

HYLTON CASTLE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Link governors: Caroline Comer

Policy written by: Emma Olsen

Last Reviewed: February 2026

Date of next review: February 2027



This policy is in addition to the Sunderland Local Authority Corporate Health and Safety policies to benefit staff, pupils, visitors and other users of premises. Copies of these documents are available on request.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits
- Develop safety awareness amongst staff, pupils and other supervising adults
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [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 make an assessment of 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 require employers to protect their staff from falls from height

Roles and responsibilities

All aspects of premise management are co-ordinated and overseen by the Headteacher Mrs. Lisa Wood.

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

- Chair of Governors' Finance and Premises Committee: Mrs. Caroline Comer
- Head teacher: Mrs. Lisa Wood
- Business Manager: Mrs. Emma Olsen
- Senior Leadership Team: Mrs. Lisa Wood, Mrs. Kate. Hunter, Mrs. Emma Olsen, Mrs. Caroline Robertson, Mrs. Beth Meldrum, Mrs. Louise Masters, Miss. Kayleigh Abernethy
- Site Supervisor: Mr. Barry Williams
- EVC: Mrs. Kate Hunter (Deputy Headteacher)
- Financial aspects of premise management: Mrs. Emma Olsen (Business Manager)
- Health and safety support administrator: Mrs. Emma Olsen (Business Manager)
- DSE administrator: Mrs. Emma Olsen (Business Manager)

The Governing Body will:

- Decide policy
- Give strategic guidance
- Monitor and review health and safety issues through the Finance and Premises Committee, reporting back through the Chair of the committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

The Headteacher (Lisa Wood) will:

- Be responsible for the implementation of the health and safety policy
- Develop a culture of safety throughout the school
- Report to Governors on pertinent issues through the Resources Committee on a termly basis
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Formulate and co-ordinate safety procedures
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Provide plant, equipment and systems of work, which are safe, and without risks to health
- Meet with the site manager and business manager on a weekly basis to manage site issues
- Report to the site manager and business manager any defects and hazards that are brought to her notice

All staff will:

- Ensure that they have read the Health and Safety Policy and signed to say they have done so
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Ensure, as far as is reasonably practicable, that their classroom or office is safe
- Use equipment safely
- Ensure, as far as is reasonably practicable, that pupils use equipment safely
- Report situations which may present a serious or imminent danger to the headteacher, site manager or business manager
- Report any defects and hazards to the site manager through recording in his diary on his desk
- Report any concerns of abuse to pupils to the headteacher who is the designated safeguarding lead
- Complete an 'Accident / Incident / Violence Investigation' form (IR1), paper copy available in the staff room and upload onto the online IR reporting website, in the event of a significant accident or incident of violence

The Site Supervisor (Barry Williams) will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises
- Conduct a termly health and safety survey with the Headteacher and Business Manager.
- Conduct a half-termly site check with the Business Manager.
- Meet with the headteacher / deputy headteacher and business manager on a regular basis to manage site issues.

- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the headteacher and business manager any defects and hazards that are brought to his notice
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Complete all PPM check's set by Galliford try which also meet statutory guidelines such as weekly fire alarm and doors checks, Emergency lights and Legionella prevention.
- Using the shared diary, whenever contractors are due to enter the school to undertake maintenance, service or works contracts to ensure all staff are aware
- Always supervising contractors
- Maintain a record of all hazardous substances (COSHH) and make arrangements for handling, storage and transportation substances

The Business Manager (Emma Olsen) will:

- Report to the headteacher and Galliford Try any defects and hazards that are brought to her notice
- Liaise with the head teacher when organising health and safety works
- Report to the headteacher on any financial implications for health and safety issues
- Meet with the headteacher/deputy headteacher on a weekly basis to manage site issues
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy and sign to say they have received it
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

Senior Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their curriculum areas

The Lunchtime Assistants will:

- Report any health and safety concerns at lunchtime to the Headteacher or Business Manager
- Organise first aid cover and first aid supplies at lunchtime
- Ensure 'Accident / Incident / Violence Investigation' forms (IR1) are completed for any serious incidents. Forms to be given to Administrative staff to record on the on-line reporting system

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates
- Observe standards of dress consistent with safety and/or hygiene
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their safety

Parents are expected to:

- Support the school in any health and safety matters reported to them directly by the school such as text, email, newsletter, social media and visible signs on the school premises.

Arrangements

Accidents and Incident Reporting

- Any pupil complaining of illness or who has been injured is treated by the nearest first aider, where they will be assessed, if required appropriate treatment will be given, or a phone call made from the school office to the pupil's next of kin.
- All incidents, ailments and treatment are reported on accident forms, one copy for file, other for parent/carer.
- More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms (IR1) obtainable from the Staff Room. Completed forms to be given to administrative staff to enter onto the on-line reporting system. Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and the next of kin, if a parent is not available or going to be a while then a member of staff accompanies the pupil to hospital and parents are asked to meet them at the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the nearest first aider immediately. If an injury has been sustained, the pupil should not be moved.
- Staff must complete the IR1 form if they sustain an injury at work. The form can be obtained from the staff room or main office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Classrooms

- No kettles, microwaves
- To be kept tidy, clutter-free
- No cups, crockery, cutlery on show in classroom
- Any hazard equipment such as cleaning spray to be kept out of reach of children

Movement around School

- Children must be accompanied when they move:
 - from the classroom to the playground and v.v.
 - from assembly to the classroom and v.v.
 - as they enter and leave the building at the start and end of every day
 - as KS2 classes use the stairs
- Children must walk at all times in single file
- Children should talk in 'indoor voices' at all times unless during PE or other supervised activities
- No pupils should remain unsupervised in classrooms
- Any person using the stairs should walk on the left hand side
- No child should ever be unsupervised / unaccompanied when using the lift
- Children will be encouraged and expected to always use the handrail of the stairs

Gaining the attention of Children

- All staff are expected to use 'show me five'
- With effective eye contact and expectations
- By the time the countdown has finished all fingers should empty, no talking and all children's eyes focused on teacher/adult
- No member of staff is entitled to shout at children
- Children should never shout in school

Toilets

- Children may visit the toilet ONE AT A TIME.
- They are allowed to go as needed during lessons in order to stop queues during playtimes.
- No child, unless they have a medical note should visit the toilet more than once during any lesson

Water Bottles

- All classes should have children as monitors to fill water bottles
- Children may fill water bottles ONE AT A TIME.
- Children should not have to refill bottles during lessons
- Children do not need to ask permission to have a drink but should not do so during teacher talk time

Head Injuries

Parents are informed of a head injury by telephone. An accident form is given to parents.

Head Lice

A general text message is sent to the parents of all pupils in a class if there is a case of head lice in the class.

Cooking

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity
- Children should not use cookers without adult supervision

Hot Drinks

- Hot drinks must be transported in closed cups/cups with lids (e.g. travel mugs) whenever staff are in the vicinity of pupil.
- If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position. The use of closed cups/cups with lids (e.g. travel mugs) must be used for such purposes.

Staff's personal property

- Staff handbags, phones and coats must be locked in a cupboard.
- Mobile phones will not be used / accessed during lesson times or during any activity staff are in the company of children
- Staff lunches to be kept in staff fridge only, located in staffroom and HT Room

Sun cream

- Will be kept in classrooms and used as appropriate. Staff may help children to apply this.
- Children are encouraged to put on suntan cream before they come to school. They are also encouraged to wear a sunhat and long sleeves when the weather is sunny

Educational Visits

- The deputy headteacher, Kate Hunter, is the Educational Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy of the school policy and have signed to say they've received it.
- Our procedures are based on the Sunderland City Council Educational Visits Code of Practice (November 2022).
- See EVC policy for more details.

Swimming

- We use Castle View Academy Baths for swimming lessons and follow the LAs Code of Practice.
- Swimming instruction is provided by qualified swimming instructors
- Risk assessment is carried out and same policies as EVC applies.

Transporting Pupils

Staff who transport children in their car MUST have business insurance.

MIDAS training for minibus driving has been undertaken by Mr Wilcox Insurance for the minibus is from the company.

Evacuation of the Building

- Fire exits are clearly labelled.
- Fire bells and fire doors are tested weekly by the site manager.
- A fire drill is practised once a term and reported by the headteacher to the Governing Body.
- Fire appliances are checked annually.
- School has an agreement to use local church, The Mission to evacuate to if necessary.
- The school also practice Lockdown scenarios; some of which require evacuation of the building.

Fire: In the case we will follow the school's fire evacuation procedures.

First Aid

- The headteacher is responsible for ensuring that there is an adequate number of qualified first aiders. There are currently seven. Their names are displayed in main reception, staff room, Y3/Y4 door corridor lunchtime and the upstairs library.
- First aid is administered locally by a qualified first aider.
- Portable first aid kits are taken on educational visits
- A qualified first aider will be required for any educational visit.
- The administrator will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of an EpiPen.
- Gloves must be worn when dealing with bodily fluids.

See Appendix 1 for the list of First Aid Officers

See Appendix 2 for the location of first aid boxes

COSHH

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Supervisor and circulated to all employees who work with hazardous substances. 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.

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.

The site manager will undertake COSHH training every 3 years.

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 regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

Legionella

- GTFM and the site supervisor are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following weekly checks e.g. temperature checks, heating of water, disinfection of showers

Asbestos

- No asbestos on site

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the training, skills, knowledge and experience to do the work

- The site supervisor retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

- All staff complete manual handling e-learning every 3 years. A record is kept on the Training matrix.
- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.
- If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- See manual handling policy for additional information.

Kitchen

- Kitchen staff are provided by service level agreement from Sunderland City Council
- Training, COSH and risk assessments are provided by Sunderland Council.
- All Kitchen staff to share responsibility and to be accountable for a clean, tidy and safe hygienic kitchen environment
- All Kitchen staff to follow the schools policies and report any incidents to the Headteacher or Business Manager.

Equipment

All equipment and machinery is 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 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.

Electrical Equipment

- All items of portable electrical apparatus and equipment in use at the school are portable appliance tested (PAT) annually.
- All staff are responsible for ensuring that they use and handle equipment safely and sensibly.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- Staff must undertake both DSE training and the DSE assessment annually if they are identified as a DSE user.

Paper Cutters

- Must be stored in cupboards, away from reach of children
- Children should NOT use paper cutters

PE Equipment

- Gymnastic/climbing equipment is checked annually by an accredited contractor and repaired or removed as appropriate
- Site supervisor to do checks weekly and report any defects
- Pupils are taught to use equipment safely
- Where pupils have been taught to carry and set up equipment, this must be checked by a member of staff BEFORE it is used

Play Equipment: Outdoor Play Equipment, Use of Apparatus and Play Areas

- Timetable for play areas are given to staff at the beginning of each term
- Equipment is checked weekly by the site supervisor and any defects reported GTFM and the Business Manager/Headteacher
- Play equipment requires inclusion of visual inspections by staff prior to use
- Children are reminded of how to use the equipment safely on an annual basis and/or more frequently if necessary

Laminators

- Must be stored in cupboards, away from reach of children. These must be PAT tested annually

Lift

- No child should use the lift unless accompanied by a member of staff

Medicines: Administration of Medicines

- Our trained personnel administer medicines for chronic or long-term conditions.
- Medication is signed in/out at the main office.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise personnel to administer medication.
- Medication for asthma is stored in an unlocked cupboard in the classroom. Junior children can store their inhalers in their desks for easy access if required. Pupils are supervised by a member of staff when taking their asthma medication and it is recorded.
- See medication policy for more information.

Mobile Phones

- Visitors, peripatetic teachers, students and volunteers are asked to turn their mobile phones off and they are to be placed in a locked cupboard in the classroom they are working in. Lockers are available in the main office.
- Lunchtime staff must leave their handbags and mobile phones in the office – they will be stored securely
- Parents will be reminded at the beginning of meetings, assemblies, concerts, to refrain from using mobile phones or cameras, under any circumstances

Playground

- The playground is zoned for different activities – basketball, football, quiet area and adventure trail. Pupils have to stay in the zoned areas when participating in chosen activities.
- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff from each key stage supervise the playground during morning playtime.
- Lunchtime supervisors will be allocated areas of responsibility for close supervision. They should never stand in twos and should be vigilant at all times
- One member of staff should closely supervise the Spider's Web when in use.

Plimsolls

- Nursery and Reception children will only change into plimsolls for indoor PE. And for walking through the main part of the school; this is in order to facilitate the smooth transition from indoor to outdoor play
- KS1 children will take off their outdoor shoes as soon as they enter the building and carry them to their cloakroom areas where they will put their outdoor shoes into their box / shoe bag
- KS2 children will take off their shoes at the top of the stairs before walking on the carpeted areas.
- They will carry their outdoor shoes to the exit door (KS1) or top of stairs (KS2) where they will change into outdoor shoes. A classroom monitor will be responsible for ensuring plimsolls are stored in the respective plimsoll bag and stored in the respective class plimsoll storage box.

Pregnant Workers and Nursing Mothers

The headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Security

The Site Supervisor is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher and Site Supervisor are key holders and will respond to an emergency.

See CCTV policy for additional information

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it

Smoking

Smoking is not permitted anywhere on the school premises.

Vehicles – vehicular movement on site

- Car parking is within the school grounds.
- The car park is closed between 08.30 and 09.00 and again between 15.00 and 15.30.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance or by alternative entrances in agreement with the Headteacher.
- Refuse collectors and kitchen deliveries park at the chorale where the bins are located and there is direct access to the kitchen.

Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff must report any acts violence both physical and verbal (or near misses) directed to themselves to the headteacher immediately. This applies to violence from pupils, visitors or other staff.

All incidents must be reported on the IR1 system and, where appropriate, request inclusion onto the Employee Protection register via the IR1 system. The Employee Protection Register can be requested in advanced by discussing with the headteacher.

Occupational stress

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 for responding to individual concerns and monitoring staff workloads.

- A risk assessment will be completed for anyone who informs the school they are suffering from work related stress (completed in conjunction with the individual and reviewed at an agreed timeframe).
- The headteacher will make the decision on if an employee should be referred to occupational health for further support.

- School has a wellbeing team that meet termly to discuss staff wellbeing and how to promote this
- Our staff absence insurance provides confidential hotline and counselling service
- Help and advice services are advertised to staff on the wellbeing staff noticeboard displayed in the staff room

Slips, Trips and Falls

It is unrealistic to expect pupils never to fall, especially at playtime.

- Staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the headteacher, business manager or site manager immediately.
- Staff should tidy the floor area frequently to remove trip hazards.
- All staff complete the Slips, Trips and Falls E-learning every 3 years

Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline, always safeguarding their health and safety.
- No pupil should be left unsupervised.
- A member of staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after-school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, we would follow the Policy for Uncollected Children.

Appendix 1: First Aiders

NAME	QUALIFICATION	DATE OF QUALIFICATION	END DATE
Miss Clark	PAEDIATRIC FIRST AID	23.05.23	22.05.26
Mr Wilcox		29.11.24	28.11.27
Miss Barker		12.03.25	11.03.28
Miss Burlison		21.11.25	20.11.28
Mrs Wilson		07.01.26	06.01.29
Mrs Young		21.01.26	20.01.26

Appendix 2: Location of First Aid Boxes

LOCATION OF FIRST AID BOXES
MAIN OFFICE
PLANT ROOM
KITCHEN
NURSERY
RECEPTION
YEAR 1
YEAR 2
YEAR 3
YEAR 4
YEAR 5
YEAR 6
REACH HUB
ZEN ZONE
STAFF ROOM
Y3/Y4 DOOR CORRIDOR
CABIN IN WOODS
SUPPLIES TO RESTOCK- MAIN OFFICE