

OMS Health & Safety Policy 2026 - 2027:

Forest Farm Senior, Primary & Create Holiday Club

References:

- Keeping Children Safe in Education([KCSIE](#)) 2026
- [Health & Safety At Work Act 1974](#)
- [Health and Safety Responsibilities for Schools](#)
- 'The [Guidelines for Infection Control in Schools & Nurseries](#) - March 2017
- [Preventing & Controlling Infections 2022](#)
- [Safe storage and disposal of hazardous materials and chemicals](#)

1. General Policy Statement

It is our aim to provide a safe environment for all children and adults on the premises.

Oxford Millwood School (OMS) believes that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and that of others, including implementing safety systems such as undertaking risk assessments etc. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our

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intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace, providing a safe and healthy workplace. .

This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

OMS will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the School. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures and a maintenance of systems to meet legislative requirements. It is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again. We require all staff to comply fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

Procedures to ensure relevant health and safety issues are both covered in our Group Health and Safety Policy and embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Risk assessments are carried out for each area of school and any risks are dealt with in order of priority - A list of the people responsible for: [Behaviour Policy](#), [Safeguarding and Child Protection Policy](#), [Inclusion, Equality and Diversity](#), [First Aid](#), [Fire Safety](#) and [Fire Prevention \(local information\)](#) including listing Fire Officers are contained within the various policies linked above.

2. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

2.1 The Proprietors

[Blenheim Schools Group Health and Safety Policy](#) and [Group Health and Safety Policy Statement](#) detail the responsibility of the Proprietors.

2.2 The Principal

The Principal has overall responsibility for the day to day safety, policy, organisation and arrangements throughout the School and will:

1. Ensure that all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information.
2. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School as outlined within policy and guidance;
3. Ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the School to meet both its legal and moral obligations with respect to health, safety and welfare;
4. Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
5. Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
6. Monitor accidents to identify trends and introduce methods of reducing accidents. Ensure that incidents, near misses and dangerous occurrences are reported using the School's reporting system, minor injuries form or hazard reporting system, as appropriate;
7. Report on health and safety matters including buildings and safety management to the Proprietors;

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8. Safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors;
9. Ensure, in conjunction with Teachers, that health and safety is considered as an integral part of the curriculum and lesson planning;
10. Ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
11. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, School Policies or health and safety legislation;
12. Ensure that premises inspections are carried out;
13. Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation;
14. Ensure that emergency procedures and fire evacuation practices are in place within the School;
15. Investigate and advise on hazards and precautions;
16. Have a general oversight of health and first aid matters;
17. Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;
18. Ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements: First aid; Fire and emergency evacuation; Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The School Business Manager will assume these duties in the absence of the Principal in the relevant area of the school and have the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,

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- dangerous practice, or
- breach of the law.

2.3 All Members of Staff

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,

b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'.

ACCIDENT, HAZARD AND FAULTY EQUIPMENT REPORTING

If any member of staff identifies a hazard or an unsafe piece of equipment/system of work, they should report it in the first instance to either their Line Manager or the Principal depending on the nature of the hazard. The following hazards are examples (and not an exhaustive list):

- If the hazard is an unsafe piece of equipment/system then you **MUST** inform your line manager immediately. The equipment/system should be isolated and a note clearly put on the equipment to say that it must not be used under any circumstances.
- If the hazard is a spillage then you should either clean it up yourself if you are confident and able to do so and if the spillage is not hazardous. If the spillage is hazardous, the Principal should be informed immediately.

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- If the hazard is blocking corridors then you must contact the Receptionist or Caretaker IMMEDIATELY informing them where the blockage is, so that this can be cleared.
- If the hazard is electrical cabling then you MUST ensure that all staff and pupils are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe. If in any doubt you should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.

2.4 Teachers and Teaching Staff

In addition to All Staff responsibilities, the Supervisors and Teachers are responsible for the day to day running of the key areas the children use. Risk assessments are carried out for each area and any risks are dealt with in order of priority. Teacher responsibility is for the immediate safety of the pupils in their classroom, laboratory or workshop and all staff have a responsibility for keeping the school environment safe and free from hazards. . Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Additionally, each teacher will:

1. Undertake and implement risk assessments for their specific areas and/or for specific activities and ensure that safe working procedures are followed. Stated daily or weekly checks of premises and equipment are made by all staff in their allocated areas and recorded on the Risk Assessments File.
2. Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
3. Be aware of the fire policy and whereabouts of all fire extinguishers, first aid facilities and emergency procedures.
4. Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
5. Ensure that clear instructions and warnings are given to pupils verbally as often as necessary;

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6. Establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
7. Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
8. Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is regularly tested;
9. Report defects and make recommendations to their line manager where necessary;
10. Ensure all accidents, incidents and near misses within the area of responsibility are recorded.

OFF SITE AND EDUCATIONAL VISITS

Teaching staff should:

1. Be involved in educational visit management in order to ensure that the School's Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
2. Work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the School;
3. After discussion with the Principal, approve the proposal. The Proprietors will countersign approval for out of UK visits;
4. Confirm that adequate risk assessments have been carried out;
5. Support the Principal in the management of and evaluation of educational visits;
6. Confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

2.5 Children and young people

Children should be encouraged to learn about keeping themselves healthy and understand that, as they grow, they are responsible for their own personal safety and that of their fellow pupils. They will learn that they will stay safe by following school rules and procedures.

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In particular:

- Flushing toilets after use should be encouraged
- Hand washing after using the toilet and before handling food (cooking or eating) is important
- Noses should be blown on tissues provided in each classroom and then disposed of in an appropriate bin after use. Hands should then be washed.
- The value of exercise should be taught.
- Healthy eating and the value of regular hydration should be explained
- Reheating food for children is not permitted .
- Pupils should move around the buildings carefully and with consideration to others and themselves at all times. No running or climbing in the school buildings.
- Observe standards of dress and behaviour appropriate to being in school and the lessons being undertaken
- Heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage equipment provided for safety.

2.6 Health & Safety Coordinator

The Health and Safety Coordinator is responsible for the coordination of health and safety management on behalf of the Principal throughout the school and in particular, will

1. Report safety matters to the Principal and support the Principal in producing any reports for the Proprietors;
2. Assist with inspections and safety audits;
3. Develop and circulate risk assessments for all areas of school and ensure their completion
4. Investigate and advise on hazards and precautions identified through Risk Assessments or any other means
5. Make recommendations to the Principal or the Proprietors for matters requiring immediate attention, e.g. safety reports;

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6. To monitor pupil health records prior to entry and to report/advise the Principal and relevant teacher of illnesses that need to be brought to their attention (e.g. epilepsy);
7. Report specific accidents to HSE as required by statutory regulation.

2.7 Specialist Area Hazards - Science/Labs/Art & Design workshops

Teachers must always carry out a risk assessment for any potentially hazardous activity. If the activity has a significant risk then a written risk assessment with control measures will be completed.

Forest Farm School is a member of CLEAPSS

OMS will ensure that Science and Design Technology health and safety training is up to date.

Art and Design teacher Lil Puttick completed Health and Safety for Art and Design Facilities 2021

Control of Substances Hazardous to Health (COSHH)

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dust
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance.
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

A COSHH assessment has been carried out using guidance from the HSE.

<http://www.hse.gov.uk/coshh/basics/assessment.htm>

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3. SICKNESS/ILLNESS, MEDICATION, ACCIDENT REPORTING AND FIRST AID PROCEDURES

3.1. Sickness/illness policy

Our sickness policy has been prepared to ensure that the emotional and physical well-being of the children comes first.

The guidelines are as follows:

- Children should not attend the school if they are clearly unwell or distressed through illness
- Children prescribed antibiotics to treat an infection should remain at home for at least 48 hours to support them with their recovery, returning only when they are well enough to participate in a normal school day
- Children who are regularly being prescribed antibiotics to deal with an ongoing medical problem may be allowed to attend during the first 24 hours at the discretion of the supervisor/teacher
- Parents are asked to make arrangements for emergency care to be available should their child become unwell during the day. These contact details should be supplied on the **Emergency Records form**.
- If your child has an infectious disease or another illness advice should be sought from either your GP or Health Visitor.
- Appropriate exclusions will apply when a child has an infectious illness.
- 'The Guidelines for Infection Control in Schools & Nurseries' and Health Protection Agency online advice. It provides advice on:
 - preventing the spread of infections
 - which diseases to vaccinate for
 - how long to keep children away from school
 - infections such as athlete's foot, flu, German measles, head lice, impetigo, TB
- Children who have suffered a bout of sickness and/or diarrhoea must not return to school until they are eating a reasonable diet and have been symptom free for at least 48 hours
- Children with conjunctivitis may be excluded for a minimum of 24 hours if required at the discretion of the school, during which time they must have received adequate treatment
- Trained staff are able to administer prescribed medicines, however wherever possible the medication should be administered at home

Illness at school

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- Children who fall ill at school should be removed and isolated in the Medical Room (part of the Senior School toilet block) whilst parents are contacted. A member of staff must stay with the child if they are under 6 years old and if, in the case of an older child, if they are very ill and show signs of faintness, sickness etc.
- A bowl and cloth must be supplied and immediate access to a sink and toilet.
- When dealing with bodily fluids gloves must be used at all times.

3.2. Medication Policy

- Wherever possible, children who are prescribed medication should receive their doses at home.
- Staff may only administer medication to the child if it is prescribed by a GP and correctly labelled and if the request to administer is from the child's parent/carer in writing at the start of a session, stating frequency and dosage. A dedicated trained staff member must record the amount of medication given with the date and time indicated by the GP and then signed.
- Parents/carers can make such a request by completing and signing the Medication Log in the appropriate area of school (Primary, Senior etc.)

The procedure for administering medication at the setting is as follows:

- Medication will never be given without the prior written request of the parent/carer and will need to be prescribed by a GP including frequency and dosage.
- A trained member of staff will be assigned to administer medication for each individual child concerned - Named First Aiders in appropriate classes. A record will be kept of the medicine the child has been given, the time and dosage.
- They will also be responsible for ensuring that:
 - Prior consent is arranged
 - All necessary details are recorded
 - That the medication is properly labelled and safely stored during the session (and the smallest practicable dose is brought into school)
 - Another member of staff acts as a witness to ensure that the correct dosage is given
 - Parents/carers sign the Medication Form to acknowledge that the medication has been given and at what time.
 - If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes.
 - If and when such a situation occurs the child's parent/carer will be notified, and the incident recorded in the Incident Records.
 - Staff will hold onto the medication until it is required. This is to minimise the possible loss of medication and to ensure the safety of other children.
 - Inhalers should always be labelled with the child's name. Where possible a spare inhaler should be provided to school for each child in a labelled, named bag.

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- If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Medication Form – a new form must be completed.
- A list of children with allergies/dietary requirements is displayed in the setting, so as to avoid exposure of this substance to the child
- For children with serious allergies an allergy management plan is put in place

OMS' Emergency, Accident and First Aid Policy can be found [HERE](#)

Trained administrators of medication are:

CREATE HC: Gemma Foster, Becky Green and Priya Sankar

PRIMARY: Katie Goddard, Kylie Parsons and Sandra Durrant

SENIOR: Becky Green, Dan Keen. Elena Znamenskaya and Olivia Packe

3.3. Accident Recording and reporting

In the event of an accident involving pupils, parents, staff or visitors, the following procedure must be followed:

1. Make the area around the accident safe if possible, including rendering inoperative any equipment involved in the accident.
2. Summon assistance.
3. If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
4. If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
5. If the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Principal or a member of the School Leadership Team is responsible for arranging for a member of staff to transport/accompany the pupil/staff to hospital.

No pupil should be sent to hospital unless accompanied by an adult, unless the emergency services direct staff otherwise. The member of staff taking the injured person should:

1. stay with the injured person and return with them; or
2. stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this should be recorded and submitted to the Principle.

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Pupil accidents should be recorded on the Accident Reporting Form and head injuries specifically need to be reported on the Head Injury form. Parents are immediately informed in the case of any head injury.

Specified categories of incidents are reportable to the HSE and this task will be undertaken by the Health & Safety Coordinator.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Coordinator will monitor the accidents to identify trends.

Recording and reporting of an accident or illness of pupils, staff and visitors:

- Must be recorded on an accident form and must be signed off by the parent of a child, the staff member. More serious accidents or diseases must be reported to **RIDDOR** by the management.
- See link to RIDDOR [HERE](#) which covers the reporting of injuries, Diseases and Dangerous Occurrences, Regulations 2013 and Incident reporting in schools

3.4. First Aid Procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time

Monthly checks on the First Aid facilities are made by the named First Aider. (At Forest Farm - Katie Goddard).

First aid boxes are kept in most classrooms and the school defibrillator is located in the Staff Room. This is checked on a monthly basis.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate .

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant form.

In case of doubt, always contact the child's parent. Always err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable,OMS may consider it wise to send a pupil to hospital.

First Aiders at Forest Farm:

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Seniors:

Dan Keen - Full time

Primary:

Sandra Durrant - Full time

Katie Goddard - Full time

Katie Rhymes - Full time

Kylie Parsons - until 2.30 pm

ASC/Create Holiday Club:

Becky Green - Full Time

Supervisor on duty

Admin:

Teresa Andrews - Monday to Thursday full time

4. Crisis Management and Critical Incident Policy

To assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident, Crisis Management will fall under the overall control of the Principal. If the Principal is off site or not available, the School Business Manager is the designated co-ordinator who will take charge.

The role of crisis management comprises:

1. To act as the decision-making authority for the management of an incident.
2. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the School.
3. To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
5. To test the crisis management or critical incident plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

A separate Critical Incident Policy has been developed by the school and is available [HERE](#)

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In summary, all incidents will be managed by the manager at the individual school and all staff will cooperate with any emergency services on the scene. Any other incident that requires evacuation will follow the fire plan. Other incidents will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in school.

The Critical Incident Policy details lockdown procedure and medical emergency 'stay put' protocol.

4.1. Bomb Incident and Lockdown Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, by an appropriate means.

- A) Bomb Incident - Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or the School Business Manager in their absence.
- B) Lockdown Incident - Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform the Principal or School Business Manager in their absence

5. Visitors and Security

5.1. Visitors

The Principal and Proprietors accept the responsibility for health and safety of visitors to the school, including contractors.

- Visitors are not allowed into the school without a prior appointment
- Identification may be requested from anyone arriving at the school
- All visitors to the school will be asked to sign in at the school office and sign out when they leave and are required to wear a badge.
- All staff accepting visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

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5.2. Security

Full details of OMS' security policy for Forest Farm School can be found [HERE](#)

The main bullet points of the policy include:

- All children must be brought into school by their parents or carer. Primary children must be handed over to a teacher. No child is to be left playing outside. Senior children are allowed to make their own way into class.
- At the end of the school day a member of staff will be on door duty for primary children.
- A primary child will be handed over to the person who usually collects them. If anyone else is to collect the child the parents must inform the school prior to this. This information along with a password is to be used prior to collection.
- Once a child is handed over to their parent/carer they are no longer the responsibility of the school
- All staff are required to have a current enhanced DBS certificate
- All visitors to the school must have an appointment and be able to provide identification if requested

6. General Emergency Procedures

The summoning of emergency services is via the office reception and the Principal.

Out of school hours, please contact emergency services by dialling 9 - 999.

In the event of a major disaster the Principal/School Business Manager must be alerted.

7. Fire Procedures (also see Emergency Evacuation Procedures)

7.1 Fire Safety Policy [Full Fire safety policy and local fire prevention policy](#)

Allocated Fire Officer at Forest Farm School: Katie Townsend (Principal).

Fire Marshals:

Health and Safety Officer:

Katie Goddard

Fire Marshals:

- Principal- Katie Townsend

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- Health and safety officer- Katie Goddard
- Create Supervisor- Gemma Foster
- Primary teaching assistant- Kylie Parsons
- Senior teaching assistant- Becky Green
- Create Holiday Club - Gemma Foster
- Intervention Support - Khalid Sharif
- Senior teaching assistant - Becky Green

Fire Extinguisher trained staff:

- Principal- Katie Townsend

Fire Safety In Education:

- Teaching assistant- Kylie Parson

* The signal for evacuation will be the fire alarm sounding in all rooms. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding and only after the fire officer has confirmed it is safe to do so.

* On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

* Everyone must walk swiftly – not run – and take no belongings with them. When outside the building assemble the pupils at the assembly point - the Barn. Check that all pupils/visitors/volunteers are accounted for.

* Each Teacher takes their class register. The Receptionist/Administrator will bring the visitors book. Staff must report to the Principal/Senior Member of Staff on site whether all of their pupils /visitors /volunteers, etc are safely out of the building.

* Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal, or her delegated officer, to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape route at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

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* The Principal will organise practice fire evacuations as appropriate, but at least once every term and ensure all children and staff participate. Each fire drill will be recorded in the Fire Drill Log and monitored for effectiveness by the Principal.

* The fire extinguishers will be serviced and maintained as part of an annual contract and all will be tested by a properly authorised firm once a year. Any faults to fire extinguishers or signage must be reported to the Health & Safety Coordinator for immediate remedial action.

Fire Extinguishers are kept in the following locations:

- Water Fire Extinguisher: near each fire exit.
- Fire Blanket: kitchen.
- Powder Fire Extinguisher: near each fire exit.
- Foam Fire Extinguisher: near each fire exit.

* All staff must understand the school's fire policy and their roles in the event of a fire. These roles will be outlined and displayed on an *Emergency Fire Drill Poster*

* Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Coordinator, if the class teacher or SENCO identify a particular problem.

* A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur. Smoke alarms will be tested once a week - on a Monday morning - as part of the risk assessment.

7.2 Fire Safety Procedure

(A) In the event of a fire at Forest Farm:

- On hearing the fire alarm the children will be collected together and taken out of the nearest fire exit to the assembly point which is located in: **the Barn**.
- One member of staff will collect the register and emergency records before going outside
- The register will be taken when all the children are outside **by each class teacher**.
- The allocated person will call the emergency services, once the building has been evacuated
- No one will re-enter the building until authorised to do so by the firefighters
- Where it is not possible to return to the building the children will remain in the Barn
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until they can be safely collected. Should the Barn's safety be compromised, children will be marshalled in the car park.

- The allocated person will contact the parents and inform them to collect their children from the Barn or car park as appropriate

(B) In the event of a fire during general examinations at Forest Farm:

- The invigilator will instruct the pupils to put down their pens.
- They will escort them to the fire assembly point - The Barn - remaining with them at all times.
- The pupils must remain in silence - as examination rules - at all times.
- The pupils will line up in a separate area away from the rest of the pupils.
- Once the all clear is given, the invigilator will escort them back to the examination room.
- The invigilator will adjust the exam time on the board - to allow for the time taken to carry out the evacuation.
- As required by the exam board, the invigilator will record the incident on the incident log and the examinations officer will inform the examination board

8. Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to the school are detailed below along with the safe procedures put in place to manage the risk.

8.1 Asbestos

The school had an asbestos analysis completed for the premises in 2016. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. Forest Farm has asbestos and concrete on the barn roof. This is considered safe and low risk, 10-12% it is widely known to be the most common low risk of asbestos materials, but must be properly handled, when, if ever there would be work on the roof. as they did in 2016. This was routinely used before 2000, and is present in many school buildings built before 2000. If the roof is in good condition, it is monitored and managed as part of a management plan.

8.2 Legionella

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements.

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Water temperature testing is carried out monthly. Legionella testing is carried out annually. Records are kept in the Principal's office.

8.3 Display Screen Equipment (DSE)

An audit of all staff will be undertaken to identify those staff who would be considered as DSE 'users'. Those staff should complete the Workstation Self-Assessment Checklist. DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school up to a maximum reimbursement of £25. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test. If the optician confirms that the member of staff requires new visual correction specifically for work with DSE, the school will pay a contribution towards the costs. It should be noted that staff who already wear glasses may or may not need special glasses for display screen work.

School Maintenance /Gardener Safety Policy: [HERE](#) and lone worker policy [HERE](#)

8.4 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. The electrical equipment is formally checked on an annual basis and labelled with a PAT Test sticker to show that it is safe.

An assessment of the wiring is carried out every 5 years for insurance purposes.

Most recent assessment: January 2025.

Any pupil or volunteer who handles electrical appliances must do so under the supervision of the member of staff who so directs them.

If there is any doubt about the safety of the equipment it must not be used. Any potential hazards should be reported to the Principal immediately.

The Principal must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Principal must be aware of and approve the arrangements for temporary electrical extensions required for drama productions or Christmas decorations.

8.5 Machinery and Equipment

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Maintenance schedules for machinery and equipment are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

8.6 Moving and Handling

All equipment must be moved safely. Large pieces of equipment must only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handle items. Close supervision is appropriate at all times.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

8.7 Work at Height

All work at height must be properly planned and organised to ensure that it is carried out safely. Chairs, furniture or other fixtures must not be used to work at height or to access it.

Work at height is only carried out by staff who are competent for the work involved. Staff that are expected to use ladders or step ladders more than four rungs high will require training.

8.8 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping.

- Trips and falls can be caused by trailing cables, objects left on floors and traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- Flexes and cables must be kept from trailing, causing trip hazards. They must be tied back at all times.
- Each morning when staff arrive at school prior to admitting children, a visual inspection of the areas should be undertaken to ensure they are free from trip and other hazards, etc. ***It is the duty of all staff to be vigilant and aware of possible hazards.***
- If any spillages occur - water, sand or other materials - these should be dealt with immediately and the area guarded against access while the spill is being attended to.
- Radiators must not be covered
- Chemicals or bleach must be kept out of reach of children at all times and be kept in a lockable cupboard with no access to any children.

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- Staff medication and personal possessions, such as bags and coats, must be kept in a locked room of fully inaccessible to any children
- Outside areas are checked regularly for hazardous materials/substances, adverse affecting plants/berries, low hanging branches and for damaged playground equipment.
- The school will be cleaned as per the cleaning schedule and will be monitored by the Principal.
- All waste will be disposed of according to appropriate health and safety guidelines. Staff are required to use the appropriate bins/waste disposal containers to dispose of waste.

8.9 Violence at Work

All staff must report to their line manager/Principal any incident of aggression or violence (or near misses) directed to themselves from any source.

8.10 Lone Working - Policy [HERE](#)

It is recognised that within the school there are posts where staff are required to work alone, even for a short period of time.

It is the Principal/Line Manager's responsibility to undertake a risk assessment of all risks associated with lone working on the school site.

Staff, who are identified as lone workers will be given all necessary information, instruction and training to enable them to recognise the hazards and appreciate the risks involved with working alone.

8.11 Off-site Visits

The school has separate guidance and procedures for Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's procedures on Off-site Visits.

8.12 Work Experience Placements

The school has guidance on the arranging of work experience placements. As specific legislation applies to young workers including pupils on work experience, it is essential that the school's work experience guidance is followed.

8.13 Hazardous Substances

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Departments. The main departments that use these types of substances are Art and Science.

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Any colleague unsure of their position in relation to COSHH may consult the Health and Safety Co-ordinator or Caretaker.

8.14 Noise at Work

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff detecting a potential problem will report immediately to The Health and Safety Co-ordinator or Caretaker.

9. Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by The Health and Safety Co-ordinator. Most areas of OMS are required to complete risk assessments for their own areas on a regular basis, weekly, monthly or termly.

The School has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

10. Health Issues

10.1 Smoking

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the school site. This includes e-cigarettes.

10.2 Alcohol and Drug Abuse

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Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

1. If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. Please speak to the Independent Listener.

2. Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

10.3 Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Principal will liaise with staff in identifying and supporting the individual within work.

Please see The staff Wellbeing Policy for guidance on where to go for support or to the School’s Independent Listener who will direct you to further help.

10.4 Expectant Mothers

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Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

1. Staff (full and part-time) are required to inform their Line Manager and the Resources Manager as soon as possible and in writing when pregnancy has been confirmed.
2. The Health and Safety Co-ordinator will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
3. The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

10.5 Communicable Diseases

From time to time infectious diseases will occur amongst pupils and staff. Infectious diseases are more common amongst school-aged children. Good personal hygiene precautions are crucial to prevent the spread of infections and hand washing is the single most important intervention in the control of cross-infection. Refer to DfE guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-otherchildcare-facilities>

OMS has implemented a high standard of cleaning of all areas and equipment in a bid to combat the spread of Covid19 and other communicable diseases.

11. Outside areas, parking and all weather policy

11.1. Outside area

- Prior to granting children access to outside areas, staff should check for hazards on a daily basis and undertake a risk assessment

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- All gates that have access to public footpaths and roads are locked and fastened before the children have access to the outside area
- All children are counted before they are given access to outside
- All children are counted before coming back inside
- Whilst children are playing outside there should be at least two members of staff present or the correct ratio.
- Children are encouraged not to throw sand or soil
- Gardens and the outside are regularly checked for hazardous/poisonous plants, which are removed and destroyed.
- If children have contact with animals (dead or alive) of any kind they are encouraged to wash their hands afterwards

These items are covered in our security policy which can be found [HERE](#)

11.2 Parking

- All parents must take care when driving or parking near/at an OMS school.
- At Forest Farm we ask that parents drive slowly into and out of the car park and on the school drive. OMS asks parents to park considerately and to not leave vehicles with their engines running, particularly if they are unattended. Children are strictly not allowed in the car park without an adult.
- Please be acutely aware of small children around at all times.
- Please do not leave valuables in your car.

11.3. All weather policy

We play and learn outside every day regardless of the weather, therefore we ask all Parents/Carers to ensure the following procedures are followed:
During sunny periods:

- Sun cream should be applied to each child before coming to school
- We ask parents/carers to leave sun cream in their child's bag. Each bottle must be clearly labelled with their child's name
- Staff are permitted to re-apply sun cream to the children if written consent has been given by the parent/carer
- Each child must have a hat with them every day or leave one at school (labelled please). Children should be appropriately dressed for the changes in temperature during the day
- Drinking water is always accessible to the children

During the winter season when it is colder:

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- Parents are asked to supply a set of wet weather clothes for their child
 - Each child should have enough warm clothes, e.g. Scarves, gloves, hats, jumpers, etc
- During wind: Extreme care must be taken when very windy in terms of debris being blown around and risk of branches, trees and roof tiles. In extreme conditions, pupils must not go outside.

12. Training and Monitoring

12.1 Training

A training needs analysis will be undertaken by the Principal and Health and Safety Co-Ordinator to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The Principal will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention.

The Principal will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform Proprietors;
- assess the training needs of new members of staff.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

12.2 Monitoring Health and Safety

Health and safety standards must be monitored by the Principal in conjunction with the school Proprietors by the following:

- The Principal and Proprietors will include health and safety as part of the agenda of their regular meetings;
- The Principal will conduct a termly premises inspection with the Health and Safety Co-ordinator
- The Principal's report to the Proprietors will have health and safety as an item.
- A Health & Safety Audit will be implemented by the Principal as a means of confirming that the necessary systems to comply with legislation are in place and are

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being followed. The Health & Safety Audit will be submitted to the Proprietors at the end of each term. The action points identified through the audit will be shared with the Proprietors and agreed what action is necessary. If immediate action is required, the Proprietors will be informed immediately.

14. Health and Safety Policy Review

OMS acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The School will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Proprietors.

15. Points of contact 2025-26:

Principal - Katie Townsend

Health & Safety Coordinator - Katie Goddard

School Business Manager - Teresa Andrews

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