headteacher is responsible for:

- Ensuring that records are kept of children undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the children
- Maintaining records of health and safety training undertaken for school staff
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments

School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Employees from Other Organisations Working within School

When employees from other organisations are working within a school or undertaking work as part of an Extended School activity, they have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council. They are responsible for drawing to the school's attention any equipment or situation which could create a danger to themselves or others and are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

Parents/carers, members of the public/ users

All parents/carers/ members of the public/ users of the school are required to act in accordance with any school health and safety instructions, rules, and procedures and not to behave in a way that would put themselves or others at risk.

Volunteers

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Headteacher to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

ARRANGEMENTS

Standards and Guidance:

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

Competent Professional Health & Safety Support and Assistance:

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team.

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

Staff Consultation:

Health & safety is an agenda item at all staff meetings; staff are also able to raise any health & safety concerns directly with the Headteacher.

Health & safety committee

The Health & Safety committee includes the School Business Manager (SBM), Site Manager (SM), and 3 First Aid trained members of staff from various areas of the school. Their duties are to meet once per term and highlight any Health & Safety issues and agree on any action required and report back to the Headteacher.

The SBM, SM, HT and H&S governor also meet termly to undertake a H&S walk around the school. A termly report is completed and shared with the Resources committee. The School Business Manager prepares an annual Health & Safety report to Governors to outline and summarise any issues across school.

General Health & Safety:

Risk Assessments

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, and/or when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

The Headteacher ensures that Disclosure & Barring Service (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

- **Selection of Staff**

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

- **Information, Instruction & Training**

The Headteacher ensures that all staff receive adequate Health & safety Induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction & training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Headteacher ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary.

- **Management of Organisational Change**

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as inset days.

- **First Aid**

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Staff Association, the number of First Aiders required is taken into consideration.

- **Display Screen Equipment/ Workstation Assessment**

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation "user" they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk.

- **School Trips and Educational Visits**

The school follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

- **Asbestos**

The school has an Asbestos Management Plan in place that summarises how asbestos is managed across the school.

The most recent Management Survey was carried out in May 2000, by Environmental Contamination Services Ltd. Arrangements are in place for in house 6 monthly reinspection of any identified asbestos.

Suitable training is provided to any staff involved in the management of asbestos and this is refreshed every three years.

- **Legionella**

There is a Legionella Control Scheme in place at the school. The Head Teacher has ensured that a suitable and sufficient assessment has been carried out at the school to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The assessment was carried out by specialist water management company, Building Monitoring Services Ltd on 30th July 2025 and is reviewed termly.

The Duty Holder has appointed the School Business Manager as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the School Business Manager to carry out their role the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

- **Plant and Equipment**

There are managed contracts in place to ensure that required inspection, testing & maintenance of all plant and equipment. These contracts are organised & managed in house by The Site Manager/School Business Manager.

Inspection & maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

The passenger lift at the school receive both annual inspection & maintenance and the six monthly Thorough Examination, (in line with the requirements of LOLER) under contract with Pickerings Lifts Ltd . Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

- **General Site Safety**

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment & systems checks, such as call point testing & water temperature monitoring as well as general site checks to ensure walkways & travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Pets are not allowed anywhere on the school site with the exception of assistance animals or by prior arrangement during Pets week.

Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the staff room.

In order to prevent accidents involving pedestrians & vehicles, the school will carry out a car park risk assessment and put suitable control measures are in place once the new car park has been completed.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD. Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

- **Playground and Gym Equipment**

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

- **Work at Height**

  Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertaken on a regular basis written risk assessments are completed.

  All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

- **Manual Handling**

  The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving & lifting assistance. Where tasks are significant or undertaken on a regular basis written risk assessments are completed.

  Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training, that is refreshed at least every three years.

Accidents, Incidents & Violence:

● Accident & Incident Reporting

The school has nominated first aiders. Any injuries to children or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the Google Accident log in the main office and in the nursery.

Minor accidents and injuries within the nursery are recorded and monitored by the first aid trained nursery staff. Minor accidents and injuries within YR are recorded by Reception staff. Minor accidents and injuries in the KS1 playground are monitored and dealt with by staff on duty at lunchtimes and playtimes.

Where there are more serious accidents or head injuries, all children must be seen by a nominated first aider in the school office medical room. The contents of first aid boxes are maintained by the first aiders to whom they are allocated.

All accidents & incidents are recorded locally and in house investigation is carried out to establish cause & prevent a recurrence. The school also makes use of the Action HR Health & Safety on line Accident Management System, (AMS) to report accidents & incidents.The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

- **Violence**

  Burlington Infant & Nursery School does tolerate any violence towards staff. “Violence” could include:

  - Verbal abuse
  - Threatening behaviour
  - Anti social behaviour

- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the Action HR Health & Safety Team via AMS.

Further reporting to an appropriate authority is determined on a case by case basis.

Contractors, Agency Staff and Visitors:

- **Managing and Monitoring Contractors**

The school has a dedicated policy in place for the managing & monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

- **Engagement of Agency and Supply Staff**

When agency or supply staff are employed the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks.

- **Work Experience and Young Persons**

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

- **Evening events and use of school premises by external bodies**

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.