

Enderby Road Infant and Nursery School



Health & Safety Policy

Person Responsible:	Headteacher
Approved: Governing Body:	Summer 2026
Signed:	<i>K. Allen</i>
Review Date	Summer 2027

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Statement of Intent

Enderby Road Infant School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, visitors, volunteers, contractors and members of the public who may be affected by the school's activities.

The school recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations. The governing body and leadership team are committed to:

- Providing and maintaining a safe and healthy working and learning environment.
- Preventing accidents, work-related ill health and injury.
- Maintaining safe systems of work.
- Ensuring the safe use, handling, storage and transport of substances and equipment.
- Providing appropriate information, instruction, training and supervision.
- Consulting with employees on health and safety matters.
- Ensuring risk assessments are completed, implemented and reviewed.
- Monitoring and reviewing health and safety arrangements regularly.
- Promoting a positive health and safety culture throughout the school.

This policy should be read alongside all other relevant school policies, including safeguarding, behaviour, educational visits, first aid, fire safety, supporting pupils with medical conditions, risk assessment, lone working, COSHH and safeguarding policies.

1. Legal Framework

This policy has due regard to the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Regulatory Reform (Fire Safety) Order 2005
- Construction (Design and Management) Regulations 2015
- Manual Handling Operations Regulations 1992
- Electricity at Work Regulations 1989
- Working at Height Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- School Premises (England) Regulations 2012
- Equality Act 2010
- Children Act 1989 and 2004
- DfE Guidance: Health and Safety Responsibilities and Duties for Schools
- HSE Guidance: Managing Health and Safety in Schools
- UK Health Security Agency guidance
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

2. Roles and Responsibilities

The Governing Body

The governing body will:

- Ensure suitable arrangements are in place to manage health and safety effectively.
- Monitor and review health and safety performance.
- Ensure sufficient resources are allocated.
- Ensure statutory inspections and risk assessments are completed.
- Ensure competent persons are appointed.
- Promote a culture of continuous improvement.

The Headteacher

The Headteacher has overall responsibility for day-to-day health and safety management and will:

- Implement this policy.
- Ensure suitable risk assessments are undertaken and reviewed.
- Ensure staff receive appropriate training.
- Investigate accidents and incidents.
- Ensure compliance with statutory duties.
- Liaise with governors, the local authority and external agencies.
- Ensure emergency procedures are implemented.

Headteacher / Site Manager

The designated headteacher/ site manager will:

- Carry out routine inspections.
- Monitor accident reporting.
- Maintain inspection and servicing records.
- Coordinate fire safety checks.
- Ensure contractors work safely.
- Maintain COSHH and asbestos records.

Employees

All employees must:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with the school on health and safety matters.
- Follow safe working procedures.
- Report hazards, defects and incidents immediately.
- Use equipment and PPE correctly.
- Attend required training.

Pupils

Pupils are expected to:

- Follow instructions from staff.
- Behave safely.
- Report hazards or concerns.
- Use equipment appropriately.

3. Risk Assessments

The school will ensure suitable and sufficient risk assessments are completed for:

- Workplace
- Educational visits
- Fire safety
- Lone working
- Manual handling
- Working at height
- COSHH
- Display screen equipment
- Premises and grounds
- Pupils with medical conditions
- Individual pupil needs and behaviour
- Pregnant worker
- Work equipment

Risk assessments will be:

- Reviewed annually or sooner if circumstances change.
- Recorded where significant findings are identified.
- Communicated to relevant staff.

4. Training and Information

The school will provide:

- Health and safety induction training.
- Fire safety training.
- Safeguarding training.
- Manual handling training where required.
- First aid training.
- COSHH awareness.
- Educational visits training.
- Team Teach or positive handling training where appropriate.

Training records will be maintained.

5. First Aid

The school will comply with the First Aid at Work Regulations 1981.

The school will:

- Maintain an appropriate number of trained first aiders.
- Provide suitably stocked first aid kits.
- Undertake first aid needs assessments.
- Maintain records of accidents and treatment.
- Inform parents of significant injuries.
- Ensure paediatric first aid arrangements are in place in EYFS.

A list of current first aiders is maintained next to the school office.

6. Accident Reporting and Investigation

All accidents, incidents and near misses must be reported promptly.

The school will:

- Maintain accident records.
- Investigate accidents.
- Report incidents under RIDDOR where required.
- Review trends to identify preventative measures.

The Headteacher is responsible for ensuring reportable incidents are submitted to the Local Authority.

7. Fire Safety and Emergency Procedures

The school will:

- Maintain a current fire risk assessment.
- Carry out termly fire drills.
- Test alarms weekly.
- Service fire equipment annually.
- Maintain emergency lighting.
- Keep escape routes clear.
- Train staff in fire procedures.

Emergency evacuation, invacuation and lockdown arrangements are detailed within separate emergency planning procedures.

Personal Emergency Evacuation Plans (PEEPs) will be implemented where required.

8. Premises and Site Safety

The school will ensure:

- Premises are maintained in a safe condition.
- Regular inspections are completed.
- Defects are reported and addressed promptly.
- Safe access and egress are maintained.
- Playground equipment is inspected routinely.
- Appropriate security measures are in place.

9. Contractors and Visitors

All visitors must:

- Sign in at reception.
- Wear identification.
- Follow safeguarding and emergency procedures.

Contractors must:

- Provide risk assessments and method statements where required.
- Comply with school safeguarding and health and safety procedures.
- Sign in and out.
- Work safely and securely.

The school will comply with CDM Regulations 2015 for construction projects.

10. Electrical Safety

The school will ensure:

- Portable appliance testing (PAT) is completed at appropriate intervals.
- Visual checks are undertaken.
- Defective equipment is removed from use.
- Staff do not bring personal electrical equipment onto site unless authorised.

11. Hazardous Substances (COSHH)

The school will:

- Maintain COSHH assessments.
- Store hazardous substances securely.
- Provide suitable PPE.
- Ensure staff are trained.
- Keep safety data sheets accessible.

No hazardous substance may be introduced without assessment and approval.

12. Asbestos Management

The school will maintain an asbestos management plan.

- Asbestos surveys will be reviewed regularly.
- Contractors will be informed of asbestos risks.
- Disturbance of asbestos-containing materials is prohibited.

13. Manual Handling

The school will reduce manual handling risks where reasonably practicable.

Employees will:

- Avoid unsafe lifting.
- Use mechanical aids where available.
- Receive training where necessary.

14. Working at Height

Working at height activities will:

- Be properly planned and supervised.
- Use suitable equipment.
- Be risk assessed.
- Follow the school's Working at Height procedures.

15. Educational Visits

Educational visits will:

- Follow local authority guidance.
- Be approved through Evolve.
- Have suitable risk assessments.
- Be led by competent staff.
- Maintain appropriate supervision ratios.

16. Infection Prevention and Control

The school will:

- Promote good hygiene.
- Follow UKHSA guidance.
- Maintain cleaning standards.
- Support immunisation programmes.

- Manage outbreaks appropriately.

Staff and pupils who are unwell should not attend school.

17. Allergens and Medication

The school will:

- Maintain records of medical needs and allergies.
- Ensure care plans are in place where required.
- Store and administer medication safely.
- Maintain emergency medication arrangements.
- Comply with Natasha's Law requirements.

Only trained staff will administer medication.

18. Lone Working

The school recognises risks associated with lone working.

Suitable controls will include:

- Risk assessments.
- Communication procedures.
- Signing in/out arrangements.
- Emergency contact systems.

19. Violence, Aggression and Security

The school has a zero-tolerance approach to violence, threatening behaviour and abuse.

The school will:

- Maintain secure access arrangements.
- Assess risks relating to challenging behaviour.
- Record and investigate incidents.
- Provide staff training where required.

20. Monitoring and Review

The governing body and Headteacher will monitor implementation of this policy through:

- Site inspections

- Audit processes
- Accident analysis
- Fire drill reviews
- Training monitoring
- Governor monitoring visits

This policy will be reviewed annually or sooner where legislation or operational requirements change.

Appendix A – Key Health and Safety Contacts

Role	Name
Headteacher	Anna Horsfield
Health & Safety Governor	Kev Allen
Site Manager	Sharon Bird
SESCO	Anna Horsfield
DSL	Anna Horsfield
Local Authority H&S Advisor	Kelly O'Shea

Appendix B – Statutory Inspection Schedule

Item	Frequency
Fire alarm test	Weekly
Fire drill	Termly
Fire extinguisher servicing	Annually
PAT testing	Annually
Playground inspection	Weekly / Annual specialist inspection
Asbestos review	Annual
Legionella checks	Monthly/ 3 monthly
Emergency lighting	Monthly / Annual
COSHH review	Annual
Risk assessment review	Annual or following change

Appendix C – Related Policies

- Safeguarding and Child Protection Policy
- Behaviour Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Fire Safety Procedures

- Educational Visits Policy
- Risk Assessment Policy
- COSHH Policy
- Lone Working Policy
- Manual Handling Policy
- Staff Wellbeing Policy
- Lockdown and Emergency Procedures
- Asbestos Management Plan