

Be Your BEST

Believe - Excellence - Safe - Team

Health and Safety Policy

Policy Owner:	Head Teacher
Amended:	September 2025
Reviewed by SLT:	September 2025
Approved by Finances and Resources Committee/FGB:	October 2025
Next Review:	Autumn 2026

Introduction

The Pines School is committed to achieving the highest standards of health, safety and welfare for all activities within its management control so that employees, pupils, visitors and others using the school premises who may be directly affected by the work of the school are, so far as is reasonably practical, not exposed to hazards and thereby protected from risk.

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999).

Responsibilities

The Governors and Headteacher are responsible for implementing this policy within the school.

1. Governors

1.1. Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it. This will be done by reviewing the policy annually, and by receiving Health and Safety check reports (Resources Committee). *Appendix D*

1.2. Include Health and safety targets in the School Development Plan. Targets may include:

- Provision of resources for health and safety purposes
- Reductions in accidents/incidents.
- Training for governors/staff
- Revision of procedures associated with this policy

1.3. Ensure that Health and Safety is an agenda item on Resources Committee meetings and receive Health and Safety report from the Headteacher at this time. This report should include information on:

- Accident/incident reports (brief)
- Relevant Health and Safety information received from BFC or its Advisers
- Suggestion on future Health and Safety initiatives

1.4. Facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day-to-day management of Health and Safety. The Headteacher will advise Governors of any Health and Safety issue where their support or intervention is necessary. In particular the Headteacher will ensure that:

2.1. The contents of this policy are brought to the attention of all relevant persons.

2.2. A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered
- Appropriate control measures are implemented
- Risk Assessments are monitored and reviewed as necessary.

2.3. Appropriate staffing levels for safe supervision are in place at all times.

2.4. An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment.

2.5. The school receives Health and Safety advice from BFC as required by the management of Health and Safety regulations.

2.6. A report is provided to Governors each Finance and Resources meeting

2.7. A school's Offsites Visits Co-ordinator (OVC) is appointed and trained accordingly.

2.8. Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

2.9. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents following BFC guidelines.

2.10. Emergency/Fire arrangements are formulated and reviewed as necessary. The system is checked weekly and a fire evacuation is carried out each term.

2.11. The fire risk assessment is carried out annually by BFC and/or whenever significant changes or building works might affect the mean of escape. A report is published and any actions from the review are carried out.

2.12. An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

~~3.~~ Phase Leaders

Leaders in charge of EYFS, KS1 and KS2 are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular, line managers will ensure that:

3.1. The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

3.2. All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.

3.3. All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

3.4. The Health and Safety training needs of staff are identified and the Headteacher informed accordingly.

3.5. Staff are properly consulted on any matters that may affect their health or safety whilst at work.

3.6. First aid provision is adequate at all times.

3.7. All children are given relevant Health and Safety information and instruction.

4. Teaching Staff (including supply)

Teaching staff are responsible for the Health and Safety of all pupils in their care and in particular must ensure:

4.1. That they are aware of and implement safe working practices and set a good example personally.

4.2. Effective and appropriate supervision of the pupils that they are supervising.

4.3. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

4.4. That they are conversant with the schools Health and Safety policy.

4.5. They know the emergency procedures. *Appendix E*

4.6. That they report any defective equipment to the relevant person.

4.7. That they provide warning notices and signs as appropriate.

4.8. All accidents and incidents are reported and reviewed or investigated.

5. Site Controller

Meetings will take place termly between the Headteacher, School Business Manager and Site Controller to discuss Health and Safety issues.

5.1. The Site Controller is accountable to the School Business Manager, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- That a daily visual building check is carried out.
- That all scheduled Health and Safety inspections are carried out. *Appendix A*
- Any contractors they supervise only undertake work for which they are competent.

6. School Business Manager

The School Business Manager must have Health and Safety training.

6.1. Having an overview of the school's Health and Safety Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.

6.2. Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies and writing the appropriate or necessary risk assessments.

6.3. All incidents will be reported by the School Business Manager on the online portal.

6.4. Arrange with the Site Controller for termly evacuation drills and weekly fire alarm tests etc.

6.5. Advise the Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

6.6. Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe with the Site Controller. This may be delegated to the Site Controller.

6.7. Overseeing the Site Controllers regular health and safety inspections, ensuring all areas of the establishment and all activities are covered. Monitoring Site Controllers Logs during termly meeting. *Appendix D*

6.8. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.

6.9. Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum. This may be delegated to the Site Controller.

7. All Employees (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

7.1. Participate in the school's risk assessment process and comply with findings.

7.2. Report any defects in the condition of the premises or equipment of which they become aware.

7.3. Report all accidents/Incidents in accordance with the school's procedure.

7.4. Be familiar with the procedure to be followed in the event of a fire/emergency.

7.5. Make use, where relevant, of personal protective equipment provided for safety or health reasons.

7.6. To follow all relevant codes of safe working practice and local rules.

7.7. To report any unsafe working practices to SLT.

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. **Accident Reporting, Recording & Investigation**

All accidents that occur on school premises to pupils must be officially recorded on Medical Tracker.

In the event of serious incidents the Headteacher must be informed. This applies to all pupils, staff and others.

It is the responsibility of the adult in charge of the pupil at the time or the designated first aider on site of the accident to complete Medical Tracker. Any incident where treatment has been given is recorded on Medical Tracker.

Parents are notified of these injuries via email. Any head injuries have additional information within the notification that is sent home which details what parents should do, if the child later displays symptoms that would require a hospital visit. In the case of more serious accidents the School Business Manager will also access the HSE on-line accident/ incident reporting system (RIDDOR) and report the incident. Details of reportable incidents are available on the HSE website http://www.hse.gov.uk/riddor/. In extreme cases additional reports forms are required to be sent to the Health and Safety Executive.

2. **Asbestos**

The Asbestos Survey Record is kept next to the signing in book. Any contractors should have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Caretaker and checking the survey. Staff should report any damage to asbestos materials to the Headteacher. In the case of asbestos disturbance, staff should follow the emergency plan. The school also has an asbestos management plan.

3. Contractors

All contractors should be made aware of the Health and Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include Risk Assessments as necessary e.g. Working at Height etc.

4. Curriculum Safety (including out of school learning)

Staff should undertake suitable risk assessments prior to commencing hazardous activities. All off site activities should have risk assessments authorised by Headteacher.

5. Drugs & Medications

See medicine policy.

6. Electrical Equipment (fixed & portable)

Inspection of all school portable electrical equipment is carried out annually by a competent person (PAT). The record is kept in the Caretaker's Office. No personal electrical equipment should be brought in and used in school unless it has been tested and have a valid report from a competent person. Fixed

electrical wiring is tested by a competent person every five years. The record is kept in the Caretaker's Office. Any defective appliances or wiring should not be used and should be reported to the School Business Manager.

7. Fire Precautions and Procedures (and other emergencies)

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. Fire Action signs are located next to all exits.

8. First Aid

First aid kits are located in the front office & in the lower building by the main doors on to the lower playground. The first aid kits are regularly checked and restocked by the Office Manger

9. Hazardous Substances (COSHH)

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements. The Site Controller must be COSHH trained.

10. Handling and Lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

11. Hot equipment including cooking

Cooking – risk assessment must be carried out.
Glue Guns - Glue guns should be of the low temperature type and only used under supervision.
Laminator - Laminators are only to be used by adults in ventilated areas.

12. Housekeeping, cleaning & waste disposal

The Site Controller is to ensure premises are kept clean and to minimise accumulation of rubbish. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping.

All walkways and doors are to be kept clear of any materials or rubbish at all times.

Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate fenced area.

In bad weather areas will be prioritised and will be gritted or cleared of snow.

13. Jewellery

For children see uniform policy

14. Lettings

See Lettings Policy

15. Lone Working

Lone working is not advised. In the event that you are working in the school building alone, you must notify site controller when you are leaving. (or if it is the site controller – the HT)

16. Medicine Fridge – temperature

The maximum and minimum temperate of the fridge should be checked when medicines are stored in it and a signed record kept.

17. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. Check regularly for details of what equipment requires periodic inspection, examination or testing.

18. Personal Protective Equipment (PPE)

Appropriate PPE will be provided to staff and visitors as required**.**

19. Playground Safety

Regular inspections of play equipment and the grounds are undertaken by the Site Controller. There are always sufficient staff on duty at break time and lunch time to provide an adequate pupil/staff ratio. All outdoor PE and play equipment is checked via an annual inspection.

20. Reporting Defects

Defects should be reported to the Site Controller via email.

21. Risk Assessments

The School Business Manager and Headteacher will make arrangements for risk assessments relating to the school premises, staff, pupil and visitors, also for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate. All risk assessments are kept in the on the shared drive. Any risk assessments relating to personnel must be kept in the School Business Manager's office.

22. School Trips/ Off-Site Activities

The Headteacher is responsible for ensuring all school trips conform to Local Authority regulations.

23. School Transport

Parents offering to transport pupils to sporting events in their car are required to have appropriate insurance, valid car tax and a DBS check. Records of these are kept by the office staff and checked prior to an event. Car seats must be provided if the height of the child requires it.

24. Smoking / Vaping

Smoking and vaping are not permitted anywhere on school premises or in the grounds.

25. Staff Health and Safety Training and Development

New staff are briefed about Health and Safety arrangements during their induction. Relevant training courses will be made available as required. Temporary supply staff will be provided with a guide to the essential points of the school's health and safety policy before commencing work.

26. Supervision (including out of school learning)

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils as per the Bracknell Forest Offsite and Adventurous Activities information Guidelines for activities. All staff, governors and other volunteers are required to have a DBS check.

27. Violence to Staff / School Security

External doors are kept shut at all times to maintain site security. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's lanyard at all times. Visitors should be collected or taken to their appointment and should sign out on leaving. Verbal and physical violence are not tolerated and any incidents should be reported to the Headteacher. External gates should be shut at all times and those for access to the playground locked during school opening times**.**

28. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment. Ladders should be checked prior to use to ensure they are safe for use. The site manager will have relevant training on working at heights.

29. Work Experience and Volunteers

Arrangements are in place for allowing certain work placements and volunteers in school. All visitors over the age of 16 are required to have a DBS check. Students and volunteers are given induction training and are fully supervised by a named adult. A risk assessment is carried out for all work experience students and volunteers**.**

30. Broadmoor Escapes

In the event of an escape from Broadmoor Hospital we follow a very strict procedure set by Bracknell Forest. *Appendix* B

Appendix A - Routine Checks and Tests

Inspection	Completed by	How Often
Fixed Electrical test	School Contractor	Every 5 years
Electrical PAT testing	Hawksworth	Annual
Fire Extinguisher / Blankets	Churches Fire Security Ltd	Annual
Fire Alarm service	Churches Fire Security Ltd	6 Months
Emergency lighting	Churches Fire Security Ltd	6 Months
Intruder Alarm Service	Security Control systems Ltd	6 Months
Hot & Cold Water Services	TVWS	6 Months
Gas Boilers	Berkshire Mechanical	Annual
Kitchen Equipment	Berkshire Mechanical	Annual
Cooking Equipment (children)		
Tree Survey	Bracknell Council	Annual
Health & Safety Audit	Doug Brady (BFC)	Annual
Fire Safety risk Assessment	Doug Brady (BFC)	Annual
COSSH Data Sheets	Doug Brady (BFC)	Annual
Outside timber Trail	Sports & Playground Services	Annual
PE Equipment inc climbing	Sports & Playground Services	Annual
Pond	Site Controller	Termly

Site Controller Inspections

Daily building Check	Site Controller	Every Morning before 8am
Weekly Fire Test	Site Controller	Monday
Emergency lighting test	Site Controller	Tuesday
Fire Doors	Site Controller	Daily
Hot & Cold Water tests	Site Controller	Monthly
Outside Timber Trail	Site Controller	Monthly

Appendix B - Broadmoor Alert Plan

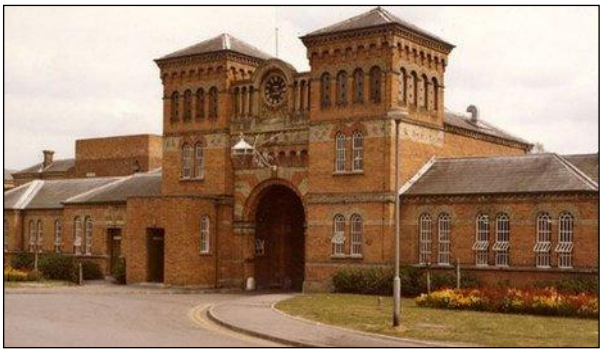
In the event of an escape from Broadmoor Hospital we follow a very strict procedure set by Bracknell Forest.

Broadmoor Alert Plan

a) Broadmoor Hospital is the high security psychiatric hospital located in Crowthorne. Previously, it had an escape warning system consisting of sirens.

b) From 2019, Broadmoor Hospital replaced these sirens, although one siren remains within the perimeter of the hospital.

c) The new escape warning system is a text alert called the Thames Valley Alert (TVA) system.



d) TVA is a web hosted system provided by Thames Valley Police whereby individuals can register their phone numbers and receive voice messages and/or texts and emails directly from the police in the event of an escape. The TVA website is at https://www.thamesvalleyalert.co.uk

e) By registering to receive TVA alerts individuals can also receive alerts and advice on criminal activities in their area.

f) Key staff such as headteachers, Deputies, Secretaries, Bursars, Service Heads and Duty Managers etc should individually register on the TVA system. They are then responsible to pass on Alert information to staff in the school.

g) It is recommended that schools also encourage all staff, governors and parents to also register with TVA to enhance communication in this area.



h) The second duty of the school is to notify staff and increase the level of alert in the school, and to use the risk assessment to decide whether to implement the Lockdown Plan. (See section 4.11).

i) In the event of an escape, a Strategic Emergency Management Team will be convened including representatives from the Police, Local Authorities, Broadmoor Hospital and other responding agencies to manage the response and schools can expect to be contacted once this has been established.

Appendix D – H&S Check List

Health & Safety Checks

Site Controller Checks	06/09	13/09	20/09	27/09	04/10	11/10	18/10	25/10	01/11	08/11	15/11	22/11	29/11	06/12	13/12	20/12	27/12	03/01	10/01	17/01	24/01	31/01	07/02
Fire call point test (weekly)																							
Fire Extinguisher visual check (weekly)																							
Escape Route Check (weekly)																							
Flush Taps (weekly)																							
Repro Smoke detectors tested (weekly)																							
Litter Pick (weekly)																							
Tap Temps (monthly)																							
Sanitary Fittings (monthly)																							
Emergency Light Test check (monthly)																							
Clear the school roof (monthly)																							
Clear Gutters (monthly)																							
Check drain pipes from roof to ground (monthly)																							
Site Walk with HT/SBM (monthly)																							
Playground Equipment Check (termly)																							
Lockdown Drill (termly)																							
Fire Drill (termly)																							
Ladder Checks (termly)																							

Site Controller Checks	14/02	21/02	28/02	07/03	14/03	21/03	28/03	04/04	11/04	18/04	25/04	02/05	09/05	16/05	23/05	30/05	06/06	13/06	20/06	27/06	04/07	11/07	18/07
Fire call point test (weekly)																							
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Playground Equipment Check (termly)																							
Lockdown Drill (termly)																							
Fire Drill (termly)																							
Ladder Checks (termly)																							

Description	Last Done	Next Due
Fire Alarm System		
1hr Emergency Light Drain		
3hr Emergency Light Drain		
Smoke Detectors		
TMV Fail Safe Check		
Risk Assessment Review		

Description	Last Done	Next Due
Fire Risk Assessment		
Fire Extinguisher Checks		
PE Equipment Inspected (indoor)		
PAT Testing		
Intruder Alarm		

Description	Last Done	Next Due
Lightening Conductor		
Calorifier Inspection		
TVC Sampling		
Gas Safety Check		
Defibrillator Service		
Tree Survey		

	Last Completed	Next Due
Asbestos Risk Assessment (every 5 years)		
Periodic 5Yr Electrical Test		
Classroom Risk Assessments (annually)		
Legionella Risk Assessment (every 2 years)		

Appendix E – Staff Induction

The Pines School
Staff Induction

Employee's Name:			
Date Employment Started:			
Job Role:	**Responsible Employee**	**Signed by new staff member**	**Signed by manager**
By the end of the first day.			
Introduction to Line Manager	Head		
Outline role, responsibilities and work priorities	Line Manger		
Check all pre-employment checks completed including personal information	SBM		
DBS Checks or risk assessments completed	SBM		
Safeguarding: If a child discloses to you: • Don't ask leading questions • Make no promises • Reassure the child • Pass to DSL As soon as possible Identity the DSL's Explain Cpoms and the process for notifying concerns Whistleblowing – it's your DUTY to challenge anyone's practice Don't Share Sensitive Information	Head / DSL		
Boundaries of Role: Safe & unsafe Practice Areas to be aware of How to protect yourself from possible allegations Safeguarding is everyone's responsibility	Head		
Educare Training to be completed: • Child Protection in Education • Prevent • Equality & Diversity • GDPR	SBM		
General Information: **Give a copy of staff handbook** • Signing in and out • Information about pay date • Policies & Procedures • How to report sickness & absence • Disciplinary and grievance procedure • Pension • Hours of work, Lunch & Break entitlements • Lunchtime Rotas – Teaching Assistants • Smoking Policy • Dress Code	SBM		

• Mobile phones • Hot Drinks, lidded cup • Probation procedure (support & ECTs) • Nut-free school • Asbestos procedures			
GDPR: • Do not store work on USB • Log off/Lock computer when not using it • Do not use the child's full name on work going home • Take care to give letters to right parents • Be aware of who cannot be photographed • Keep your laptop with you at all times (do not leave in the car!) • Do not take any child's records home • Online Safety Policy – Separate Document • Subject Access Request • Data Breach	SBM/DSL		
Tour of the building including location of: • Toilets • Staff rooms • Photocopiers	Line Manger		
Fire drill: • What it sounds like • Fire Exits, Routes & how they are marked • Fire Assembly Point Location • How to raise the alarm • When it is tested	Line Manager		
Lockdown procedures: • What it sounds like • What to do • How we give the all clear	Line Manager		
Accident & Near Miss Reporting: • Online Reporting – for hospital/ walk in centre attendance • Make it clear of the importance of reporting all accidents and near misses	Line Manager		
Administering Medicines: • Only office staff should administer medicine. • Inhalers, Epipens & diabetes medication can be administered by the child's Teacher or TA. • Policy is on the 'R' drive and in the upper staff room • In an emergency contact a First Aider	SBM		
Health & Safety Information: • Chief Executives 'Safety Policy Statement' • Health & Safety at Work legislation and their responsibilities under it • Explain the purpose of COSHH – for chemicals, sanitiser, suntan lotion, MEDICATION such as cream or throat pastels etc.	Line Manager		

Create Log ons for: • PC - SBM • Email - SBM • CPOMS – Office Manager	SBM		
Issue swipe card	SBM		
Introduce to colleagues & explain roles	Head		
By the end of the first week			
Know how to access all the equipment to be able to do your job	Employee		
Issue copies of policies and procedures and staff handbook	Line Manger		
Explain Risk Assessments applicable to role – Trips etc	SBM		

Consent – Data Sharing
To be able to fulfil all of our obligations we will share your data with various companies, such as: **SchoolComms** – Communications, Payments System **SIMs** – Record Keeping **Local Authority** – HR services & Payroll **Occupational Health** – Medical Questionnaire and referrals as required. **DfE** – Census **HMRC** – Payroll Information **Medical Tracker** – Incident reporting This is not an exhaustive list. We will also share your school email address with online platforms such as: Educare – Staff Training Tapestry Purple Mash White Rose Maths Insight CPOMS This is not an exhaustive list.
When we share your contact details we will be careful to only use your school email address, should we feel that it would benefit you to share your personal details we will check that this is okay with you before we do so, or advise that they contact you via your school email address. Please sign below to confirm that you are aware of this information. The Privacy Notice & Data Protection Policy can be found on the R drive in the Policies folder. Please request a paper copy if required.

Signed:	
Employee:	
Date:	

The Pines School
Staff Induction Questionnaire

Employee's Name:	
Induction given by:	
If you have a safeguarding or behaviour concern who should you speak to in the first instance & where do record it?	
What questions should you ask if a child discloses something to you?	
How would you raise the alarm if you discovered a fire & where is the fire evacuation meeting place?	
How do we account for all of the children during a fire drill?	
What is your responsibility under the H&S at work legislation?	
If a parent gives you cough sweets at the classroom door, what would you do?	
How do you record an accident?	
Why is COSHH important? Suntan Lotion, Anti Bac, Medicine	
If someone has an accident at work where should you report it?	
Can you name three first aiders?	
If you wanted to send a communication home to a family how would you do that?	
What is a Subject Access Request? And what should you do if you get one?	
What is a Data Breach?	
If you think that you have made a data breech, what should you do?	
What should you do if a parent/child or family member of a pupil try's to contact you outside of the formal communication systems?	
What are the consequences of someone accessing data on your computer?	
Where should laptops not be stored?	
Signed:	
Employee:	
Date:	