

Health & Safety

We Say, We Do

Quick Guide



***Each Unique, Together We
Thrive***

***Core Values: Include,
Believe, Achieve***

Our Vision

At Bel Royal we ensure all staff are familiar with key safety and emergency procedures. We are all aware of our shared responsibilities and essential actions and responses.

We know that in school, health, safety and safeguarding is everyone's responsibility – ***doing nothing is never an option.***

We Say / We Do – Health & Safety

We Say: Health and safety is everyone's responsibility.

We Do:

- Follow all school safety procedures and policies.
- Report hazards immediately to the Caretaker, SLT, or Health & Safety Lead.
- Take immediate action to restrict access to hazards if needed.
- Ensure mandatory training is up to date.

We Say: We assess risks before acting.

We Do:

- Complete risk assessments for all activities, especially high-risk ones (e.g. PE, DT, educational visits).
- Use approved formats and submit them to the Educational Visits Coordinator.
- Review and update assessments regularly.

We Say: We model safe behaviour for pupils.

We Do:

- Always supervise pupils.
- Teach and reinforce safe practices (e.g. fire drills, equipment uses).
- Encourage pupils to report safety concerns.

We Say: We are prepared for emergencies.

We Do:

- Know and follow the Fire Evacuation Plan.
- Participate in termly fire drills.
- Ensure fire exits are clear, and procedures are visible.

We Say: We maintain a clean and safe environment.

We Do:

- Keep corridors, classrooms, and exits free from obstruction.
- Report any Health and Safety issues with housekeeping or hygiene conditions.
- Use appropriate signage for wet floors and hazards.

We Say: We handle substances and equipment safely.

We Do:

- Store hazardous materials securely (COSHH compliance).
- Use ladders only with another adult present – never stand on chairs or tables.
- Check tools and equipment before use and supervise pupils appropriately.

We Say: We keep children safe on and off site.

We Do:

- Maintain supervision ratios (e.g. 1:6 for KS1, 1:12 for KS2).
- Complete pre-visit checks and risk assessments for trips.
- Ensure safe dismissal procedures and authorised collection.

We Say: We respond to accidents responsibly.

We Do:

- Log all first aid incidents accurately.
- Report serious incidents via the Notifiable Accident system.
- Monitor near misses and review patterns regularly.

We Say: Staff wellbeing matters.

We Do:

- Access support through open-door policies, 1:1s, and wellbeing surveys.
- Participate in health assessments if desired.
- Refer to the GOJ support and advice policies for further guidance.

Staff Responsibilities linked to other policies and procedures

Health & Safety Policy

- Staff are responsible for maintaining safe environments.
- Report hazards and incidents immediately.
- First aid and medication procedures are clearly outlined.
- Risk assessments are required for activities and visits.

Fire Procedures

- Weekly fire alarm testing and monthly fire inspections are conducted
- Know your nearest exit and assembly point.
- Follow evacuation instructions promptly.
- Fire Marshals coordinate headcounts.
- All school staff are expected to assist with the evacuation of the pupils.

First Aid and Medicines

At Bel Royal we ensure the safety and wellbeing of pupils and staff through clear first aid and medication procedures:

- All staff are accountable for ensuring children are safe
- Designated First Aiders are responsible for administering first aid and maintaining records.
- First Aid kits are in key areas and must be checked regularly.

- Medication must be stored securely and administered according to parental consent and care plans.
- Individual Health Care Plans are maintained for pupils with medical needs.
- All accidents must be recorded and reported using the school's procedures.
- Off-site activities require portable first aid kits and staff trained in first aid.

Critical Incident Plan

- Lockdown and evacuation protocols are in place.
- Emergency contacts and lines of communication are maintained.
- Recovery support is available for staff and pupils.
- Staff follow guidance during major incidents.

Lone Worker Policy

- Lone working must be risk assessed and approved.
- Staff must inform others of their location and duration.
- Emergency contact procedures must be followed.
- Regular check-ins are required for lone workers.
- Staff are responsible for site security and intruder alarm.

