

Moorside Primary School Health and Safety Policy



2026-2028

Links with other policies

This health and safety should be read in conjunction with:

Accessibility Plan
Critical Incident and Continuity Plan
Emergency Plan
Equality Policy
First Aid Policy
Intimate Care
Minibus Policy
Safeguarding and Child Protection
Security Policy
Supporting pupils with medical conditions

Person Responsible for Review:
Head Teacher / Governing Body

HEALTH & SAFETY

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MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle.
We pride ourselves in belonging to a caring school community where everyone is welcome.
We strive to deliver an outstanding education for all our children.
We help everyone to become caring and active citizens
We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be.
We want to create new opportunities for everyone to succeed.
We want to create a culture which broadens all of our horizons.
We want everyone to be able to tackle the challenges we will face in an ever-changing world.
We want all of our children to effectively engage with each other and with our community.

Our values

We all believe...

Our local community deserves a school they can be proud of
We are a caring community where everyone is welcome
We all value, respect and support each other
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school

We all agree...

Everyone will always try their best and take pride in all that they do
Everyone will demonstrate good manners at all times
Everyone will respect each other and show consideration
Everyone will respect and care for our environment and resources
Everyone will celebrate each other's successes and achievements

Child-friendly expectations to be used in class and around school

Learn and let others learn.
Celebrate what makes us special and respect our diversity.
Look after each other and our environment.
Solve problems calmly and cooperatively.



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September 2026



GENERAL STATEMENT

The Health & Safety at Work Etc. Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, children and other persons including visitors, contractors and the general public who may be affected by the school's activities.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, children that attend our school, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, children and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety, and individuals will be consulted before allocating health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

P Piddington
Chair of Governors
Date:

L Hall
Head Teacher
Date:

PART 2 - ORGANISATION AND RESPONSIBILITIES

(Detailed roles and responsibilities can be found in [Appendix 1](#))

Governing Body – The Governing Body have a legal duty to ensure that schools have a Health and Safety Policy and receive information in relation to all health and safety issues that may cause or have caused a risk to and finances, staff, visitors and other stakeholders.

Head Teacher – The Head Teacher is responsible for ensuring that everyone understands the significant health and safety risks related to the school premises and curriculum. The Head Teacher holds responsibility for all risk assessments, training and overseeing significant risks.

School Business and Finance Managers – Supports the Head Teacher with their responsibilities and ensures that processes are in place.

Caretaker – Ensures that regular checks are made as directed by the Head Teacher or School Business and Finance Manager

All staff are responsible for Health and Safety and have a Duty of Care regarding any issues that may have an impact on the safety of children, staff, visitors and other stakeholders.

Employees' Obligations

As well as placing a number of obligations on the employer, the Act also imposes duties on employees whilst at work: -

- To act in their employment with due care for the health and safety of themselves, or other workers, and the public who may be affected by their acts or omissions.
- To observe the provision of the Act wherever applicable to them or matter within their control.
- To co-operate with the employer as far as is necessary to enable the duties to be carried out.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare.

An employee who contravenes or fails to observe any relevant health and safety rule will normally be subject to disciplinary action under the Disciplinary Policy.

Employees are urged to cultivate the habit of working safely and should always be on the lookout for hazards. If they see something that might cause an accident, they should make it safe (unless doing so would put themselves at risk) or report it to the Head Teacher directly. In order for us to comply with the law, we are required to report any hazard or defect on school premises, and so that we have a record of these and can ensure that they are dealt with as speedily as possible, a simple system for reporting health and safety issues has been devised. Urgent repairs need to be reported immediately to the Health and Safety coordinator (Head Teacher/School Business Manager), and if they are premise-related, staff should also inform the Head Teacher and the Caretaker. It is imperative that the Head Teacher is aware of any repairs that are reported to ensure the safety of all in attendance at school.

Union Representation - Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety, and individuals will be consulted before allocating particular health and safety functions to them.

Contractor's Obligations - Contractors are reminded that Section 7 of the Health and Safety at Work Act 1974 compels them to take reasonable care of themselves and others.

- Contractors must not start work until they have received authorisation from the Head Teacher.

- Before commencing any work, contractors must read and sign the contractor's book and familiarise themselves with the school's evacuation procedures.
- The school will ensure that contractors working in areas where asbestos may be present are shown the asbestos register before work begins.
- All contractors who have contact with children must provide evidence of appropriate DBS checks
- Contractors will be required to complete a site induction which covers safeguarding procedures, emergency evacuation routes, site-specific hazards, and health and safety expectations. For high-risk activities, a permit-to-work system will be implemented to ensure additional controls are in place.
- Any contractor failing to observe these rules may be asked to leave the site immediately.
- Contractors must provide evidence that they have completed an adequate risk assessment and method statement for all planned work before authorisation to proceed will be granted.

PART 3 – ARRANGEMENTS

The arrangements set out below cover the main activities. Detailed guidance can be accessed from the consultancy service provider through the Head Teacher.

1. Health & Safety Audit & Action Plan

The Head Teacher should arrange for an annual audit to be completed with the caretaker/site manager. The audit will inform the creation of a Health & Safety Action Plan. The self-audit will be reviewed with the H&S consultant who will provide advice on formulating the action plan. The Head Teacher should arrange the review directly with the H&S consultant (currently Newcastle City Council.)

2. School Security

Everyone must take responsibility for school security and always be vigilant. All visitors or supply staff should have ID badges. All staff and Governors will be allocated lanyards for when in school and visiting other establishments. Staff need to use their fobs to get around school and should not let others use these or let other people into areas without knowing why they are going into that area of the school. If you see anything suspicious, report it. When entering or exiting the school main gate staff need to be vigilant on who may try to enter at the same time. Staff should close windows and ensure fire doors are shut before they leave at night. Nothing should be left hanging as this could set off the security alarm.

The person responsible for locking the school will ensure that shutters and front doors are locked and that the alarm is set. This is likely to be the caretaker on most occasions.

Further details regarding visitor management, DBS checks and supervision of contractors can be found in the Safeguarding and Child Protection Policy.

3. Vehicle Safety & Minibus

All cars parked in the school car park are at the owner's risk and the school does not accept any liability for any damage etc. to their vehicles. Staff and visitors should only park their vehicles in designated car parking spaces by reverse parking. Reverse parking is primarily for safety. It eliminates dangerous blind-spot reversing into traffic and offers better visibility in crowded, high-pedestrian areas. Where possible, vehicular movement is restricted at peak child movement times.

The school has a school minibus, but only authorised drivers are allowed to drive it. These drivers will have attended a training course (Midas) and supplied details of their insurance and driving licence to the school. Any parking tickets / offences obtained whilst driving the school minibus will be the responsibility of the driver. The Head Teacher maintains a list of authorised minibus drivers and checks driving licences annually. The minibus is serviced and inspected in accordance with the manufacturer's recommendations and legal requirements. Further details on vehicle maintenance, insurance requirements and driver responsibilities can be found in the School's Minibus Policy

4. Hazardous Substances

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease
- Asbestos

The caretaker/site manager is responsible for COSHH guidelines/regulation being adhered to along with the LA. Staff will also be provided with protective equipment, where necessary. Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Staff are reminded that all purchases should be non-toxic to children, wherever practicable. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. Please refer any concerns to the Head Teacher, Senior Leadership Team or the School Business and Finance Managers.

4.1 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are maintained annually by a Gas Safe registered engineer.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.2 Legionella

The Head Teacher is responsible for ensuring that water quality checks are made in accordance with the water risk assessment. This includes weekly flushing of little-used outlets and monthly water temperature checks, which are recorded in the school's water logbook. Currently Moorside Primary School buys into the SLA with Newcastle City Council for the annual water risk assessment and specialist testing.

To achieve control of legionella bacteria each school will implement the following:

- A water risk assessment is completed by an external contractor. The Head Teacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water logbook.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- Records of checks will be kept for a minimum of 5 years.

4.3 Asbestos

The Head Teacher is responsible for managing the asbestos management plan in collaboration with the School Business and Finance Managers and the Caretaker.

- Staff are 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 are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop working immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

4.4 RAAC (Reinforced Autoclaved Aerated Concrete)

The Local Authority commissioned an RAAC inspection from a building contractor/structural engineer to identify if the building contained any RAAC panels. No RAAC panels were found present during this. We will continue to monitor these finding and an annual internal inspection will be carried out in accordance with the DfE Reinforced Autoclaved Aerated Concrete (RAAC) Identification guidance; assuring that if there is any suspected RAAC materials assistance would be sought from an appropriate qualified building surveyor or structural engineer with experience of RAAC. Our Risk Assessment has also been updated to reflect this.

5. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

5.1 Electrical Equipment

- All electrical equipment used in schools must be new or have a valid PAT certificate displaced on it.
- Staff must not bring in used equipment from home.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any child or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- Any electrical appliance should be checked visually before use. This should include checking cables for signs of wear, damage and fraying. If a fault is apparent a warning label should be attached and the appliance removed for service until inspected by a competent person and repairs carried out as necessary.
- Adaptors: the use of adaptors to enable 2 or more plugs to be supplied from one socket is not safe practice and is prohibited.
- Any potential hazards will be reported to the site manager immediately.
- PAT testing is arranged annually by the Local Authority/Head Teacher and records are kept with the Head Teacher.
- All isolators' switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person with relevant qualifications and technical knowledge.

5.2 PE Equipment

All PE Equipment is checked as per Health and Safety Guidelines, but it is the responsibility of all teachers to check any apparatus or equipment before it is used. Please report any concerns to the Head Teacher. Staff should not use equipment that is unsafe as they still have a duty of care to take necessary steps for the health and safety of all children.

5.3 Display Screen Equipment (DSE)

Staff who use display screen equipment continuously for one hour or more daily are entitled to request a DSE assessment. The Head Teacher will arrange assessments as required. Screens should not be left on at the front offices when staff using them are not in the offices due to sensitive information being potentially accessible.

5.4 Hot Works

Care has to be taken if using certain equipment in schools this is normally associated with equipment used for cutting and welding and should take place outside of school hours.

6. Lone Working

Lone work may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single-occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone work is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

7. Fire Safety

The school has appointed a 'responsible person' who is responsible for fire safety, including plans for an emergency and all fire risk assessments. At Moorside Primary School, the responsible person is Linda Hall – Head Teacher and she has undertaken all relevant training.

7.1 Fire Risk Assessment

The school carries out fire risk assessments on all buildings to determine the precautions needed to protect occupants and enable a safe means of escape in the case of fire. In particular, the school has put procedures in place to reduce the likelihood of fire, maintains fire detection and alarm systems, and ensures that staff and children are familiar with emergency evacuation procedures. The fire risk assessment is reviewed annually and whenever there are significant changes to the building, occupancy, or use of the premises. A copy of the current fire risk assessment is held by the Head Teacher and is available to all staff.

7.2 Emergency Plan and Fire Evacuation Procedures

All staff must familiarise themselves with the Emergency Plan and Fire Evacuation Procedures, which should be read in conjunction with this policy. These procedures are displayed throughout the school buildings and are reviewed on a regular basis.

The school's fire evacuation plan shows how we have a clear passageway to all escape routes, clearly marked escape routes that are as short and direct as possible, enough exits and routes for all people to escape, emergency doors that open easily, emergency lighting where needed, training for all employees to know and use the escape routes, and a safe meeting point for staff.

Please ensure that you read and understand the Emergency Plan, Fire Routines and Procedures, and you KNOW the Fire Assembly Points.

7.3 New Staff and Children

On the first day of a school term, or as soon as possible thereafter, all new entrants (both staff and children) must be shown all primary and secondary escape routes, shown the positions of fire alarm call points, and instructed in the fire evacuation procedure.

7.4 Fire Alarm Call Points and Signage

Each fire alarm call point is indicated conspicuously by a notice worded "FIRE ALARM", followed by appropriate operating instructions. Fire exit signs are positioned throughout the building to clearly mark all escape routes.

7.5 Personal Emergency Evacuation Plans (PEEPs)

Some children or staff may need assistance in evacuating the building. The school makes special arrangements for evacuating children and staff with mobility needs and includes them in a personal emergency evacuation plan (PEEP). All staff supporting individuals with PEEPs must be trained on the specific procedures to follow for that individual. PEEPs are reviewed at least annually and whenever there is a change in the individual's needs or circumstances.

7.6 Fire Drills

The school carries out fire drills at least once a term. Fire drills are held as soon as possible after the start of each school year so that new staff and children can become familiar with procedures.

A record of all fire drills is maintained by the Head Teacher, including the date, time, how long the evacuation took, any issues identified, and actions taken.

7.7 Fire Detection, Alarm Systems and Emergency Lighting

The school ensures that all premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The school has arrangements in place to regularly check that all fire alarm systems are working, the emergency lighting is working, any faults in systems and equipment are recorded, all escape routes are clear and the floor is in good condition, all fire escapes can be opened easily, automatic fire doors close correctly, and fire exit signs are in the right place.

The following testing schedule is in place:

Equipment/System	Test Frequency	Responsible Person	Record Location
Fire alarm system	Weekly (call point test)	Caretaker	Fire alarm logbook
Fire alarm system	Annually (full system service)	External contractor	Head Teacher's records
Emergency lighting	Monthly (function test)	Caretaker	Emergency lighting logbook
Emergency lighting	Annually (full duration test)	External contractor	Head Teacher's records
Fire extinguishers	Annually (service and inspection)	External contractor	Head Teacher's records
Fire doors	Weekly (visual check)	Caretaker	Premises inspection log
Fire doors	Annually (full inspection)	External contractor	Head Teacher's records
Escape routes	Daily (visual check for obstructions)	Caretaker	Premises inspection log

All test results, servicing records, and any faults identified must be recorded and kept by the Caretaker. Any faults must be reported immediately to the Head Teacher, and remedial action taken as soon as possible.

7.8 Fire-Fighting Equipment

Fire-fighting equipment is easily accessible, simple to use, and indicated by signs. The school has appropriate fire extinguishers positioned throughout the building, which are serviced annually by a competent contractor. Fire Warden training has been undertaken by identified members of staff whom understand how to use this equipment safely including all members of the Senior Leadership Team.

Circumstances will dictate as to whether firefighting operations should be attempted; the important thing to remember is that firefighting must always be secondary to life safety. If there is any doubt, staff should evacuate immediately and wait for the fire service.

7.9 Staff Training

The school trains new staff when they start work and informs all employees about any new fire risks. Training is specific to the school, includes any significant findings from the fire risk assessment, and is recorded in individual staff training records.

All staff receive fire safety training as part of their induction and at least annually thereafter.

All health and safety training is recorded in individual staff training records maintained by The Head Teacher. The Head Teacher monitors training compliance and arranges refresher training as required.

8. Smoking

Smoking (including e-cigarettes and vaping) is not permitted anywhere inside the school buildings or anywhere in the school grounds.

9. Emergency Procedures

Moorside Primary School has comprehensive emergency procedures in place to respond to a range of critical incidents and emergency situations. These procedures cover fire evacuation (detailed in section 7 of this policy), lockdown, bomb threats, severe weather, loss of utilities, and other critical incidents that may affect the safety and welfare of pupils, staff and visitors. All staff must familiarise themselves with the school's **Critical Incident and Continuity Plan** and **Emergency Plan**, which must be read in conjunction with this health and safety policy. These plans set out detailed procedures, roles and responsibilities, communication protocols, and recovery arrangements for each type of emergency. The Head Teacher is responsible for ensuring that all staff receive appropriate training on emergency procedures during induction and through regular updates. Emergency procedures are reviewed annually and following any incident or near-miss to ensure they remain effective and fit for purpose.

10. Manual Handling & Working at Heights

10.1 Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and children are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use mechanical aids, such as a trolley, or ask another person to help.
- Take a more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

10.2 Working at Heights

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Moorside Primary School purchases their Caretaking/Site manager support through the Local Authority. As the employer, the LA provides training in manual handling and working at heights

- Only staff who have received appropriate training are permitted to work at height using ladders or access equipment. The caretaker has received training from Newcastle City Council in working at heights and manual handling.
- Other staff may use kick stools or small step stools (maximum 2 steps) for low-level tasks such as classroom displays, provided they have been shown how to use them safely. Staff must not stand on chairs, tables or other furniture.
- All work at significant height (e.g. changing light bulbs, accessing roof spaces, high-level maintenance) must be carried out by the caretaker or specialist contractors
- Contractors are expected to provide their own ladders for working at height.
- Access to high levels, such as roofs, is only permitted by trained people.

11. Off-site Visits

It is important that staff complete risk assessments for any visits and activity. All risk assessments need to be saved on the 'Teacher drive' and must be authorised by the Head Teacher.

When taking children off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- Staff are familiar with any other settings, individual risk assessments and fire evacuation plans.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, and information about the specific medical needs of children along with the parents' contact details.
- For trips and visits with children in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate.
- For other trips, there will always be at least one first aider on schools' trips and visits.

For guidance \ checklist, all residential visits must be planned in accordance with the EVAS and the LA/school guidance met. Newcastle City Council use EVOLVE – Information Management System to record all visits.

12. Risk Assessments

All risk assessments are stored by the Head Teacher and are accessible to all staff upon request. Risk assessments are reviewed annually, or sooner if there are significant changes in circumstances, following an incident, or when new activities/equipment are introduced. The Head Teacher is responsible for ensuring risk assessments are completed and reviewed. Subject leaders and trip leaders are responsible for risk assessments in their areas of responsibility. All staff are expected to familiarise themselves with relevant risk assessments and follow the control measures identified

13. Violence at Work/School

We believe that staff should not be in danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Head Teacher immediately. This applies to violence from children, visitors, parents/carers or other staff.

Please note the statement below is issued by the Local Authority.

STATEMENT OF POLICY ON VIOLENCE TO STAFF AT WORK

Violence is defined by the Health and Safety executive as:

- 'Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment.'
- Actual or threatened assaults on City Council employees are wholly unacceptable and the City Council will support any member of its workforce who is assaulted whilst carrying out official duties.
- Serious consideration will be given to minimising the risk of violence to City Council employees by physical means, such as alterations in the workplace, especially counter, reception and interview.
- Incidents of violence or threats of violence are to be reported immediately and recorded and reviewed by the Senior Leadership. [A copy of the incident report form to be completed by employees who have been threatened or assaulted is attached].
- Any serious incidents of violence will be reported to the police for appropriate criminal investigation.
- The City Council accepts the right of employees to make formal complaints to the police or to pursue civil action.
- Senior Leadership will ensure that staff receive instructions about how to control violent behaviour when it occurs.
- Senior Leadership will assist employees during and following any incidents of violence. Counselling will be arranged as and when necessary.
- All work relating to knowing violent clients will be assessed and responded to in an appropriate manner, which may require more than one member of staff to be allocated to deal with individuals.
- Wherever practicable cash handling and carrying will be avoided.
- Induction training for new staff will include developing an awareness of and sensitivity towards violence at work.

14. Infectious/Contagious Diseases

We follow national guidance published by Public Health England when responding to infection control issues.

You must notify the Head Teacher if you or anyone in your home is suffering from one of the infectious or contagious diseases listed below: -

Mumps	Dysentery
Measles	Glandular Fever
German measles	Poliomyelitis
Chickenpox	Scarlet Fever
Cholera	Smallpox
Diphtheria	Typhoid

The above list is not definitive.

Any instances of these diseases should be reported to the Head Teacher, Senior Leadership Team or the School Business and Finance Managers as soon as possible. The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

To prevent the possible spreading of the disease to other people, we may ask the member of staff to stay away from work. For the duration of their absence, the normal conditions of employment will apply.

15. First Aid & Medical Conditions

Moorside Primary School is committed to providing adequate and appropriate first aid provision to all staff, children and visitors. The school recognises its statutory duty to provide proper first aid materials, equipment and facilities, and to ensure that appropriately trained personnel are always available while people are on school premises and during off-site visits. The appointed person responsible for first aid arrangements is the

Head Teacher and, in her absence, it would be the Senior Leadership Team (SLT). The medical room is in the main meeting room. First aid boxes are in the school office/reception, staff room, school hall/gym, playground/outdoor areas, and school minibus. A current list of trained first aiders is available from The Head Teacher.

Further details regarding statutory duties and our first aid needs can be found in our First Aid Policy.

The school is committed to their children and hope that all children can attend school on a regular basis. Some children may need to take medication or have specific medical needs. Some of these medical conditions are listed below. Please see Supporting Children at School with Medical Conditions Policy for further information

15.1 Asthma

At Moorside Primary School, we welcome children with asthma and encourage them to take full part in all school activities. We ask parents/carers to inform us whether their child has asthma, and we maintain a record of all children with the condition, including details of their treatment and clear guidance on correct usage. All staff receive training in practical asthma management to ensure they can support children effectively. Children who have reliever inhalers (such as Ventolin, Bricanyl and Salbutamol) will typically have an inhaler at home and one for their journey to and from school, whilst those with preventer inhalers may need to take these during the school day. Some children may require both a preventative and reliever inhaler. The school holds emergency inhalers which will be used if a child does not have their own inhaler available, though we encourage all parents/carers to ensure their child's inhalers are in school and in date, as this is their responsibility. We consult with parents/carers about where their child's inhaler will be kept, and children may keep their own inhaler with them in a bum bag provided by the school, as it is important that children have easy access to their reliever inhaler at all times – in the classroom, on the sports field, at the pool, at break and lunchtimes, and on educational visits – since delay in taking reliever treatment can lead to a severe attack and, in rare cases, could even prove fatal. For children with severe asthma who use an electric device called a nebuliser to deliver asthma drugs, the school will liaise with the school nurse on the correct management.

15.2 Diabetes

At Moorside Primary School, we recognise that there is a lot to consider if a child has diabetes, and we understand that it is important that a child with diabetes feels confident and safe in school and does not miss any part of their education because of their condition. As a school, we meet with parents/carers of children with diabetes and follow our "Supporting Children with Medical Conditions Policy" to ensure appropriate support is in place. Diabetes is treated with insulin, which is normally administered through an insulin pen, and the school follows procedures regarding administering, dispensing and safe disposal of all equipment used in the treatment of diabetes. Anyone with diabetes can experience "hypers" and "hypos", which are high and low blood sugar levels, and any child having one of these episodes will need to receive treatment as per their individual healthcare plan that has been agreed between the school and their parents/carers.

15.3 Allergies

The school has several children and staff with allergies. The school recognises the importance of keeping our children and staff safe and to try to reduce risk we DO NOT allow nuts of any food containing nuts (including Nutella and hazelnut spread) in the school. We also do not allow kiwi fruit in the school.

15.4 Automated External Defibrillator (AED)

Information regarding the school's AED's procedures including location, maintenance, user competence and safety can be found in **Appendix 2**. A copy of the school's AED risk assessment is available from the Head Teacher upon request.

15.5 Sickness at School (children)

If children feel ill at any time in school, they should inform the teacher they are working with. The teacher will monitor the child or send them to a member of the Senior Leadership Team for assessment. A decision will be made concerning their fitness and wellbeing and whether to contact the parents/carers. If a decision is made to send the child home this will be recorded giving the reasons why.

15.6 Sickness at School (staff)

If a member of staff feels unwell during working hours, it is important that they inform the Head Teacher or member of the Senior Leadership Team. The member of staff then makes the decision themselves as to whether they are well enough to stay at work or need to go home. If absent the next day, they need to ring the Head Teacher before 8.30 am and again later in the day to give an indication as to whether they feel well enough to return to work the following day. If absent for more than seven consecutive days (including non-working days), staff must provide a fit note from their doctor. If absent longer it is expected that staff maintain some form of contact with the Head Teacher over time to keep them informed on how they are.

16. New and Expectant Mothers

To ensure that an adequate risk assessment is in place it is important to advise your Head Teacher as soon as you are aware that you are pregnant. This information will be kept confidential but in order for your wellbeing to be considered a risk assessment will be required.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Staff Welfare

17.1 Stress (Staff)

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school to respond to individual concerns and monitor staff workloads. If a member of staff feels that they are suffering from stress, it is important they discuss it with the Head Teacher.

17.2 Recognising Stress Problems – Information and Training

Moorside Primary School recognises that any staff responsible for line managing staff will need to be suitably trained. Moorside Primary School has the support of the Human Resource department at Newcastle City Council and Occupational Health Professionals that can support the schools as required.

17.3 Occupational Health Service

The school has access to occupational health services to support staff health and wellbeing. If a member of staff feels that they need help, it is important that they discuss this with the Head Teacher. The school may decide that it is appropriate for a member of staff to access occupational health services where it is concerned about an individual's health or wellbeing. Occupational health is a means of preventing ill health and promoting health and wellbeing in the workplace. Occupational health professionals such as psychologists, nurses and doctors can increase awareness of stress, both in individuals and in the organisation, by stimulating discussion and promoting a supportive culture. Similarly, they can advise on positive health management including diet, exercise, drugs, drinking and smoking. Moorside Primary School encourages staff to seek advice from occupational health personnel, who will discuss problems in confidence and, where necessary, initiate appropriate advice on treatment through the family doctor. Referral to other specialist advice may be recommended, such as coping-skills training, group therapy and psychological treatment. As well as dealing with individual cases, the occupational health service can play a valuable role in identifying overall problems within the school and assessing the effectiveness of strategies used to deal with particular issues.

18. Accident & Incident Reporting

Even the most careful of us can unfortunately suffer an accident. However minor the injury may seem, be sure to report it immediately, with as much detail as possible, to the first aider and a member of the Senior Leadership Team. Information regarding first aiders will be available from the school office. All accidents must be recorded, and the class teacher will be advised on how information is communicated to parents/carers either through phone call or on collection. Senior Leaders will direct who shares the information dependent on timings and other commitments of staff.

The teacher or a member of the school office staff will inform parents/carers of any accident or injury sustained by a child in the Early Years Foundation Stage, and any first aid treatment given on the same day, or as soon as reasonably practicable.

18.1 Reporting to the Health and Safety Executive

The School Business and Finance Managers will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive in accordance with RIDDOR timescales.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

A copy of the Accident/Incident or Near Miss Report Form can be found on the Office (H) drive> Accident Reporting

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Appendix 1 – Roles & Responsibilities

1.1 The Governing Body

The governing body has ultimate responsibility for health and safety matters at Moorside Primary School and has delegated day-to-day responsibility to the Head Teacher.

The governing body has a duty to take reasonable steps to ensure that staff and children are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer (alongside the local authority for certain staff), also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governing body will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the school
- Any decisions reflect health and safety intentions
- Adequate resources are available for the implementation of health and safety
- An effective management structure for the implementation of health and safety is established
- They promote the active participation of employees in improving health and safety performance
- They review the health and safety performance of the school annually and plan safety improvements for the following year
- Health and safety objectives are set for the school
- Standards of health and safety are set across all areas
- A health and safety programme of continuous improvement is created and monitored for progress against agreed targets
- A risk management programme is developed and implemented
- Senior leadership is competent to fulfil their health and safety responsibilities and effective training programmes have been put in place
- A system of communication and consultation with employees is established
- Matters raised by communication and consultation with employees are considered for action
- Monitoring systems are in place to monitor the effectiveness of the school's control of health and safety risks

- The health and safety policy and procedures are reviewed in light of the results of internal and external audits
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance

A link governor has been appointed to oversee health and safety provision in the school.

1.2 The Head Teacher

The Head Teacher is responsible for the day-to-day health and safety management of the school and will ensure that:

- The school's health and safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- A health and safety plan of continuous improvement is in place
- Suitable and sufficient funds are allocated from the school budget to ensure that people, materials and equipment are provided to meet all health and safety requirements
- Professional advice is sought from the local authority's health and safety service or other competent advisors as needed
- Staff designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- A positive health and safety culture is promoted throughout the school
- A system of communication and consultation with employees is established
- Effective training programmes are in place and staff complete health and safety training on induction and as refreshed in accordance with the staff training plan
- There are enough staff to supervise children safely
- The school building and premises are safe and regularly inspected
- Appropriate evacuation procedures are in place and regular fire drills are held
- All risk assessments are completed and reviewed
- Monitoring of cleaning contracts takes place, and cleaners are appropriately trained and have access to personal protective equipment where necessary
- An annual report on the safety performance of the school is presented to the governing body

In the Head Teacher's absence, the deputy Head Teacher or another senior leadership team member assumes the above day-to-day health and safety responsibilities.

1.3 School Business and Finance Managers

The School Business and Finance Managers will ensure that:

- School buildings and plant are maintained in accordance with the health and safety policy through effective planning and oversight
- Records of servicing, maintenance and statutory examinations are retained, kept up to date and readily accessible
- Statutory examinations and inspections are planned, scheduled, completed and recorded (e.g. fire alarm testing, emergency lighting, water temperature checks, legionella risk assessments, gas safety certificates, electrical testing, asbestos management)
- The premises budget is managed effectively to ensure adequate resources are available for maintenance, repairs and health and safety compliance

- Contractors are appropriately selected, vetted and managed, including ensuring they provide risk assessments and method statements before work begins, and that they sign in/out and follow school safeguarding procedures
- Safe systems of work and premises-related procedures are developed and documented
- Risk assessments relating to premises and contractor activities are completed, recorded and regularly reviewed
- They communicate with the Head Teacher and staff on health and safety issues relating to building maintenance, compliance matters and the work of contractors
- Regular premises inspections are carried out and reports are provided to the Head Teacher and governing body on the condition of the school site and compliance matters
- Any safety issues that cannot be dealt with immediately are logged, risk-assessed and referred to the Head Teacher with recommended actions and costings
- They liaise with the local authority's health and safety service and other external advisors as needed

1.4 Caretaker

The Caretaker will ensure that:

- Daily visual inspections of the school site are carried out to identify hazards, damage or maintenance issues
- The school site is opened and secured appropriately each day, including checking that all doors, windows and gates are locked as required
- Minor repairs and maintenance tasks are completed promptly and safely
- Any defects, hazards or maintenance issues are reported to the Head Teacher and recorded in the maintenance log
- Agreed safety standards are maintained, particularly those relating to housekeeping, cleanliness and tidiness of the site
- Cleaning standards are monitored on a day-to-day basis and any issues are reported to the Head Teacher
- Welfare facilities (toilets, staff rooms, etc.) are maintained in a satisfactory and hygienic state
- They work safely at all times, following training and instructions, and use appropriate personal protective equipment
- They assist with routine statutory checks as directed (e.g. weekly fire alarm tests, monthly emergency lighting tests, water temperature monitoring)
- Rooms and spaces are set up safely for events, meetings and activities as required
- Waste and recycling are managed safely and in accordance with school procedures
- They encourage staff and children to report hazards and take immediate action to make areas safe (e.g. cordoning off hazards, putting up warning signs)
- They work cooperatively with contractors on site, under the direction of the Head Teacher
- They communicate promptly with the Head Teacher about any urgent health and safety concerns
- They attend all required health and safety training courses and work in accordance with their training

1.5 Health and Safety Lead

The nominated health and safety lead is the Head Teacher.

1.6 All Staff (including students on placement and volunteers)

School staff have a duty to take care of children in the same way that a prudent parent would do. All staff (including students on placement and volunteers) will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Report all accidents to the school business manager/office manager whether an injury is sustained or not
- Attend as requested any health and safety training course
- Dress sensibly and safely for their particular working environment or occupation
- Model safe and hygienic practice for children
- Understand emergency evacuation procedures and feel confident in implementing them

1.7 Children and Parents/Carers

Children and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

1.8 Contractors

Contractors will agree health and safety practices with the Head Teacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

1.9 Local Authority Health and Safety Support

As a maintained school, Moorside Primary School has access to health and safety advice and support from Newcastle City Council as the local authority. This includes:

- Advice and assistance on health and safety issues (fulfilling the role of 'competent person')
- Model templates and documents
- Access to training for staff
- Support with the school's self-audit and risk assessment processes and provision of advice on actions required and legal compliance
- Support if there is a serious accident or incident involving enforcement authorities

Appendix 2 - Automated External Defibrillator (AED)

AED maintenance and location

The school is in possession of two AED's, their locations are in the SLT office and in the small office. Clear signage is in place indicating the AED's locations in school and are situated no further than a two-minute brisk walk from the areas they are most likely to be needed. The internally located defibrillator is protected in a carry case so that it can be transported easily. The externally located defibrillator (which is also registered on The Circuit for community use during school opening hours) requires an access code which can also be found on the front of the cabinet. If a member of the community requests use of the AED in an emergency, a member of staff accompanies the AED to supervise its use.

Linda Hall (Head Teacher) is the designated person responsible for checking the AED's suitability for use, performing regular visual inspections and verifying the status indicators (as per the manufacturers guidance). These checks ensure the device is rescue-ready in an emergency.

AED user competence and safety

Although AEDs are designed to be used by anyone, even without training, and have clear, step-by-step visual and verbal instructions, staff that are first aid trained will undertake training that covers CPR and AED use.

All staff should be aware that:

- The emergency services must be called immediately for suspected incidents of cardiac arrest and their advice is followed, e.g. on the use of CPR and AEDs.
- An AED is used only after the emergency services have been contacted
- Where possible, another individual attaches the pads to the patient to allow CPR to continue being administered until the AED is ready for use.
- Where a person finds themselves alone with a patient, they stay and perform CPR while they await the ambulance services' arrival rather than stopping to retrieve an AED
- AEDs are not typically suitable for use on children under 12 months.
- AEDs should be used in paediatric mode or with paediatric pads for children aged one to eight; if paediatric pads are not available then adult pads can be used.
- Universal pads are suitable for both adults and children.
- AEDs can be used if the person in cardiac arrest is pregnant, and this should be mentioned when requesting emergency service support.
- An AED response kit with scissors and razors can be sought from the SLT office and small office for patient preparation.
- When in use the patient should not be touched during the shock. The rescuer should reinforce "stand clear" to any other persons nearby.

AED Communication and emergency response

In the event of a suspected cardiac arrest staff should follow the 3-step process:

- 1) Call Emergency Services, 2) Start CPR, 3) Deploy AED.

The designated AED responsible person, should ensure the AED is restocked after every use and contact the ambulance service if the community AED is out of service.

Where applicable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the HSE is notified of an employee suffering cardiac arrest.

Any staff and children affected by an incident are offered support and encouraged to access help, e.g. through their GP.

Appendix3 - Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation. It reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test •
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).