



Linthorpe Community Primary School

Health and Safety Policy

	Term	Year
Last Review Date/Policy Adopted	Summer	2025
Next Review Date	Summer	2026
Lead	Mrs Mitchell	

This school is an academy within The Legacy Learning Trust.



LINTHORPE COMMUNITY PRIMARY SCHOOL

Health and Safety Policy

The Governors of Linthorpe Community Primary School seek to provide a safe and healthy environment for all pupils, staff and visitors. To this end we have adopted the Health and Safety Policy of Middlesbrough Council.

This document outlines the practices and procedures that are in place in school.

At Linthorpe Community Primary School the site team carries out a health and safety check each week. They look at each area of the school, teaching areas and other rooms, halls, corridors and cupboards. They check the exterior fabric of the building and grounds and include fencing and driveways. Reports are written up and any action required is reported on the school facilities management system and reported to shared services on a monthly basis and governors at a subsequent meeting.

In addition, the school is inspected annually by a health and safety professional and any actions required following the inspection are reported at the Governors meeting.

Extracts are taken from the Staff handbook, School brochure and Health and Safety Information.

Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school: children, school staff, parents, contractors and the community.

This carefulness includes:

- the ability of each individual to protect him/her self
- concern and consideration for the safety of others
- knowledge of what to do in certain situations
- alertness and control
- cultivation of good habits

For children good safety habits are taught as part of the whole curriculum. This can be through topics within the school's Learning Contexts, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer, Kerbcraft etc. It might also be through a health-related topic such as smoking.

At Linthorpe Community Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

A positive policy for healthy eating is maintained at school, with healthy option menu at lunchtime, and the availability of fruit for a break-time snack. The school has also been awarded a Gold Award for Healthy Schools and Gold Headstart.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations e.g. a pond, pollution, soil studies
- when on educational visits

For any physical activity, children change into shorts and T shirts, and wear pumps or trainers for outside activities. It is part of our school policy that children do not wear any form of jewelry, except for small ear studs, for safety reasons. For PE ear studs must also be removed or covered with sticking plaster.

We have a limited number of school rules which are for safety reasons such as walking around school, playing in sight of an adult on duty and taking care of property.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult/child ratios are always followed and a first aid kit and list of emergency phone numbers taken. (See separate Educational Visits Policy).

The school's Educational Visits Coordinator is Mrs. Grace Mitchell delegated to Kay McDonough (EVC Trained)

Linthorpe Community Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. Fully equipped first aid boxes are kept in the Reception Office, the Nursery toilets, Reception building store, Training Room, Family Centre, Year 1 corridor and in the center of the Year 5/6 Corridor.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

Refer to RCBC Accident Reporting Procedure.

The Site Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Site Team and cleaning staff maintain a clean and tidy building and grounds. Any minor

repairs or maintenance are completed by the Site Manager, or through the use of authorised contractors. Any equipment/ hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Managing a Safe Environment

- Members of the Site Team undertake a Health and Safety Inspection regularly.
- Health and Safety is an agenda item at each full Governors meeting
- The Headteacher's report contains a report on Health and Safety
- All visitors are required to sign in and out of the building and are provided with a visitor's badge
- A No Smoking Policy is in operation
- All external doors are inaccessible from the outside during school hours
- The school is protected by an alarm system during out of school hours
- Comprehensive information is presented to all contractors working in school
- Health and Safety information is circulated for the attention of all staff and Governors
- Children are not allowed to open doors to visitors.
- This policy will be reviewed annually. It will be revised more frequently if necessary, for example on the receipt of new legislation or regulations.

Fire Drill

Refer to the School Evacuation Document for detailed evacuation plans.

As soon as the Fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit, led by an adult.

Each teacher is aware of how many children there are on role in each class and there is a class list which can be brought out to the evacuation point by the teacher or teaching assistant upon evacuation.

A head count will then be done to check if all children are present. In the case of classes evacuating to split sites (i.e. during group work/LS ICT time) communication between teachers via senior leaders and admin staff is essential.

Nobody is allowed to go back into school until told to do so - if a child is missing it must be reported.

When all children are accounted for instructions will be given to go back into school when it is safe to do so.

Staff will ensure children walk in and out of school sensibly, and line up quietly.

If a normal exit is blocked for any reason then classes will use the nearest safe exit.

Lunch-time Fire Procedure

All staff members on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building

The Headteacher or Deputy Headteacher will ensure, as far as is reasonably practicable, that the rest of the school building is vacated.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher must:

- Activate the fire alarm to begin the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 999 for the Fire Brigade and Police.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident.

All children and adults must remain outside at a safe distance from the building.

Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

If the alert is a practice then the Fire Brigade must be informed before the evacuation of the premises takes place.

Smoking Policy

It is the policy of MBC and the Governing body that Linthorpe Community Primary School is a no-smoking site.

Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

Car Parking

Car parking is for Staff only. Gates are locked between the times of 08:40 – 09:10am and 14:45 – 15:15pm. The Carpark will generally be supervised during these hours to deter parents and children from entering the car park area.

Playground Procedures

Each playground is supervised by at least two members of staff each break-time. Lunchtime supervisors note any incidents and report these to senior staff or class teachers.

The playground is regularly checked and any faults reported to the Headteacher. Refer to Lunchtime Procedures Policy.

Photographs in School

Photographs of children at work are taken throughout the year. If the child is to be named parents' consent must be sought. Images of children are not displayed on the school's web site or used by external agencies such as the press, without parents' being notified and in agreement.

Practical Work

Children will be shown how to use tools safely and accurately and will be under the full guidance and supervision of the teacher, Teaching Assistant or parent helper when working with tools.

Tools must be returned to their correct place after use.

Goggles must be worn when appropriate e.g. using pliers, drills etc.

No dangerous substances will be used in Science.

The teacher will fully supervise the use of any other substances.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- chairs and/or tables
- sports equipment
- small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children are shown how to lift and carry safely.

This should be reinforced on regular occasions.

PE and Sports Equipment

When using large apparatus children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example, netball posts - one child at each end.

The children will be made aware of safe procedures in swimming lessons and shown how to evacuate the pool. (Refer to risk assessment for this activity).

Whilst travelling to the swimming baths in the coach, the children must remain seated until told to do otherwise. Seatbelts must be worn.

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

Small items of equipment include tape player, CD players, PE trolleys etc. These can be moved freely by the children.

When any item of equipment or furniture is being moved from one room to another, always make sure that there is another child available to open and close doors.

Items Children Should Not Move

- computers – monitors can easily fall off trolleys, wires get caught
- piano – although on wheels, it can tip, and feet or fingers become trapped

Use of School Equipment

The paper cutter will normally only be used by adults. Older children under supervision may use them.

Sharp knives e.g. Stanley knives to be used by adults only and never left unattended. Only adults will use hot glue guns.

The cooker is for adult use only. Children cooking must be supervised at all times.

The Council will test all electrical equipment annually.

All PE apparatus will be tested by outside contractors annually.

Hazardous Substances

Cleaning staff will be responsible for the storage of cleaning materials. No toxic substances will be stored in the classroom.

COSHH assessments have been completed for all hazardous substances used in the school.

Security of the Premises

Initial Security, the Site Manager and Headteacher are the designated key holders and are responsible for the security of the building.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. This is particularly important in the case of IT equipment such as whiteboards, projectors and computers.

Site Manager

It is the responsibility of the Site Manager to check that

- all locks and catches are in working order
- the emergency lighting is working
- the fire alarm has no faults
- the security system is working properly

Before leaving the premises, the Site Team will check:

- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- the gates are locked

Headteacher/Deputy Headteacher

It is the responsibility of the Headteacher or Deputy Headteacher to perform the above functions in the absence of the Site Manager.

In addition, the Headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the School Administrator's Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open-door policy of the school.

Contractors on Site

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Headteacher or Site Manager.

All contractors must report to the general office. The Site Manager, Headteacher or Deputy Headteacher will then be informed of their arrival.

Information regarding fire safety is given to contractors prior to the start of work. Contractors are informed to react to any alarm actuation. Fire wardens will sweep their area of the building; this sweep should include any contractors on site.

Contractors will work under close supervision of the Site Manager, Caretaker, Headteacher or Deputy Headteacher so as not to endanger the health and safety of children or adults in school.

Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.

No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.

If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave area.

NB the following information is to be given to contractors.



**Linthorpe Community Primary
School**

Induction to Site Information Leaflet

Welcome to Linthorpe Community Primary School. We hope the following information is of use to contractors, and if you have any suggestions as to how we can improve these details please let us know before you leave.

- Fire Alarms – If the fire alarm sounds (continuous bell) please stop work immediately and power down any tools then leave by the nearest safe fire exit. Please assemble with the staff and students so you can be accounted for.
- Asbestos – This building contains ASBESTOS. Before you can start any work you must check the Asbestos Register and sign the Authorisation to Work on Site form.
- Legionella – Systems are in place for the management of legionella in these premises.
- Safeguarding - It is essential that keep everyone safe on our site and we promote safe working practices.
- Toilet Facilities - Please ask staff for directions to toilets that you may use. Under no circumstances must you use toilets when students are present.
- First Aid - Basic First Aid kits (plasters, plastic gloves etc.) are available across the site. Please ask the Site Manager or Reception to contact a First Aider. If a serious first aid need occurs, please go straight to Reception and ask for an ambulance to be called and a First Aider. Then report your actions to the Site Manager and, if available, the Head teacher. We will endeavour to assist you wherever practically possible.
- Traffic Management - Please ensure you have parked your vehicle in a school car park without blocking any other vehicles. If you need to park your vehicle closer to any school building, please check with the Site Manager before doing so and ensure that you drive slowly and with due care and attention for everyone on the property. Please do not move your vehicle at all during 08:30-09:10 or 14:30-15:15 as these are our busiest periods.
- Supervision of tools and equipment - You must complete an Authorisation to Work on Site (ATWS) Form before commencing any work. Please do not leave any tools/materials lying around unsupervised at any time. This is a residential school and children, young people and adults will be present on site from 07:15 Monday morning to 18:00 Friday evening. You will need to provide your own equipment including ladders.

- Security - All contractors must sign in and out at the school office. All contractors must wear a visitor badge and red lanyard issued by Reception whilst walking around the site. The red lanyard may be removed if it presents a health & safety hazard whilst physically carrying out work.
- Photographs - Photographs may only be taken for work purposes in the presence of Site Management staff. Care must be taken to ensure that no students or staff appear in any photograph.
- Smoking - This is a non-smoking site and smoking anywhere within the buildings or grounds is prohibited.
- Environment - We are committed to protecting and preserving the environment. You are expected to remove from our site all waste materials and debris generated by your work. Please ensure that there is no spillage of any material from any vehicles in your control. However, if a spillage occurs, it must be reported immediately to the Site Manager.

Thank you for your co-operation in helping to
maintain Linthorpe Community Primary School as a
safe and secure environment for everyone.

If you have any problems, please see the Site Manager.

Policy on the Use of Hazardous Substances in School

All substances that are hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- check the substance against the COSHH register
- follow procedures laid down for use
- be aware of procedures for avoiding exposure and for control
- inform the Headteacher or Deputy Headteacher of any difficulties

COSHH data sheets are located in the COSHH file in the Headteacher's Office.

Reporting Accidents

All accident must be recorded in accordance with Middlesbrough Councils Accident Reporting Procedure.
(Copy kept in main Office).

Disabled Access

Disabled visitors will be made aware at reception of access to toilet facilities. The disabled toilet will be locked with a thumb lock during the normal school day, unless it is needed by staff or pupils on a daily basis. This is due to the nature of the concertina door. It will be unlocked in the event of a child, staff member or visitor needing to use this facility.

In the event of anyone requiring assistance in the disabled toilet, an alarm can be activated via a pull chord. The light above the toilet door will sound in the office opposite.

Date: 06 June 25

Review date: 05 June 26

G Mitchell
Headteacher