Bushfield Road Infant School

Health and Safety Policy

Approved by: Governing Body **November 2026**
Review date: November 2026
Applies to: School premises and school activities, including educational visits and other off-site activities

1. Policy statement

Bushfield Road Infant School is committed to protecting the health, safety and welfare of pupils, staff, visitors and contractors, so far as is reasonably practicable.

We will identify and manage risks arising from the school site, the curriculum, work activities and visits. Our approach will be proportionate: it will focus on real risks and effective controls, while enabling pupils to learn, play and take part in school life.

This policy is read alongside the school's relevant procedures and plans, including those for fire safety, first aid, educational visits, safeguarding, medical conditions and emergency response. The school's separate allergy safety policy sets out how allergy risks are managed.

2. Responsibilities

Health and safety responsibilities must reflect the school's legal and local arrangements. The school will confirm these with its employer and North Lincolnshire Council before this policy is approved. The employer remains accountable for its legal duties; delegating day-to-day tasks does not remove that accountability. (gov.uk)

Role	Responsibilities
Employer / responsible	Sets the employer's health and safety arrangements; provides competent advice and resources; clarifies which functions are managed by the

body (North Lincolnshire Council)	employer, the local authority and the school; and monitors arrangements within its responsibilities.
Governing Body	Provides oversight; approves this policy; receives reports on significant risks, incidents and health and safety performance; and challenges whether agreed actions are completed.
Headteacher	Leads day-to-day health and safety management; ensures risks are assessed and suitable controls are in place; assigns responsibilities and training; acts on reported hazards and incidents; and reports significant matters to the employer and governing body.
Site / premises lead [confirm name and role]	Carries out or coordinates agreed site checks; reports and records defects; monitors premises-related actions and contractor work where delegated; and maintains records within their remit.
Educational Visits Co-ordinator (EVC)	Supports visit planning and checks that visits follow the employer's and school's educational visits procedures. The EVC does not replace the visit leader's responsibilities.
Visit leader	Plans the visit, completes the required risk assessment and obtains approval before the visit; briefs adults and pupils; and follows the agreed emergency arrangements.
All staff	Take reasonable care for their own safety and that of others; follow training and agreed procedures; supervise pupils appropriately; and report hazards, near misses, accidents and concerns promptly.
Pupils	Are taught age-appropriate safe routines and are expected to follow staff instructions and school safety rules.
Parents and carers	Provide relevant information needed to manage a pupil's health or safety, including medical information, and follow the school's arrangements for reporting absence and collecting pupils.
Contractors and visitors	Follow the school's site rules and any relevant safety instructions while on the premises.

3. Risk assessment and control

The school will assess risks to staff, pupils, visitors and contractors arising from its premises, activities and curriculum. Assessments will identify significant hazards, who could be harmed, existing controls and any further action needed.

Risk assessments will be proportionate to the activity. Staff must be told what controls they need to follow. Assessments will be reviewed when there is reason to believe they are no longer valid or when there is a significant change, such as a change to the premises, equipment, activity or people at risk. Significant findings and actions will be recorded. (gov.uk)

The school will maintain or obtain appropriate assessments and arrangements for relevant areas, including:

- site and premises risks;
- curriculum activities, including PE, play and practical activities;
- educational visits and off-site activities;
- manual handling and use of work equipment, where relevant;
- hazardous substances and COSHH;
- fire safety and emergency evacuation;
- pupils or adults requiring individual health, access or safety arrangements.

Staff should not rely on a generic assessment where the activity or circumstances require a specific one. Any member of staff who believes an activity cannot be carried out safely must raise this with the Headteacher before it proceeds.

4. Premises, equipment and hazards

The school will maintain arrangements for checking premises, equipment and play areas and for reporting and addressing defects. The frequency, recording system and person responsible for each check will be confirmed in the school's operational procedures.

Staff must:

- check that their classroom or work area is safe before use;
- use equipment only for its intended purpose and report damaged or unsafe items;
- keep routes, exits and access to emergency equipment clear;
- report defects, hazards and security concerns promptly;
- prevent pupils from accessing areas or equipment that have been identified as unsafe.

The school will refer premises issues requiring specialist attention, repair or statutory inspection to the responsible body or competent adviser under the agreed local arrangements.

5. Fire and emergencies

The school will maintain a current fire risk assessment and written arrangements for evacuation. Fire safety arrangements will identify staff responsibilities, evacuation routes and assembly arrangements, including arrangements for anyone who may need assistance. Fire drills and checks will be recorded in line with the school's fire procedures.

The school will maintain emergency arrangements for events such as serious injury, fire, severe weather, site damage or security incidents. Staff must know how to raise the alarm, summon emergency help and communicate with the Headteacher or designated lead.

Local details to insert before approval: assembly point; alarm procedure; emergency contact arrangements; evacuation support arrangements; location of fire safety records.

Fire risk assessment is a specific responsibility of the relevant responsible person under fire safety arrangements; this policy does not replace the school's fire risk assessment or emergency plan. (gov.uk)

6. First aid, accidents and incidents

The school will ensure that first aid arrangements are suitable for its activities and that staff know how to summon first aid support. First aid provision, trained staff and first aid supplies will be checked and maintained.

Accidents, injuries, dangerous occurrences and near misses must be reported promptly using the school's agreed process. Records should include the incident, action taken and any follow-up required. The Headteacher or delegated person will review incidents to identify causes, decide whether controls need to change and ensure actions are completed.

The school will determine, with the employer or competent adviser, whether an incident is reportable under RIDDOR and ensure any required report is made within the applicable timescale.

7. First aid roles and named staff

- **Paediatric first aiders:** Emma Dobb-Clark, Emma Hillyard, Nicola Kerry, Amy Bradly, Ann Louise Catley, Stephanie Hicks, Sarah Cole, Susan Wood and Kelly Stuart.
- **Basic first aid:** Dawn Cross, Lisa Fielding, Margaret Farrell and Kelly Stuart.

8. Health, medical conditions and allergies

The school will follow its arrangements for supporting pupils with medical conditions and will ensure that relevant staff know the information and actions needed for pupils in their care.

The school will maintain a separate **allergy safety policy** that meets the statutory requirements. It will be reviewed at least annually, publicised as required and followed alongside individual healthcare or allergy action plans. Staff must know how to access the relevant pupil information and what to do in an emergency. (gov.uk)

This policy does not replace individual healthcare plans, allergy action plans or emergency response procedures.

9. Educational visits and off-site activities

All visits and off-site activities must follow the employer's educational visits policy and approval process. Before a visit, the visit leader must complete the required planning and risk assessment, obtain approval, check supervision and adult roles, and ensure relevant information and emergency arrangements are available.

The school will not apply blanket restrictions where a proportionate assessment can manage the risk. Visit arrangements should enable pupils to take part safely.

Named roles in the uploaded policy — confirm before approval:

- EVC: S Vessey (Deputy Head Teacher)
- Deputy EVC: A Spencer
- Visits co-ordinator / approval route: Mr Vessey

10. Hazardous substances and COSHH

The school will maintain an inventory of hazardous substances used or stored on site where required. Relevant COSHH assessments and control measures must be available to staff who use or may be exposed to those substances. Products must be stored, used and disposed of in line with their assessment and the employer's arrangements.

11. Contractors and visitors

Contractors must follow the school's site access and safety arrangements. Work that could affect pupils, staff or visitors must be planned and controlled, with appropriate separation or supervision where necessary. Staff must report unsafe contractor activity to the Headteacher or designated site lead.

Visitors must follow sign-in, supervision and emergency arrangements.

12. Training and information

The Headteacher will identify health and safety training needed for staff roles and activities. Staff must receive relevant information about this policy, emergency arrangements, risk assessments and any specific hazards associated with their work.

Training needs and completion will be recorded. Staff should raise any uncertainty about a task, risk assessment or control measure with the Headteacher before proceeding.

13. Monitoring, reporting and review

The Headteacher will monitor whether agreed controls are in place and whether actions arising from inspections, incidents and risk assessments are completed. The governing body will receive reports at an agreed frequency and will review significant health and safety issues.

The policy will be reviewed at least annually and sooner if there is a significant incident, a material change to the school or its activities, or a change in relevant employer arrangements. The DfE recommends that a school policy covers responsibilities, risk controls, monitoring and review, and that the approach is proportionate to the school. (gov.uk)

14. Related documents

Check and insert the titles and current versions of the school's relevant documents:

- North Lincolnshire Corporate Health, Safety and Welfare Policy
- Education Service Health, Safety and Welfare Policy
- Fire risk assessment and emergency evacuation procedure
- Educational visits policy
- First aid arrangements
- Supporting pupils with medical conditions policy
- Allergy safety policy
- COSHH assessments and hazardous substances inventory
- Safeguarding and child protection policy
- Site security and visitor arrangements

Sources

- *Health and safety: responsibilities and duties for schools* — Department for Education. (gov.uk)
- *Allergy safety in schools* — Department for Education. (gov.uk)
- *Children's Wellbeing and Schools Act 2026* — UK Parliament. (legislation.gov.uk)
- *Fire safety risk assessment: educational premises* — Home Office. (gov.uk)
- *The role of school leaders – who does what* — Health and Safety Executive. (hse.gov.uk)