



St Margaret's CE VA Primary School: Health and Safety Policy

Policy Version: 1.0

Date of Implementation: June 2025

Date of Review: June 2026

1. Introduction and Purpose

This Health and Safety Policy outlines the commitment of St Margaret's CE VA Primary School to providing a safe and healthy environment for all pupils, staff, visitors, and contractors. It aims to prevent accidents and ill-health by identifying and managing risks associated with school activities and premises. The policy is underpinned by our Christian values of Respect, Thankfulness, Forgiveness, Perseverance, Responsibility, and Truthfulness, ensuring a caring and responsible approach to safety.

2. Legal Framework

This policy complies with the following legislation:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Equality Act 2010
-

Relevant guidance from the Health and Safety Executive (HSE) and Department for Education (DfE).

-

3. Roles and Responsibilities

- **3.1 Governing Body:**
 - As the employer, the Governing Body has overall responsibility for health and safety within the school.
 - Ensuring adequate resources are allocated for health and safety.
 - Monitoring the implementation and effectiveness of this policy.
 - Receiving reports on health and safety matters.
 - Ensuring regular review of the policy.



- **3.2 Headteacher:**

- Responsible for the day-to-day management of health and safety.
- Implementing and monitoring the Health and Safety Policy.
- Ensuring risk assessments are conducted and reviewed regularly.
- Providing training and information to staff on health and safety matters.
- Investigating accidents and incidents and implementing corrective actions.
- Liaising with external agencies, such as the Local Authority and HSE.

- **3.3 Staff:**

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions.
- Following safe working procedures and instructions.
- Reporting any hazards, accidents, or incidents to the Headteacher or designated Health and Safety Coordinator.
- Participating in health and safety training.
- Supervising pupils to ensure their safety.

- **3.4 Pupils:**

- Following school rules and instructions related to health and safety.
- Reporting any hazards or concerns to a member of staff.
- Taking responsibility for their own safety and the safety of others.

- **3.5 Health and Safety Coordinator (Health and Safety Governor):**

- Assisting the Headteacher in implementing and monitoring the Health and Safety Policy.
- Conducting risk assessments and inspections.
- Maintaining records of accidents, incidents, and training.
- Liaising with staff on health and safety matters.
- Advising on health and safety issues.

-

- **3.6 Parents/Carers:**

- Supporting the school in promoting a safe environment for pupils.
- Informing the school of any relevant medical conditions or disabilities of their child.
- Ensuring their child understands and follows school rules related to health and safety.

4. Risk Assessment

- 4.1 The school will conduct regular risk assessments to identify hazards and implement control measures to minimise risks.
- 4.2 Risk assessments will be carried out for all significant activities, including:
 - Classroom activities
 - Playground use



- Off-site visits
- Use of equipment and machinery
- Manual handling
- Hazardous substances (COSHH)
- Fire safety
- Security
- 4.3 Risk assessments will be documented, reviewed regularly, and updated as necessary.
- 4.4 Staff will be involved in the risk assessment process.
- 4.5 Control measures will be implemented to reduce risks to an acceptable level.
-

4.6 Specific attention will be given to risks associated with pupils with SEND, ensuring appropriate support and adjustments are in place.

5. Safe Working Practises

- 5.1 The school will provide safe working practises and procedures for all activities.
- 5.2 Staff will be trained in safe working practises relevant to their roles.
- 5.3 The school will provide appropriate equipment and protective clothing where necessary.
- 5.4 Staff will be encouraged to report any unsafe working practises or conditions.
-

5.5 Specific safe working practises will be in place for:

- Manual handling
- Use of hazardous substances (COSHH)
- Working at height
- Electrical safety
- First aid
- Food safety
- Cleaning and hygiene

6. Emergency Procedures

- 6.1 The school will have clear and well-rehearsed emergency procedures for:
 - Fire evacuation
 - Lockdown
 - Medical emergencies
 - Security threats
 - Major incidents
- 6.2 Emergency procedures will be communicated to all staff, pupils, and visitors.
- 6.3 Regular drills will be conducted to ensure familiarity with emergency procedures.
- 6.4 The school will maintain up-to-date emergency contact information for all pupils and staff.



- 6.5 First aid provision will be available at all times, with trained first aiders on site.
-

6.6 The school will have designated first aid spaces with appropriate equipment and supplies.

7. Accident and Incident Reporting

- 7.1 All accidents and incidents, including near misses, will be reported and recorded.
- 7.2 Accident and incident reports will be investigated to identify causes and prevent recurrence.
- 7.3 The school will comply with RIDDOR requirements for reporting certain accidents and incidents to the HSE.
-

7.4 Accident and incident records will be kept confidential and used for monitoring and improving health and safety performance.

8. Premises and Equipment

- 8.1 The school premises will be maintained in a safe condition, with regular inspections and maintenance.
- 8.2 Equipment will be regularly inspected, maintained, and repaired as necessary.
- 8.3 The school will ensure adequate lighting, ventilation, and temperature control.
- 8.4 The school will manage asbestos in accordance with legal requirements.
- 8.5 The school will ensure the security of the premises to prevent unauthorised access.
-

8.6 The school will manage contractors working on the premises to ensure their compliance with health and safety requirements.

9. Health and Wellbeing

- 9.1 The school will promote the health and wellbeing of pupils and staff.
- 9.2 The school will provide access to occupational health services where necessary.
- 9.3 The school will address issues such as stress, bullying, and harassment.
- 9.4 The school will promote healthy eating and physical activity.
-

9.5 The school will provide support for staff with mental health issues.

10. Training and Information

- 10.1 The school will provide appropriate health and safety training to all staff.
- 10.2 Training will be tailored to the specific roles and responsibilities of staff.
- 10.3 Training will be updated regularly.



•
10.4 Health and safety information will be readily available to all staff, pupils, and visitors.

11. Monitoring and Review

- 11.1 The implementation of this policy will be monitored regularly.
- 11.2 The policy will be reviewed annually, or more frequently if necessary.
- 11.3 The review will take into account changes in legislation, guidance, and best practice.
- 11.4 The review will involve consultation with staff, pupils, and other stakeholders.

•
11.5 The Governing Body will approve any revisions to the policy.

12. Communication

- 12.1 This policy will be communicated to all staff, pupils, parents, and visitors.
- 12.2 The policy will be available on the school website.

•
12.3 Health and safety information will be communicated through newsletters, meetings, and other appropriate channels.

13. COVID-19 Considerations

- 13.1 The school will follow all relevant government guidance on managing COVID-19.
- 13.2 Risk assessments will be updated to address COVID-19 related risks.
- 13.3 The school will implement measures to prevent the spread of infection, such as hand hygiene, social distancing, and ventilation.

•
13.4 The school will communicate COVID-19 related information to staff, pupils, and parents.

14. Equality and Diversity

- 14.1 This policy will be implemented in a way that promotes equality and diversity.
- 14.2 The school will ensure that all pupils and staff have equal access to health and safety information and training.

•
14.3 The school will make reasonable adjustments to accommodate the needs of pupils and staff with disabilities.

15. Monitoring and Review



- 15.1 The implementation of this policy will be monitored regularly by the Headteacher and the designated Health and Safety Coordinator.
- 15.2 The policy will be reviewed annually by the Governing Body, in consultation with staff and other stakeholders.

-

15.3 The review will take into account any changes in legislation, guidance, or best practice.

-

16. Policy Availability

This policy will be readily available to all staff, pupils, parents, and visitors on the school website and in the school office.