



# Health and Safety Policy

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## 1. Purpose

This policy describes the school's approach to ensuring the health and safety of its pupils, staff, visitors and neighbours. It sets out the responsibilities of governors and staff, the mechanisms to control risk and the specific control measures to be implemented. It is to be read by governors and staff and to be available to parents and visitors for reference.

## 2. Introduction

We wish to keep pupils, staff and visitors safe on the premises and when involved in out-of-school activities. To help assure this we will have in place measures to identify potential hazards, assess their risk and put in place the means to reduce the risks to an acceptable level. We will comply with the law on health and safety and seek to follow best practice at all times.

Our approach to health and safety is about doing things safely. This is particularly relevant when developing learning opportunities. We encourage our staff to focus on controlling real risks and we accept it will not be possible to eliminate all risks. We do not intend this policy to constrain learning unnecessarily or entangle staff in bureaucracy and excessive paperwork.

Through our teaching we want to help pupils to become the 'risk aware, but not risk averse' citizens of tomorrow.

In addition the school recognises the impact its activities might have on the health and well-being of its neighbours. It will take reasonable steps to minimise any such impact.

## 3. Responsibilities

### a) Governing Body

The governing body has overall responsibility for the health and safety of pupils and staff. It provides the Headteacher with a wider sense of perspective on this and helps the school get the balance right on managing risk.

Specifically the Governing Body will:

- Appoint a governor to lead on the school's Health and Safety Policy, working with the Headteacher
- Make sure that the school is following this policy and procedures – there will be regular monitoring and review and discussion at governance meetings
- Ensure staff receive adequate training to enable them to carry out their responsibilities
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate

#### b) Headteacher

The Headteacher has overall operational responsibility for health and safety. They will manage the risks in the school sensibly and will not try to eliminate them altogether. They will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the health and safety issues that really matter.

Specifically, the Headteacher will:

- Ensure that the school is following this policy and has effective arrangements for managing the real health and safety risks at the school
- Maintain their competence to lead the school operationally on health and safety matters
- Maintain effective communications with governors and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility
- Consult and work with recognised Trades Union safety representatives/employee representatives and safety committees
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly

#### c) Nominated health and safety leaders (if appointed by the Headteacher)

Will concentrate on the real risks and involve staff in the process of finding practical and sensible solutions.

Specifically health and safety leads will:

- have sufficient authority to take the lead responsibility for health and safety
- have time, resource and competence to fulfil the role

#### d) School Staff

The school workforce plays an important part in keeping pupils and colleagues safe. Staff involvement makes a vital contribution towards achieving a safer and healthier workplace and helps develop sensible rather than over cautious approaches.

All school staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by what they do, or fail to do
- Cooperate with the school Governing Body, fellow members of staff, contractors and others to enable them to make and keep the workplace safe
- Raise health and safety concerns with their immediate manager

## 4. The mechanisms to control risk

### a) Risk assessments

The school will carry out suitable and sufficient risk assessments for their buildings, building services, playgrounds and teaching activities including school visits. Each assessment will detail the hazards associated with a facility or activity, the risk of the hazard causing harm and what precautions must be taken to minimise it.

### b) Specific control measures that need to be implemented

The Headteacher will maintain the control measures that may be required by law. A list of the main areas for which there are specific measures is given at Appendix 1.

## 5. Health and Safety Legislation

The Health and Safety at Work Act of 1974 imposes a duty on the school to ensure, as far as is reasonably practicable, the health and safety of employees and others (such as school visitors and pupils). The Management of Health and Safety at Work Regulations 1999 supports the Act.

There is also a myriad of health and safety regulations covering almost every conceivable situation in schools. Our school will therefore follow the practical guidance for schools issued by the Department for Education<sup>1</sup>, Health and Safety Executive<sup>2</sup>, the Local Education Authority and the Diocese in managing health and safety.

## 6. Specific policies for the well-being of pupils

The school has specific policies for Pupil Safeguarding, Child Protection. Anti-bullying and E-Safety. These are publicly available on the school web-site.

## 7. Monitoring, evaluation and reporting

The Headteacher will monitor the effectiveness of this Policy and make a formal report on health and safety matters to the Governing Body once every term.

As part of this monitoring, the Headteacher and the Health and Safety Governor will investigate incidents to ensure that:

- The school is taking appropriate corrective action
- Learning is shared with staff and governors
- The necessary improvements are put in place

## COVID-19

**During the current pandemic all procedures in school will adhere to the appropriate current guidance and will follow the school's Risk Assessment in place at the time.**

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<sup>1</sup> <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<sup>2</sup> <http://www.hse.gov.uk/services/education/index.htm>

## Appendix 1 - Detailed Arrangements and Procedures

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with the minimum legal requirements.

1. Accident Reporting, Recording & Investigation – a formal procedure is in place. All staff must use the procedure to report accidents in school and on out-of-school activities.
2. Asbestos – the Headteacher is responsible for the Premise Asbestos Management Plan and the location of the manual. They will make arrangements to ensure contractors and others such as the caretaker etc. have sight of plan prior to starting any work on the premises. They will instruct staff not to drill or affix anything to walls without first checking the plan. They will tell how staff how to report damage to asbestos materials and the emergency procedures.
3. Computer display screens – the Headteacher will ensure that provisions of The Health and Safety (Display Screen Equipment) Regulations 1992 are met as appropriate
4. Contractors – the Headteacher is responsible for exchanging health and safety information with contractors and agreeing safe working arrangements, risk assessments, frequency of liaison meetings, and the names of persons responsible for monitoring contractors' working methods. Staff should report concerns to the headteacher.
5. Curriculum safety and out of school learning activities – the Headteacher will maintain a formal risk assessment process. Teaching staff will use the process to identify hazards involved and assess the likelihood of harm arising. Where necessary staff will put in place a plan to reduce any such risks to an acceptable level. Examples of activities that might require risk assessment include teaching involving cooking, science experiments, PE, use of the internet, use of power driven equipment.
6. Drugs & Medications – the school has a policy governing the safe storage and use of drugs and medications in school – all staff will follow this policy.
7. Electrical Equipment – the school caretaker will portable appliance test (PAT) all portable electrical equipment annually and maintain records as required. Each user of electrical equipment is responsible for visually checking it before use and reporting defects to the Headteacher.
8. Electrical systems – the Headteacher will arrange testing (other than PAT) of electrical systems and fixed equipment in accordance with manufacturers' guidance or more frequently if judged necessary.
9. Emergency Planning – the Headteacher will draw-up and maintain a School Emergency Plan generic enough to cover a range of potential incidents that could occur, including:

- serious injury to a pupil or member of staff (eg transport accident)
  - significant damage to school property (eg fire)
  - criminal activity (eg bomb threat)
  - severe weather (eg flooding)
  - public health incidents (eg flu pandemic)
  - the effects of a disaster in the local community
10. Fire Precautions & Procedures – the Headteacher will maintain plans and procedures to be followed in the event of fire and other emergencies. The local fire service will check and assure these arrangements meet current best-practice guidelines.
11. First Aid – the Headteacher will appoint first-aiders from amongst the school staff and ensure their training is up to date.
12. Gas Safety – the Headteacher will ensure that the school remains compliant with gas safety legislation and that systems and equipment using gas are inspected according to manufacturers' guidance or more frequently if judged necessary.
13. Glass & Glazing - All replacement glass will be of a safety standard appropriate to its use in a school.
14. Grounds - The caretaker in the course of his/her routine work will monitor the state of the grounds, fencing, gates and paths and report hazards to the Headteacher for risk assessment and possible action.
15. Hazardous Substances – the Headteacher will maintain procedures for the control of substances hazardous to health (in accordance with COSHH regulations) and delegate responsibility for control to the appropriate people e.g. caretaker; school caterer; cleaners. The school will provide training and protective clothing as necessary.
16. Housekeeping – the Headteacher is responsible for arranging adequate and appropriate storage, cleaning and waste disposal. All staff are responsible for keeping the premises free of rubbish and for reporting and taking immediate action over hazards such as wet floors, broken glass and defective flooring. The caretaker is responsible for keeping the paths free of anything that might cause people to slip over e.g. ice, snow, wet leaves, and mould.
17. Handling & Lifting – the Headteacher with the staff will manage the risk of harm from lifting and handling things. Where necessary staff will receive training on safe manual handling techniques.
18. Jewellery – pupils may not attend school wearing jewellery which may cause harm during PE or play.

19. Legionella – The nominated person is responsible for testing and recording that the hot water system can control the growth of Legionella bacteria, according to the approved schedule.
20. Lettings/shared use of premises – the school bursar is responsible for ensuring organisations using the school premises know of the safe use of equipment, first aid provision, fire and emergency arrangements, emergency lighting, lighting for paths on an evening.
21. Lone Working – staff working on their own in school will follow the lone working advice given by the school.
22. Maintenance / Inspection of Work Equipment – the Headteacher is responsible for ensuring building plant and equipment, kitchen equipment and PE equipment is inspected and maintained according to the manufacturers' schedules and the necessary records kept up to date.
23. Monitoring the Policy and results – the Health and Safety Governor and Headteacher will meet once a year to review the policy and records. The Governor and Headteacher will carry out a visual inspection of the school once a term and record the results, taking action as necessary.
24. Playground Equipment - the Headteacher will ensure daily inspection of play equipment and action to report and fix defects.
25. Poster on Health and Safety Law - the Headteacher will ensure the current statutory Health and Safety at Work poster is displayed in the staff room.
26. Risk Assessments (RA) – the Headteacher is responsible for ensuring RAs are undertaken as agreed and for making arrangements for special RAs e.g. for staff who are pregnant or who have health problems
27. Safety/Security - The school bursar will manage arrangements for keeping the main doors shut, controlling visitor access and signing in arrangements. The caretaker will monitor the proper working of CCTV, security doors and gates and integrity of the boundary fencing.
28. School Trips/ Off-Site Activities – the Headteacher will maintain a formal risk assessment process. Teaching staff will use the process to identify hazards involved, assess the likelihood of harm arising and the actions necessary to reduce any risks to an acceptable level. Teachers will also make arrangements for reasonably foreseeable emergencies, parental authorisation and adequate pupil supervision.
29. Staff Consultation and Communication – the Headteacher will formally consult with staff about health and safety issues as necessary at staff meetings. Informal communication and feedback will take place ad hoc through the school day.



30. Supervision – pupils will be supervised at all times while on school premises or on out-of-school activities.

## Appendix 2 Risk Assessment Resources

The following is a list of web-links to publications that may help governors and staff assess risks in school and plan appropriate action:

- [HSE website: Common hazards in schools](#)
- [HSE website: Workplace safety for teachers, pupils and visitors – checklist for classrooms](#)
- [HSE website: Work at height](#)
- [HSE website: Slips and trips in educational establishments](#)
- [HSE website: On-site vehicle movements](#)
- [HSE website: Control of hazardous substances](#)
- [HSE website: Selecting and managing contractors](#)
- [HSE website: Manual handling](#)
- [HSE website: Managing work-related stress](#)
- [DfE guidance: Asbestos management in schools](#)
- [DfE guidance: Emergency planning and response](#)
- [Gov.Uk website: Good estate management for schools](#)
- [Gov.Uk website: School building design and maintenance \(and where necessary examination and testing\)](#)
- [CLEAPSS for science and design and technology in education](#)
- [ASE for science in education](#)
- [The Design and Technology Association - health and safety for education](#)
- [Association for Physical Education- safe practice in PE](#)
- [Outdoor Education Advisers' Panel for school trips](#)