

St Richard's CE Primary School



Health & Safety Policy

This policy was last reviewed:	Autumn 2025
This policy will be reviewed again:	Autumn 2026
This policy will be reviewed by:	Resources Committee
Statutory policy?:	Yes
Source:	Governing Body

St Richard's CE Primary School

HEALTH AND SAFETY POLICY

2025-26

This policy should be read in conjunction with the school COSHH policy. The governors and Head Teacher recognise the responsibilities for ensuring a safe and healthy working environment for all pupils, staff and visitors.

The support of all employees is essential if high standards of safety are to be achieved. Employees must be familiar with the relevant health and safety policy statements.

INDIVIDUAL RESPONSIBILITY

All staff are responsible for helping maintain a safe working environment. When we are at work the 'Health and Safety at Work Act' places legal obligations on us all. These are summarised below.

- (a) Take reasonable care of your own health and safety and that of other people who could be affected by your actions or failure to act safely.
- (b) Only use work equipment, dangerous substances, means of transport or safety devices in accordance with training and instructions.
- (c) Not to interfere with or misuse anything provided for your health, safety and welfare.
- (d) Co-operate with the Managers, Safety Advisors and other members of staff with risk assessment responsibilities to ensure that all reasonable hazard control measures are implemented in your workplace.
- (e) Immediately inform any of the people mentioned in the previous paragraph, of any work situation that might present a serious and imminent danger to you, your colleagues, visitors or members of the public.
- (f) Report any shortcomings in the health and safety arrangements even when no immediate danger exists.

GOVERNORS' AND SENIOR LEADERS' RESPONSIBILITY

Governors and senior leaders will ensure that the health and safety policy and procedures are implemented in school amongst the staff for which they are responsible.

It is the responsibility of the Leadership team to ensure that:

- (a) Specific risk assessments are carried out
- (b) They challenge staff who may be acting contrary to safety procedures or fail to comply with safe practices.
- (c) They make clear any duties which have been delegated to members of staff.
- (d) New employees and temporary staff receive safety information.
- (e) The health and safety training needs of existing staff are assessed to source the relevant training.
- (f) Minor accidents are recorded in the accident book.
- (g) Serious accidents (eg head injuries) resulting in injury to staff or pupils for whom they are responsible are reported to LBRT using the Council's Online reporting system.
- (h) Arrangements are in place for all defective equipment, machinery, tools or vehicles to be labelled as such, taken out of service and reported to the relevant maintenance contract manager (as detailed in Section 3 of this Policy).
- (i) The overall level of risk in school is assessed and that an adequate number of trained first aiders exist to provide first aid cover arrangements, and that current First Aid at Work certificate holders receive update training before the certificate expiry date.
- (j) We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

SCHOOL BUSINESS MANAGER'S RESPONSIBILITY

The governors have delegated to the School Business Manager the day-to-day health and safety management of the school, with particular regard to those matters of premises administration and maintenance, required by the Council's Health and Safety Policy and with particular reference to the Safe Places risk register.

Specific Duties

1. Premises Security & Visitor Control

To ensure that appropriate action is taken to control access to the premises, to prevent unauthorised access and vandalism, where such is likely to cause risks to the health and safety of the premises' occupants.

2. Control of Contractors and Building Maintenance

- (a) **Minor Repairs / Defects**
To ensure necessary action e.g. raising Purchase Orders, for minor repairs are carried out, and defects remedied. If required, initially assessing priority and subsequently taking follow up action to hasten remedial action.
- (b) **Major Works**
Acting as the liaison officer / contact for the premises as follows:
- (i) **Planning Stage**
To ensure that those supervising the projected work are aware of the nature of the undertaking carried out in the premises, and aware of any foreseeable hazards arising from the projected work.
- (ii) **Prior to work commencing**
To ensure precautionary measures, as necessary, are taken to segregate the work activity from the occupants of the premises. Subsequently ensuring the measures are maintained, as the work progresses. Ensuring occupants are adequately briefed / warned of the projected work, and any changes in routine activities that will affect their health and safety.
- (iii) **During work**
To ensure effective monitoring of precautionary measures (see (ii) above). Notify the supervising Headteacher of any health and safety problems. Carrying out any routine communication / liaison with Contractor supervisor as necessary. A Permit to Work will be issued by the school's surveyor if required.
- (iv) **Post Work**
To ensure notification to the Headteacher of any incomplete / unsatisfactory aspects of work carried out.
- (c) **Asbestos**
To ensure that the asbestos survey and risk assessment is:
- Kept up to date.
 - Reviewed regularly.
 - Available to all staff and contractors and ensure that all monitoring is carried out in accordance with the Asbestos risk assessment. Any deterioration or discrepancy should be notified to the Health and Safety Department without delay.
- (d) **Legionella**
To maintain compliance with legionella legislation and procedures.
To ensure that the legionella management of the school is effectively implemented.
- (e) **Hazards in the Workplace**
To ensure that where actual or potential hazards are identified action is taken to make the situation safe. Taking advice where appropriate from the Health and Safety Unit.

Initiating remedial action. Advising contractor of any known hazards they may encounter while undertaking works.

(f) **Health and Safety File**

To ensure that an up-to-date Health and Safety file is available to all staff and contractors. This will contain up to date risk assessments and H&S records are kept on the school server.

3. Fire Precautions

- (a) To ensure that arrangements are in place for the safe evacuation of staff and visitors, and where necessary to appoint fire marshals and deputy fire marshals.
- (b) To ensure that fire evacuation procedures are on display in all rooms.
- (c) To ensure that access is available for contractors for the maintenance of fire alarms and fire fighting appliances.
- (d) To ensure that the Fire Safety Risk Assessment is kept up to date including record keeping of all fire drills, maintenance of fire fighting equipment, fire alarms, and action any remedial work as necessary.
- (e) To activate the alarm once a term to practise evacuation.

4. First Aid

To ensure first aid boxes are sufficient and suitable.

5. Reporting

To ensure the Head Teacher and Governors are informed of any Health and Safety issues.

Signed.....*Heather Clabon*.....

Chair of Governing Body

Dated

This policy is monitored by the Governing Body and will be reviewed annually.
Next review date Autumn Term 2026.