



## Health and Safety Policy

### Including Statement of General Policy on Health, Safety and Welfare

<b>Date</b>	<b>Actions taken</b>	<b>Person responsible</b>
16.11.15	Policy agreed	Resources committee
23.01.17	Policy updated	Darren Coult
12.11.18	Policy reviewed and agreed	Resources Committee
14.06.21	Policy Updated and agreed in line with Local Authority	Resources Committee
03.10.2022	Policy reviewed and ratified	F&R Committee
02.10.2023	Policy reviewed and ratified	F&R Committee
30.09.2024	Policy ratified	F&R Committee
01.09.2025	Policy reviewed and ratified against CCC model policy published March 2024	F&R Committee
06.10.2025	Policy ratified	F&R Committee

## Statement of General Policy for Health, Safety and Wellbeing

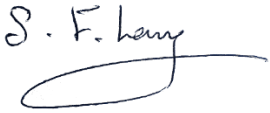
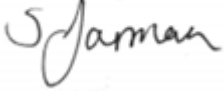
The Queens' Federation is committed to ensuring the health, safety and wellbeing (HSW) of all staff, pupils and visitors.

The Leadership Team together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The Leadership Team are accountable for the management of HSW and for the implementation of this Policy.

Staff have a duty to protect themselves and others by working safely, co-operating with the Leadership Team, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

<p><b>(Insert signature)</b></p> 	<p><b>(Insert signature)</b></p> 
Sean Lang, Chair of Governing Body	Sarah Jarman, Executive Headteacher
Date: 06/10/2025	Date: 06/10/2025

Date of next review: October 2026

## Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with the Federation's health and safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

### 1. Stanley Wilson, Health and Safety Governor, Queens' Federation Governing Body

The Governing Body will comply with any HSW directives directions issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for health and safety matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

### 2. Sarah Jarman, Executive Headteacher

Overall responsibility for the day-to-day management of HSW in the schools rests with the Executive Headteacher. The Executive Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Executive Headteacher will ensure that:

- There is an adequate system in place for the undertaking of risk assessments;
- There is a management system for monitoring the effectiveness of the HSW arrangements, which form this policy;
- Adequate staffing levels for safe supervision;
- Responsibility for school maintenance is clearly defined and delegated;
- The purchase of equipment to meet appropriate safety standards;
- The repair, maintenance and testing of school equipment;
- The provision of appropriate protective clothing where necessary;
- The purchase and maintenance of first aid materials and fire fighting appliances;
- The funding of necessary safety training for staff;
- The arrangements for securing health and safety assistance from a competent source;
- The appointment of a caretaker;
- The provision of appropriate health and safety information to governors.

The Executive Headteacher may choose to delegate to other members of staff any of the duties above. It is clearly understood by everyone concerned that the delegation of certain duties will

not relieve the Headteacher of their accountability and from the overall day-to-day responsibilities for HSW within the schools.

### **3. Federation Business Manager and Deputy Headteachers**

The Executive Headteacher will delegate to the Federation Business Manager the majority of the duties that are linked with the overall responsibilities of the Executive Headteacher. More specifically the post holder will:

- 3.1 Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed periodically;
- 3.2 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification.
- 3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 3.4 Where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 3.5 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.6 Co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered - see Appendix 2.
- 3.7 Report to the Executive Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.7 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.8 Ensure that the Executive Headteacher and other members of staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.9 Ensure that sufficient staff are trained on both sites to carry out our statutory Health and Safety Protocols;
- 3.10 Consult with all staff on any matters which may affect their health and safety whilst at work;
- 3.11 Ensure that levels of First Aid Provision remain adequate;

The Executive Headteacher will delegate to the Deputy Headteachers some of the duties that are linked with the overall responsibilities of the Executive Headteacher. More specifically the post holder will:

- I. Oversee all arrangements for educational visits;
- II. Consult with the LA's Health and Safety adviser when additional assistance becomes necessary.
- III. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- IV. Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- V. Arrange for termly evacuation drills and weekly fire alarm tests.

#### **4. Phase Leaders and Curriculum Leaders**

All Phase Leaders and Curriculum Leaders are responsible to the Executive Headteacher (via the Deputy Headteachers) for ensuring the application of this policy to all activities undertaken within their areas of responsibility. They will:

- 4.1 ensure that risks assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

#### **5. Teachers [Including supply]**

Teachers are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, swimming pool, the field, etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the Federation health and safety policy and any local rules and arrangements which may apply specifically to the activity concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing an activity with an element of risk;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 report any defective equipment to the Federation Business Manager;

- 5.8 investigate all accidents (in conjunction with Federation Business Manager), which occur within their classroom and/or to children under their supervision;
- 5.9 propose for consideration by their Phase Leaders any improvements which they consider would improve health or safety standards;
- 5.10 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.
- 5.11 ensure that children are not left unsupervised.

## **6. The Caretakers**

The Caretakers are responsible to the Executive Headteacher and the Federation Business Manager. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 6.2 take appropriate action when necessary to prevent injury to others on site;
- 6.3 participate in the termly health and safety checklist paying particular attention to the building structures, services, access to/egress from the schools, main circulation areas etc.;
- 6.4 Arrange for weekly fire alarm tests.
- 6.5 Identify health and safety training / supervisory needs of supervisory staff;
- 6.6 Ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.7 Ensure that all staff work in accordance with safe working practices / risk assessments.

## **7. Health and Safety Co-ordinator (Business Manager/Deputy Headteachers)**

- 7.1 contribute to the review of this policy;
- 7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 7.3 review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 arrange termly evacuation drills and weekly fire alarm tests etc;
- 7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 7.6 participate in the termly health and safety inspections;
- 7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.8 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

## **8. All Employees**

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

- 8.1 participate in the risk assessment process and comply with the control measures;
- 8.2 report any defects in the condition of the premises or equipment they become aware of;
- 8.3 report accidents, near misses and defective equipment to management.
- 8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 8.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 report any unsafe working practices to the Headteacher.

**9. Staff Safety Representatives**

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- 9.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 9.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 9.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 9.4 carry out health, safety and welfare inspections;
- 9.5 attend the health and safety committee meetings;
- 9.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered

**10. Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 10.1 follow all instructions issued by any member of staff in the case of an emergency;
- 10.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 10.3 inform any member of staff of any situation which may affect their safety.

**11. Health and Safety Committee**

The Federation has established 2 Health and Safety Committees, which meet termly at each school. The main purpose of the Committees is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools'

activities. Membership of the Committee comprises of:

- To be appointed, Federation Business Manager
- Andrea Byford at Queen Edith, Marcia Jeeps at Queen Emma, Staff Representatives
- Stanley Wilson, Health & Safety Governor.
- Dawid Rakowsky at Queen Edith, Tony Jenkins at Queen Emma, Site Managers

The Health and Safety Committees will submit their termly minutes to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

### **THE SAFETY COMMITTEE**

The agenda of every Committee will contain the following items:

- Minutes of Last Meeting
- Matters Arising
- Policies
- First Aid Provision
- School Trips
- Accident Reports
- Fire Safety
- Risk Assessments
- Training
- Security
- Maintenance Reports
- AOB
- Date of Next Meeting

### **Inspection Responsibilities at Queen Edith**

In addition the following areas of Queen Edith School will be inspected.

- Autumn Term:** Entrance, offices, small hall,  
Foundation Stage corridor, classrooms, bays and toilets.  
Courtyard, Nursery and small play ground safety
- Spring Term:** Corridor from Year 1 to library, including classrooms, dining hall,  
staffroom, toilets  
Upstairs classrooms  
Mobile  
Driveway, bike sheds, car park, bin area.
- Summer Term:** Year 3 corridor, bay, toilets and classrooms  
Year 4 Mobile classrooms  
Corridor to large hall and adjacent rooms  
Large hall including stage

Swimming pool  
Computer room  
Community Room  
Large playground and grass play safety

### **Inspection Responsibilities at Queen Emma**

In addition the following areas of Queen Emma School will be inspected:

- Autumn Term:** Entrance drive from main gate through to end of staff car park  
External Fire exit stairwell  
Main office / Clare's office  
Studio & studio kitchen  
Main Hall  
Main kitchen  
Downstairs corridor to double doors after Cath's office  
Caretaker's cupboard & lift  
Cath's office
- Spring Term:** KS2 Playground – to include football pitch and grass areas  
Entire Upstairs to include:  
All Classrooms  
Link rooms between classrooms  
Cloakrooms  
Toilet Blocks / Staff Toilets/ Disabled toilets  
Store Cupboards  
Office  
Photocopier rooms  
KS2 Library  
Corridors  
Flat roof patio area  
Stairwells – opposite Head's office / at end of building by flat roof
- Summer Term:** KS1 Playground including Reception classes outdoor areas and swale  
All downstairs areas beyond Cath's office to include:  
All classrooms  
Link rooms between classrooms  
KS1 library area and lobby  
All toilet blocks, staff toilets and cloakrooms  
Cupboards  
Stairwell from foyer by KS1 library to upstairs

### **12. Wellbeing Steering Group**

The school has established a Wellbeing Steering Group, which meets termly. The main purpose of the Steering Group is to develop and implement measures to support the wellbeing of all employees, pupils and others who may be affected by the schools activities.

## Queens' Federation

### Arrangements & Procedures for Health, Safety and Welfare

The following policies are closely linked with Health and Safety:

- Critical Incident Policy
- Educational Visits Policy
- Security Policy
- Swimming Pool
- Warm Weather Policy
- First Aid Policy
- Drugs Policy
- CCTV Policy
- Lone Working
- No Smoking Policy

The following procedures and arrangements have been established within our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### 1. Accident Reporting, Recording & Investigation

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

Local logs e.g. first aid book records should be kept. Online incident reports will be held electronically on the CCC incident database; hard copies can be printed and held in school if required.

School management must investigate incidents and take remedial steps to avoid the same/similar incidents recurring.

All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.

#### 2. Asbestos

The asbestos survey and associated plans are located in the contractor hazard file which is held in Queen Edith School Office. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos. Staff must inform the Headteacher immediately of any damaged asbestos.

There is no asbestos at Queen Emma.

### **3. Classroom Emergency Procedures**

There are red cards in all classrooms and communal areas of school. In classrooms, the red cards are kept on the back of classroom doors.

All red cards have the name of the classroom or area of school printed on them. In the event of an emergency where urgent support is needed, an adult will ask a child to take the red card to the school office. Any adult seeing a child carrying a red card will immediately head to the relevant room to offer help. The child will continue to the school office.

### **4. Contractors**

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors are vetted on our behalf by PCM or come under ESPO contracts. The caretaker supervises all on-site contractors. For large projects, County is responsible for liaison and supervision.

### **5. Curriculum Safety**

See Risk Assessments for DT, PE and Educational Visits.

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly: [health.andsafetyteam@cambridgeshire.gov.uk](mailto:health.andsafetyteam@cambridgeshire.gov.uk)

**PE:** The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

### **6. Drugs & Medications**

See First Aid Policy, First Aid Guidance for Parents and Risk Assessment on Medicines Administered to Pupils.

Staff undertake annual anaphylaxis training.

### **7. Electrical Equipment**

Portable electrical equipment is checked every second year. Fixed equipment is checked every three years. See PCM Service folder in accounts cupboard.

### **8. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Federation Business Manager and a Health and Safety Governor review the fire risk assessment as necessary. Fire drills are undertaken termly: see risk assessment on fire and evacuation of the building.

Fire Evacuation procedures are displayed in all classrooms and other areas.

The Critical Incident policy is held on and off site by all members of the senior leadership team. See Fire Emergency Procedures – Appendix 1.

## 9. First Aid

The following staff have completed the three day First Aid training:

Queen Edith	Queen Emma
Hayley Brooker	Cath Stubbs
Nicki Simmons	Rachel Holman
Julia Neal	Jo Cafferkey
Jemma Thurston	
Alison Nicholls	

The following staff have completed the Paediatric First Aid training:

Queen Edith	Queen Emma
Alison Nicholls	Natalie Symonds
India Mathews	Laura Dunn
Violeta Aleksandrova (Ancil)	Hannah Maxwell
Rebecca Hudson	Amy Johnson
Charlotte McKeggie	Demi Fletcher
Fazna Rushdhi	Emmanuelle Macpherson
Caroline Baker	

First Aid boxes are located at the following points:

- All Classrooms
- Medical Room
- Staffroom
- Inglenook (Queen Edith)
- Cupboard in Corridor near large hall (Queen Edith)
- Small Kitchen (Queen Emma)
- School Office (Queen Emma)

Every class regularly checks that the contents of first aid boxes at both Queen Edith and Queen Emma. They are refilled from a central source of supplies.

The First Aid treatment record book for recording details of all First Aid administered is kept in the Medical Room and Inglenook at Queen Edith, and in the Atrium at Queen Emma. One is also held in each classroom

Wipes: the school uses sterile wipes to clean wounds.

The majority of other staff have undertaken two day and one day First Aid Certificate training.

Most staff undertake annual emergency first aid training in preparation for swimming.

The Federation Business Manager should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

**10. Glass & Glazing**

Glass has been replaced with safety glass where appropriate. All new glazing conforms to current safety regulations.

**11. Hazardous Substances**

Caretakers have undertaken COSHH training and all hazardous substances are safely secured.

Staff who use hazardous substances attend COSHH Awareness Training which is updated periodically as determined by the Executive Headteacher.

**12. Health and Safety Advice**

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, [Caoimhe.Keenan@cambridgeshire.gov.uk](mailto:Caoimhe.Keenan@cambridgeshire.gov.uk), 01223 715309, 07881 945904

**13. Housekeeping, cleaning & waste disposal**

Risk Assessment on refuse and litter bins.

**14. Handling & Lifting**

Caretakers have undertaken Manual Handling training. Other staff are reminded to take suitable precautions.

**15. Jewellery**

Risk assessment on jewellery worn in games and PE. There is a reference in both the Health and Safety and PE policies and also each schools' prospectus. .

**16. Lettings/shared use of premises**

See individual risk assessments for regular lettings.

**17. Lone Working**

See Policy.

**18. Maintenance / Inspection of Equipment**

The following equipment is checked annually:

- ◆ PE equipment
- ◆ Fire alarm and smoke detection
- ◆ Emergency lighting
- ◆ Fire extinguishers
- ◆ Kitchen extraction system
- ◆ Small electrical equipment
- ◆ Fixed electrical equipment

See service file in the accounts cupboard.

PCM regularly checks this file to ensure that records are up to date.

**19. Monitoring the Policy**

Health and Safety policy and other relevant documentation is reviewed annually by the Health and Safety Committee and reported to the Governing Body.

**20. Personal Protective Equipment (PPE)**

Caretakers have appropriate PPE for work undertaken.

**21. Reporting Defects**

All employees have a duty to report any unsafe equipment to the Federation Business Manager.

**22. Risk Assessments**

The Federation Business Manager/Deputy Head teachers will review risk assessments with monitoring by the Health and Safety Committee.

**23. School Trips/ Off-Site Activities**

See the Educational Visits Policy and associated risk assessments.

**24. School Transport**

See risk assessments for transporting pupils.

**25. Smoking/Vaping**

The schools are smoke and vape free environments.

**26. Staff Consultation**

Health and Safety Committee meetings are held termly. Staff are encouraged to raise issues of concern as appropriate and before the committee meetings.

**27. Staff Health & Safety Training and Development**

New staff are given essential health and safety information as part of their induction pack – see Appendix 3. Other training takes place as necessary and as recommended by the Health and Safety Committee.

**28. Staff Well-being / Stress**

The schools are proactive in considering staff well-being. County arrangements are in place for supporting staff as necessary.

**29. Supervision**

Children are not left unsupervised in classrooms, appropriate supervision ratios are maintained during break times and lunch times. All adults who maybe in contact with children are DBS checked. See Educational Visits Policy for details of off site supervision.

**30. Swimming Pool Operating Procedures**

The caretaker maintains the pool and undertakes an annual written test to ensure compliance with county procedures. Daily tests are undertaken during swimming season. Swimming procedures are updated annually and given to staff.

**31. Use of VDUs / Display Screens**

Staff are encouraged to report any issues. VDU risk assessments are issued when appropriate.

**32. Vehicles on Site**

See risk assessment on driveway/car park.

**33. Violence to Staff / School Security**

See Security and Lone Working Policies.

**34. Working at Height**

Caretakers have undertaken ladder training and staff are encouraged to use the stepladders available in the staff room and stock cupboard near the school office.

**35. Work Experience**

See risk assessment on students on work experience. A teacher has designated responsibility for work experience students.

## **Appendix 1**

### **FIRE EMERGENCY PROCEDURES**

- In the event of a fire alert/alarm teachers and other staff will evacuate pupils to the designated assembly point.
- A member of the office staff will summon the emergency services as necessary.
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the School Office.
- Regular inspections of the premises and grounds are undertaken during Health and Safety Committee meetings.
- Details of service isolation points (i.e. gas, water, electricity) are located in the Critical Incident Policy.
- Emergency procedures for incidents outside normal working hours are held by the Senior Leadership Team and the Caretaker.
- These procedures will be reviewed annually.

## Appendix 2

CLASSROOM HEALTH AND SAFETY CHECKLIST		
<p><b>Class Teachers should ensure that their class rooms provide a safe working space for children.</b> Once a term the Safety Committee will carry out a safety walk and make recommendations to the Resources Committee about safety procedures and concerns.</p>		
	<b>YES</b>	<b>NO</b>
<b>FIRE</b>		
Can you hear the fire alarm clearly in your classroom?		
Are fire procedures clearly displayed in your classroom?		
Have procedures been explained to the voluntary helpers who work in your classroom?		
Are the fire exits free of obstructions?		
<b>FIRST AID</b>		
Is your First Aid box easily accessible?		
Do the children know where it is kept?		
Are all asthma drugs kept in a labelled and accessible box?		
Do the children who use them know where they are kept?		
Are procedures for nut allergy children and medication clearly visible in the stock cupboard?		
Is the list of children suffering serious medical complaints correct for your class?		
<b>ACCIDENT REPORTING</b>		
Have you got accident pro forma notes (bump notes) to be sent to parents if children hurt themselves during the school day?		
Have all serious accidents that have occurred during the school day been reported and the appropriate forms completed?		
Do you have a Red Card in your classroom that is easily accessible?		
Do the children know how to use the Red Card?		
<b>ELECTRICAL GOODS</b>		
Have all electrical goods been checked unless under 12 months old?		
Are leads and plugs in good condition?		
Are electrical goods positioned close to sockets etc. to avoid trailing leads?		

## CLASSROOM HEALTH AND SAFETY CHECKLIST

**Class Teachers should ensure that their class rooms provide a safe working space for children.** Once a term the Safety Committee will carry out a safety walk and make recommendations to the Resources Committee about safety procedures and concerns.

	YES	NO
Are all chemicals kept in locked cupboards?		
<b>FURNITURE/FIXTURES AND FITTINGS</b>		
Ensure nothing is stored on top of high cupboards and that heavy items are stored on the lower shelves of any shelving units.		
Is the furniture in good repair?		
Is the carpet in good condition?		
Are there any other aspects of the classroom, including fixtures and fittings, which could be a risk to health and safety?		
<b>CLOAKROOM</b>		
Are there any health and safety hazards in the cloakroom area used by children in your class?		
Are your arrangements for giving children access to drinking water satisfactory?		

### Appendix 3

# Health and Safety Checklist

**Red Card** – To be sent to office to call help in an emergency

**Storage at height** – Nothing to be stored on top of high cupboards

**Shelving units** – heavier items to be stored on the bottom of open shelving units. No heavy items to be stored on higher shelves.

**Shoes to be worn in corridors** to and from P.E

**No hot drinks** should be carried by staff in the corridors when children are likely to be around. (Flasks are available)

**No bike-riding** in school grounds

**No buggies** should be wheeled through the corridors

**Staff mugs and glasses** should not be carried by children.

**Televisions** should not be moved by children.

**Jewellery** must be taken off by children for P.E lessons.

**Only sponge footballs** permitted in playgrounds

**Walk on the left** in corridors and on stairs

**Medicines** may only be taken by children when parents has signed note in office (except asthma inhalers). Medicines should be stored in the medical room.

**Asthma inhalers** to be kept by class teacher in safe place, known to and readily available to children.

**First Aid Box** to be kept in visible place, known to children, usually in class stock cupboard.

**Epipens** are stored on the top shelf of the cupboard in the medical room at Queen Edith and in the office at Queen Emma, in a clearly labelled box.

**Trailing leads** (e.g. from computers) must be tied down.

**Fire exits** must not be blocked by furniture.