Policy Title: Health, Safety and Wellbeing Policy

Date of Approval: December 2025

Approved By:

Andrew Orves	Oz Sparks
Chair of Governors	Headteacher

This policy document has been adopted by the governing body (management committee for a PRU) and is signed by the chairperson on its behalf. The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

Policy Review Date: 01/12/2026

Policy Owner: Headteacher

Related Policies:

- Safeguarding Policy
- RSHE Policy
- Critical Incident Policy
- Lockdown Policy

Distribution: This policy is available to all members of the Carlton Colville Primary School community via the school website and upon request from the school office.

HEALTH AND SAFETY & WELLBEING POLICY

It is of fundamental importance to provide a safe, secure and pleasant working environment for all the adults and children who work and learn in our school. This Policy sets out the local procedures for our school.

1. Outline guidance on a school's Health and Safety & wellbeing policy statement.

General Statement of Intent and Commitment
The governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for Health and Safety and that the governing body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the Health and Safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of Health and Safety management and risk control.

2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

3. The governing body must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work. **This document must be made available to all staff in the school.** ***NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.***

2. ORGANISATION

The Headteacher or Deputy Headteacher in his absence, has the prime responsibility in the school on a day to day basis to ensure that satisfactory safety performance is achieved. The Governing Body will have a large part to play in this process with overall responsibility for Health and Safety on the school site. The Site Manager who is a Governor on the Buildings/Premises, Health & Safety Committee monitors the school site daily, responding to all health/safety concerns promptly.

Further to this, all employees should have a regard for their own Health and Safety and that of others including pupils and colleagues. It is their responsibility to communicate any concerns to the appropriate person (see below) so that any potential hazards can be quickly rectified.

Individual members of staff/governors are responsible for the particular areas as follows:

- **First Aid Room** – Mrs Dent, Mr Hunt, Mrs Hodds- Senior First Aiders
- **Early Years Paediatric First Aid** – Mrs A Barber, Mrs T Brinded, Mrs N Frisby and Mrs T Blowers, Mrs H Hawkes
- **Planned Health and Safety inspection of the whole school building** – Buildings/Premises, Health & Safety committee undertake this at least termly.
- **Safety Training** – Site Manager, Business Manager & Headteacher
- **Incident Reporting/Investigation** – Headteacher and all staff - Business Manager to report to County as necessary
- **Liaison with Contractors** – Site Manager, Business Manager, Administrative Staff
- **Updating Health and Safety Policy** – Headteacher liaising with Site Manager, Business Manager and Governing Body- Specifically the Building, Premises and H&S committee.
- **Fire Precaution and Evacuation** – Site Manager, Business Manager, Headteacher and all staff.
- **Risk Management** – Site Manager, Business Manager, Headteacher and Building/Premises, Health & Safety committee.
- **Regular test of fire alarm system** – Site Manager
- **Swimming Pool** – Site Manager & Business Manager

3. ARRANGEMENTS

Procedures that ensure there is a safe school environment are listed below:

Communication

Health and Safety information is passed to staff via email, memos, during staff meetings, during staff induction and through written information on the health & safety notice board.

First Aid

First aid equipment is located in the first aid room and in each year group activity area and nursery kitchen. First aid trained members of staff are on first aid duty at playtimes and lunchtimes. A number of the teaching assistants are first aid trained, three support staff have “Enhanced First Aid in the Workplace” training and five have paediatric first aid. All essential training is updated as required. Specific training, e.g. epipen, asthma, diabetes etc. is arranged linked to pupil community care plans. Additionally, the school has its own care plans as and when needed for vulnerable

pupils.

Risk Assessments

The school has a range of risk assessments which are displayed on appropriate walls or in folders. This includes a Fire Risk Assessment, Swimming Risk Assessment, EYFS continuous provision and “Outdoor Learning” Risk Assessments. A complete master set of all Risk Assessments is located on the school’s server and available on request

Incident Reporting

- There is a book in the First Aid Room and Early years to record all minor incidents. Major incidents are recorded on an incident report form and information is sent to the Local Authority when necessary. All minor incidents / Near miss or Health & Safety issue are reported on a report form kept in the staffroom and sent to the Site manager for action

- If a child has an accident involving a head injury, the child is given an "Oops I've bumped my head sticker" and the child's parent/carer is told of the incident either by telephone or at the end of the school day. Anything of a more serious nature is immediately dealt with by a telephone call to parents/carers.

Medical Treatment

- Medicines are only administered when a disclaimer has been signed by the parent/carers giving details of the medicine and the quantity that has to be administered following the prescription by the family doctor.
- All medicines should be in original packaging when handed to the school office.
- The school reserves the right not to administer medicines if it is felt that the appropriate criteria has not been met.
- Only designated members of staff can administer medicine. These are; Mrs K Everett-Day, Mrs S Hodge and Mrs S Rice.
- Medicines are clearly labelled and stored in the school safe (in the case of Ritalin etc) or in the locked school office first aid cabinet. Certain medicines will need to be stored in the fridge in the meeting room (in the case of antibiotics).
- When medicines are administered details of name, amount, and time it was administered are recorded and initialled by 2 staff members.
- Health Centre/GP telephone numbers are available in the school office
- An ambulance will be called when the degree of first aid is considered to require immediate professional attention.
- There is a list of children's medical needs and conditions including allergies and asthma kept in the SENCO Office staff room, the medical room and the school office. The teachers also have a copy of any medical needs for the children in their class.
- There are Allergy Lanyards kept in the Dining Hall for those children who have food allergies. These are worn whilst in the Dining Hall.
- First Aid Boxes are checked regularly in the First Aid Room, year group areas and Nursery Kitchen.

Intimate Care

- Support Staff will be responsible for Intimate Care as children may have medical needs or accidents and need changing. See **Safeguarding Policy**. All Support Staff are enhanced DBS and barred list checked and can change a child independently. A school Intimate Care Record will be completed, passed to the classteacher and shared with parents.
- If there are any ongoing medical reasons for toileting difficulties, staff need information and guidance from relevant doctors or the school nurse.

Fire Procedures

- The school building and grounds is a designated No Smoking Area, including the use of vaping products**.**
- Fire evacuation procedures are displayed in all classrooms and throughout the school. Fire drills are held half-termly in order to practise evacuation.This is evaluated regularly in response to Site Manager evaluation.
- Pupils are required by law not to misuse anything provided in the interests of Health and Safety such as fire extinguishers. We teach our pupils to understand and respect this requirement.
- The school keeps a log of Fire Drills, weekly Fire Alarm Panel testing and Fire Alarm Activation Points emergency light tests monthly.
- Monthly checks of Fire Extinguishers by Site Manager. Annual service and checks are made by an authorised contractor.
- We also arrange an annual premises fire risk assessment which is completed by the local authority.

For more information, please see the **Fire Safety Policy and Emergency Plan.**

Safeguarding

- Mrs Aggreh is the Designated Safeguarding Lead and Miss Waddington is the Alternate Designating Safeguarding Lead in the school. There is also a named Safeguarding Governor who regularly monitors the school's safeguarding procedures. Mr Graham is the Online Safety Lead.
- Any member of staff who considers a child may be in vulnerable circumstances must follow the guidelines set out in the Schools' **Safeguarding and Child Protection Policy**.
- All staff receive regular safeguarding training and follow clear procedures as and when required.
- Health professionals are accessed for a range of pupil needs e.g. Epipen and Asthma training.
- Community nursing staff liaise with school and parents to formulate care plans.
- In addition, the school has its own individual care plans to agree protocols with parents to meet the health needs of pupils.
- Care Plans are kept in a folder in the staffroom, SENCo Office and in the First Aid Room. The teachers also have a copy of any care plans for the children in their class.
- In the case of food allergies these are displayed in the school kitchen.

School Security

- While it is difficult to make the school site totally secure, we do all we can to control access and reduce any risks.
- The school has perimeter fencing around the site. School gates are unlocked and locked to let the children and parents on and off the school premises at the start and the end of the day.
- All visitors must report to reception which is clearly sign posted and can only gain access to the school via the office staff.
- Staff are given an electronic swipe card which is needed to enter and exit the building (unless there is an emergency evacuation when all doors are unlocked).
- All visitors must sign in and out of the premises and are required to wear school identification.
- Any visitors behaving inappropriately should be reported to the office immediately where

the schools Code of Conduct will be actioned.

- There is a lock code system on main external doors across the school- these codes are regularly changed.
- The Nursery side gate has an intercom system, this is controlled by the Nursery team. There is an emergency call point in case of an emergency. This supports the school's evacuation procedure.

Lockdown Policy

- The school has a lockdown procedure which was written in collaboration with the Local Authority. For more information, please see the **Lockdown Policy.**

Staff

- Staff must take reasonable care of their own and others' health and safety.
- Staff must immediately inform the Site Manager, Office Staff, Headteacher, Deputy Headteacher or Assistant Headteacher of any serious risk or hazard.
- Any member of staff who needs advice about a health concern, related to the work place must inform the Site Manager, Headteacher or Senior Leaders.
- Any violence to staff by a pupil will be taken extremely seriously and the parents of the child informed immediately.
- Any incident of violence to a member of staff by another adult will be reported to the police immediately.
- Any adult behaving in a dangerously threatening manner would be informed that they were no longer permitted on school premises and the LA would be notified.

Electrical Equipment

All staff must report any concerns about electrical equipment immediately to the Site Manager. This is checked professionally (currently our trained site manager) as per current legislation.

Swimming Pool

The school has a pool on-site for swimming lessons. A trained swimming instructor is employed and present always at poolside along with school staff and occasionally volunteer helpers, if appropriate. When not used the pool is locked at all times.

The Site Manager maintains the water quality and hygiene aspects of the pool and regularly checks Health, Safety and Best Practice guidance. The school has available, on request, the swimming pool EAP and NOP which is updated annually.

Playground

No visitor dogs or animals are permitted to be on the school site at any time.

No bikes or scooters should be ridden on the school site. This includes the playground. Bikes and scooters must be pushed as soon as a visitor/pupil enters the playground/school site.

The adult supervision is as follows:

School playground gates are unlocked at 8:40am and locked at 9:05am.

Before school – between 08:40am - 9:00am one member of staff assists with children crossing the car park entrance area.

Before school – a member of staff is on the playground between 8:40am – 8:55am. between 8:40pm -8:55pm one member of staff assists with children crossing the car park entrance area

Break-times

- Upper school – minimum 3 members of staff outside.
- Lower school – minimum 3 members of staff outside.

Lunchtimes – a minimum of 5 midday supervisors/ members of staff look after all the children both inside the school and outside on the playground. Midday supervisors will work in key zone areas across the school including one being solely responsible for the first aid.

After school – between 2:55pm -3:15pm one member of staff assists with children crossing the car park entrance area.

School playground gates are unlocked at 3:00pm and locked by 3:30pm.

Use Of sun cream during the school day

While sun cream should be applied before coming to school, we understand that some skin types require further application during the school day.

For these children, an opportunity will be provided to apply their sun cream just prior to lunch break. A staff member will supervise the children but is unable to assist them.

Please send in their sun cream in a named bag and ensure your child is able to apply this themselves. Your child should also be made aware that the sun cream cannot be shared with their friends (due to allergies/potential allergies.) The school's nut policy must be adhered to as some children have airborne allergies. Please check the product information before sending it to school.

Contractors

All contractors must pre-book with the Site Manager before accessing the site. On arrival, contractors report to school reception to sign in. An asbestos report is kept in school for contractors to sign. Staff are informed in advance of any disruption that may be caused. Contractors must also sign: the code of conduct book and read the Safeguarding information on their visitor lanyard.

School Curriculum

There are numerous learning opportunities across the curriculum when Health and Safety issues are addressed.

- **RSHE and Circle Time**
  These lessons provide opportunities to deal with such issues as respect for each other's bodies, how to look after themselves and care for the environment.

Circle Time allows children to discuss problems or issues of concern and gives teachers time to help children discuss and overcome any fears and worries they may have.

- **Sex & Relationships** – The school has a **RSHE Policy** and always works in agreement with Governors and parents/carers.

Major Critical Incidents

In the event of a major critical incident, reference should be made to the school's **Critical Incident Policy**.

Risk Assessments for Educational Visits

The Deputy Headteacher is the Educational Visits Co-ordinator and ensures all Risk Assessments are undertaken for educational visits. The administrative staff ensure the Risk Assessments are uploaded to EVOLVE.

Road Safety During Visits

- When crossing roads with pupils, adults have no authority in law to stop the traffic.
- Any adult with a group of children is likely to indicate they want to cross and cars are likely to stop and wait but wherever possible cross at a pelican or zebra crossing.
- If there is a crossing patrol in the street the patrol should be used as they have the authority to stop the traffic.

Theft or Other Criminal Acts

- The teacher or Headteacher will investigate any incident of theft involving children. However, no teacher or Headteacher has the right to 'search' a child's bag without the child's or parent's permission (Human Rights Act 1998).
- If there are serious incidents of theft from the school site, the Headteacher, Deputy Headteacher or Assistant Headteacher will inform the police.
- Should any incident involve physical violence against a member of staff, it will be reported to the Headteacher and governors, who will support the teacher in question, if he or she wishes the matter to be reported to the police.

Vehicles on Site

- Our Code of Conduct clearly sets out expectations for our school community.
- The Site Manager/Assistant Caretaker provides additional supervision within the Traffic Safety Zones in the car park at the beginning and end of the school day.
- All members of staff have parking facilities on the school site. Parking is always at the discretion of the school
- There is a designated area outside the kitchen for delivery vans. This is closed off by a metal gate and the site manager will unlock and support deliveries when required.

Use of Hazardous Substances (COSHH)

- Chemicals/ cleaning materials etc. Before any substances are purchased or brought into the school, advice is sought from the supplier to assess any risks associated with their usage.
- The school maintains a list of substances used, their risk assessments and instructions for use. Material Safety Data Sheets are kept in all cleaner's cupboards. These are held in a file marked **Hazardous Substances** in the Site Manager's office and on the school's server. All excess cleaning materials are kept in the caretaker store room which is always kept locked. The school has four cleaner cupboards which have digital locks with strict access by the cleaning staff.
- Cleaning spray is available to use in each classroom. This is safely stored when not in use.

Snow and Ice

At the time of ice / snow or potential for the same the school Site Manager will co-ordinate the following taking into account the weather forecast, outside temperature and the prevailing conditions at the time.

A risk assessment [SW1] for outlying areas in terms of surface condition is to be completed by the Site Manager or in their absence the Caretaker at the beginning of the day and throughout the day taking into account prevailing temperatures.

Should the risk assessment deem necessary the school gritting procedure is to be implemented and a documented record of this is to be kept (the Site Manager is the holder of inclement weather record which is included in the Building Risk File.)

Should the risk assessment not result in the application of grit then this also should be recorded in the inclement record log even though no subsequent action was taken.

Ensure designated pathways are treated to a suitable standard – i.e. non slip but not dry.

Communicate to visitors / staff / pupils the designated pathways and sign areas that are not treated.

Risk assessments will be to be completed at the beginning, during and at the end of the school day by the site staff.

The Head Teacher or their designate is to risk assess the school playground and record if the surface is safe for play or not at break times in conjunction with the schools all weather policy.

Ensure that pupils can access the building on arrival and not be waiting on the school playground or outlying areas.

See Appendix 4

Emergency Closure

If there are adverse weather conditions, heating problems, floods etc. the following criteria is used:

- Will the children get to school safely?
- Can staff get to school safely?
- Can we provide a school meal?
- Will the children get home in the evening?
- Are the conditions in school warm and comfortable?
- Are the buildings and premises safe for everyone?

If the answer to any of the above is doubtful then decisions have to be made by the Headteacher, Site Manager and Senior Leaders whether to close the school.

If there is prior warning in weather conditions the Headteacher will consult with the school's site manager and the local authority.

If a decision to close the school is made; we will follow the procedures for school closure.

Wellbeing for all

We will:

- Provide regular opportunities for feedback and check-ins
- Offer access to mental health support (e.g. Employee Assistance Programme)
- Encourage use of annual leave and flexible working where possible
- Provide training on stress management and resilience
- Promote a culture of kindness, respect, and appreciation

5. Wellbeing for Students

We will:

- Embed wellbeing into the curriculum and daily routines
- Provide access to pastoral care and counselling services
- Promote positive behaviour and emotional literacy
- Encourage physical activity and healthy eating
- Involve students in shaping wellbeing initiatives

6. Roles and Responsibilities

- **Leadership Team**: Champion wellbeing, model healthy behaviours, and ensure policy implementation
- **Line Managers**: Monitor staff wellbeing, offer support, and signpost resources
- **All Staff**: Take responsibility for their own wellbeing and support others
- **Students**: Engage with wellbeing activities and speak up when support is needed This is in conjunction with our family circle groups.

This policy will be reviewed, at least, annually or earlier if there is a need to do so.

Appendix 1- Evacuation Plan

Appendix 2- Health & Safety Concerns Form

Appendix 3 - Request for the school to administer medication

Appendix 4 - Site plan for gritting areas

Appendix 1

IMPORTANT NOTICE

EVACUATION PLAN

On hearing the alarm siren, the following drill procedure will be put into operation immediately: -

- Teachers/staff in charge of classes should make their way with their class to the nearest exit.

- If required a padlock key is on the wall in the dining hall to unlock the nursery side gate.

- If an exit is blocked a nearby alternative exit must be used.

- Children and all adults should file out calmly and the class teacher should leave only after having evacuated all the children before ensuring that all doors are closed.

- On reaching the fire assembly point, on the field, the children will line up and school staff will call the registers.

- The attendance registers, the visitor's register and roll call print out distributed to staff on the school field by the office team.

- When all children are present on each class register, the staff member will hold up their register to signal everyone is present.

- Under no circumstance should anyone re-enter the building until told by a member of SLT or the Site Manager that it is safe to do so.

Appendix 2

Health & Safety and Site Job Report Form

Name	Where in the building	Date	Time

URGENT ☐ NON-URGENT ☐

Please give a brief description of the H&S concern or the site job that needs completing:		
Action taken		
Reported by	**Signed**	**Date**
Resolved by	**Signed**	**Date**

Appendix 3

Request for the school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed overleaf

DETAILS OF PUPIL

Surname:.....

M/F:.....

Forename(s):.....

DoB:.....

Address:.....

Class:.....

Condition or illness:.....

MEDICATION

Name/Type of Medication (as described on the container) .....

Date dispensed:.....

Date course of medicine finished: .....

Full Directions for use:

..... Dosage and method:

..... Timing:

..... Special precautions:

..... Side Effects:

.....

Procedures to take in an Emergency:.....

CONTACT DETAILS:

Name of Parent/Carer:..... Daytime Phone No:.....

Relationship to pupil:.....

Address:.....

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature: Date

Relationship to pupil: **PTO**

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body, nor Suffolk County Council will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority, the Governing Body, or Suffolk County Council, as the case may be.

Signature:

Date:

Relationship to pupil:

Date	**Time**	**Dose**	**Administered by**

Appendix 4 : Gritting Plan