



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Health and Safety Policy

**Approved
Summer 2025**



REVIEW PROCEDURES

The Health and Safety Policy for Addison Primary School is to be reviewed annually by the Resources Committee with notification being given to the full Governing Body on the results of the review.

If there are any amendments required to be made to the policy, as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review of the Policy Document will be Summer 2026.

AMENDMENTS

Amendments are to be introduced on the approval of the Resources Committee. The Governing Body is to be advised on the nature of any amendments.

It is the responsibility of the Head Teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

	Date of Issue	Details	
		Designation	Name
1	Summer 2025	Head Teacher	D Mc Garrigle
2	Summer 2025	Health & Safety Governor	Jack Cooke
3	Summer 2025	Office Manger	Pinkey Premji
4	Summer 2025	Site Manager	Bogdan Antoneac



STATEMENT OF INTENT

SCHOOL NAME	Addison Primary School
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Developing a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

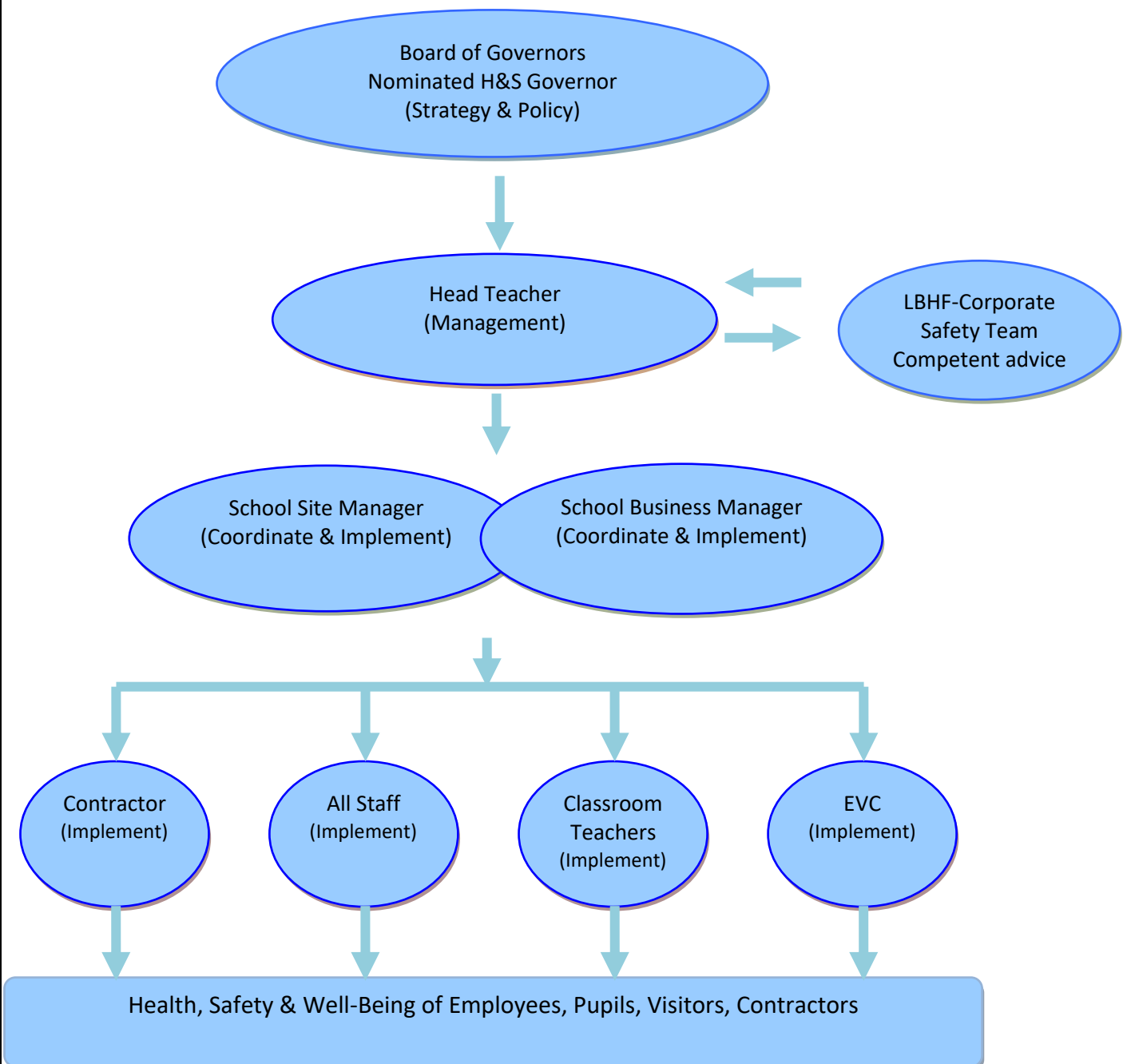
A Health and Safety Management System will be created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management responsibility below:



2.1 The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded independent of the Local Authority - such as cleaning, catering services and building works etc. – are tendered in accordance with Local Authority standards.

3.0 THE HEAD TEACHER

3.1 The Head Teacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- e) Arrangements are in place to inspect the premises and monitor performance.
- f) Accidents are investigated and any remedial actions required are taken or requested.
- g) The health and safety performance of the school is audited annually by link governor.

4.0 THE SITE MANAGER

4.1 The Site Manager supports the Head teacher by ensuring that:

- a) Appropriate information on significant risks is given to visitors and contractors.
- b) Risk assessments of the premises and working practices are undertaken.
- c) Safe systems of work are in place as identified from risk assessments.
- d) Emergency procedures are in place.
- e) Machinery and equipment are inspected and tested to ensure they remain in a safe condition.
- f) The activities of contractors are adequately monitored and controlled.
- g) The site manager proactively: seeks out defects; remedies any issues swiftly; communicates with key personnel about any site matters.

5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF RESPONSIBILITY

5.1 This includes the Deputy Head Teacher, Senior Leaders, Curriculum Co-ordinators, Lunchtime Supervisors, Welfare Officer, Office Manager, and Site Manager. **They must:**

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head Teacher or the Site manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head Teacher.

6.0 OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Site Manager or Senior Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to the Site Manager or Line Manager.

6.1 EDUCATIONAL VISITS CO-ORDINATOR

The Educational Visits Co-ordinator (EVC) will be responsible for all aspects of 'learning outside the classroom' and will ensure that health and safety forms an integral part of planning of trips. The EVC will:

- a) Be responsible for managing educational visit in line with the learning outside the classroom agenda.
- b) Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the school.
- c) After discussion with the Head Teacher and governing body, approve proposals or submit proposal to the LBHF H&S Manager.

- d) Confirm that adequate risk assessments have been carried out and risk assessments are sent to Evolve (LA).
- e) Confirm the leadership of the group is appropriate and provide mentoring to group leaders and staff as necessary.

7.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

- a) The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- b) Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- c) They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Head Teacher or Governing Body.
- d) Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative to ensure they can play an effective role addressing any problems that need further action or a review of procedures.

8.0 OBLIGATIONS OF ALL EMPLOYEES

- 8.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Co-operate with other persons to enable them to carry out their H&S responsibilities.
 - f) Inform the Site Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
 - h) Exercise good standards of housekeeping and cleanliness.
 - i) Know and apply the procedures in respect of fire, first aid and other emergencies.
 - j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.



All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

9.0 OBLIGATIONS OF CONTRACTORS

a) When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

b) All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Site Manager of any risks that may affect the school staff, pupils and visitors.

c) All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

d) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher / Site Manager or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

10.0 PUPILS

10.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

11.0 PROCEDURES AND ARRANGEMENTS

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:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available from the LBHF website (see page 19 for link).



12.0 ACCIDENT REPORTING, RECORDING AND INVESTIGATION

12.1 All staff are required to ensure that all accidents, incidents and near misses are reported to the Head Teacher who will ensure that the accident is investigated and reported to the Local Authority and the Health and Safety Executive as appropriate.

12.2 The Head Teacher investigates accidents reported on the Borough website <https://www.assessweb.co.uk> to ensure that any unsafe practice is identified and remedial action is taken immediately.

12.3 Procedure for fatal accident at work in school

The procedure for a fatal accident at work in school:

- a) Contact the corporate health and safety team immediately by telephone and email:
corporatehealthandsafey@lbhf.gov.uk
- b) Telephone in the following order until you get through:

Marlon Barnes	07648 700726
Annette Noel	07867 141057
Paul Neary	07775 013713

Corporate health and safety will telephone the HSE ICC and then attend site as soon as possible in the role of the council's official representative.

Leave the scene intact until the police arrive. They will take control on arrival.

13.0 ASBESTOS

13.1 The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

13.2 Staff must not affix anything permanent to walls i.e. shelves, framed pictures etc... without first obtaining approval from the Site Manager or Head Teacher.

13.3 Staff must report any damage to asbestos materials immediately to the Site Manager.

13.4 Where damage to asbestos material has occurred the area must be evacuated and secured. The Site Manager will immediately notify the Local Authority Property Department by telephone.

14.0 AUDIT

14.1 The Governing body will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

15.0 BEHAVIOUR MANAGEMENT/BULLYING

15.1 All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

16.0 CATERING

16.1 The Kitchen Manager is responsible for the safe operation of the catering facilities.

He/she must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Make reference to the safety documents issued by the Local Authority Catering Officer.
- d) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- e) Inform the Site Manager or Head teacher of any potential hazards or defects.
- f) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

16.2 School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher and Kitchen Manager.

17.0 CARETAKING AND CLEANING

17.1 The Site Manager is responsible for ensuring the safe maintenance and cleaning of the school premises in accordance with the Site Manager's instructions.

18.0 CONTRACTORS

18.1 The Site Manager is responsible for the selection and management of contractors in accordance with the school policy.

19.0 CURRICULUM SAFETY (including out of school learning activities)

19.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

19.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

19.3 Guidance from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), BAALPE (British Association of Advisors and Lecturers in Physical Education) and other lead bodies should be adopted as appropriate.

20. DISPLAY SCREEN EQUIPMENT (DSE)

20.1 The Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops, desktop PCs or iPads.

20.2 Regular laptop users will be provided with docking stations.

20.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

21.0 EDUCATIONAL VISITS AND JOURNEYS

21.1 The Head Teacher and the nominated EVC Leader are responsible for ensuring that all school trips are managed in accordance with the separate school policy for School Visits.

21.2 All teachers must be familiar with this policy.

22.0 ELECTRICAL EQUIPMENT

22.1 The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

22.2 The Site Manager is responsible for ensuring that all portable electrical equipment is tested in accordance with the school procedures for using and maintaining electrical equipment.

22.3 All staff must be familiar with the school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

23.0 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

23.1 The Head Teacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with SEND.

23.2 The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the fire-fighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking work on site.

23.3 All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.



24.0 FIRST AID

24.1 The school First Aiders comprise of some teachers and non-teaching staff (school list updated annually).

24.2 First Aid supplies are kept in the Room No. 4 situated in main office, and the Medical Officer is responsible for ensuring that the stocks of supplies are kept up to date.

24.3 All staff must be familiar with the school arrangements for First Aid.

25.0 GROUNDS MAINTENANCE

25.1 The Site Manager is responsible for grounds maintenance on the school site.

26.0 HAZARDOUS SUBSTANCES

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

26.1 The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

26.2 All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. The Site Manager will complete an assessment for any authorised products.

26.3 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

26.4 All the above should be used in a well-ventilated area.

27.0 INCLUSION

27.1 Addison Primary School complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

27.2 The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.

27.3 All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

27.4 The SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

27.5 Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

28.0 LETTINGS/SHARED USE OF SITE/USE OF PREMISES OUTSIDE SCHOOL HOURS

28.1 The Site Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

28.2 The Office Manager and the Site Manager are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

29.0 LONE WORKING (see also separate policy)

29.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

29.2 Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

29.3 Any member of staff working after hours must notify the Head Teacher and the Site Manager of their location and intended time of departure.

29.4 Lone workers should not undertake any activities which present a significant risk of injury.

30.0 MANAGING MEDICINES AND DRUGS

30.1 No pupil is allowed to take un-prescribed medication in school. Prescribed medication can be administered, or in some cases carried by the pupil and administered by themselves, with written consent from their parent/carer on the appropriate Addison Permission Form.

30.2 Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

30.3 The school policy for the Supporting Pupils with Medical Conditions Policy provides detailed guidance and all staff should be familiar with this policy.



31.0 MAINTENANCE AND INSPECTION OF EQUIPMENT

31.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

31.2 All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

32.0 MANUAL HANDLING AND LIFTING

32.1 The Head Teacher and the Site Manager will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

32.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves. They must ask the Site Manager for assistance.

32.3 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

32.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

33.0 OUTDOOR PLAY EQUIPMENT

33.1 The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

33.2 The Site Manager undertakes weekly checks of the play equipment and play areas.

33.3 All supervisory staff should make a visual check of all play equipment before it is used.

33.4 Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

33.5 Pupils and pupils' siblings are not permitted to use the play equipment or large climbing frame after school hours. Parents are reminded of this ruling every term in the school newsletter. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher or the Site Manager immediately.

33.6 Pupils are not permitted to make use of the Trim-trail play areas after school.



34.0 WORKING AT HEIGHT

34.1 The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

34.2 All ladders conform to BS/EN standards as appropriate.

34.3 The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

34.4 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

34.5 If staff need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

34.6 Staff must not work at height when alone. If staff are planning to use a stepladder, they should ask the Site Manager to help erect it properly and act as assistant to hold the ladder steady and pass any materials.

34.7 Knees should be no higher than the top platform of the ladder.

34.8 Never overreach. Try always to keep one hand free on the ladder to keep steady.

35.0 PE EQUIPMENT

35.1 The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

35.2 Risk assessments have been completed for all PE activities and all staff must be familiar with these.

35.3 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

35.4 All PE equipment must be visually checked before lessons and returned to the designated store area after use.

35.5 Pupils must not use the PE equipment unless supervised.

35.6 Any faulty equipment must be taken out of use and reported to the PE Co-ordinator.

36.0 RISK ASSESSMENTS

36.1 It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

36.2 The Site Manager is responsible for undertaking general risk assessments with the exception of the areas listed below.

36.3 Curriculum co-ordinators will undertake risk assessments for their specialist areas.

36.4 The Site Manager will undertake risk assessments for maintenance and cleaning.

36.5 The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

37.0 SAFETY REPRESENTATIVES

37.1 The school safety representatives are the Head Teacher, Site Manager, Welfare Officer and Office Manager.

37.2 Safety representatives have the following major functions:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

38.0 SECURITY/VIOLENCE

38.1 The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls / fences, entrance points, outbuildings and external lighting.

38.2 The Site Manager is also responsible for the security of the site during after school use and lettings.

38.3 Staff are able to fob in and out of school with their Addison access card. Identity and door access control fobs must be worn, and visible to others, at all times while on the school site.

38.4 Staff must query any visitor on the school premises who is not wearing a visitor lanyard badge and escort them back to reception.

38.5 If an intruder becomes aggressive, staff should seek assistance.



38.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held with the knowledge or presence of another member of staff/ senior leader who can be in close proximity so that assistance and support is available if required. The Head Teacher should be notified in advance of these meetings where possible.

38.7 Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher.

39.0 SITE MAINTENANCE

39.1 The Site Manager is responsible for the maintenance of the school premises. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

39.2 All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately.

40.0 STAFF TRAINING & DEVELOPMENT

40.1 The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

40.2 All new staff will receive specific information and training as part of the school induction process.

40.3 All staff will receive fire awareness training on an annual basis.

40.4 Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

40.5 Health and safety will be a regular agenda item for staff meetings.

41.0 STRESS

41.1 The School Governors and Head Teacher are responsible for taking steps to reduce the risk of stress.

42.0 SWIMMING

42.1 All staff must ensure that they are familiar with the LA swimming guidance before accompanying any swimming groups.

43.0 STAFF / VISITORS

43.1 Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

43.2 All visitors must sign in and out at the school reception desk. This includes peripatetic teachers or specialists.

43.3 All staff and visitors must wear badges:

- a) **Blue badges**; All members of staff with a DBS
- b) White badges; Staff and all visitors without a DBS
- c) **Green Badges**; Volunteers with DBS
- d) **Yellow Badges**; All visitors with DBS
- e) **Red Badges**; Contractors

43.4 Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs, etc...

44.0 SMOKING (see H&F Model Smoking Policy)

44.1 It is illegal to smoke anywhere on the school premises. Staff who exit the grounds (at break times only) should not be closer than 25metres from the main entrance.

Approved: Summer 2025

Next review: Summer 2026



Appendix 1

Supporting Policies and Procedures on the Addison Primary School website can be found for:

1. Educational Visits
2. Supporting Pupils with Medical Conditions Policy
4. Behaviour Policy
5. Safeguarding & Child Protection

Appendix 2

DfE websites:

Automated External Defibrillators in Schools-Published 2014, provides schools with an overview of the various issues they may wish to consider when installing and maintaining automated external defibrillators AED's: www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools

Managing Asbestos in Your School-Published March 2015, is non-statutory; helps readers understand their obligations and duties in relation to asbestos management in schools. A copy is in the in Asbestos Management Plan folder.

Asbestos: www.gov.uk/government/publications/asbestos-management-in-schools--2

Standards for School Premises-Published March 2015 is non-statutory, and has been produced to help recipients understand their obligations and duties in relation to the School Premises Regulations 2012: School Premises: www.gov.uk/government/publications/standards-for-school-premises