



POLICY DOCUMENT

Health and Safety Policy

Princess May Primary School's approach to health and safety — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	
Date approved	4 September 2026
Next review due by	Annually
Related policies	First Aid Policy; Supporting Pupils with Medical Conditions Policy; Allergy Policy; Accessibility Plan; Behaviour Policy
Aligned to	The Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999; the Manual Handling Operations Regulations 1992 (as amended); the Control of Substances Hazardous to Health Regulations 2002; RIDDOR 2013; the Health and Safety (Display Screen Equipment) Regulations 1992; the Gas Safety (Installation and Use) Regulations 1998; the Regulatory Reform (Fire Safety) Order 2005; the Work at Height Regulations 2005; the DfE's new statutory guidance on allergy safety in schools (in force from September 2026); and UKHSA's guidance, Health Protection in Children and Young People Settings, Including Education

1. 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;
- have robust procedures in place in case of emergencies; and
- ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on health and safety 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 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- the Manual Handling Operations Regulations 1992, as amended, which require employers to avoid the need for hazardous manual handling, so far as is reasonably practicable, and to assess the risk of any that cannot be avoided;
- 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 display screen equipment assessments, and set out 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; and
- the Work at Height Regulations 2005, which require employers to protect their staff from falls from height.

The school follows UKHSA's guidance, Health Protection in Children and Young People Settings, Including Education, when responding to infection control issues. Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

From September 2026, the DfE's new statutory guidance on allergy safety in schools requires us to have an allergy policy, support pupils with allergies through appropriate healthcare plans, and hold spare adrenaline auto-injectors for emergencies; see our Allergy Policy for more detail.

The Terrorism (Protection of Premises) Act 2025, known as Martyn's Law, is not yet in force, but is expected to commence from Spring 2027. Once it does, schools where 200 or more people may reasonably be expected on site at once will fall within the standard tier, requiring us to have a plan for responding to a terrorist incident; we will review our procedures ahead of commencement, once further statutory guidance is available.

3. Roles and responsibilities

The local authority and governing board

Hackney Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of these matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- implementing the health and safety policy;
- ensuring there is enough staff to safely supervise pupils;
- ensuring that the school building and premises are safe and regularly inspected;
- providing adequate training for school staff;
- reporting to the governing board on health and safety matters;
- ensuring appropriate evacuation procedures are in place, and that regular fire drills are held;
- ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff;
- ensuring all risk assessments are completed and reviewed; and
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Headteacher's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

Health and safety lead

The nominated health and safety lead is John Walshe, Premises Manager.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff 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;
- model safe and hygienic practice for pupils; and
- understand emergency evacuation procedures, and feel confident implementing them.

Pupils and parents

Pupils and parents 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.

Contractors

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

4. Site security

John Walshe is responsible for the security of the school site, in and out of school hours. This includes visual inspections of the site, and responsibility for the intruder and fire alarm systems. The Premises Manager and Fisco are key holders, and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises will be reviewed regularly, and emergency evacuations are practised at least once a term.

The fire alarm is a loud, intermittent buzzer, and fire alarm testing takes place once a week. New staff are trained in fire safety, and all staff and pupils are made aware of any new fire risks.

In the event of a fire:

- the alarm will be raised immediately by whoever discovers the fire, and emergency services contacted; evacuation procedures will also begin immediately;
- fire extinguishers may be used by staff only, and only if they are trained in how to operate them and are confident they can do so without putting themselves or others at risk;
- staff and pupils will congregate at the assembly points, which are the KS1 and KS2 playgrounds, and are clearly marked;
- class teachers will take a register of pupils, which will then be checked against the attendance register for that day;
- the Office Manager will take a register of all staff; and
- staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs, and fire risk assessments will also pay particular attention to those with disabilities.

6. 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, and germs that cause diseases, such as leptospirosis or legionnaires' disease.

Control of Substances Hazardous to Health (COSHH) risk assessments are completed by the Premises Manager, and circulated to all employees who work with hazardous substances; staff are also 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. Pupils will not have access to hazardous products, as these are kept in locked containers, with keys held by the Premises Manager. Any hazardous products are disposed of in accordance with specific disposal procedures, and emergency procedures, including for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

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; and
- all rooms with gas appliances are checked to ensure they have adequate ventilation.

Legionella

- a water risk assessment is completed every 2 years by Primec Air and Water Services; the Premises Manager is responsible for ensuring that the identified operational controls are carried out and recorded in the school's water log book;
- this risk assessment is reviewed every 2 years, and when significant changes have occurred to the water system and/or building footprint; and
- the risks from legionella are mitigated by monthly spot temperature checks on taps around the school, as well as on hot cylinders; tanks are cleaned annually, with taps descaled monthly.

Asbestos

- 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 contractors are made aware of any asbestos on the premises, and that it is not disturbed by their work; contractors are advised that if they discover material they suspect could be asbestos, they will stop work immediately until the area is declared safe; and
- a record is kept of the location of any asbestos found on the school site.

7. Equipment

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

Electrical equipment

- all staff are responsible for ensuring they use and handle electrical equipment sensibly and safely;
- any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them;
- any potential hazards are reported to the Premises Manager;
- permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed, with all isolator switches clearly marked to identify their machine;
- only trained staff members can check plugs, and, where necessary, a portable appliance test (PAT) is carried out by a competent person;
- electrical apparatus and connections will not be touched by wet hands, and will only be used in dry conditions; and
- maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently, and staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager.

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 mean continuous or near-continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use on request, and at regular intervals thereafter, by a qualified optician, with corrective glasses provided if required specifically for DSE use.

8. Lone working

Lone working may include:

- late working;
- home or site visits;
- weekend working;
- site manager duties;
- site cleaning duties;
- working in a single-occupancy office; and
- remote working, self-isolation and/or remote learning.

Potentially dangerous activities, such as those with a risk of falling from height, will not be undertaken when working alone; if there is any doubt about a task, it will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed of where the member of staff is and when they are likely to return. The lone worker will ensure they are medically fit to work alone.

9. Working at height

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. In addition:

- the Premises Manager 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; and
- access to high levels, such as roofs, is only permitted for trained persons.

10. 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 proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and pupils are expected to follow this basic manual handling procedure:

- plan the lift and assess the load; if it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- take the most direct route that is clear of obstruction and as flat as possible;
- ensure the area where you plan to offload the load is clear; and
- when lifting, bend your knees and keep your back straight, feet apart and angled out, holding the load close to the body and firmly; lift smoothly and slowly, avoiding twisting, stretching and reaching where practicable.

11. Off-site visits

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

- risk assessments are completed where off-site visits and activities require them;
- all off-site visits are appropriately staffed;
- staff take a school mobile phone, a portable first aid kit, information about pupils' specific medical needs, and parents' contact details;
- there is always at least one first aider on a school trip or visit; and

- for trips and visits involving pupils in the Early Years Foundation Stage, there is always at least one first aider with a current paediatric first aid certificate.

12. Lettings

This policy applies to lettings. Anyone who hires any aspect of the school site or its facilities will be made aware of the content of this policy, and will have responsibility for complying with it.

13. 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 will report any incident of aggression or violence, or a near miss, directed at themselves to their line manager or the Headteacher immediately; this applies to violence from pupils, visitors or other staff.

We also have regard to the DfE's non-statutory guidance, Preventing and Tackling Bullying and Harassment of School Staff (July 2026), which sets out further expectations for how schools support staff who experience bullying or harassment, including online, from pupils, parents or colleagues.

14. Smoking and vaping

Smoking and vaping, including the use of e-cigarettes, are not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues. We will encourage staff and pupils to follow the good hygiene practice outlined below, where applicable.

Handwashing

- wash hands with liquid soap and warm water, and dry with paper towels;
- always wash hands after using the toilet, before eating or handling food, and after handling animals; and
- cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- cover the mouth and nose with a tissue;
- wash hands after using or disposing of tissues; and
- spitting is discouraged.

Personal protective equipment

- wear disposable, non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood or body fluids, for example when changing a nappy or pad;
- wear goggles if there is a risk of splashing to the face; and
- use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

The environment, including toys and equipment, is cleaned frequently and thoroughly.

Cleaning of blood and body fluid spillages

- clean up all spillages of blood, faeces, saliva, vomit, and nasal and eye discharge immediately, wearing personal protective equipment;

- when spillages occur, clean using a product that combines a detergent and a disinfectant, used according to the manufacturer's instructions, effective against bacteria and viruses and suitable for the affected surface;
- never use mops for cleaning up blood and body fluid spillages; use disposable paper towels, and discard clinical waste as described below; and
- spillage kits are made available for blood spills.

Laundry

- wash laundry in a separate, dedicated facility;
- wash soiled linen separately, at the hottest wash the fabric will tolerate;
- wear personal protective clothing when handling soiled linen; and
- bag children's soiled clothing to be sent home; never rinse it by hand.

Clinical waste

- always segregate domestic and clinical waste, in accordance with local policy;
- used nappies or pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
- clinical waste is removed by a registered waste contractor; and
- clinical waste bags are removed when two-thirds full, and stored in a dedicated, secure area while awaiting collection.

Animals

- wash hands before and after handling any animal;
- keep animals' living quarters clean and away from food areas;
- dispose of animal waste regularly, and keep litter boxes away from pupils;
- supervise pupils when they are playing with animals; and
- seek veterinary advice on animal welfare and health issues, and on the suitability of an animal as a pet.

Managing infectious disease outbreaks

We will ensure adequate risk reduction measures are in place to manage the spread of an infectious disease, carrying out appropriate risk assessments, reviewing them regularly, and monitoring whether measures in place are working effectively. Control measures will include steps to:

- restrict non-essential activities where a specific infection risk has been identified;
- where possible, replace a risky activity with another suitable activity, without introducing new hazards; and
- design measures to control the risk in school, including administrative procedures to improve safety, such as maximising ventilation, in line with current UKHSA guidance.

The specific measures we put in place, for example around ventilation, cleaning, or the use of personal protective equipment, will follow the UKHSA's current guidance and any advice specific to the outbreak in question, rather than a fixed set of measures; this may include guidance on COVID-19, seasonal flu, or other infectious diseases, as relevant at the time.

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children; these children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent or carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal disease and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UKHSA and other government guidance. In the event of an outbreak or pandemic, we will follow advice from the UKHSA about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- chickenpox can affect a pregnancy if a woman has not already had the infection; expectant mothers should report exposure to an 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 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 carer and GP, as this must be investigated promptly; and
- pregnant women are advised to discuss the current advice on COVID-19 and other infections with their antenatal carer or GP, as recommendations can change over the course of a pregnancy.

17. 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, and staff may contact a dedicated helpline to discuss stress, both inside and outside the workplace.

18. Accident reporting

Accident record book

- an accident form will be completed as soon as possible after the accident occurs, by the member of staff or first aider who deals with it;
- as much detail as possible will be supplied when reporting an accident, and information about injuries will also be kept in the pupil's educational record;
- records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of; and
- all serious accidents will be reported to Hackney Education using the accident report form.

Reporting to the Health and Safety Executive

The school will keep a record of any accident that results in a reportable injury, disease or dangerous occurrence, as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as reasonably practicable, and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- death;
- a specified injury, such as a fracture other than to fingers, thumbs or toes; an amputation; an injury likely to lead to permanent loss of sight or reduction in sight; a crush injury to the head or torso causing damage to the brain or internal organs; a serious burn, including scalding; a scalping requiring hospital treatment; loss of consciousness caused by a head injury or asphyxia; or another

injury arising from working in an enclosed space, leading to hypothermia or heat-induced illness, or requiring resuscitation or admittance to hospital for more than 24 hours;

- an injury where an employee is away from work, or unable to perform their normal duties, for more than 7 consecutive days;
- an accident that leads to someone being taken to hospital; and
- a near-miss event that does not result in an injury but could have done — examples relevant to schools include the collapse or failure of load-bearing parts of a lift or lifting equipment, the accidental release of a biological agent likely to cause severe illness, the accidental release or escape of a substance that may cause serious injury or damage to health, and an electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available at www.hse.gov.uk/riddor/report.htm.

Notifying parents

The senior leadership team will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The Designated Safeguarding Lead will notify Hackney Social Care of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as reasonably practicable, and no later than 14 days after the incident.

19. Training

Our staff are provided with health and safety training as part of their induction process. Staff who work in higher-risk environments, such as science or design and technology areas, or who work with pupils with special educational needs, are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Headteacher annually, and approved by the governing board at every review.

21. Links to other policies

- First Aid Policy;
- Risk assessment procedures;
- Supporting Pupils with Medical Conditions Policy;
- Allergy Policy;
- Accessibility Plan; and
- Remote Learning Policy.