Castle Camps C. of E. (V.C.) Primary School

Policy for

Health and Safety

Date Approved by the Governing Body: 28th September 2026
Date for Review: September 2027

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

HEALTH & SAFETY HANDBOOK FOR STAFF

This handbook explains the health and safety procedures that all staff must follow at Castle Camps C. of E. (V.C.) Primary School. Read it alongside the school's Health and Safety Policy, risk assessments, emergency plans and Allergy Safety Policy. If you are unsure about a procedure, speak to the Headteacher or the designated member of staff before starting the activity.

First Aid

All staff must know how to contact a trained first aider, where first aid equipment is kept and how to summon emergency assistance. First aid supplies are checked and replenished by designated staff. Take a suitable first aid kit on off-site activities.

- In a serious emergency, call 999 and request a trained first aider immediately. Stay with the injured person and make the surrounding area safe. Do not move anyone with a suspected spinal or serious injury unless they are in immediate danger or emergency services advise you to do so.
- Ask another adult to get help. Never leave an ill or injured pupil unattended. Keep other children at a safe distance and reassure the pupil.
- Give first aid only within your training and competence. Follow the trained first aider's instructions.
- Notify parents or carers promptly, but do not delay treatment or a 999 call. If a pupil goes to hospital and their parent or carer is not available, the Headteacher will arrange for an appropriate member of staff to accompany them where possible.
- Record accidents, injuries and near misses promptly using the school's incident reporting arrangements. Inform the Headteacher of serious incidents so that any required external notifications can be made.
- Tell parents or carers about all head injuries promptly, following the school's head-injury procedure. Make sure the pupil is monitored and that the parent or carer receives relevant advice.

Pupils with medical conditions must be supported to take part in school activities safely. Follow each pupil's Individual Healthcare Plan (IHP) and any relevant Allergy Action Plan or Asthma Plan. Medicines may only be administered by authorised staff in accordance with the school's procedures, with the required consent, instructions and record of administration.

Medical Conditions, Medicines, Asthma and Allergy Safety

The school's Allergy Safety Policy sets out the procedures for preventing allergic reactions, managing prescribed medication and responding to anaphylaxis. Every member of staff must understand the procedures relevant to their role.

- Check the allergy information made available to you for the pupils in your care. Share essential information securely with relevant cover, lunchtime, catering and visit staff.
- Follow the pupil's IHP and Allergy Action Plan or Asthma Plan where applicable. Do not change a healthcare professional's instructions.
- Check allergy risks when planning cooking, food activities, craft, science, music, outdoor learning, trips and celebrations. Make suitable adjustments so that pupils can take part safely.

- Know where the pupil's prescribed adrenaline devices and the school's spare devices are kept. Emergency medication must be accessible immediately; never lock it away or send the pupil to collect it.
- There are four spare adrenaline auto-injectors in the staffroom. Use the current medication inventory and emergency arrangements to locate the correct devices. Ensure the dosage is correct for the child.
- Complete annual allergy awareness and emergency response training, including practice with trainer adrenaline devices. Supply and temporary staff must receive the essential emergency information before taking responsibility for pupils.
- Report allergic reactions, medication errors and near misses promptly using MyConcern.

Suspected anaphylaxis – immediate response

Suspected anaphylaxis is a medical emergency. Signs may include throat or tongue swelling, difficulty breathing, persistent coughing, sudden dizziness, confusion or collapse; a rash may be absent. Follow the pupil's Allergy Action Plan. Keep the person with an adult and call for help. Lie them flat, with legs raised if appropriate; if breathing is difficult, they may be supported in a sitting position. Do not allow them to stand or walk. Give the appropriate adrenaline auto-injector immediately and call 999, stating "ANAPHYLAXIS". Record the time. If there is no improvement after five minutes, give a second appropriate device. Follow the call handler's instructions, including CPR if required. Notify parents or carers without delaying treatment. Hospital assessment by ambulance is required even if symptoms improve.

Bring emergency medication to the person. Follow the pupil's Asthma Plan for asthma symptoms; if anaphylaxis is suspected, administer adrenaline first in accordance with the Allergy Safety Policy.

Moving Around the Site

The school gates open at 8:40 am. Pupils go directly to their classrooms; registration is at 8:50 am, when the gate closes. The school day finishes at 3:20 pm. Nursery hours are 8:45 am to 3:15 pm. Late arrivals must report to the school office through the main entrance.

- Be at your allocated duty position on time. Supervise pupils actively during arrival, breaktimes, lunchtimes and dismissal, following the duty rota.
- Remind pupils to walk sensibly and show consideration for others. Pay particular attention to corridors, cloakrooms, doors, steps, the hall, gates and bus waiting areas.
- Maintain the supervision arrangements set out in the current duty rota. Alert the office or senior member of staff immediately if an allocated area is not covered.
- At the end of the day, follow the agreed collection and handover procedure. Take any pupil who has not been collected to the school office or designated member of staff and continue to supervise them.
- Keep gates and restricted areas secure. Report slips, trips, damaged surfaces and other hazards promptly.

Play Equipment and Playground Areas

Staff supervising play areas must position themselves so that pupils can be seen and helped quickly. Apply the school's playground rules to the main playground, younger pupils' areas, field, quiet areas and fixed play equipment.

- Check play areas for visible hazards before use. Report damaged equipment, broken glass, animal fouling, standing water and unsafe surfaces; keep pupils away until the hazard is addressed.
- Do not allow use of fixed play equipment when it is wet, icy, damaged or otherwise unsafe. Follow the age restrictions and capacity limits for each area.
- Stop pushing, rough play, dangerous chasing and overcrowding promptly. Use the school's behaviour procedures.
- Ensure that pupils' emergency medication can be reached quickly during play and outdoor activities.
- Report incidents and injuries promptly and follow the first aid and parent communication procedures.

Fire Safety and Fire Drills

All staff must know the fire evacuation procedures displayed in school, including the nearest safe exit, an alternative route, the designated assembly point and how to account for pupils. Follow the school's fire risk assessment and emergency plan.

- Keep all exits and escape routes clear. Do not wedge fire doors open or obstruct fire-fighting equipment.
- When the alarm sounds, evacuate immediately by a safe route. Do not stop for belongings. Keep pupils together and take the register or use the agreed pupil-accounting procedure. Report anyone missing to the person leading the evacuation.
- Take part in scheduled fire drills and ensure pupils know the evacuation routine. Follow the current displayed instructions for the assembly point.
- Evacuation comes first. Only staff who are trained, and only where it is safe to do so, may use fire extinguishers.
- Follow individual arrangements for pupils who need assistance or emergency medication during evacuation and lockdown.
- Tell visitors under your supervision how to leave the building and report to the assembly point.

PE/Games

PE and games must be supervised by a member of staff who understands the activity and its risks. Check that pupils wear appropriate PE clothing and footwear, tie back long hair and remove jewellery. Earrings must be removed for PE, games and swimming; taping over earrings is not an alternative, and staff must not remove earrings for pupils.

- Check apparatus, equipment and playing surfaces before use. Stop using anything damaged or unsafe. Competent adults must set up and check large apparatus.
- Make suitable adjustments for pupils with SEND, disabilities, medical conditions or allergies. Keep required medicines accessible.
- Stop the activity if it becomes unsafe. Follow first aid and accident reporting procedures if a pupil is injured.
- Report defective sports equipment so that it can be removed and inspected or repaired.

Term-time Swimming

Children must never enter the pool area unsupervised. Before a swimming session, staff must follow the pool's Normal Operating Procedure, Emergency Action Plan and risk assessment. These documents set out staffing, supervision, pupil numbers, rescue arrangements and emergency responses.

- Only staff who are authorised, appropriately trained and competent may teach or supervise swimming.
- Keep the pool area locked when it is not in authorised use. Check attendance, entry and exit arrangements, medical needs and ways of calling for help before the lesson begins.
- Follow the group-size limit and staff-to-pupil supervision arrangements set out in the pool's current operating procedures.
- Use the emergency assistance procedure set out in the pool's Emergency Action Plan. Raise the alarm immediately if anyone is in difficulty.
- Only trained and authorised adults may operate pool covers and equipment. Keep pupils away from moving parts.
- Ensure rescue equipment, first aid supplies and pupils' emergency medicines are accessible throughout the session.

Cookery

Plan and supervise cooking activities carefully. Check that staff have the necessary food hygiene knowledge and that the area, equipment and ingredients are safe for the pupils taking part. Follow the school's Allergy Safety Policy.

- Check recipes, ingredient labels and the dietary needs of every pupil involved. Prevent cross-contact with allergens. Do not use unlabelled food when its ingredients cannot be checked.
- Provide suitable alternatives so that pupils with allergies or other dietary needs can participate. Ensure handwashing and appropriate cleaning before and after the activity.
- Adults operate ovens and high-risk appliances except where pupils are undertaking a specifically planned and supervised activity.
- Know the location of the fire blanket and first aid equipment in the cooking area.
- Check allergy risks from seeds, food packaging and other materials used in cooking and practical activities.

Use of Tools and Materials

Teach pupils how to use tools safely before they begin. Provide close supervision appropriate to the pupil's age, the tool and the activity. Keep sharp or high-risk tools secure when they are not in use.

- Check tools and materials before each activity. Use suitable eye protection, protective clothing and ventilation when required. Remove damaged tools from use.
- Store cleaning products and other hazardous substances securely, in accordance with the school's COSHH procedures. Follow product safety instructions.

Electrical Equipment

- Check electrical equipment and cables visually before use. Switch off, isolate and report any damaged item; do not attempt repairs yourself.
- Keep cables tidy and avoid overloaded sockets, trailing leads and unsuitable adaptors.

- Use only school-authorised electrical equipment. Electrical inspections, testing and repairs are arranged through the school's designated competent personnel.

Visitors on Site

All visitors and contractors must report to the school office, sign in and follow safeguarding and site safety procedures. Staff must check that visitors are authorised and alert the office if an unknown person is on site.

- Explain relevant safety, safeguarding and emergency arrangements to volunteers, visiting professionals and contractors according to their role.
- Keep pupils away from building works, maintenance areas and other hazards. Respect barriers and safety notices and report any breach immediately.
- Follow the school's Safeguarding Policy and Keeping Children Safe in Education 2026. Report safeguarding concerns promptly to the designated safeguarding lead.

Visits and Journeys

School visits, local walks, residential activities and sports fixtures must follow the school's Educational Visits Policy and the arrangements of the Educational Visits Coordinator (EVC). The visit leader must complete the required planning, approval and risk assessment before departure.

- Arrange sufficient suitable adults for the pupils, journey and planned activities, taking account of age, needs, behaviour and specific risks.
- Follow the school's procedures for providing information to parents and obtaining consent where required.
- Take first aid equipment, emergency contact details and all necessary prescribed medicines. Check pupils' allergy, asthma and other medical requirements before leaving school.
- The visit leader and EVC must consider whether school spare adrenaline auto-injectors should accompany the group while maintaining safe provision for those remaining on site.
- When private cars are used for school activities, follow the school's approval, insurance, safeguarding and seatbelt requirements.

Voluntary Helpers

- Volunteers must follow staff instructions and safeguarding requirements. The school arranges Disclosure and Barring Service (DBS) checks where required for the role. Volunteers must not take on duties beyond those agreed with the supervising member of staff.

Reporting, Monitoring, Training and Review

All staff are responsible for reporting hazards and following safe working procedures. Report damaged equipment, unsafe conditions, incidents and near misses promptly to the Headteacher, school office or appropriate designated lead. Complete the school's records as required.

- Attend required training and briefings, including safeguarding, fire safety, first aid and any role-specific training.
- Follow procedures for equipment inspections, medicine checks, fire drills and other safety records relevant to your role.
- Tell the Headteacher about any workplace health or safety concern, including lone working risks or adjustments needed to work safely.

- This handbook will be reviewed by September 2027, or earlier following a significant change or incident.

Related Policies and Guidance

School: Resources Policies (Health & Safety Handbook, Health and Safety Policy, Medication, Fire Safety and other related policies)
https://www.castlecampsschool.co.uk/resources-policies-1/

School: Our School Day
https://www.castlecampsschool.co.uk/our-school-day-1

School: School Uniform / PE / swimming
https://www.castlecampsschool.co.uk/school-uniform

Department for Education: Health and safety responsibilities and duties for schools
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

Department for Education: First aid in schools, early years and further education
https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

Department for Education: Allergy safety in schools (6 July 2026)
https://www.gov.uk/government/publications/allergy-safety-in-schools

Department for Education: Health and safety on educational visits
https://www.gov.uk/government/publications/health-and-safety-on-educational-visits

Department for Education: Keeping children safe in education 2026
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Health and Safety Executive: Schools guidance
https://www.hse.gov.uk/education/

School Allergy Safety Policy, revised September 2026, version 2.0. Staff must use the school's current approved copy and the relevant pupil healthcare plans.