Booker Avenue Infant School

Health & Safety Policy

2026-27

A statement of general policy, together with an outline of the organisation and arrangements has been prepared by the L.A.

A copy of the general L.A policy is available in the Headteacher's room.

Policy Statement

1. The Headteacher shall ensure that all staff (teaching and support) have read and understood this policy.
2. The Deputy Head will be responsible for the correct use and safety of all staffroom equipment.
3. All teaching and support staff have a collective responsibility to report to the Headteacher any faulty apparatus or furniture of any kind in the school, which shall then be taken out of use until repaired or replaced.

All staff have a collective responsibility for safety in classrooms and toilets, movement on corridors and playground.

When the fabric of the building, furniture etc. needs to be repaired it should be reported to the Site Manager who will record the request and take the appropriate action. The fault should be logged in file in Headteacher's office. Each class teacher will carry out monthly classroom risk assessment sheets and will report findings to the site manager.

THE FOLLOWING PAGES GIVE DETAILS OF GENERAL SAFETY RULES FOR SCHOOL ORGANISATION

FIRST AID

All accidents and dangerous situations should be reported to the Headteacher. Injuries sustained should be entered in the ACCIDENT BOOK which is kept on or near the foyer first aid cupboard. Accident Reports should be completed when necessary – form on Ednet.
The form will be kept on site and a copy will be sent electronically to Education Risk Management.

R.I.D.D.O.R. Form F2508

'The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995' (RIDDOR), requires that, any incident to an employee which results in that employee taking more than three days off work as a direct result of that accident, should be reported to the Health & Safety Executive electronically. The local address is:-

The Health & Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

FIRST AID BOXES/POINT

Each Year Group has a nominated First Aider and First Aid Point.

Wounds should be cleaned with running or poured water, or by using lint free wipes designed for this purpose. Lint free wipes or lint free cloths can be used for cleaning persistent dirt or debris. The area around a wound may be cleaned with soap and water. The area can be patted dry using sterile gauze. The wound should then be dressed appropriately. Gloves should be worn at all times. Serious injuries and bumps should be reported to the Headteacher and parents will be contacted. Bump notes are sent home with the children and notified to class teacher. Lunchtime staff carry First Aid bags on yard.

FIRE PRECAUTION RULES

1. DISPLAY MATERIALS

Nothing should be hung from or near lights. Material should be fixed securely. No displays near cookers, fires, computers and other high risk equipment.

2. OBSTRUCTION

Exits and entrances must be kept clear and free from obstructions. There must be free and easy movement through corridors**.**

3. EXTINGUISHERS

FIRE ALARMS

Teachers must know the position of all extinguishers and fire alarms.

Hall	Main Entrance
Entrance Area	In Every Corridor
Hall	Outside Ladybird Room
Main Office	Photocopying Room

Rules for correct action on discovering a fire should be placed near fire alarms and procedure for fire drill are on display in each classroom, room and hall.

ON DISCOVERY OF FIRE, SET OFF FIRE ALARM, THEN ON HEARING THE FIRE SIGNAL:-

1. Everybody stop working.
2. Everyone line up by the classroom door quickly.
3. Follow the teacher out of the classroom through the fire door onto the rear playground.
4. Last person out of the room closes the door.
5. Do not run or attempt to take valuables or belongings.
6. After leaving the building everyone should line up quietly in their class lines so that each class can be checked.
7. Call the Fire Brigade on 999. (Office Staff)

ROUTES TO BE FOLLOWED *(only to be changed if an actual fire deems these routes inaccessible, adhere to Fire Marshall instructions)*

Children in Year 2 leave classrooms through fire doors into the rear playground.

Children in Year 1 leave classrooms through YR2 classes

Children in Reception classes leave classrooms through fire doors and into the rear playground.

If in the hall (i.e. lunch time /PE sessions) –

All children in the hall leave via fire doors onto Reception yard, then use passage at the side of the yard to gather on the rear yard.

The Learning Support Staff check their year group toilets.

School entry system phone will be brought out by Lucy Robinson

Visitors Book and Late Book will be brought out by Lisa Young
Ipads /Registers will be brought out by class teachers.

A fire drill is undertaken every term and recorded in log book by the Caretaker.

Lockdown Procedure

If it is necessary to implement our Lockdown procedure the signal is three peeps on a whistle. On hearing the signal staff then respond with three peeps from their location, ensuring full coverage of school with the appropriate signal.

Office staff ensure hall doors and external doors opening into the Foyer are closed. A check is also made that the Junior partition door is locked.

Classroom staff check the classroom external door is closed and lower blinds.

Children are moved into the internal corridor spaces and classroom internal doors are closed.

A continuous whistle sounds the end of the Lockdown.

A Lockdown drill is undertaken every term and recorded in log book by the Caretaker.

NO SMOKING

The Local Authority no smoking policy is in place.

GENERAL RULES.

1. Classes should never be left unsupervised.
2. Children should not be sent out of the classroom into the corridor if they misbehave. If behaviour warrants a visit to the Head please ensure they are accompanied by another adult or if not possible by a sensible child.
3. Children must not be left alone in classroom at playtime or lunch time.
4. Wet Playtime-Classes double up so teachers have a comfort break.
5. No child is to leave the school premises in school time with an adult unless prior consent has been given by school staff, and this is noted in school register.
6. After 12 noon or 3.25pm, no child is to go with an adult who has not previously been identified by a parent. A Password system is in operation to ensure this is known by parents/carers.
7. Secondary age children must be aged 14 plus to collect siblings.
8. Children are not to bring medicines or tablets to school. Parents must see Headteacher if treatment needs to be administered and responsibility for this may be undertaken by the Headteacher.
9. Children must not be asked to carry vases, cups or glass jars.
10. Staff must not have hot drinks near children.
11. Broken glass and china must not be touched by the children, but swept into paper and placed in a bin.

12. The children must not wear jewellery to school. This includes necklaces, rings and bracelets. EAR-RINGS - the only form of ear-ring allowed is the stud. This policy on jewellery has been agreed by local authority and is adhered to in schools.
13. Careful supervision of children using scissors is necessary.
14. Water, Paint etc. spilt on floors must be wiped up quickly.
15. Children must always walk in corridors and classrooms.
16. When a child has been sick, please inform First Aider or Caretaker so that it can be cleaned.
17. Paper/Card guillotines must be kept out of reach of children.
18. Staple guns and staples are not to be used by the children.
19. Never ask children to help move electronic equipment.
20. The room containing materials for cleaning must be kept locked.

SAFETY IN THE PLAYGROUND

1. The main school doors open at 8.45am. Any child who arrives on school site before 8.45am must be supervised by parent/carer. Children enter school and go into classrooms with Teachers and Learning Support Staff. School starts at 8.55am.
2. At play times the teacher on duty should be in the yard before the children.
3. At lunch times children must never be left unsupervised in playgrounds or dining hall.
4. Children must not throw stones in the playground.
5. Children must not climb or lift, carry and swing other children.
6. Children must not go on the grassed area unless instructed to by a school adult.
7. Adults are not allowed in the playground at break times (other than school staff or visitors who have been signed in at Office).
8. At play time, first aid is applied by the first aider for the Year Group. At lunch time first aid is applied by the Staff on duty
9. At the end of the school day families should leave premises in a timely manner. Parents and Carers are responsible for their child's safety on the yard at this time.

P.E. SAFETY RULES.

THE HALL

1. Check apparatus is safe and in correct position before beginning lesson.
2. Report faults of equipment to the Headteacher and keep faulty apparatus out of use.
3. Children should work quietly and obey staff instructions immediately.
4. Mats must be used to land on.
5. Report any serious accident to Headteacher immediately.
6. Apparatus should be taken out carefully and put away in an orderly manner at the end of the lesson.

OUT OF SCHOOL VISITS

All teaching staff should read Safeguarding advice. Risk assessments and Evolve forms must be completed for all visits. Risk Assessments must be signed off by the Headteacher or Year Group Leader.

COMPUTER / TECHNOLOGY / DUPLICATING EQUIPMENT

Any items of equipment must be operated by the children under supervision.
Children must not connect or disconnect the plug to or from the mains if the equipment is electrically operated. This includes loading IPads into the storage trolley.

VANDALISM ETC.

Vandalism and dangerous situations should be reported to the Caretaker and Headteacher.

SAFETY INSPECTIONS

Three grounds safety inspections will be carried out per year by Governors.

All other inspections will be carried out at the regulated interval [e.g. Fire, lightning, playground and PE equipment]

Persons involved in safety inspections – Headteacher, Governors and Caretaker.

Safety Inspection should be signed and dated by the Headteacher and Chair of Governors.

The school site will also be inspected by the Local Authority Risk Management Team and be subject to school safety audit by the Health and Safety Unit.

POLICY REVIEW/MONITORING

This policy will be reviewed and evaluated in line with the school's timetable for review and any new legislation.

This policy will be available in the Headteacher's room and the office.

Copies will be given to all Teaching and Support Staff.

The Local Authority Health and Safety policy is available on the shared drive.

Lines of Communication

In case of emergency the Headteacher can be contacted on:

0151-924-4068 / 07889 393 825 / 07391 820 077

In the absence of the Headteacher the Deputy Head can be contacted on:

07748 924 891

The Caretaker can be contacted on:

07817 080 344

The following are nominated as school contacts to cover the various areas of employment and activity:

School Building, playground, boiler house etc.	-Caretaker
Kitchen and Dining Centre.	-Catering Manager
Audio Visual Aids & P.E. Equipment	-All teachers report to Headteacher
Equipment for Maths, Science, Technology.	-Subject Co-ordinators
First Aid	-Nominated First Aiders

Kitchen Serving Area.	-Catering Manager
General supervision of Classrooms, corridors, toilets, playground.	-Assistant Heads and all Teaching Staff
At Lunch time, general supervision of classrooms, corridors, toilets, playground and dining room.	-Senior Supervisory Assistant and Supervisory Assistants

A central list of nominated school safety contacts is held in the Main School Office and in the Headteacher's Room.