



Health and Safety Policy

ALLEN EDWARDS PRIMARY SCHOOL

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Health and Safety Policy

Health & Safety Statement

The purpose of our Health & Safety policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools.

Introduction

This is a statement of organisation and arrangements (Code of Practice) for the above named school. This does not replace the London Borough of Lambeth's' safety policy but is in addition to it for the benefit of teaching, non-teaching staff and pupils. Copies of these documents, along with other Codes of practice and information on health and safety matters will be found in the school's safety manual.

Statutory and Guidance References

Early Years Foundation Stage (EYFS 2025) – the latest statutory framework (effective Sept 2025) includes updated safety and welfare requirements for maintained nurseries. Add a statement confirming compliance.

Building Safety Act 2022 and Fire Safety (England) Regulations 2022 – now in force for all educational premises. Clarify that your fire risk assessment and maintenance records meet these regulations.

Health and Safety (First Aid) Regulations 1981 – 2023 amendment – the HSE updated guidance on mental-health first-aid awareness; consider referencing that your First Aiders receive awareness training.

HSE Managing for Health and Safety (HSG65) – many local authorities now require alignment with the Plan-Do-Check-Act model. You could reference this in your Statement of Intent.

Statement of Intent

The Schools Board of Governors recognises and accepts that it is responsible for providing a safe and healthy environment for the staff, for the pupils and for other persons on the premises of Allen Edwards Primary School.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the Headteacher Louise Robertson has strategic oversight of the Health and Safety, Organisation and Arrangements on its behalf and that the Headteacher

is expected to reinforce the Board's intentions on Health and Safety. It furthermore recognises that it also has a corporate responsibility towards Lambeth, its staff, pupils and others coming on to their premises.

This statement deals with those aspects over which the Headteacher, Louise Robertson, has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the Headteacher is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the articles of Government.

The Headteacher recognises and accepts responsibility for providing a safe and healthy environment for the staff, for the students and for other persons on the premises.

The Headteacher has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Headteacher will ensure that within the school's budgets there are adequate resources available to cover the cost, not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the schools premises.

The Headteacher will ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- a) To establish and maintain a safe and healthy environment throughout the school.
- b) To establish and maintain safe working procedures among staff and pupils.
- c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- e) To maintain a safe and healthy place of work and safe access and exits from it.
- f) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- g) To lay down procedures to be followed in case of accident/emergency.
- h) To provide adequate welfare facilities.

- i) Report all known hazards immediately to the authority which fall within the landlord responsibility and stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety.
- j) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- k) Ensure all members of staff understand and fulfil their responsibilities to ensure a safe learning environment.
- l) Co-ordinate the implementation of the approved safety procedures in the school.
- m) Maintain contact with the London Borough of Lambeth and other agencies able to offer expert advice.
- n) Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that there is a proper reporting procedure for accidents and hazardous situations.
- o) Inform the Governors termly about the effectiveness of safety procedures within the school.
- p) Liaise with any safety representatives appointed by staff within the school.
- q) Ensure all policies and procedures are signed and reviewed at the required intervals.

The Governing Body

The Governing Body will:

- a) promote high standards of health and safety within school.
- b) assign responsibilities, including designating a governor for health and safety.
- c) establish a committee for health and safety.
- d) monitor the allocation of funds based on effective and comprehensive risk assessments.
- e) carry out regular health and safety inspections with the Premises Manager.
- f) ensure that there are relevant risk assessments in place to identify all risks or potential hazards relating to premises, school activities and school sponsored activities.
- g) provide appropriate resources from the schools delegated budget to ensure that risks and hazards are minimised or eliminated.
- h) ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- i) evaluate the measures taken to minimise or eliminate risks and hazards.



- j) ensure that hirers of premises are aware of their duty to provide evidence of insurance cover for their activities.
- k) take all reasonable steps to ensure that the principal person in charge of lettings, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy.)
- l) sign, date and review this policy annually unless specific changes are made, then this policy must be amended and signed and dated at the time.

Premises Manager

The Premises Manager will:

- a) Be familiar with the School health and safety policy and his responsibilities under the policy as Premises Manager and as a member of staff.
- b) Understand his responsibilities under the HSAWA 1974.
- c) Have knowledge of his responsibilities under relevant health and safety legislation having an effect on the school's activities.
- d) Be familiar with the agreed health and safety codes of practice relating to premises activities.
- e) Carry out safety inspections and risk assessments on all activities within his sphere of operation.
- f) Will have a major role to play in the prevention of fires in the school by ensuring all emergency exits are unlocked and emergency routes are clear of all debris, furniture, fixtures and fittings while the building is occupied, ensure premises are checked after evening use, that rubbish and combustible materials are stored safely.
- g) Ensure all safety and fire exit signs are located correctly and have not been removed or damaged.
- h) Inform the Head teacher where their executive authority does not allow them to deal effectively with a hazard.
- i) Identify their training needs within their normal areas.
- j) Keep a register of all portable electrical equipment and arrange testing of such.
- k) Ensure COSHH assessments are made as necessary.
- l) Ensure visitors including contractors are made aware of any hazards on site and comply with school policy.
- m) Advise the Head teacher on Health and Safety implications of contractors and visitors.
- n) Ensure contractors employed meet the same standards of Health and Safety criteria as other school activities and all contractors are suitably vetted before work begins (Risk Assessments, Method statements, Insurance and relevant qualifications).
- o) Maintain records of testing and other registers as required by the statutory maintenance regulations and school code of practice.
- p) All contractors engaged by the school receive a safeguarding and site-safety induction prior to commencing work. This induction includes emergency procedures, fire evacuation, asbestos awareness, and welfare facilities. Contractors are required to sign the Asbestos Register acknowledgement form before undertaking any intrusive works. They must also provide evidence of risk assessments, method statements, and insurance certificates.

For long-term contractors and regular parent volunteers, the school ensures full compliance with the DBS requirements outlined in “Keeping Children Safe in Education” (DfE, 2025). No unsupervised work with pupils or access to sensitive areas is permitted without appropriate clearance.

Obligations of all Employees

The Health and Safety at work act 1974 states:

“It shall be the duty of every employee while at work:

- a) To take reasonable care for their health and safety and of any persons who may be affected by his/her acts or omissions at work, and
- b) As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-ordinate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act Also States:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- b) To observe standards of dress consistent with safety and/or hygiene.
- c) To exercise good standards of housekeeping and cleanliness.
- d) To know and apply the emergency procedures in respect of fire and first aid.
- e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- f) To co-operate with other employees in promoting improved safety measures in their school.
- g) To co-operate with the appointed safety representative and the enforcement officer of the health and safety executive or the Public Health Authority.

All staff receive annual Health and Safety, Safeguarding, and Fire Safety refresher training. EYFS and Resource-Base staff also complete additional modules covering manual handling, personal-care safety, infection control, and use of specialist equipment. New employees receive a full H&S induction before starting work.

The school promotes staff well-being and monitors workload-related stress in line with HSE Management Standards. Risk assessments for stress are carried out periodically and any

emerging issues are addressed through supervision, workload reviews, and access to support services.

Where implemented, the school provides Mental Health First-Aid awareness training to staff to ensure early recognition of stress or anxiety and timely support.

Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility

These Staff:

- a) Have a general responsibility for the application of the authority's safety policy to their own department or area of work and are directly responsible to the Head teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head teacher, including the relevant parts of this statement, shall be observed.
- b) Shall, where necessary, establish and maintain safe working procedures including arrangements ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, and guillotines).
- c) Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head teacher any of these problems for which they cannot achieve a satisfactory solution with the resources available to them.
- d) Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head teacher.
- e) Shall 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 safety and health at work.
- f) Shall, where appropriate, seek the advice and guidance of the relevant adviser or officer of the Authority.
- g) Shall propose to the Head teacher requirements for safety equipment and or additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Special Obligations of Class Teachers

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. This includes supervision of 'wet' playtimes but not wet play lunchtimes.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, she/he should discuss the matter with the Head teacher before allowing practical work to take place.

Class Teachers Are Expected:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- b) To be aware of any special safety measures to be adopted in their own special teaching areas and to ensure that they are applied, e.g. to check that fire exits are clear.
- c) To give clear instructions and warnings as often as necessary.
- d) To follow safe working procedures personally.
- e) To call for protective clothing, guards, special safe working procedures, etc where necessary.
- f) To make recommendations to their line manager, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

The Pupil

- a) To exercise personal responsibility for the safety of self and class-mates.
- b) To observe standards of dress consistent with safety and/or hygiene (i.e. unsuitable footwear)
- c) Knives and other items considered dangerous must not be brought to school.
- d) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- e) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

N.B. ALL PUPILS AND PARENTS SHOULD BE MADE AWARE OF THE CONTENTS OF THIS SECTION.

Visitors

- a) Visitors, governors and contractors who have an appointment have to sign in at reception and wear a badge at all times. When leaving they must return the badge and sign out.
- b) No parent, visitor is permitted to walk unannounced around the school without identifying themselves at reception, where a pass will be issued or a member of staff is available to escort them.
- c) No person, staff or visitor is permitted to help or work in school without current DBS checks even if supervised.
- d) Deliveries are dropped and signed for at reception. If items have special instructions to deliver to a specific room, the delivery driver must be accompanied at all times.

- e) Official visitors may use the school staff toilets. Drivers and other visitors may not use the toilets unless they are accompanied and the toilet block is checked first.

Supervision of Pupils

General

- a) Staple guns must not be used by or near children. Hand staples may be used if children are supervised.
- b) Rota trims may be used by KS2 children under supervision.
- c) Children must be taught the correct usage of scissors. Knives should be locked away.
- d) Spillages should be cleared up quickly. Children are not allowed to clean up bodily fluids, the Premises Manager must do this soon as possible. Powder should be sprinkled over fluid.
- e) Hazardous substances must not be used.
- f) Children must not climb on the furniture.
- g) Heavy objects such as television sets and pianos must not be moved by children.
- h) Window blinds must only be operated by adults.
- i) There must be constant visual, monitoring of the condition of electrical appliances. Electrical appliances may not be plugged in by children.
- j) Children must be supervised using electrical equipment, such as Chromebooks, during any wet playtime.
- k) Displays must never fully obscure a window or a door's vision panel, and must be at a safe distance from electrical fittings.
- l) Staples may not be used in wood or furniture, and displays must be put on walls using Blu-Tak only – not glue, sellotape or masking tape.
- m) Broken glass/china must be put in a box for disposing by the Premises Manager and never dumped in a sack.
- n) All adults should be known to you, otherwise they should be wearing a visitor's badge. If not, politely challenge.

Travel on Coaches

- a) No food, drinks or sweets to be consumed in transit.
- b) Safety belts must be used.
- c) Children must sit quietly whilst in transit.
- d) Staff must have a strategy for the orderly embarkation and disembarkation of pupils.
- e) The coach door should always open on to the pavement or away from traffic.

Educational Visits/Outings

Educational Visits/Outings must be planned with safety aspects fully addressed (Risk assessments carried out).

A preliminary visit is always advisable where appropriate.

A head count should be made at the beginning of the outing and then at intervals as appropriate.

Adult supervision should be appropriate to the age, number of children and the activity planned. Any adults left alone with children must have a current DBS check.

Children should not be put at physical risk. Inevitable dangers such as roads should be approached with caution and with a plan in mind both for crossing the road or travelling along it (with due reference to the Highway Code) as may be the case in rural areas. The children should be made fully aware of what is expected of them before the activity begins.

Packed lunches must not contain alcoholic drinks or glass bottles.

A first aid box must be taken. Should an incident occur the first aid book must be completed on return to school. It is sometimes appropriate to take a whistle if the children are to be working in a wide area.

Children should be aware of any rules such as collection before an activity.

If an accident should occur whilst off the school premises with the children, and you do not know what to do, telephone the school. If this is not possible, use your own initiative. There are too many situations that could occur for solutions to be written. Consult a senior member of staff before embarking on an outing if there is any cause for concern. Always refer to risk assessments to minimise any possibly risk.

School journey Procedures are covered in the DFE's Health and Safety of pupils on Educational Visits Guide and 'Outdoor Education Handbook'.

LA and DFE guidance is followed for all trips and visits.

See – School Journey Policy for more information.

Class Supervision

Registers must be marked at the beginning of both morning and afternoon sessions. The office will log absences and lateness.

Children must not be left unattended in a classroom at any time.

Children must not be put outside the classroom door as part of behaviour management.

When moving around the building pupils should always be led by a member of school staff. They must walk in single file and be silent.

Running along the corridor or on stairs is not allowed. Any child seen doing so should be stopped and asked to walk back properly.

Children leaving school during the school day should only do so when agreed by the Head teacher.

Adults other than members of staff cannot go to a class during the school day. Any requests for children to leave during the school day for appointments etc. should be directed to the school office.

Children should not arrive on the school premises before 8:45 a.m unless they have been invited for specific interventions or they are attending the breakfast club which starts at 7:30am and is supervised by members of staff.

In adverse weather conditions if the class teacher so wishes, children may come into the classroom before school starts.

Children must not be left unattended in classrooms or Halls at lunch time.

Nursery and Early Years

The school recognises the specific health and safety needs of children in the Early Years Foundation Stage (EYFS). In addition to the whole-school arrangements, the following apply to the Nursery and EYFS provision:

- a) **Staffing and Supervision:** The Nursery and EYFS maintain statutory adult-to-child ratios at all times. Supervision is active, age-appropriate, and continuous, including during free-flow and outdoor play. Headcounts are completed on transition between areas and recorded as required.
- b) **Outdoor Play and Environment:** Outdoor areas are included in daily visual checks and termly recorded risk assessments, with additional dynamic risk assessments undertaken where conditions change (e.g. weather). Equipment and surfaces are checked for cleanliness, stability and suitability before use.
- c) **Nappy Changing and Personal Care:** Nappy changing is carried out in designated areas following published hygiene procedures. Staff use appropriate PPE, clean and disinfect surfaces between children, dispose of waste via the agreed sanitary contractor, and record any concerns. Privacy and dignity are respected at all times.
- d) **Infection Prevention and Control:** EYFS practice follows current UKHSA guidance (2025) on hand hygiene, respiratory etiquette, cleaning, and outbreak management. High-touch surfaces and shared resources are cleaned in line with the site cleaning schedule, with enhanced measures implemented where needed.
- e) **Hand Hygiene:** Children and staff wash hands on arrival, before eating, after toileting, after outdoor play, after contact with bodily fluids, and after handling animals or messy resources. Hand-washing is taught and supervised as part of daily routines.

f) Sleep and Rest: If sleep/rest is provided, sleeping children are supervised in safe, well-ventilated areas. Bedding is individual to the child or laundered after each use, and room/child temperatures are monitored to remain within a safe range.

g) EYFS Equipment Checks: Age-appropriate equipment (e.g. sand/water trays, climbing frames, balance bikes/ride-on toys) is inspected routinely for wear, cleanliness and suitability. Water trays are emptied, cleaned and stored safely after sessions; sand is covered and replaced as needed.

g) Illness and Exclusion: Decisions on attendance and exclusion periods follow the current UKHSA (2025) guidance on infection control in schools and nurseries. Parents/carers are informed of symptoms requiring collection and any exclusion periods. Records are kept on CPOMS or equivalent, and the Headteacher is notified in line with the school's reporting procedures.

Resource Base

The school's Resource Base supports pupils with additional and complex needs with the primary areas of need being Autism. The following arrangements apply in addition to whole-school procedures:

a) Risk Assessment (Manual Handling and Personal Care): Individual and activity-based risk assessments are in place for pupils requiring personal care, movement and handling, or specialist interventions, aligned with HSE guidance (INDG143 rev4, 2024). Assessments are reviewed at least annually or sooner if needs or equipment change.

b) Therapy and Sensory Equipment: All therapy, mobility, and sensory equipment (e.g. hoists, slings, standing frames, sensory rooms) is subject to planned preventative maintenance, statutory inspection where applicable (e.g. LOLER for patient-lifting equipment), and pre-use checks. Defects are taken out of use and reported to the Premises Manager immediately.

c) Specialist Staff Training: Staff working in the Resource Base receive role-specific training, which may include moving and handling, personal care, seizure management, behaviour support, use of medical devices, and communication systems. Training is refreshed in accordance with statutory or clinical guidance and recorded in the school's training log.

d) Emergency Evacuation (PEEPs): Personal Emergency Evacuation Plans (PEEPs) are in place for pupils and staff who may require additional assistance in an emergency. PEEPs are developed with parents/carers and relevant professionals, stored with the PEEP Policy, shared with staff on a need-to-know basis, and practised as part of evacuation drills.

e) Storage and Safety of Assistive Technology: Assistive technology, medical devices, hoists, and communication aids are stored securely, charged safely, and used in accordance with manufacturer's instructions and individual risk assessments. Cables and charging points are managed to prevent trip or electrical hazards. Consumables (e.g. slings) are individually assigned and inspected before use.

f) Medical and Care Plans: Individual Health Care Plans (IHCPs) and behaviour/support plans are maintained for relevant pupils, including emergency protocols and required staff competencies. Plans are reviewed at least annually or following any significant change.

g) Infection Control and Hygiene: Enhanced hygiene procedures are followed for personal care and therapy activities, including the use of PPE where required, safe disposal of clinical waste via approved contractors, and cleaning of equipment between uses.

h) Liaison and Communication: The Resource Base Lead, SENDCo, Premises Manager and Headteacher liaise regularly to ensure premises, staffing, training, and equipment arrangements remain suitable and sufficient. Governors receive updates through the termly health and safety report.

Lift

The lift is to be used by staff and supervised children only. The lift is maintained and remotely monitored by KONE PLC. In an emergency please refer to owner's documentation in the premises office. There is an alarm that button, that when held for 3 secs will call the monitoring station who will ask if assistance is needed and emergency arrangements can be made. Kone phone number 08006520692

Waste Procedure

We at Allen Edwards Primary School will do our best to comply with the government regulation to help reduce waste.

It is important that all employees on site and all persons undertaking the provisions of any form of work for Allen Edwards Primary School are aware of and understand the duty and responsibilities contained in our policy.

Staff Responsibilities

All members of staff at school have a responsibility as part of their personal "Duty of Care" to adhere to the waste procedures.

Staff should:

- a) ensure safe handling of waste and safe practice when dealing with waste. (Never overload bags to the point of splitting)
- b) be aware of the safe separation of waste and liaise with the Premises Manager for safe disposal point. (Black bags are for general waste. Translucent bags are for recycling.)
Never put sharp object, Glass or needles in with general waste.
- c) ensure that waste bags will enable easy carriage or ask for help in lifting.
- d) handle bag by the neck.
- e) wear personal protective equipment (Gloves and Apron) if necessary.
- f) never block corridors or stairwells with rubbish.
- g) ensure bags are tied secure and put in the bins to prevent waste being spilled.
- h) be aware to put waste in the correct bins. (General waste and recycling waste bins are located in the car park.)

Waste Monitoring Officers

The waste monitoring officer is the Premises Manager John Elston.

The school's cleaning is subcontracted to Westgate Cleaning Services Limited, their responsible person on site is the cleaning supervisor who is responsible for their team and the removal of school waste.

The waste monitoring officer will be responsible for the day to day requirements of these procedures in relation to the disposal and safe handling of non-clinical, clinical and special waste.

The waste monitoring officer will also ensure that the waste disposal contractors comply with all the relevant legislation and administer licences, certificates, waste transfer notes and all other formal paper work required.

All staff must be familiar with the operational requirement of this policy.

All staff should note that non-compliance with regulations made under the environment protection legislation could in certain circumstances result in individual prosecution.

Waste bins must be kept secure and away from buildings to help prevent the spread of fire.

Non Clinical Waste

These are materials that can be disposed of by landfill or incineration. There are two types of bins at Allen Edwards Primary School. There are general waste bins that are lined with black bags and bins that are lined with translucent bags for recycling waste such as paper, plastic and card.

The cleaners remove waste from each room daily keeping general waste and recyclable waste separate.

There are four recycle bins in the car park and two general waste bins. Never put black sacks in the recycling bins as this is deemed as contaminated waste and the school we incur a fine.

These bins are collected twice weekly by Lambeth contracted refuse services.

Allen Edwards Primary School is committed to sustainable and responsible waste management. In addition to existing procedures, the school recycles electronic and electrical equipment in line with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 (updated 2024). All redundant ICT or electronic items are disposed of through licensed recycling partners, with documentation retained by the School Business Manager.

The school also supports Lambeth Council's Climate Action Plan by reducing energy consumption, increasing recycling rates, and promoting environmental awareness among pupils and staff. Periodic reviews of waste-contractor licences and sustainability practices are conducted by the Premises Manager.

Furniture

If the condition is appropriate it is recommended that such items should be offered to charity or if not suitable for charitable disposal, such items should be broken up and put in one of the

two large waste bins or if the furniture is bulky then a skip or a licensed waste carrier contractor should be used, keeping all waste transfer notes.

Hazardous Waste

All our hazardous waste is disposed of by Lambeth Council.

Hazardous waste that is generated from our school consists of – Fluorescent tubes, Refrigerators, Batteries, Computing equipment, Electrical equipment, Paints/ Aerosols and empty cleaning product containers.

All Hazardous waste is stored as follows:

Fluorescent tubes/lights are kept in the shed.

Toner and ink cartridges are currently boxed and stored in the stationery cupboard.

Feminine, Clinical and Medical Waste

The Premises Manager is responsible for arranging the safe disposal of feminine hygiene waste in school. It is essential that Allen Edwards Primary school complies with The Workplace (Health, Safety and Welfare) Regulations 1992, The Water Industries Act 1991, and the Environmental Protection Act 1990. Feminine waste bins are located in the staff toilets, Nursery and KS2 girls' toilets. They are replaced monthly by Initial Hygiene Limited. At each visit a waste transfer certificate is provided, in compliance with UK legislation.

All clinical and medical waste bins are kept in an upright position and securely sealed to prevent accidental spillage/ leakage. All medical waste containers are collected by Initial Hygiene every month.

In the event of a new hazardous waste being identified, contact should be made with the Office or the Premises Manager.

Sharps bins are provided to a class where there is a need to dispose of medical needles.

The Premises Manager arranges for collection of these bins on an as and when basis.

The bins are stored away from the reach of children.

Please refer to the statutory maintenance folder found in the School Business Manager's office for certificates.

Asbestos

Since the completion of the new build there should be no Asbestos on site.

If in the event Asbestos is discovered, we will follow our policy.

Surveys: 13/11/2011 Life environmental services, Mott MacDonald 2014 and 2017/18

Always refer to the schools **Asbestos register, LAMP** (Local Asbestos Management Plan) prior to any building works.

The Premises Manager Mr Elston has responsibility to ensure that all known Asbestos is monitored and any deterioration reported to the Head teacher Mrs Louise Robertson and to Lambeth Health and Safety managers.

Site plans, Particle analysis reports and location of all known Asbestos are kept in the Premises Managers office. The school admin officer and Head of school also have access to these files.

Any maintenance or alterations to the school building either by the Premises Manager or contractor must confer to the Asbestos register. Prior to works, the area must be assessed, samples taken and reported to Lambeth Health and Safety department.

Please refer to the Asbestos Register and documents found in the School Business Manager's office.

Legionella

Risk Assessment Date: 11/01/2013 January 2015 and 2017 May 2024 by Reef

New Build

A new monitoring programme to be setup with REEF.

The Tank was chlorinated in August 2020 on completion of the water supply. Certificates are in the O and M manuals. A statutory compliance folder to be set up.

Tanks Cleaned and Disinfected by REEF 2/9/2021

The control of Legionella is undertaken by the Premises Manager Mr John Elston in conjunction with our L8 Contractor **REEF Water solutions**, these control measures are as follows...

1. Annually arrange water sampling from hot water heaters. (Contractor)
2. Annually arrange water sampling from cold water storage tanks. (Contractor)
3. Annually arrange disinfection and flushing of cold water storage tanks. (Contractor)
4. Take monthly temperature tests of sentinel taps, cold water storage tank, and flow and return from water heaters. (Premises Manager)
5. Ensure water heaters are serviced and descaled to maintain healthy system.
6. Ensure taps are properly cleaned and are free from scale. (Cleaners daily routine)
7. Arrange for Risk assessments to be carried out by suitable contractor. (Premises Manager.)
8. Keep records of tests and servicing reports (Premises Manager.)

Please refer to the L8 Assessments and log book found in the School Business Manager's office.

COSHH

The Control of Substances Hazardous to Health is assessed by Mr J Elston.

Who will ensure that the Cleaning contractors staff are suitably trained in the safe use of chemicals and report any concerns to the contractor Westgate Cleaning Services.

Mr Elston will represent Allen Edwards Primary school and ensure that all health and safety COSHH requirements are met by the contractors regarding safe use of chemicals, PPE, Risk Assessments, safe storage and handling of all hazardous materials.

All COSHH assessments must be accompanied with a data sheet and reviewed annually or if change of product. Westgate Cleaning Services Ltd complete their own assessments and provide evidence of the fact which will be available to the cleaners, Premises Manager and available for Health and Safety audits.

All staff must ensure the safe use and storage of substances. No cleaning materials are to be kept in classrooms unless they are stored in a locked cupboard with data sheets, assessments and notification to identify product as not being hazardous.

Allen Edwards School Management Will -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risk to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the school's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All Employees Have a Duty Under The COSHH Regulations To -

- Take part in training programmes.
- Read container labels.
- Practice safe working.
- Report any hazard or defect to the management.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

DO NOT

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke, eat or drink in the workplace.
- Leave unmarked chemicals around – label as original container.
- Be afraid to ask.

What do the COSHH symbols mean?			1. Dangerous to the Environment. 2. Toxic. 3. Gas under pressure. Compressed Gas. 4. Corrosive. 5. Explosive. 6. Flammable. 7. Irritant, Caution. 8. Oxidizing. 9. Long term health hazard, such as carcinogenicity.
			
			
			
Dangerous to the environment	Toxic	Gas under pressure	
Corrosive	Explosive	Flammable	
Caution – used for less serious health hazards like skin irritation	Oxidizing	Long term health hazards such as carcinogenicity	

At no time should children come into contact with chemicals within the school.

Please refer to COSHH folder found in the School Business Manager's office

ELECTRICAL INSTALLATION (5 YEARS FIXED) New Build Completed August 2020

Certificates are in the O&M manual.

Nursery and Music room also have a new supply and was commissioned in August 2020.

Certificates are in the O&M manual.

Mr Elston will arrange for the testing of fixed electrical installation by a suitable contractor. The contractor must be approved by N I C E I C. The contractor will supply a register and test results to be kept in the Premises Managers office. Any faults must be dealt with immediately by a suitable contractor.

Portable Appliance Test

Date of inspection 17th February 2014, 17/02/2015, 2016, 2017 Feb 2020, Feb 2022, Mar 2024 next inspection **Mar 2026**

Mr Elston will arrange for the testing of Portable appliances by a suitable contractor. The contractor must be approved by N I C E IC. The contractor will supply a register and test results to be kept in the Premises Managers office.

Repairs must be dealt with immediately by a suitable contractor or disposed of in the correct manner, then taken of the asset register and log action taken.

Risk Assessments

Date of review: continuous

The Premises Manager John Elston will review all Premises related risk assessments annually unless new or a change in practice occurs. **The date for the next annual risk assessment update is:**

The Premises Manager and the Head teacher will carry out termly Health and Safety inspections of the school and school grounds. All hazards / risks that are found are recorded and assessed then remedial action is taken by Mr Elston.

All staff members must report hazards to the school office where they can contact the Premises Manager Mr Elston by mobile phone.

Non urgent defects can be logged in the Premises Maintenance log book found on the door of the Premises office.

Digital records are stored securely (GDPR 2018 / Data Protection Act 2018).

Please refer to the Risk assessment folder for Premises related assessments in School Business Manager's office. For Classroom activities, trips/Journeys and pupil related please refer to the Risk Assessment folder found in the Headteacher's office

Emergency Evacuation

Fire/Bomb Procedure

In the event of fire, the person discovering the outbreak should immediately sound the alarm by pressing the glass on the nearest alarm call point.

The Premises Manager or a member of SLT will check the Fire alarm panel in the Reception lobby.

The Panel will indicate to a fault or fire trigger and identify which zone/room a device has been activated.

On activation the school will evacuate. The Premises manager or SLT will calmly and safely check the zone indicated by the panel. Any sign of smoke or fire ensure that the fire alarm is activated, all persons are evacuating and that the fire brigade have been notified.

PEEP

Please see PEEP Policy found in the finance office.

Fire Fighting (Alarm, Fight and Evacuate)

Small fires such as a waste bin or an electrical socket, could be tackled if caught early.

Only consider tackling the fire with an extinguisher after having sounded the alarm.

Please use correct extinguisher. Extinguishers are marked as to what their use is for.

If in any doubt about your own or another's safety, get out!

A continuous loud tone is the Fire Alarm warning system.

A visual warning on the sounder by means of a white strobe light.

Evacuation and Fire Point Assembly

Teachers should supervise an orderly exit from their classrooms and assemble the children in the KS2 playground, shutting doors behind them.

Nursery and Music room occupants must evacuate to the forecourt of the Nursery.

Children not in their classrooms when the alarm is sounded (e.g. in the library or toilets) should be trained to make their way on to the playground by the nearest exit and not return to their classroom.

Staff must be aware of where each child is.

In the event of a fire where corridors could be blocked please use the nearest exit.

Evacuation Routes for Each Floor

Ground floor

Halls, Studio, Offices and Kitchen should exit the school by their nearest and safest Fire exit door that leads to the Playground and walk to their assembly point on the playground.

Reception classes to exit via their fire doors leading to the playground.

Year 1 to exit along the corridor to the **stairwell 2** leading to the playground.

First floor

Years 2,3 and 4 to evacuate along the corridor to the **stairwell 2** leading to the playground.

Food tech room if in use to evacuate via **stairwell 1**.

Second floor

Years 5 and 6 to evacuate via the **stairwell 1** nearest the lift and quietly and calmly walk down stairs where they will evacuate to the Playground and on to the assembly point.

The Resource Base children and staff will evacuate via **stairwell 2** that leads directly onto the playground and the assembly point.

If the means of escape is blocked by fire or smoke please use an alternative safe exit. In the event of an obstruction to the playground and the safest exit route out is via the main entrance, please take care whilst escorting the children along Studley Road.

It is recommended that SLT man key positions along fire exit routes to supervise a safe and secure evacuation.

The assembly point is the KS2 playground situated away from the building. Each class have their own point marked by their year groups.

There are fire regulation signs and 'In the Event of Fire' signs situated around the school, stating what to do in the event of an evacuation. All staff must be aware of what to do.

The cook in charge must ensure that all appliances are turned off, doors are closed and check that the kitchen staff have all evacuated to the playground.

The meeting point for all staff is in the playground.

Calling The Fire Brigade and Roll Call

Allen Edwards Primary school has an automated fire alarm system, which on activation will be picked up by the alarm receiving centre (Red Care) who will call the school office and the mobile numbers of staff listed with the with the monitoring station. They will then ask if the fire brigade should be called.

The Premises Manager or members of the Senior Leadership Team will arrange for the fire brigade to be called if a fire is evident.

Office staff will collect the attendance registers and make their way to the KS2 playground. The registers will be distributed to the teachers who will then roll call

Nursery will assemble in their forecourt, where a member of staff will deliver their register and check that all are accounted for.

It is important that the children are trained to be silent during the roll call.

If there are any pupils unaccounted for, the fact must be reported immediately to the Headteacher, Deputy Head and Assistant Head teachers who will liaise with the fire brigade and the Premises Manager.

The teaching assistants sweep their room during evacuation closing doors behind them ensuring all their children have evacuated.

NO ONE MUST RE-ENTER THE BUILDING ONCE EVACUATED.

Fire Marshalls J Elston and P Slatter and other SLT members will do a final sweep of the school building.

At lunch time, should a fire occur the responsible adult supervising the children will oversee the evacuation of pupils from the dining halls. The Fire Marshals named or the Senior Leadership team will ensure the halls and toilets are being evacuated safely.

At roll call in the instance of staff not on site at the time of evacuation, the remaining teachers, teaching assistants and SLT will each assume responsibility for a class, supervise and call their roll.

ON NO ACCOUNT MUST CHILDREN, STAFF OR VISITORS BE SENT BACK INTO THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN.

Evacuation Drills

An evacuation drill is held each Term and logged.

All children should be briefed termly as to the evacuation procedure and a practice held. This is especially necessary for new nursery and infant pupils.

Please teach the children to behave sensibly and appropriately.

Fire Drills are to be carried out by Mr Elston and SLT members.

Alarm call points are situated on the following walls. (Staff should take note of each call point)

Ground floor	Manual Call Point No.		
Kitchen	L1-20		
Main Hall	L1-11		
Main Hall	L1-19		
Main Hall	L1-18		
Small Hall	L1-50		
Entrance Lobby	L1-46		
1 st Staircase Lobby	L1-48		
Year 1 Class Green	L1-96		
Year 1 Class Harvey	L1-95		
2 nd Staircase Lobby	L1-94		
Reception Class Gomes	L1-79		
Reception Class Carrington	L1-81		
First floor			
1 st Staircase 1 st Floor Landing	L2-1		
2 nd Staircase 1 st Floor Landing	L2-13		
2nd Floor			
Plant Room	L3-14		
Staffroom	L3-18		
1 st Staircase 2 nd Floor Landing	L3-25		
2 nd Staircase 2 nd Floor Landing	L3-26		

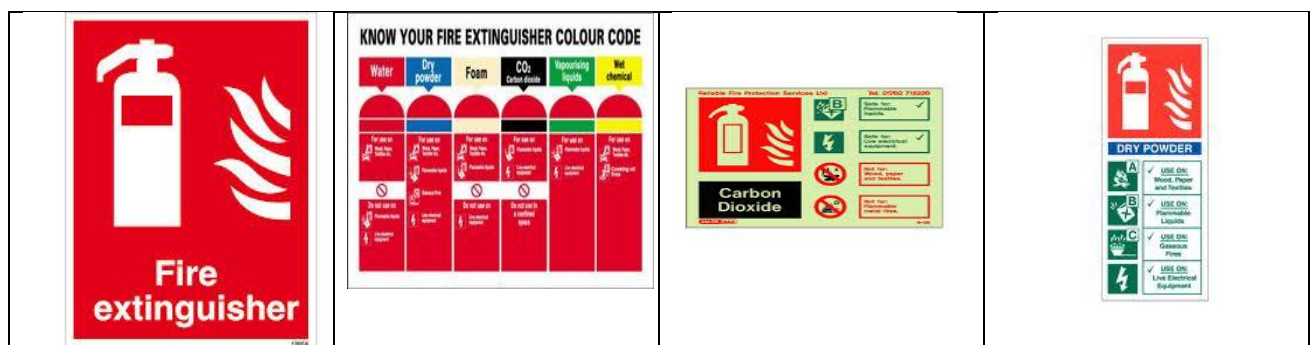
Nursery Block			
Main Entrance			
Small Class	2-71		
Main Class	2-75		
Store	2-76		
Music Block			
Lobby	2-83		
Main Class	2-81		

Fire Extinguishers are serviced and maintained by MJ Fire services on an annual basis. Each extinguisher is checked weekly by the Premises Manager for signs of defects or misuse.

Extinguishers are situated:

Ground floor	Type	Serviced	Expire
Small Hall/Studio	Water, Co2	New	
Main Hall	Water, Co2	New	
Main Entrance Lobby	Water, Co2	New	
Reception Office	Co2	New	
Medical Room	Co2	New	
1 st Staircase Ground	Water, Co2	New	
2 nd Staircase Ground	Water, Co2	New	
Small Kitchen	Co2, Blanket	New	
Electrical intake	Co2	New	
Music Block	Co2, Water	New	
Nursery	x2 Water, Co2, Fire Blanket	New	
Main Kitchen	x2 Foam, x2 Co2, Blanket	New	
1 st floor	Type	Serviced	Expire
Refuge Area Adjacent 1 st Staircase	Water, Co2	New	
Food Technology	Water, Co2, Blanket	New	
Refuge area adjacent 2 nd Staircase	Water, Co2	New	
2 nd Floor	Type	Serviced	Expire
1 st Staircase	Water, Co2	New	
Staffroom	Co2, Powder	New	
Server room	Co2	New	
Boiler room	Co2 x2	New	
Staff Prep room	Co2	New	
2 nd Staircase	Water, Co2	New	

TYPICAL FIRE SIGNS



The school's Fire Risk Assessment was last completed in July 2025 and is reviewed annually by the Premises Manager and Headteacher, in accordance with Regulation 10 of the Fire Safety (England) Regulations 2022. The Premises Manager, Mr John Elston, is the Responsible Person under the Fire Safety Order.

Evacuation procedures are fully inclusive and take account of the needs of all pupils, including those in the Nursery and Resource Base. Individual Personal Emergency Evacuation Plans (PEEPs) are in place for staff and pupils who may need assistance during an emergency and are reviewed termly. Evacuation drills explicitly include these groups to ensure safe practice.

First Aid Policy



This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE (1998) Guidance on First Aid for Schools. (Guidance attached to policy).

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons (see Annex B) and First Aiders (See Annex B) to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school (see Annex C).

Personnel

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.
- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see Annex B)

Duties of an Appointed Person (Guidance on First Aid DfE 1998)

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

*Although Appointed Persons do not have to be first aiders, it is the policy of Allen Edwards that Appointed Persons have completed Paediatric First Aid Training or Emergency First Aid Training.

Main Duties of a First Aider (Guidance On First Aid DfE 1998)

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

First Aid Equipment and Facilities

- The Appointed Person, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary.
- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended contents. (see DfE Guidance on First Aid for Schools). (For location of First Aid Boxes see Annex A)
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy and signposted within school.

Information on First Aid Arrangements

- The Head teacher will inform all employees at the school of the following:
 - The arrangements for recording and reporting accidents.
 - The arrangements for First Aid.
 - Those employees with qualifications in First Aid.
 - The location of First Aid kits.
- All members of staff will be made aware of the school's first aid policy.

Pupil Accidents Involving their Head

The School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents with a follow-up letter (see procedures below 'Record Keeping and Reporting Accidents').

Record Keeping and Reporting Accidents

- All minor injuries and First Aid Treatments given are recorded in the treatment book kept in the main school office.
- Parents are notified by letter if any First Aid has been administered. A copy of the letter sent home and first aid is recorded on CPOMS.
- Parents are contacted by telephone with a follow-up letter if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- For more serious injuries, a Lambeth Council Accident Form is completed (ARP3)
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory Requirements for Accident Reporting

- The Governing body will implement the LA's procedures for reporting:
 - all accidents to employees all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
 - An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
 - An accident which requires admittance to hospital for in excess of 24 hours.
 - Death of an employee.
 - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
 - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
 - It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

See additional guidance attached to this policy

Reporting Accidents and Incidents at Work April 2012

<http://www.hse.gov.uk/pubns/indg453.pdf>

Transport to hospital or home

The head teacher will determine a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child. If the parents cannot be contacted, then the Head teacher may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Children with Medical Needs

- The school follows the latest UK Health Security Agency (UKHSA) 2025 guidance for infection control in schools and nurseries. A proactive approach to hygiene, illness management, and outbreak response is maintained. High-touch areas, learning resources and shared spaces are cleaned according to the school's cleaning schedule, with enhanced procedures in place during outbreaks. Staff receive annual reminders of infection prevention routines including hand hygiene, use of PPE, and safe disposal of waste.
- All decisions relating to pupil exclusion for illness follow the current UKHSA guidance (2025). The Headteacher or EYFS Lead will notify Lambeth Council and parents/carers when an outbreak threshold is reached, and additional control measures (such as temporary grouping or increased cleaning) will be implemented as directed by public health officials.
- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- The school adheres to this statutory guidance and ensures Individual Health Care Plans (IHCPs) are developed in collaboration with parents, healthcare professionals, and staff. Each IHCP outlines emergency arrangements, prescribed medication, and staff training requirements. Plans are reviewed annually or following a change in condition. This ensures full inclusion and safety for pupils with chronic or complex medical needs.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

Administering Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carers' responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- All prescribed medicines that are due to be administered must be kept in the school office.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.
- A list of asthma sufferers is kept within the School Office.
- Asthma treatments for pupils (inhalers etc.) are kept in the child's classroom in a labelled box with individual wallets with child's name and class inside.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the adults in the class records the date and time.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis Shock Training

- A list and photograph of anaphylaxis sufferers are displayed in the School Staff Room.
- Epipens, for anaphylaxis sufferers, are in the individual's classroom in the medical box.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- Epipens and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box.

- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines in School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

Appendix A – First Aid boxes



First Aid Boxes are located in the school office (x2), medical room, Nursery (x1), science room and within every year group in a cupboard marked first aid.

Appendix B – First Aid register

Allen Edwards First Aid Register

The appointed person for first aid is Nicola Harris (Deputy Headteacher).

All Teachers, Teaching Assistants and Nursery Nurses have had asthma and Epipen Training annually.

First Aid Register

Level 3 Qualified First Aider	Certificate Date	Expiry Date
Barbara David	24/11/2023	24/11/2026
Fatima Mohamed	24/11/2023	24/11/2026
Maria McBean	24/11/2023	24/11/2026
Meriem Aoucher	24/11/2023	24/11/2026
Nicola Harris	24/11/2023	24/11/2026
Shirley Pinnock	24/11/2023	24/11/2026
Theresa Owusu-Poku	24/11/2023	24/11/2026
Madeleine Merrifield	29/09/2025	29/09/2028
Sherine Campbell	29/09/2025	29/09/2028
Joanne Smith	29/09/2025	29/09/2028
Axelle Mouziyane	29/09/2025	29/09/2028
Ben Engwerda	29/09/2025	29/09/2028
Reena Chopra	29/09/2025	29/09/2028
Genny Roca Antelo	29/09/2025	29/09/2028
Laura Poppo	29/09/2025	29/09/2028
Georgina Falconer	29/09/2025	29/09/2028

12 HR Paediatric First Aid	Certificate Date	Expiry Date
Sophie Amaro	10/07/2023	09/07/2026
Jennifer Gutierrez Sandoval	10/07/2023	09/07/2026
Nasriin Abdi	10/07/2023	09/07/2026
Noreen Paryag	14/09/2023	13/09/2026
Swarpana Dinesh	14/09/2023	13/09/2026
Sharon Green	04/09/2023	03/09/2026

Appendix C – Risk Assessment

EXAMPLE	Risk Assessment	
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Activity/Operation	First Aid	ALLEN EDWARDS
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Description of activities									
To ensure that effective first aid cover is supplied to all employees and children on the premises Senior Team shall determine suitable levels of cover by assessment of the level of risk. First Aid records will be used as a tool to focus attention on areas of concern.									
Who is affected by this operation?									
Employees	*	Contractors	*	Public	*	Young people	*	Pregnant Women	*

Description of Hazards		Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
Before Precautions	Injury or illness of employees or children	4	2	8	Med
	Delay of response will exacerbate the injuries/illness	2	2	4	Low
	Children with particular needs being misdiagnosed due to no information available	4	3	12	High

RECOMMENDED PRECAUTIONS
There are sufficient numbers of trained first aiders to accommodate the level of risk posed to staff, pupils and visitors. The number of persons who could be affected at any one time should also be considered in regards to a serious incident in which the school shall refer to its critical incident policy. The level of cover is available at all times i.e. ensure that cover is provided during annual leave, sickness absence and for activities etc. The Appointed Persons will retrain every 3 years prior to their certificate expiring. On completion the first aid register will be updated. That there is a sufficient number of well stocked first aid boxes, vehicle kits, travelling first aid boxes, eye wash stations for specific hazardous areas on location. Someone is appointed to check on the use and contents of first aid boxes. Regularly inspect any entry in the Accident books and investigate all accidents, incidents where first aid treatment was required and administered, even if not reported as an accident Sufficient first aid notices are clearly displayed and kept up to date with the names, work area, and means of contact of first aiders together with directions to the nearest phone. Any children with specific medical needs in the case of a medical emergency, the information regarding their specific needs /treatments is made available to all relevant persons.

Description of Hazards		Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
After Precautions	Injury or illness of employees or children	4	2	8	Med
	Delay of response will exacerbate the injuries/illness	1	2	2	Low
	Children with particular needs being misdiagnosed due to no information available	1	4	4	Low

Details of further action required	Review
Review all accidents/ incidents as stated, adapt risk assessment if need be. Show expiry date of first-aiders certificates.	Annually

Reviewed by	J Elston	Position	Premises Manager	Signed	J Elston	Date	01/09/2022
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Appendix D – First Aid Letter to parents/carers

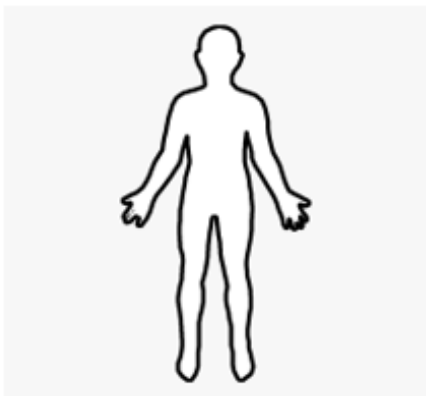


Allen Edwards Primary School
 Studley Road, London, SW4 6RP
 Headteacher: Louise Robertson

Date _____

Dear Parent/Carer of _____ in class _____

Where was the child injured:



Time of incident: _____
 Place of incident: _____
 Action taken: _____
 Incident outline: _____

Please complete if call was made to parent

Parent's/Carer's Response to call	
Time	

Name of First Aider (BLOCK CAPITALS) _____

Signature of First Aider _____ Date _____

Individually Strong, Collectively Stronger!





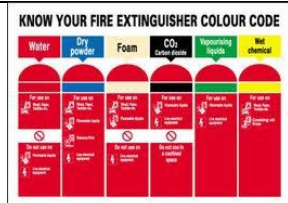



School Business Manager: Sadjida Bocus
 Telephone: 020 7622 3985. Fax: 020 7627 5004
 Web Site: www.allenedwards.co.uk E-mail: office@allenedwards.lambeth.sch.uk
 School's Learning Platform : www.i2e.com

Appendix E - Signs located in and around school

Staff must be familiar and to follow all Health and Safety regulations indicated by the following signs-

Name	Means	Location Of Signs	Image
Fire Call Point	To identify that there is a call point.	Above the fire manual call point.	
Fluorescent Fire Action	What to do in the event of a Fire. Tells person where the Fire Assembly point is.	Near all Fire Exits and various locations in corridors.	
Standard Fire Action	As above	As above	
Fire Door Keep Shut	Mandatory sign to ensure door is kept shut.	On both sides of fire doors at eye level.	
Fire Exit Keep Clear	Mandatory sign to ensure fire door exit is kept clear.	On outside of fire doors at eye level that are part of the fire escape route.	

Directional Fire Exit	Safe condition indicating what direction people need to go to get out safely.	They need to be located so that they can be seen above doors, in corridors, in rooms where there is more than one way out. It is important that the arrows points in the correct direction.	
Fire Extinguisher	Show location of extinguisher	Above or nearby to extinguishers	
Types Of Extinguishers	Fire equipment signage indicating type of equipment and what it can be used for.	Above the fire equipment.	
Manual Call Point	To raise the alarm in the event of a fire.	Near most fire exits and strategic positions in rooms and corridors.	
Refuge Point	Safe condition. Refuge is a place of reasonable safety in which disabled people can wait either for an evacuation lift or for assistance.	Area that is deemed reasonably safe.	
Turn To Open	Safe condition instructing how to use door to get out.	Above or below twist lock.	
First Aid	Indicating first aid area.	Above first aid station	

Push Bar To Open	Safe condition instructing how to use door to get out.	On Push bar or Pad.	
Control of substances hazardous to health	Indicating storage of hazardous substances.	On the door of store room and Cleaners cupboards.	
No Smoking	Prohibition notice reminding people not to smoke in the premises.	At the front entrance door.	
COSHH Symbols	To indicate hazardous substances.	On containers and on the door to the room where hazardous materials are stored.	