

# St Augustine's Academy



## Health and Safety Policy and Summary Information

Ensuring children, employees and others are protected  
from harm and ill-health

A summary of school health safety, available to all staff parents and  
others

Approved by:

A handwritten signature in black ink, appearing to read 'G. Healey', is written over a white rectangular background.

Date: 22.10.25

Next review due by: September 2026

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'

*Matthew 5:16*

## **Overview of School health and safety**

St Augustine's Academy is committed to the health, safety and welfare of all its children, staff, and visitors. The school have a number of manuals which provide information on how the school fulfils these commitments:

Manual 1: Health and Safety Policy and summary information

Manual 2: Risk Assessments

Manual 3: Policies, Safe Systems or Work and Control Measures

Manual 4: Checklists

These documents represent St Augustine's Academy Safety Management System, demonstrating that the School is taking practical and well-planned steps in ensuring child health and safety, and the health and safety of staff, parents and others.

This document and the aforementioned manuals have been drafted in accordance with guidance from the HSE, Ofsted requirements, DfE, and a Chartered Environmental Health Practitioner specialising in health and safety.

# Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974 and Regulations thereunder

It is the policy of St Augustine's Academy School that every effort shall be made to ensure the premises and activities are safe so far as reasonably practicable for all children, staff, parents, and visitors.

St Augustine's Academy will ensure that an effective safety management system is in place via a programme of suitable and sufficient risk assessments and control monitoring measures.

Information relevant to health and safety is available to staff, the public, parents and other persons as appropriate including on the school web-site.

Where St Augustine's Academy feels that it is good practice to do so, the school may consult with Ofsted, Central Bedfordshire Council and others on health and safety matters.

Staff will be trained, provided with information and instructions, and consulted on health and safety matters and encouraged to assist the organisation in the achieving and maintaining of high standards.

St Augustine's Academy undertakes that it will bring all aspects of the policy to the notice of all its staff and other persons so affected by school activities as required under current relevant statutory provisions.

All contractors working at St Augustine's Academy will be required to comply with this policy and must also ensure that their sub-contractors do so.

The policy will be reviewed yearly or sooner when there is new or changing legislation, or new knowledge on applicable health and safety matters.

Any person failing to comply with this policy and/or act in a manner which puts themselves or others at risk will be reported to the Principal and others as necessary. Steps may be taken against that person to help prevent a recurrence.

## **Roles and Responsibilities**

### **Principal**

Has overall responsibility for ensuring this policy is implemented. In doing so the Principal will ensure that:

- Adequate resources are available (subject to request and other limitations) to maintain high standards of health and safety.
- All defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- That this policy is kept updated in line with legal and other changes
- That managers, staff and others are aware of their responsibilities within this policy and carry out their duties.
- That staff are appropriately and competently trained in health and safety matters
- Supervising the implementation of health and safety and raising awareness amongst staff, children, parents/carers and visitors.
- Reviewing complaints about health and safety, reviewing accidents and near misses, and ensuring associated staff absences are investigated
- Reviewing and acting at the Principal's discretion, health and safety reported information

### **School Business Manager**

Is responsible for:

- Ensuring policies and procedures are communicated to all staff.
- Ensuring risk assessments are in place and up to date,
- Helping ensuring staff are following procedures
- Reviewing safety checklists and accident forms and reporting to the Principal
- Continued vigilance regarding health and safety issues and raising awareness amongst staff, children, parents/carers and visitors.

### **Governors**

Are responsible for

- Promoting high standards of health and safety within the school
- Approving responsibilities, including designating a governor for health and safety
- Establish and maintaining a committee for health and safety
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- Monitor the allocation of funds based on effective and comprehensive risk assessments, health and safety reports and other relevant information brought to their attention
- Ensure that appropriate resources are made available to enable all staff to receive supervision, instruction and training appropriate to their duties and responsibilities
- Review this policy and comment at least annually.

### **All Staff**

Are responsible for:

- Ensuring the health and safety of everyone at the school is of the utmost priority in all situations.
- To comply with school policies and procedures at all times.
- To complete health and safety checks as required.
- Continued vigilance regarding health and safety issues and raising awareness amongst other staff, children, parents/carers and visitors.

- Report any health, safety or welfare concerns to the Principal, including concerns about children or premises or equipment defects
- Report any injuries or ill health to themselves to the Principal (Personal information will kept confidential)

**Parents/carers and visitors**

- To enter and depart the building with care, remembering to close all gates and doors carefully behind them.
- Not to allow others into the building
- To promptly report to the school if their child becomes ill or unwell
- Not to bring their child to school where they are aware that their child has a communicable health issue such as chickenpox, measles, virus, vomiting, diarrhoea etc
- Assist the school in correcting their children who are acting in a manner which places the child or others at risk of harm or ill-health

# Summary of Health and Safety at St Augustine's Academy

## Risk Assessments

Risk Assessments are a fundamental part of school policy (and a legal requirement) as they enable hazards to be identified, risks evaluated and control measures devised. These control measures are implemented in accordance with hierarchy of risk that is, eliminating risk all together and where this is not possible, reducing so risks so far as reasonably practicable.

All risk assessments are completed in-house and reviewed independently to ensure they are fit for purpose. Risk assessments cover the following:

1. ~~COVID-19~~ Special measures are now at an end, but good infection control is still encouraged.
2. Door and door hingers
3. Slips, trips and falls
4. Play equipment
5. Falls from height
6. Traffic movement
7. Manual handling
8. Glazing
9. Electricity
10. DSE
11. Electricity
12. Fire safety
13. Occupational stress
14. Lone working
15. Pregnancy
16. Mealtimes
17. General outings and trips
18. Manual handling
19. Meal times
20. Occupational stress

## Health and Safety Policies/Systems of Work/Induction and Training

Following on from the risk assessments, to help ensure safety we have in place multiple health and safety policies and/or safe systems of work which are communicated through staff induction, training and/or written communication. These are as follows:

- a) Fire and smoke prevention, control measures, emergency arrangements
- b) General outings and trips
- c) Manual handling including pushing and pulling
- d) Being safe at meal times
- e) Reducing occupational stress
- f) Inspection and maintenance of children's play equipment
- g) Pregnancy and returning back to work after being pregnant
- h) Slips, trips and general workplace safety
- i) Work at height for staff, maintenance, and contractors
- j) Prevention of legionella and control measures
- k) Workplace transport including deliveries
- l) Maintaining children's safety and security on the premises
- m) Administering medicines and first aid
- n) Recording and reporting accidents
- o) Uncollected and/or missing child
- p) Allergies
- q) Lone working

- r) Safer Working with Display Screen Equipment (DSE)
- s) The Control of Substances Hazardous to Health (COSHH)
- t) COVID Safety

### **Insurance Cover**

St Augustine's Academy has in place adequate Public Liability Insurance and Employers Liability Insurance. The certificate is displayed on the notice board.

Please note these insurances in no way reduce St Augustine's Academy's commitment to ensure accidents are prevented in the first instance.

### **Information, supervision and raising awareness**

St Augustine's Academy induction for staff includes a clear explanation of health and safety issues so that all staff are able to adhere to all policies and understand their shared responsibility for health and safety. The induction covers matters including fire safety, child protection, manual handling, infection control and general health and safety.

Records are kept of these induction training sessions and new staff are asked to sign the records to confirm that they have taken part and understood what is required of them.

Health and safety issues are explained to the parents of new children so that they understand their part in the daily life of the school to keep children and others safe.

Children are made aware of health and safety issues through discussions, planned activities and routines.

A health and safety at work poster is displayed on the wall in the staffroom

### **Welfare, safety & health of teachers**

- Risk assessments cover teachers and their activities
- Training, information and instructions are provided commensurate with activities
- Staff are provided with guidance about the safe storage, movement, lifting and erection of large and/or heavy pieces of equipment.
- When staff need to reach up to store equipment they are provided with safe equipment to do so, and follow safe systems of work. If work is deemed unsuitable, other measures will be implemented
- All warning signs are clear
- It is school policy that employees do not remain in the building on their own or leave on their own
- Staff working conditions and avoidance of stress is important and we have put in place control measures which are being reviewed during 2018
- Accidents are recorded in the Accident Folder. Records are reviewed regularly to identify any issues that need to be addressed. RIDDOR is complied with at all times.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, assess their danger and put in place control measures.

### **Buildings Security**

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded on the register in each class.

The school operates a locked entry system to prevent unauthorised access to the premises.

Some doors and gates are designed so that they can only be opened by an adult. Where they can be opened by a child they are padlocked with restricted access to the key.

All visitors are recorded on the visitors' electronic system (including their image) and kept for 7 days. Data Protection will be complied with regarding personal information and details.

### **Windows**

All windows are secured against egress by children, access by intruders, and where necessary, are of laminated or safety glass type.

### **Doors**

Doors which were identified as presenting a finger trap hazard have in place safety guards.

### **Floors**

All floors are designed so as to provide an adequate level of slip resistance or mats in place. Floors are level, and free from defects which may cause a person to trip or fall.

### **Kitchen**

Children are not allowed into the kitchen at any time; the door is locked when the kitchen is unoccupied.

### **Electrical safety**

All electrical equipment conforms to UK safety requirements and to keep them in good repair and condition, are subject to visual checks on a regular basis and at least annually.

Electric sockets are either placed out of the reach of children, or are guarded and the children are taught not to touch them.

Wires and leads are placed so as to avoid tripping hazards, and ensure trapping or entangling hazards are removed

A sufficient number of sockets are in place to prevent overloading.

The building has an up-to-date electrical safety report.

### **Heaters and radiators,**

All heaters and radiators are thermostatically controlled and regularly checked so that they do not present a burn hazard to children. Where any heater or radiator presents a burn risk, it is placed out of the reach of children or an appropriate guard is in place.

### **Storage**

All items which present a hazard to children are stored in lockable cupboards.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing. Shelving is secure and out of the reach of children.

There are appropriate facilities in place for the safe storage of rubbish and other waste.

### **Hygiene and Cross Contamination**

We have hygiene and disease procedures in place which are implemented by all staff. Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the school which includes classrooms, kitchen, rest areas and toilets.

### **Activities and resources**

- Before purchase or loan, equipment is checked to ensure it is safe for the children

- All equipment is regularly checked for cleanliness and safety. Any unsafe items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Physical play is constantly supervised.
- Children are taught to handle and store child friendly equipment and items safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **Food and drink**

Staff who prepare and handle food receive appropriate training and understand and comply, with food safety and hygiene regulations. We have been checked by our local authority and due to our high standards have achieved an excellent rating of 5 stars.

Snack and meal times are appropriately supervised and children do not walk about with food and drink so as to reduce choking hazards and accidents. Fresh drinking water is available to the children at all times.

### **Allergies**

We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### **Fire Safety**

A fire risk assessment has been completed and a fire policy in place. Regular checks are made of the fire safety controls which include emergency lighting, smoke detectors, and fire doors.

### **First Aid and Medication**

At least one member of staff with a current first aid training certificate (relevant to young children) is on the premises or on an outing at any one time. These are renewed every 3 years.

At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written authorisation.

All medication is stored and administered in a safe manner and in accordance with our safety policies.

### **First Aid Kit:**

- Located in the office
- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of reach of children.

### **Accidents**

All accidents are recorded in the accident book and checked to see if any control measures need reviewing to help prevent a recurrence.

Some accidents are RIDDOR reportable including a child or non-employee going to hospital straight from the school, or if an employee if off with a work-related injury for 7 or more days.

### **Sickness**

Procedures for the exclusion of ill or infectious children are in place and discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at school.

### **Records**

The school and its activities are periodically checked for health and safety, with the results recorded and passed to the Principal and others as appropriate including school Governors.