REGENT PRIMARY SCHOOL

Health and Safety Policy

Reviewed by: Janet Umaru October 2025
Previous Review: April 2023
Approved by the Board: Decmeber 2025
Date of Next Review: December 2027

Aims

This policy aims to set out the Health and Safety responsibilities of TRPS and procedures put in place to meet these requirements. We aim to minimise the risk of harm to pupils, staff, visitors and members of the public.

This policy also ensures compliance with Nigeria's Labour Act, Child Rights Act (2003), and relevant occupational safety regulations, while reflecting the principles of Keeping Children Safe in Education (KCSIE) 2025 for British schools overseas.

Policy Statement

The Board of The Regent Primary School recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects and promotes the health, safety and welfare of employees, students and visitors so far as is reasonably practicable.

As a responsible employer, the Board will endeavour to honour its legal obligations as laid out in the statutes of Nigeria and will take note of international standards as relevant and appropriate.

Risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventive and protective measures to be put into place as far as is reasonably practicable.

To achieve these objectives, there will be consultation with employees with a view to maintaining and promoting safe working procedures and practices, in particular: -

1. A safe and healthy place of work for all staff, pupils and visitors.
2. The provision of safe plant, equipment and tools.
3. Arrangements for the safe use, handling and storage of substances potentially hazardous to children, e.g., cleaning materials, motor mower fuel etc.
4. Provision of information, instruction, induction, training and supervision as appropriate.

The school commits to embedding a culture of safeguarding where health and safety is integral to all school activities, recruitment, training, and daily practices.

Guidance-Safety Duties

The Board

The Board shall have overall responsibility for the health and safety function within the school, and is responsible for ensuring that all statutory requirements are adhered to.
This includes ensuring safer recruitment practices are embedded in accordance with KCSIE 2025, requiring appropriate pre-employment checks, risk assessments for volunteers and contractors, and maintaining accurate safeguarding records.

The Headmaster

Without limiting the responsibility of the Board, the Headmaster (supported by the Senior Teacher) will generally oversee the day-to-day management of safety and implementation of this policy within the school. The Senior Teacher will hold termly meetings with the Facilities Manager and CSO to assess Health and Safety issues raised by staff. The Headmaster will co-ordinate and supervise the preparation of information, guidance and operating procedures as it affects the school and the distribution of all information relating to health and safety to staff within the school.

Safeguarding and health & safety updates will also be a standing agenda item at Board meetings and whole-staff briefings.

In addition, the Headmaster will:

1. Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up-to-date file of such policies and arrangements. This will be done in conjunction with the Admin Manager, Senior Teacher, Facilities Manager and CSO.

2. Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.

3. Ensure that all statutory registers and records are accurately kept.

4. Ensure that all staff in their control are adequately trained and fully aware of the hazards involved in their work.

5. Ensure that all staff and persons affected by the school are aware of first aid facilities, evacuation of premises and other emergency procedures.

6. Ensure the reporting and investigation of all accidents; ensure all persons under their control are aware of the reporting procedure, and these are recorded.

7. In the event of any hazard or risk to health and safety of any persons under their control, take action to remove the hazard.

8. Ensure that health and safety matters are taken into account when new methods, equipment or change are being considered or planned.

9. Monitor and review arrangements to control risk and ensure by frequent inspection that all machinery, equipment and plant is maintained in a safe condition, that safety devices are fitted and maintained and that safety rules are observed and safety equipment worn.

   The Headmaster is also responsible for ensuring that safeguarding training, including low-level concerns, safer working practices, and reporting mechanisms, is integrated into all staff induction and refresher training, in line with KCSIE 2025**.**

Senior Staff

All senior staff must ensure that risks are assessed and control measures implemented. To this end they are expected to ensure that all employees and students under their supervision know the relevant safe working practices and that the arrangements for working are safe. They should familiarise themselves with safety aspects of their work and should make sure accidents are reported immediately.

Senior staff must also model safe and respectful behaviour, ensuring that safeguarding and wellbeing considerations are embedded in health and safety practices.

All Staff

In addition to any specific responsibilities delegated to them all staff must: -

1. Make themselves familiar with and conform to this safety policy, including any instructions and requirements for safe methods of work.

2. Make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident reporting.

3. Teach safety as part of pupils' duties where appropriate.

4. Take reasonable care of all safety equipment and clothing provided and report any defects. Always wear safety

equipment when undertaking those jobs for which it is required and use all safety devices provided.

5. Report all accidents, damage, hazards and defects to the Admin Manager/Senior Teacher/Health and Safety Officer.

6. Conduct their activities so that theirs and others' risks are minimised.

All staff have a duty to report safeguarding or wellbeing concerns (including low-level concerns) in accordance with the Safeguarding Policy. Health and safety responsibilities extend to ensuring safe digital practices, safe use of contractors, and safe supervision of pupils on and off site.

Pupils

All pupils are expected, within their expertise and ability to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.

2. Observe standards of dress consistent with safety and/or hygiene.

3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not willfully misuse, neglect or interfere with school property provided for safety purposes.

Pupils will also be encouraged through the curriculum to recognise unsafe situations, know how to report concerns, and practise safe behaviours in school, online, and during school trips.

Management Guidance

Where appropriate, national Codes of Practice, Health and Safety Executive guidance and other formative documents, will be circulated to those concerned, adopted by the school and made available to all staff, voluntary helpers, and in appropriate format to pupils and other visitors to the premises.

Health and Safety Training

The Board, via the headmaster, is responsible for ensuring that members of staff, voluntary helpers and pupils are trained so that the activities of the school are carried out safely.

The headmaster is responsible for developing training procedures within the school and will also consider the provision of facilities to enable all members of staff to be adequately trained in safe working methods, where required.

Contractors

Any contractor or sub-contractor employed or engaged to undertake work for, or in, the school, will be required within the contract document to operate to standards of safety, no less stringent than those set out in this statement. Any member of staff observing contractors placing another person at risk of injury is to notify the Admin Manager, Senior Teacher or Facilities Manager, who will raise the matter with the contract supervising officer, or directly with the contractor.

All contractors must undergo safeguarding checks in line with safer recruitment expectations for British schools overseas.

Children's Health and Safety

The health and wellbeing of the pupils is at the heart of this policy and with the support of parents and health professionals we will provide an environment, which provides safety and security. Parents' can work towards these school aims by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress through the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Parents will also be encouraged to engage in health and safeguarding awareness sessions provided by the school, in line with whole-school safeguarding culture.

Maintenance Staff

The Facilities Manager, through the Admin Manager, is responsible to the headmaster for:

- Ensuring, so far as is reasonably practicable, that the health and safety procedures of the school are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of safely.
- Maintaining a clean and effective generator area.
- Maintaining a high standard of housekeeping.
- Reporting to the Admin Manager any problem, or danger associated with his responsibilities, as soon as possible.

Specific Health and Safety Provision Areas.

a) For First Aid provision we have:

- A full-time qualified paediatric nurse and a self-contained appropriately equipped and stocked clinic with its own en suite bathroom.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- A relationship with two local hospitals from which an ambulance can be summoned if necessary.

Annual review of medical provision against UK BSO standards; all first aiders trained in paediatric and mental health first aid.

b) For fire precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill, which is monitored.
- Regular checks of equipment, procedures and exits by the Facilities Manager and equipment monitored bi-annually by a professional external company.
- All fire exits clearly signed.

Fire risk assessments reviewed annually; compliance with Federal Fire Service regulations and UK BSO standards.

c) For the use and control of substances hazardous to health we have:

- Safe storage of such substances.
- Regular visual inspections to ensure that cleaning materials etc are not accessible to children.

Control of Substances Hazardous to Health (COSHH) guidance applied.

d) **For electrical safety we have**:

- Careful siting of equipment to avoid trailing leads.
- Two retained electricians.

e) **For coping with special medical conditions, we have:**

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison with school nurse.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate written instructions regarding dosage and frequency of dosage lodged with the Nurse in the Clinic.
- For administering of medication, please see the school's First Aid Policy and Administering Medicine Form.

Individual Healthcare Plans maintained for pupils with long-term medical conditions.

f) **For Ensuring Road Safety we have: -**

- Parking restrictions on the road outside school which parents are regularly urged to obey.
- Controlled access to the school premises for vehicles.
- Officers of the Federal Road Safety Commission on duty at drop-off and pick-up times, as well as security staff and members of the School staff.

Partnership with FRSC maintained; digital awareness included (online road safety)

g) **For Ensuring Personal Hygiene we have:**

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education for senior pupils.
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h) **For Ensuring Safety during Physical Education we have:**

- Asthma sufferers to take their inhalers with them.
- All PE equipment regularly checked.

Close supervision and appropriate rules in place

i) **For Ensuring Playground Safety we have:**

- School rules about playground behaviour designed to maximise playground safety.
- Conscientious supervision of playgrounds by staff at all breaktimes.
- Regular inspection and maintenance of playgrounds.

Equipment checked termly; safe supervision ratios maintained.

j) **For Ensuring Safety during Physical Education we have:**

- Asthma sufferers to take their inhalers with them.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

k) **For safety on school trips we have:**

- Risk assessment completed for each school trip, including consideration of staff pupil ratio, any potential safety hazards at destination and all trips accompanied by a security guard.
- Every group supported by a member of school staff.
- For further details, see the School's Trips and Visits Policy.

All trips subject to safeguarding and security risk assessments; safer recruitment checks on providers.

Monitoring of Health and Safety Procedures

The Board and Headmaster are responsible for implementing this policy within the School. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described in it and shall revise and amend it, as necessary, on a regular basis.
- Prepare an emergency evacuation procedure and arrange for periodic practice.
- Ensure that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as

being unsafe.
- Monitor, within the limits of their expertise, the activities of contractors and other organisations present on site, as far as is reasonably practicable.
- Ensure adequate and suitable training is provided for appropriate staff.

An annual safeguarding and health & safety report will be presented to the Board, including accident logs, risk assessment reviews, safeguarding training records, and staff recruitment checks**.**

Conclusion

This Policy Document both guides and reflects current practice in Admissions at The Regent School. It is up to date and current at the time of writing (Sept 2025) and will be due for review in September 2026.

This policy is to be used in conjunction with other safeguarding policies including:

- Antibullying policy
- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- E-safety Policy
- Safer Recruitment Policy