



# St Mary's C E Primary School

## Health & Safety Policy

**Approved by Governing Body:**

**Date: September 2026**

**Review cycle:** Annual (sooner if guidance changes)

**Next review due: September 2027**

### 1. Statement of Intent

St Mary's CE Primary School is committed to providing a safe, healthy and supportive environment for all pupils, staff, parents, visitors, volunteers and contractors who use the school premises or participate in school activities.

The Governing Body recognises its legal responsibilities under the **Health and Safety at Work etc. Act 1974** and associated legislation and is committed to ensuring that health and safety is managed in a way that is proportionate, inclusive and effective, and that supports high-quality teaching and learning.

The school is also committed to being an actively anti-racist organisation. We recognise that health and safety practice can be affected by assumptions, bias or unequal access to support. This policy therefore aims to ensure that health and safety arrangements are equitable, accessible and responsive to the needs of all members of our community, and that no individual or group is placed at disadvantage.

This policy applies to all school activities, both on-site and off-site.

### 2. Legal Framework and Guidance

This policy is informed by, and complies with, relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE: *Health and Safety – Advice for Schools*
- HSE guidance on sensible and proportionate health and safety management
- Equality Act 2010

## 3. Roles and Responsibilities

### 3.1 Governing Body

The Governing Body has overall responsibility for health and safety and will:

- adopt and review this policy annually
- ensure appropriate arrangements are in place for managing health and safety
- ensure sufficient resources are allocated to meet health and safety requirements
- receive regular reports on health and safety performance
- appoint a named Health and Safety Governor

**Named Health and Safety Governor:**

*Sandra Kitchen*

### 3.2 Headteacher

The Headteacher is responsible for the day-to-day management of health and safety and will:

- implement this policy and ensure it is understood and followed
- appoint a competent Health and Safety Officer
- ensure suitable and sufficient risk assessments are in place and reviewed
- ensure emergency procedures are established and practiced
- ensure staff receive appropriate information, instruction, training and supervision
- promote a positive, inclusive and proactive safety culture
- take reasonable steps to promote the health, safety and wellbeing of staff and reduce risks associated with work-related stress
- ensure contractors and visitors comply with school health and safety arrangements

### 3.3 Health and Safety Officer

The Health and Safety Officer supports the Headteacher and will:

- coordinate health and safety inspections and audits
- maintain records of risk assessments, incidents and actions
- monitor compliance with health and safety procedures
- report hazards, incidents and concerns to the Headteacher
- liaise with external advisers and agencies where required

**Competent Person for Health and Safety:**

*Nicola Kowalczyk*

### 3.4 Staff

All staff have a responsibility to:

- take reasonable care of their own health and safety and that of others
- follow health and safety policies, procedures and risk assessments
- report hazards, accidents and near misses promptly
- participate in training and supervision
- model safe and responsible behaviour to pupils

## 4. Anti-Racist and Inclusive Health and Safety Practice

St Mary's recognises that:

- different individuals may experience health and safety risks differently
- language barriers, disability, cultural expectations or fear of being judged can prevent concerns being raised
- assumptions about behaviour or risk can lead to inequitable outcomes

To address this, the school will:

- ensure health and safety information is communicated clearly and accessibly
- encourage all members of the community to raise concerns without fear
- ensure risk assessments consider the needs of all users of the site, including pupils with SEND, staff with disabilities, and visitors
- reflect on whether systems or practices unintentionally disadvantage particular groups
- apply health and safety expectations consistently and fairly

## 5. Risk Assessment and Risk Management

The school will carry out **suitable and sufficient risk assessments** for all activities, including:

- curriculum activities
- off-site visits and learning outside the classroom
- fire safety and emergency procedures
- use of equipment and substances (COSHH)
- premises and site safety
- lone working and out-of-hours activities

Risk assessments will:

- identify hazards and control measures
- be proportionate to the level of risk
- be reviewed regularly and following any significant change
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## **6. Premises, Buildings and Statutory Compliance**

The school will ensure that the premises are maintained in a safe condition and that all required statutory inspections, testing and maintenance are completed within required timescales.

This includes, but is not limited to:

- fire alarm systems
- emergency lighting
- fixed electrical installations
- portable electrical equipment (where appropriate)
- gas safety inspections • water hygiene and legionella controls
- playground equipment inspections
- lifting equipment and other statutory examinations

Records of inspections, servicing and maintenance will be retained in accordance with legal requirements.

## **7. Asbestos Management**

Where asbestos-containing materials are present within the school premises, the school will maintain an up-to-date asbestos management plan.

Relevant staff, contractors and others undertaking works on the site will be informed of the location of asbestos-containing materials before any work commences.

The school will ensure asbestos is monitored and managed in accordance with current legislation and guidance.

## **8. Young People on Work Experience or Placement**

The school recognises its duty of care to young people on work experience, placements or apprenticeships.

Arrangements will include:

- a specific risk assessment taking account of age, experience and individual needs
- an appropriate induction covering health and safety and safeguarding
- suitable supervision and support
- tasks that are appropriate and safe

Any concerns must be reported immediately to the Headteacher or *Nicola Kowalczyk*.

## 9. First Aid and Medical Needs

The school will comply with the **Health and Safety (First Aid) Regulations** and will ensure that:

- sufficient trained first aiders are available
- first aid equipment is accessible and maintained
- arrangements are in place for pupils with medical needs

Further detail is contained in the school's **First Aid Policy**.

## 10. Emergency Procedures

The school maintains clear procedures for emergencies, including:

- fire evacuation
- lockdown
- serious incidents

Fire drills and other emergency practices are carried out regularly. Equipment and systems are inspected and maintained in accordance with legal requirements.

## 11. Safeguarding, Security and Site Safety

Health and safety arrangements support and complement the school's safeguarding responsibilities.

Measures include:

- controlled access to the site
- visitor management procedures
- supervision arrangements
- staff training in safeguarding and health and safety

Safeguarding procedures are detailed in the **Safeguarding and Child Protection Policy**.

## 12. Accidents, Incidents and Reporting

All accidents, incidents and near misses must be reported in accordance with school procedures.

The school will:

- investigate incidents appropriately
- take action to prevent recurrence
- comply with RIDDOR reporting requirements where applicable

## 13. Monitoring, Audit and Review

Health and safety performance will be monitored through:

- regular inspections
- audits
- incident analysis
- staff and governor oversight

This policy will be reviewed **annually** or sooner if required by changes in legislation or following significant incidents.

## 14. Approval and Review

**Approved by:** Governing Body of St Mary's CE Primary School

**Date:** September 2026

**Next review:** September 2027