COLLIS PRIMARY SCHOOL

Health and Safety Policy

Collis Primary School
Fairfax Road, Teddington TW11 9BS

Last Review: November 2025
Next Review: November 2026
Statutory Policy

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General Policy Statement

The Head Teacher and governors of Collis Primary School believe that the health and safety of people within the School is of paramount importance. We aim to prevent accidents and occupational ill health and, where possible, eliminate hazards in the workplace.

- We will provide 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 are provided so that staff can carry out their work safely.
- We 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.

This will be achieved by the establishment of an effective health and safety management system within the School, including the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Head Teacher and governors will undertake to ensure compliance with policy and guidance produced by Achieving for Children.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the School. We expect all staff to co-operate fully with this policy, and we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy. Relevant health and safety information is embedded within the curriculum at all levels, as 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.

The policy will be reviewed annually and revised as necessary.



Kevin Hogston
Head Teacher

The Full Governing Body endorsed this policy on 2nd December 2025.

Jean-Marie Ferdegue
Chair of Governors

1. Roles and Responsibilities

The responsibility for all school organisation and activity rests with the Head Teacher. However, everyone involved with the work of the School and its premises has safety responsibilities.

1.1. The Governing Body

The Governing Body in its role as controller of premises will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, and visitors) in accordance with Sections 2 and 4 of the Health & Safety at Work Act 1974.

The Governing Body will:

a. ensure that the School's Health and Safety Policy is kept up-to-date, and that health and safety inductions and curriculum provision are in place to ensure that all staff and pupils are aware of and comply with its contents;
b. ensure that the School has in place rigorous and effective systems and policies for ensuring both active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and for rectifying identified faults within the School;
c. ensure that each Health and Safety Annual Report confirms that there is adequate provision in staffing, facilities and resources to allow the School to meet its legal and moral obligations with respect to health, safety and welfare;
d. receive updates as necessary or appropriate on the School Development Plan for health and safety from the Health and Safety Co-ordinator and/or Health and Safety Governor via the Resources Committee, to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
e. consider information, statistics and reports relating to health, safety and welfare matters provided to it by the Health and Safety Co-ordinator;
f. consider and make recommendations regarding individual health and safety issues which have not been resolved at management level; and
g. receive reports of health and safety walk rounds carried out by premises staff for two terms of the School year and carry out an annual health and safety walk round of the School in the other term of the School year.

1.2. The Head Teacher

The Head Teacher has overall responsibility for policy, organisation and arrangements throughout the School. In particular, the Head Teacher will:

a. provide liaison with inspectors (Local Authority, Department for Education and Health and Safety Executive) with regard to safety aspects;
b. budget for health and safety matters;
c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the School;
d. develop, introduce, maintain and review safety management procedures to ensure the School complies with legislative requirements and good industry practice, e.g. risk assessments including fire, display screen equipment and manual handling;
e. nominate a school Health and Safety Co-ordinator and an Educational Visits Co-ordinator;
f. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, e.g. boilers, pressure vessels, lifts and lifting equipment, are undertaken;
g. ensure the provision and maintenance of all fire equipment, including the preparation and review of Fire Risk Assessments;

h. ensure compliance with health and safety issues associated with major building projects;
i. ensure that incidents, near misses and dangerous occurrences are reported via the on-line incident reporting system;
j. monitor incident trends to identify methods of reducing accidents;
k. investigate and advise on hazards and precautions;
l. ensure the necessary records are maintained relating to accidents associated with the work of the School;
m. make an annual report on health and safety matters, including buildings and safety management, to the Governing Body as provided by the Health & Safety Co-ordinator;
n. ensure safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors;
o. ensure that health and safety is considered as an integral part of teaching;
p. 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 Codes of Practice or health and safety legislation;
q. ensure that premises safety inspections are carried out at specified intervals and are recorded, and that necessary remedial action is carried out;
r. ensure that health and safety is taken into account when considering any proposed or impending changes, e.g. building works, room allocation or usage;
s. ensure that emergency procedures are in place within the School and that plans such as fire evacuation drills are regularly practiced;
t. have a general oversight of health and first aid matters;
u. monitor the general safety programme;
v. publicise safety matters;
w. ensure that all full-time and part-time staff receive appropriate health and safety training at induction, which must include emergency arrangements (first aid, fire and accident reporting), and that 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;
x. monitor student health records prior to enrolment and report illnesses that need to be brought to the attention of specific staff (e.g. epilepsy); and
y. ensure that 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 Lead Assistant Heads will assume these duties in the absence of the Head Teacher and have the authority to make and implement decisions throughout the School at any level if there is immediate danger, dangerous practice or breach of the law.

1.3. The Health & Safety Co-ordinator

The School Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management on behalf of the Head Teacher throughout the School and, in particular, will:

a. make an annual report on safety matters to the Head Teacher in the autumn term;
b. assist with inspections and safety audits;
c. investigate and advise on hazards and precautions;
d. develop and establish emergency procedures, and organise fire evacuation practices within the School;
e. have a general oversight of health, safety and first aid matters;

f. monitor the general safety programme on behalf of the Head Teacher;
g. make recommendations to the Leadership Team on matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
h. make recommendations to the Head Teacher on matters of safety policy in compliance with new and modified legislation;
i. publicise safety matters;
j. liaise with outside bodies concerned with safety and health, e.g. Occupational Health and the Health, Safety and Resilience Unit; and
k. analyse accidents as noted in the Accident Book and as notified to the Local Authority at least termly to identify trends and introduce methods of reducing accidents, and to report this analysis to the Head Teacher.

1.4. The Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) is involved in educational visit management to ensure that the Off-site Activities and Educational Visits Policy, Regulations and Guidelines are followed. The EVC will:

a. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the School;
b. after discussion with the Head Teacher and Governing Body, either approve proposal or submit it to the Health and Safety Unit;
c. confirm that adequate risk assessments have been carried out;
d. support the Head Teacher in the management and evaluation of educational visits; and
e. confirm that the leadership of each educational visit is appropriate, including accompanying staff and volunteers.

1.5. Lead Assistant Heads/Phase Leaders

Each Lead Assistant Head/Phase Leader is responsible to his or her manager for the provision of safe working conditions for staff and students and will:

a. work with the Health and Safety Co-ordinator to prepare Health and Safety reports as required;
b. ensure that premises safety inspections of their designated areas are carried out and that hazards identified from those inspections are rectified;
c. ensure that safety procedures are developed and adhered to for operations being carried out within their areas of responsibility;
d. carry out or allocate the undertaking of risk assessments, including manual handling and CoSHH within their areas of responsibility, and ensure that details are documented and that appropriate action is carried out;
e. ensure that all accidents, incidents and near misses within their areas of responsibility are recorded and investigated in line with school policy;
f. ensure that equipment, including personal protection equipment, is maintained in a safe condition and that any substances hazardous to health are stored in a safe place;
g. identify staff development requirements with reference to health and safety;
h. attend to defect reports and recommendations from the Head Teacher, staff, safety representatives and the Health and Safety Co-ordinator; and
i. circulate publicity relating to safety matters to staff within their area.

1.6. The School Business Manager (or equivalent)

The School Business Manager (or equivalent) is responsible to the Head Teacher for the provision of safe conditions for staff, pupils and visitors and will:

a. attend to defect reports and recommendations from the Head Teacher, staff, safety representatives and the Health and Safety Co-ordinator;
b. conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections;
c. budget for safety equipment for his/her area of responsibility;
d. instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility;
e. ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments, are undertaken and documented and that appropriate action is carried out;
f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested as required;
g. ensure all accidents within his/her area of responsibility are recorded in line with school policy;
h. ensure that equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
i. prepare reports on health and safety matters with respect to the school buildings and grounds;
j. carry out two termly Health and Safety walk rounds with the caretakers and report to the Resources Committee, and take part in the Resource Committee's annual Health and Safety walk round in the other term;
k. ensure that safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;
l. keep records of hazards identified on site by staff and the remedial action taken and when;
m. when liaising with contractors, assume the duties as outlined in 1.13 below; and
n. manage the provision and maintenance of all fire equipment, and prepare and review Fire Risk Assessments.

1.7. Subject Leaders

Each subject leader will:

a. develop policies based on Local Authority and national guidance for their specialist area;
b. update colleagues within the School in any change in practice;
c. issue safety guidance for his/her curriculum area; and
d. carry out risk assessments for his/her specialist areas.

1.8. Teachers and CATS Manager

Teachers are responsible to their Lead Assistant Head/Phase Leader for the immediate safety of the pupils in their classrooms. Nominated teachers are responsible for their own classrooms and associated equipment and, as such, it is their responsibility to ensure that they are maintained to a high standard with respect to health and safety issues.

The duty CATS Manager is responsible to the Lead Assistant Head for the immediate safety of the pupils in the CATS before-school and after-school clubs. He/she is responsible for the rooms used by the CATS and, as such, it is his/her responsibility to ensure that they are maintained to a high standard with respect to health and safety issues.

Additionally, each teacher and CATS manager will:

a. follow safe working procedures personally;
b. give pupils and other staff adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
e. ensure that the rooms and other areas within his/her area of responsibility are tidy and good housekeeping procedures are followed;
f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
g. report defects and make recommendations to his/her line manager where necessary; and
h. ensure all accidents, incidents and near misses within his/her area of responsibility are recorded in line with school policy.

1.9. Teaching Assistants and CATS Playworkers

Teaching assistants are immediately responsible to the teacher whilst the class is in session otherwise his/her line manager is the Lead Assistant Head/Phase Leader.

CATS Playworkers are immediately responsible to the duty CATS Manager.

Additionally, each teaching assistant and CATS Playworker will:

a. follow safe working procedures personally;
b. be familiar with the general and particular safety rules that apply to his/her area of work;
c. ensure that the rooms and other work areas are tidy and good housekeeping procedures are followed;
d. undertake a visual inspection of equipment prior to use;
e. report defects to his/her line manager; and
f. ensure that all accidents, incidents and near misses within his/her area of responsibility are recorded in line with school policy.

1.10. Medical Room Staff

The medical room staff members, when on duty, are responsible for supporting health and welfare issues within the School and, in particular, will:

a. attend to and monitor pupil or visitor illness/injury and refer pupils to their own doctors or hospital as appropriate;
b. maintain the school medical room and equipment;
c. assist in the monitoring of first aid equipment and boxes on the school site; and
d. ensure that the necessary records are maintained relating to accidents associated with the work of the School.

1.11. Site Manager/Caretaker

The Site Manager/Caretaker will:

a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc., are undertaken;
b. undertake premises safety inspections and keep records of any faults identified (if appropriate);
c. carry out two termly Health and Safety walk rounds with the School Business Manager (or equivalent), and take part in the Resource Committee's annual Health and Safety walk round in the other term;
d. attend to defect reports and recommendations from the Head Teacher, staff, safety representatives and the Health and Safety Co-ordinator;
e. ensure that all accidents within their areas of responsibility are recorded in line with school policy; and
f. maintain equipment, including personal protection equipment, in a safe condition and store substances hazardous to health in a safe place.

1.12. Trade Union Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, the Trade Union Safety Representatives, where appointed, will:

a. represent the employees in consultation with the employer, investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
b. investigate complaints by any employee they represent relating to health and safety and welfare at work;
c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
d. receive information from Enforcement Inspectors;
e. attend meetings of safety committees to which they are elected; and
f. inspect the workplace if they have given the employer or their representative reasonable notice in writing of their intention to do so and has not inspected it in the previous three months. They may carry out additional inspections where there are substantial changes in work conditions.

1.13. Staff Liaising With Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or its employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the School Business Manager (or equivalent) for them to rectify, or to the Head Teacher.

Staff must ensure that each contractor arriving at site reports to the School Office and that a nominated person ensures that the contractor is informed of any hazards on the school site. Approval from the Site Manager/Caretaker, the School Business Manager (or equivalent) or the Head Teacher as appropriate must also be gained by the contractor to start work. Only those staff nominated by the Head Teacher or the School Business Manager (or equivalent) to liaise with contractors must undertake this activity, as procedures are in place to implement the Local Authority's Corporate Policy on the Management of Contractors.

1.14. Members of Staff Generally and Volunteers

Each member of staff and volunteer is responsible for his/her personal safety and that of other persons in the School by the proper observation of school rules and procedures, e.g. by ensuring that visitors report to the School Office on arrival at the School.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974, 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 co-operate 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,'

1.15. Use of Premises by Other Groups

Other users of the school site also have Health and Safety responsibilities as described under the Health and Safety at Work Act 1974 (see section 1.14 above). They are responsible for the immediate safety of participants. It is their responsibility to report any concerns about the premises or school equipment to the Site Manager/Caretaker on duty. Examples of other users are clubs, lettings and holiday camps.

Additionally, each group leader will:

a. follow safe working procedures personally;
b. give participants adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
c. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
d. ensure that clear instructions and warnings are given to participants verbally as often as necessary;
e. ensure that the areas of the School that they are using are kept tidy and that good housekeeping procedures are followed;
f. undertake a visual inspection of equipment prior to use and ensure that their own portable electrical equipment is tested on an annual basis;
g. ensure that all accidents, incidents and near misses within his/her area of responsibility are reported to the School;
h. follow the School's emergency evacuation procedures;
i. undertake suitable and sufficient risk assessments for each activity;
j. adequately supervise participants during the session (children and young people must never be left unattended);
k. hold details of emergency contacts and medical needs for each participant (where parental responsibility is being assumed by the user);
l. leave school premises in the condition in which they were provided, including returning items of furniture or equipment to their original positions; and
m. provide first aid cover, equipment and supplies for their own group (no access is given to equipment or medicines stored in the School).

2. Staff Consultation

Consultation with staff on health and safety matters will be via the staff meeting. Health and safety will be a standard agenda item each week, and staff members are encouraged to raise any concerns either via this process or individually. The aim of such consultation is to improve and maintain health and safety policies and procedures within the School and to encourage effective communication regarding health, safety and welfare matters.

3. School Facilities

The following school facilities require further Health and Safety consideration.

3.1. Swimming Pool

- Seasonal opening and closing of the swimming pool is carried out by the Site Manager/Caretaker in consultation with external pool maintenance experts as required.
- Regular maintenance including chemical dosing is carried out by the Site Manager/Caretaker, under the guidance of external pool maintenance experts as required.
- During use, the pool is appropriately supervised according to the age of the users, with never fewer than two adults in attendance.
- When not in use, the pool area is kept securely locked.

3.2. Nature Trail

- The nature trail shall only be used when it is safe to do so.
- Users of the nature trail must ensure that staffing levels are appropriate for the age and abilities of the participants, bearing in mind the potential hazard presented by the pond.

3.3. School House

- For inspection and maintenance purposes, the School House is regarded as part of the school building.

4. Other H&S Related Policies

The School has many other policies and documents that relate to aspects of Health and Safety, including:

- School Health and Safety Review (Royal Borough of Kingston)
- Fire Risk Assessments
- Educational Visits and Journeys Policy
- Playground Supervision Risk Assessments
- Safeguarding and Child Protection Policy
- Anti-Bullying and Behaviour Policies
- Emergency Plan
- Whistleblowing Policy
- Staff Handbook
- Individual risk assessments, e.g. for specific staff characteristics such as new mothers, events such as CSA fairs, or activities

5. Annual Monitoring and Reporting Schedule

For each academic year:

Half term	*Action*
Autumn 1	• Head Teacher's report to Governing Body includes H&S and accident reporting information for previous term
Autumn 2	• H&S Annual Report for previous academic year presented to the Resources Committee • H&S Policy updated • H&S Annual Report presented to the Governing Body • Termly walk round by premises staff
Spring 1	• Head Teacher's report to Governing Body
Spring 2	• Termly walk round by premises staff
Summer 1	• Head Teacher's report to Governing Body
Summer 2	• Annual walk round by H&S governor and premises staff

Health and Safety issues are also reported to the Governing Body as required.

Appendix 1

What you need to know – Collis H&S Information

If someone needs first aid	• All members of staff are responsible for responding to minor incidents. • All Teaching Assistants (TAs) are first aid trained. • During break times and lunchtime, the medical room is always staffed and can be used for children or adults. At other times, first aid supplies are available there, and a portable first aid kit is available in the office for school trips. • In each classroom, there is a cupboard with a green cross on it. This contains any epipens or inhalers needed by children in that class. There are also displayed laminated sheets with photographs and information about children with ongoing medical conditions and severe allergies. • There is a laminated list in each year group detailing children with medical conditions and allergies. • For staff safety, there is protective equipment in each year group to allow the safe disposal of bodily fluids. • There is a defibrillator in the corridor next to the school office and another in the Colliseum entrance. They are fully automated, and many TAs have been trained in their use.
If a child needs medicine	• By prior arrangement, prescribed medicines can be administered during the day by the TAs in the medical room. All medicines are kept in the medical room.
If you think a child is missing	• Contact the nearest member of the Leadership Team and school office immediately. The Leadership Team member and any TAs will carry out a thorough search of the building. • The following registers will be checked in the office: attendance registers, off-site record, music lesson lists and lists of those attending other schools. • Inform the Head Teacher or Lead Assistant Head, who will instruct staff to undertake a headcount / check against register of all groups. • Office staff will check and monitor site exits. (Remember to inform the office if the child has been found, as the staff will be standing at the exits). • If the child has not been found after 10 minutes from the initial report of them as missing then parents will be notified by the Head Teacher. • The Head Teacher or next most senior member of staff on site will decide at which point the police need to be contacted.

If someone has an accident, or nearly has an accident	• All accidents must be entered in the Accident Book – TAs have more information about this. • All accidents that result in a hospital visit and all 'near misses' – where no accident has actually occurred but the consequences of an accident would have been serious – should also be reported to Lynn Akehurst (ext. 205) in the office. Specific details will be needed so that a report can be made to the local authority if required.
If you hear the fire alarm – a continuous, loud bell	• Taking children and visitors with you, leave the building by the nearest safe exit and make your way to the assembly point on Multi Use Games Area (MUGA). • Make sure that fire doors are closed behind the last person to leave. • At the assembly point, children line up by class and year group to establish whether anyone is missing. • Do not re-enter the building until the alarm has stopped and you receive an all clear.
If you discover a fire or something that needs emergency evacuation	• Do not try to extinguish a fire. • Activate the nearest call point – make sure that you know the position of call points in your working area. • If it is safe to do so, call the office on ext. 222 or 205 and let them know what is happening.
If you need to report an emergency	Call Glynis Manson (ext. 222) or Lynn Akehurst (ext. 205) in the school office with as much detail as possible about the situation – they will contact emergency services for you.
If a child becomes violent	• Notify another member of staff or child to ask for help from a member of the Leadership Team and class teacher if they are not present. • Ensure the area is safe. If children are present, clear the area. • Where there is an imminent danger to others it may be necessary to use positive handling techniques to avoid potential harm. • Soothing words and actions are also used to calm the child – the sensory room is a good space for this. • If a child is becoming increasingly distressed and unable to calm down, the child's parents may be called.
If an adult becomes violent	• Back down from confrontation. • Try to find help – call to the office if you can (222, 201-205) or shout for help. • If children are present, clear the area. • We take this very seriously – report any violence to the Head Teacher as soon as you can.

If you need to move equipment	Children can be asked to move small pieces of equipment, provided that: • You have assessed the risk to the child's health and safety before asking them to move anything. Children should not be allowed to move, for example, heavy items such as the pianos, computers or anything with trailing wires or parts, or paper cutters. • They are supervised. • There are enough children to carry the item safely. For example, a minimum of two children are needed to move a table – children must not be allowed to move tables on their own. • They are shown how to carry the equipment safely. • Another child is available to open and close doors, if items are being moved between rooms. For heavy or awkward items, ask the Site Manager/Caretaker for help: • Until 2.00 pm: Raul Serrao 07572 349239 • From 2.00 pm: Victor Stefan 07722 183580
If you need to get something from a height	• Use a step ladder or kick step – there should be one in each base. If there is not, please let the Site Manager/Caretaker know. • Get help from the Site Manager/Caretaker if needed. • Do not store things at height, particularly heavy items.
If you're organising a visit or trip	• Let Sophie Macartney (ext. 219) and Glynis Manson (ext. 222) know as soon as possible – the LA need to be told in advance, or the trip will not be insured. • The risk assessment and planning tool is on the server: Staff Share\Other\Visits and Trips
If you have any health and safety concern	• Raise it at a key stage or staff meetings, or let Austa Wilson (ext. 225) in the office know, or any other member of the Leadership Team. • The full Leadership Team is Kevin Hogston, Melissa Humphries Sophie Macartney and Amy Patten.
If you're under too much stress at home or work	• Please talk to your line manager if you can, or any member of the Leadership Team. • We have a free and confidential staff counselling service called Health Assured – there are posters in the staffrooms, or call 0800 029 0199.
If you have concerns about the safety of a child	• Young people can be abused physically, sexually, emotionally or through neglect. If you have any concerns DO NOT KEEP THEM TO YOURSELF. Please notify the Designated Safeguarding Lead (Kevin Hogston) or another member of the Safeguarding Team.

To keep us all safe and secure at Collis:

- Remember that the majority of injuries in education are caused by **slips, trips and falls** – keep floor areas clear of coats, bags and equipment, and don't climb on furniture to reach heights.

- Don't bring **hazardous substances or items** into school. If you need to use a hazardous substance or item, it should be kept out of children's reach and locked away – be very wary of using under-sink cupboards. You must tell the Site Manager what is stored in the School and where it is stored – they can store substances and items for you in their workshop.

- **Drive slowly and very carefully** on site. If there are no parking spaces left, you will have to park on Fairfax Road.

Appendix 2
Visitor Information

The following information is available as a trifold booklet to all visitors and volunteers at Collis, relating to Health and Safety and Safeguarding.

Keeping **everyone** safe

As a visitor, you have a responsibility to care for your own and for others' health and safety.

Here are some key points about health and safety in our school:

- **Mobile phones should not be used on the school site** except in the staff rooms. Please make sure that your phone is on silent.
- There is **no smoking or vaping** anywhere on the school site.
- We have many **trained First Aiders** in the school, if you need First Aid assistance, ask any member of staff for help.
- The **fire alarm bell** rings continuously. In the event of a fire, follow instructions from a member of staff. The assembly point is in the MUGA against the far fence.
- If a **lockdown** is required an electronic message will be sent to all computers and, if appropriate and possible, senior staff members will circulate blowing a whistle (three short blasts continuously). Close and lock the doors, shut the windows and pull down the blinds, until further notice
- The school cannot be held responsible for any personal effects—take care of your **valuables**.
- Use of the **school internet.** All users of the school systems and WIFI must comply with the Collis School Policy. Please ask in the office for more **details.**

Please remember

It doesn't matter if you are a paid worker, a volunteer, or a member of the community; you have a responsibility to act if you are worried about a child or about Health and Safety at Collis.

Report **concerns about a child** to Sophie Macartney or anyone in the safeguarding team. Report **concerns about Health and Safety** to the school office.

For more information about Child Protection and Safeguarding, see our policy summary at: http://www.collis.richmond.sch.uk/school-policies/

Report to the class teacher any difficulties for example, a child presenting particularly challenging behaviour.

Report to the Headteacher, Kevin Hogston:

- Any behaviour or situation which may give rise to a complaint, misunderstanding or misinterpretation against yourself.
- Any behaviour of another adult in the school which give you cause for concern re breach of this code of conduct or other school policies.

In the case of any further allegations you can contact the Chair of Governors, Michael Bailey via the school office 020 8977 1458.

Visitor Information

COLLIS Primary School

This leaflet contains information for visitors about their own safety at Collis and their responsibility to keep others safe.

Please take the time to read it.
If you have any queries,
please ask at the office for more information.

All visitors must:

- **Sign in** on entry and **sign out** when leaving the school.
- **Wear a lanyard, and ID sticker** keeping it visible at all times. Please return when leaving the school site

Keeping **young people** safe

We are committed to safeguarding and promoting the welfare of children and young people.

We expect all staff, visitors and volunteers to share this commitment.

No one wants to hear about children being abused, neglected or unsafe, but:

- All children have a right to be safe no matter who they are or their circumstances.
- **Keeping children safe is everyone's responsibility.**
- We all need to listen to children even though we may not be comfortable with what we hear.

Young people can be abused physically, sexually, emotionally or through neglect. Helping families at an early stage can prevent abuse.
If you have concerns about a child's safety, never keep them to yourself. They may help to clarify a bigger picture and prevent serious harm.

Reporting concerns

If you have concerns about the safety of a child, please ask at the school office to speak to our designated Safeguarding Lead, Sophie Macartney.



Kevin Hogston
Headteacher
Designated Safeguarding Lead



Paul Dowsett
CATS Manager
and Safeguarding Deputy



Heather Busby-Steers
Support Staff
and Safeguarding Deputy



Sophie Macartney
Lead Assistant Headteacher
Safeguarding Deputy

If you wish to report concerns after you have left the premises, please telephone 020 89771458.

Our Vision and Values

To achieve our vision 'Learning to make the world a better place, we follow the 5Cs of Collis and these are integral to our everyday life.



Our 4Bs of behaviour also support our aims and expectations.



- We are a TELLING school.
- We have a zero tolerance to bullying which is addresses immediately.
- We treat everyone equally