

St Thomas More Catholic Primary school, Saffron Walden



HEALTH AND SAFETY POLICY

Policy No. STM-001

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HEALTH AND SAFETY POLICY

1. PREFACE

1.1

At **St Thomas More Catholic Primary School**, we are committed to providing a safe, healthy and nurturing environment in which all members of our school community can learn, work, pray and flourish. Our commitment to health and safety reflects our Catholic ethos, recognising the dignity and value of every individual as a child of God.

1.2

This policy outlines the school's arrangements for meeting its duties under the **Health and Safety at Work etc. Act 1974**, associated regulations, and relevant guidance issued by the Department for Education (DfE).

1.3

The Governing Body, Headteacher, staff, pupils, volunteers, contractors and visitors all share responsibility for maintaining a safe and healthy school environment. While overall responsibility rests with the Governing Body and Headteacher, health and safety is everyone's responsibility.

1.4

Detailed procedures relating to specific areas of health and safety are contained within supporting policies, risk assessments and operational procedures.

1.5

Failure to comply with this policy, school procedures, or relevant health and safety legislation may result in disciplinary action and, where applicable, legal consequences.

2. STATEMENT OF INTENT

2.1

The Governing Body is committed to ensuring, so far as is reasonably practicable:

- The health, safety and welfare of all pupils, staff, volunteers and visitors.
- Safe and suitable premises and equipment.
- A culture where health, safety, safeguarding and wellbeing are promoted and valued.
- Compliance with all relevant health and safety legislation and guidance.

2.2

The school will seek to protect all persons who may be affected by its activities, including contractors, parents, parish representatives, community groups and members of the public.

2.3

The school recognises that effective health and safety management contributes positively to educational achievement, staff wellbeing and the wider mission of the school.

2.4

The Headteacher, supported by senior leaders and Governors, will ensure that suitable arrangements are in place to implement and monitor this policy.

3. OBJECTIVES

To achieve the aims of this policy, the Governing Body and Leadership Team will:

a)

Provide and maintain a safe, healthy and secure learning and working environment.

b)

Ensure that all staff understand their health and safety responsibilities and receive appropriate information, instruction, supervision and training.

c)

Promote a positive culture of health, safety and wellbeing throughout the school community.

d)

Maintain suitable arrangements for safeguarding, first aid, fire safety, educational visits and emergency planning.

e)

Ensure that hazards are identified, risks are assessed and appropriate control measures are implemented.

f)

Consult and communicate effectively with employees and their representatives on health and safety matters.

g)

Provide and maintain safe equipment, premises and systems of work.

h)

Encourage pupils to develop an understanding of personal safety and responsibility for themselves and others.

i)

Monitor, review and continually improve health and safety performance.

4. ORGANISATION AND RESPONSIBILITIES

4.1 The Governing Body

The Governing Body will:

a)

Ensure that suitable health and safety arrangements are in place and effectively implemented.

b)

Provide adequate resources to fulfil health and safety obligations.

c)

Monitor the effectiveness of this policy through regular reporting and review.

d)

Ensure that statutory inspections, maintenance and testing are completed.

e)

Receive at least annually health and safety updates from the Headteacher.

4.2 The Headteacher

The Headteacher has day-to-day responsibility for health and safety and will:

a)

Implement and monitor this policy throughout the school.

b)

Ensure compliance with all health and safety legislation and guidance.

c)

Ensure suitable risk assessments are completed and regularly reviewed.

d)

Provide appropriate induction, training and supervision for staff.

e)

Investigate accidents, incidents and near misses and take appropriate action.

f)

Ensure emergency procedures are established, communicated and practised.

g)

Manage health and safety arrangements relating to contractors and visitors.

h)

Promote staff wellbeing and monitor workplace health and welfare.

4.3 Health and Safety Coordinator / Premises Manager

The Health and Safety Coordinator (or designated member of staff – Premises Manager) will:

a)

Support the Headteacher in implementing health and safety arrangements.

b)

Maintain health and safety records and documentation.

c)

Coordinate accident reporting and investigation procedures.

d)

Monitor the condition of the premises and report hazards.

e)

Oversee first aid arrangements and emergency preparedness.

f)

Assist with health and safety inspections and audits.

4.4 All Staff

All employees have a duty to:

a)

Take reasonable care of their own health and safety and that of others.

b)

Cooperate with the school in meeting its statutory obligations.

c)

Follow school policies, procedures and risk assessments.

d)

Report hazards, defects, accidents and concerns promptly.

e)

Use equipment safely and only for its intended purpose.

f)

Promote safe behaviour among pupils.

g)

Contribute to a positive culture of health, safety and wellbeing.

4.5 Teachers and Support Staff

Teachers and support staff are responsible for:

a)

Maintaining a safe classroom and learning environment.

b)

Supervising pupils effectively.

c)

Ensuring activities are appropriately risk assessed.

d)

Reporting safeguarding, welfare or health and safety concerns immediately.

e) Any other aspect of supervision and work, in line with their job description

4.6 Pupils

Pupils are expected to:

a)

Follow school rules and safety instructions.

b)

Act responsibly and consider the safety of others.

c)

Use equipment appropriately.

d)

Report hazards, accidents or concerns to a member of staff.

5. CONSULTATION AND COMMUNICATION

5.1

The school recognises the importance of consulting employees on health and safety matters.

5.2

Staff are encouraged to raise concerns and suggestions through staff meetings, health and safety inspections, line management meetings, trade union safety representatives or directly with the Headteacher.

5.3

Health and safety information will be communicated regularly to staff, pupils, Governors and relevant stakeholders.

6. ARRANGEMENTS FOR HEALTH AND SAFETY

6.1 Risk Assessments

The school will undertake suitable and sufficient risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**.

Risk assessments will be:

- Reviewed regularly.
- Updated following significant changes.
- Shared with relevant staff.
- Monitored to ensure control measures remain effective.

6.2 Accident Reporting and Investigation

a)

All accidents, incidents, dangerous occurrences and near misses must be reported promptly.

b)

Accidents involving pupils, staff or visitors will be recorded in accordance with school procedures.

c)

Where required, incidents will be reported under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.

d)

Investigations will be undertaken to identify causes and prevent recurrence.

6.3 Fire Safety and Emergency Procedures

a)

The school will maintain appropriate fire detection, alarm and firefighting systems.

b)

Emergency evacuation procedures will be displayed throughout the school.

c)

Fire and lockdown drills will be conducted at least once each term.

d)

The designated assembly point is the **Lower Playground**.

e)

If the school premises become unusable, the designated emergency evacuation and reunification site will be **RA Butler School**.

f)

All staff, pupils and visitors must comply with emergency procedures.

6.4 Educational Visits

All educational visits and off-site activities will be planned and managed in accordance with the school's Educational Visits Policy and relevant risk assessments.

6.5 Premises and Site Security

The school will maintain secure and well-maintained premises by:

- Controlling access through designated entrances.
- Operating visitor sign-in procedures.
- Ensuring visitors and staff wear identification where appropriate.
- Conducting regular site inspections.
- Monitoring contractors whilst on site.

6.6 Wellbeing

The school recognises that positive physical and mental wellbeing contributes significantly to health and safety.

The school will:

- Promote staff wellbeing.
- Encourage healthy working practices.
- Provide appropriate support for employees experiencing health-related difficulties.

- Foster a caring and supportive environment.

7. FIRST AID

a)

The school will maintain adequate and appropriate first aid provision.

b)

A sufficient number of staff will be trained in first aid, including paediatric first aid where required.

c)

First aid equipment will be readily available and regularly checked.

d)

All first aid treatment and injuries will be recorded in accordance with school procedures.

e)

Parents or carers will be informed of significant injuries or medical concerns involving pupils.

8. CONTRACTORS AND VISITORS

a)

The school will ensure that contractors are competent and able to carry out their work safely.

b)

Contractors and visitors will be informed of relevant emergency and safeguarding procedures.

c)

Appropriate monitoring arrangements will be in place whilst contractors are working on site.

9. MONITORING AND REVIEW

9.1

The Headteacher will monitor the implementation and effectiveness of this policy.

9.2

The Governing Body will review health and safety performance annually.

9.3

This policy will be formally reviewed every year, or sooner if there are:

- Changes in legislation.
- Significant changes to school activities or premises.
- Recommendations arising from incidents, audits or inspections.

10. ASSOCIATED POLICIES

Lockdown, fire safety, safeguarding and child protection, staff and governor code of conduct