AYSCOUGHFEE HALL SCHOOL

HEALTH AND SAFETY POLICY

Rationale

The responsibility of the Governing Body and the Headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.
This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice or when considered necessary;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors

This policy should be read in conjunction with the following School policies:

- Allergy Safety and Anaphylaxis Policy
- Behaviour Policy
- Educational Visits Policy
- First Aid Policy
- Fire Policy
- Lettings Policy
- Lone Working Policy
- Restraint Policy
- Risk Assessment Policy & Risk Assessments
- Supervision Policy

Responsibilities

Governing Body
The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

The Headteacher & SMT Responsibilities:
The day to day running of the school is delegated to the Headteacher and Senior Management Team. They are responsible for ensuring that risks are managed effectively. Our competent person to ensure health and

safety duties are met is the Bursar, *Mrs Emma Gibson*. The Bursar has delegated responsibility for managing the arrangements for health and safety in the school and for liaising to obtain advice and information on health and safety matters.

Responsibilities include: -

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Discussing Health and Safety as part of the Buildings Committee and reviewing Health and Safety at all Board Meetings.
- Ensuring that all areas of the site are inspected termly by the Health & Safety Group (Bursar and one Governor)
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent reoccurrence.
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire-fighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this policy and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
    - Employee health and safety training
    - Accidents
    - Buildings committee
    - Premises safety inspections – including health & safety walks by the Governing Body
    - Fire equipment tests
    - A full record is kept of statutory testing linked to health and safety requirements e.g. Legionella, PAT testing, emergency lights etc.
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection. e.g. PAT testing, electrical testing.
- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of fire-fighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school Health and Safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.
- Ensuring that the school conforms to the RIDDOR regulations 1995 in the event of any major accidents resulting in deaths or serious injury and reportable illnesses in the school.

SMT are Responsible for:

- The safety of staff and pupils and visitors within school by ensuring staff receive necessary training and supervision
- Making arrangements for cover of staff with key safety responsibilities

- Being able to carry out emergency procedures in respect of fire, emergency evacuation, lockdown, security and first aid

Classroom Teachers are Responsible for:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

All Employees are Responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management.
- Not misusing any equipment provided for their safety.

The Health and Safety Group are Responsible for:

The Health and Safety Group comprises of the Bursar and the Governor responsible for Health and Safety. They are responsible for:

- Undertaking termly Health and Safety walks
- Monitoring and reviewing the effectiveness of Health and Safety practices
- Reporting their findings termly to the Governors' Building sub-committee
- Ensuring Health and Safety is placed on the agenda and reviewed at all Board meetings

Contractors

- Contactors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The Bursar will be responsible for controlling the work of contractors to ensure the safety of pupils, staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.
- Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:
    - Work on mains electrical wiring, mains incomers and distribution boards.
    - Removal of asbestos or work where asbestos materials are known or suspected to be in place.
    - Major excavations
    - Access to roofs and roof voids
    - Sterilising of water systems with chemicals
    - Access by anyone to confined spaces such as voids sumps and drains

Cookery Lessons

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Cookery teacher is responsible for:

- the safety of the kitchen areas and of keeping the Bursar informed of any hazards which could affect the safety of people or premises
- ensuring that they are competent in working safely in the kitchens with particular regard to the following:
  Hygiene - To maintain suitable standards of hygiene in the kitchen area including storage areas.
  Fire - To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.
  Equipment – To ensure hazardous equipment such as knives are safely handled and stored.

Asbestos

The Bursar is responsible for ensuring that arrangements are in place for managing asbestos in accordance with procedures and guidance.
Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.
The Bursar will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.
Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.
They should immediately stop work, evacuate the area and request advice from the Health and Safety team.

Community use of School Premises and Facilities

When the school's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.
The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the Governing Body. They will not, unless with prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises. Please see the school Lettings Policy for further information.

Visitors

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the School. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Bursar.
Visitors should wear a suitable visitors badge when on the premises.
Additional expectations apply to our Early Years provision (see policies for EYFS).

Provision of First Aid

See the school's First Aid policy for provision of medicines and supporting pupils with illnesses. This lists the school first aiders. The designated person responsible for checking and maintaining the contents of the first aid boxes is *Tammy Staples*.

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.
If an ambulance is required, the emergency 999 service should be used. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

The school maintains arrangements for the emergency treatment of anaphylaxis, including access to prescribed and spare adrenaline auto-injectors. Staff should follow the Allergy Safety and Anaphylaxis Policy and associated emergency procedures. Emergency planning arrangements include provision for responding to serious allergic reactions and suspected anaphylaxis.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

Accident Reporting

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

The School Accident Report Book must be completed with copies retained for at least three years.

Fire and Emergency Arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.
Fire Marshalls are responsible for a formal check of the premises fire equipment on a regular basis.
This will include fire doors; fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.
As part of discussion on health and safety, the Governing Body will also show due regard to fire safety.

Fire Fighting and Precautions

All firefighting equipment is annually inspected and serviced. It is the responsibility of the Bursar to ensure that firefighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location is kept up to date.

Fire Alarms

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the Maintenance Person.
Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

Fire Drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers.
Suitable arrangements must be in place for evacuating those with disablement or with special educational Needs. The Bursar has specific responsibility to call emergency services. The Fire Marshalls and Headteacher have specific responsibility to check all areas are cleared. *Joanne Wade* has specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures, this would be *Tammy Staples* in her absence.

Smoking & Vaping

Ayscoughfee Hall School is a non-smoking / Vaping environment and smoking / vaping is not allowed anywhere on the premises by anyone at any time. Contractors, visitors and temporary staff are expected to abide by these rules.

Information, Documentation and Training

Staff in addition to the Health and Safety Policy must review the Health and Safety Guidance and Risk Assessment folder. This folder contains further Health and Safety information with respect to manual handling, movement around the school and lone working for example and the school's Risk Assessments.
The Headteacher is responsible for ensuring the guidance, safety standards and risk assessments are current and adhered to at all times as well as ensuring all staff are familiar with the documentation and have signed to say they have read and understood the documents in the folder.
There is a Health and Safety Guidance and Risk Assessment folder, in The School Office for reference.

It is the responsibility of the school Bursar to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

Repairs and Maintenance

All damage, signs of wear and defects in the premises must be reported to the Bursar and written in the maintenance logbook.

School Premises Plans

A copy of the plans is held by the front entrance for use by the fire brigade if required.

Electrical Equipment

The frequency of the school's PAT testing is based on a risk assessment approach taking into consideration the environment, equipment type, users, equipment construction, frequency of use and previous inspections.
A copy of the risk assessment detailing the frequency of PAT testing and the inventory of the electrical equipment tested including the results is kept by the Bursar which is held in the office.
All staff must visually check all electrical appliances prior to their use and report any defects to the Bursar
All defective equipment must be taken out of use immediately and reported to the Bursar. Privately owned appliances must typically not be used on the School's premises (unless their use has been approved and/or they have been PAT tested).

Machinery and Plant

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards.
Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example boilers.

Furniture and Equipment

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Bursar who should arrange for repairs or replacement where necessary.

Control of Substances (COSHH)

All substances, chemicals, etc purchased and used within the school must comply with the COSHH guidance given from the Health and Safety Executive. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.
Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE* and in accordance with the manufacturers, instructions and advice on the label.
Any substance, which it is proposed to use for a purpose not covered by Health and Safety guidelines should be the subject of further advice and to the consent of the Headteacher. Any substance not identified should be disposed of.

Cleaning Arrangements

Any problem relating to the cleaning should be made known primarily to the Bursar.
the school should provide a specification of the cleaning arrangements and will include:

- COSHH assessments for the use and storage of cleaning materials.
- Arrangements for maintaining, testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.
Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided

to reduce the risks of injury and ill health.
Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, pupils, visitors and contractors.

Risk Assessments should consider allergy-related risks where relevant, including food, animals, environmental allergens, trips, visits, cooking activities and any activity involving potential allergen exposure.

Offsite Visits

It is important that suitable arrangements are made for all offsite visits by pupils. The Headteacher will be responsible and take a central role in planning and administrating all offsite visits.

Measuring, Auditing and Reviewing Performance

The school will measure its performance in order to clearly identify when and where improvements are needed. This will be achieved through both internal review by the Health and Safety Group and external auditing. For example, the findings from the termly Health and Safety walks are reviewed at the Governors' Building Sub Committee termly meetings and Health and Safety features as an agenda item at all Board Meetings to ensure that the school's procedures remain effective. The school has been subject to an external independent Health and Safety audit which took place in July 2021 by Cope Safety Management. The school scored an overall performance rating of 96%.

Conclusion

It is the responsibility of everyone to make these arrangements work. By achieving this collective responsibility there is a much greater likelihood of achieving an accident-free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.

A copy of this document will be brought to the attention of all members of staff. It will be reviewed regularly and updated as necessary, or at least annually.

This policy has been authorised by the Chair of Governors and the Headteacher

Mrs Theresa Wright — **Headteacher**
Ayscoughfee Hall School

T. L. Wright

Signature: **Date: 23rd March 2026**

Mr Sam Neal — **Chair of Governors**

Signature: **Date: 23rd March 2026**

This policy was approved by the Governing Body on 23rd March 2026.

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

PREPARED BY	AUTHORISED BY	LAST REVIEWED	REVIEW DATE	NO. OF PAGES
SMT	Theresa Wright	Autumn 2026	Spring 2027	7