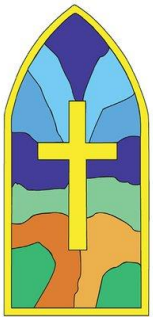
St Mary and St Thomas CE Primary School



Health and Safety Policy Manual

Policy Date: 1st September 2026

Review Date: September 2027

Part of the Three Saints Academy Trust

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1. Statement of intent

At St Mary and St Thomas CE Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

Headteacher (Mrs N Parry) _____ Date: _____

Chair of Trust _____Amy Bradley

Date: _____

2. Roles and responsibilities

The Academy Trust is legally responsible for health safety and welfare of staff, students and others at the school, under the Health and Safety at Work Act.1974.

As the employer, the Academy Trust takes all reasonable measures to ensure that school premises and equipment on the premises are safe to use. They are responsible for determining and approving the Health and Safety Policy, ensuring that resources are directed to implementing the policy and for complying with any directions given by the local council or other relevant authority concerning the health and safety of persons in school, or on school activities elsewhere.

The Head Teacher has overall responsibility within school, including day-to-day health and safety management and the implementation of the Health and Safety Policy. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and that they have access to detailed and specific regulations affecting their work. In particular head teachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

2.1. The Academy Trust, in conjunction with the Head Teacher will:

- Ensure they provide a safe place for all users of the site including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.

- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Review this policy and its effectiveness annually in conjunction with MEH Consultants, the external Health and Safety competent support provider retained by the school.

2.2. The Head Teacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented by safety responsible persons and other persons at the school.
- Liaise and communicate with the external Health and Safety competent support provider who will assist in ensuring the school meets its health and safety duties and responsibilities. The nominated external competent person is James Heath of MEH Consultants Ltd.

2.3 The external Health and Safety competent support will:

- Assist with the creation and implementation of this policy.
- Conduct annual audits at the school in order to determine strengths as well as areas to improve.
- Assist in investigating accidents and incidents, to understand causes and amend risk assessments where required.
- Be the designated contact with the Local Authority and the Health and Safety Executive where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by reviewing risk assessments and conducting premises inspections.

2.4 Senior Leadership Team will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their area, and for areas of responsibility delegated by the Head Teacher.

- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

2.5 Class Teachers will:

- Exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- Give clear instructions and warnings as often as necessary.
- Follow safe working procedures.
- Enforce the use of protective clothing, goods, special safe working procedures.
- Make recommendations on safety equipment and on additions or improvements to equipment or machinery.
- Regularly to check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.,) and to report any defects to the relevant person.

2.6 Site Manager / Caretaker will:

- Identify and manage the need for maintenance and repairs throughout the school premises.
- Carrying out basic repairs if competent and authorised to do so.
- Managing access to the premises and maintaining security during term and holiday periods.
- May be required to carry out cleaning duties or supervising the cleaning team.
- Encourage health and safety around the school and always work with own and other's safety in mind.
- Supervise and control external contractors undertaking works at the school.

2.7 All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with the Trust and the School on health and safety matters.
- Carry out their work in accordance with training and instructions.

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety including relevant risk assessments.
- Avoid any conduct which puts themselves or others at risk.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Report any defects in equipment or facilities to the relevant manager or Head teacher.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Exercise good standards of housekeeping and cleanliness.

2.8 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3 Arrangements

3.1 Site security

The Headteacher and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

External key holders have been appointed and will respond to an emergency.

3.2 Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

- Emergency evacuations are practised at least once a term.
- The fire alarm is a loud wailing sounder.
- Fire alarm testing will take place once per week and is conducted by the Caretaker.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the nominated assembly points that they are assigned to around school.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher or SLT will check the register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements (PEEP) in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

3.3 COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Managerand circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

3.3.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained in line with statutory requirements.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

3.3.2 Legionella

- A water risk assessment has been completed. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the

school's water log book.

- This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by;
    - monthly checks of hot and cold water temperatures for identified water outlets that are recorded by the Caretaker.
    - Weekly flushing of infrequently used taps as determined by the risk assessment.
    - Whole water system flushing after periods of school shutdowns and holidays.

3.3.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

3.4 Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions and statutory requirements. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

3.4.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Site Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Regular portable appliance test (PAT) will be carried out by a competent person.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

3.4.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Caretaker.
- PE Equipment checked by a competent party at least annually in line with statutory requirements.

3.4.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

3.4.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In

school, staff promote the responsible use of wheelchairs.

Oxygen cylinders, when required are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

3.5 Lone working

Lone working may include:

- Late working;
- Home or site visits;
- Weekend working;
- Site Manager duties;
- Site cleaning duties;
- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

3.6 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

3.7 Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

3.8 Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed for all off-site visits and activities. The school's competent Education Visits Coordinator (EVC) to coordinate this process.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

3.9 Lettings

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it. User will sign an agreement that will identify their responsibility for the safety and security of the building and occupants and specify where appropriate entry and exit routines and ensure that they can demonstrate their own valid liability insurance. Where appropriate, hirers to provide school with risk assessments and insurance certificate to demonstrate they are undertaking activities safely on the school grounds.

3.10 Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

School Violence Policy in place which details responsibilities and expectations within the school. Policy is reviewed regularly.

3.11 Smoking / vaping

Smoking and vaping is not permitted anywhere on the school premises.

3.12 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

3.12.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.

- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

3.12.2 Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

3.12.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

3.12.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly..

3.12.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

3.12.6 Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

3.12.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot- operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

3.12.8 Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

3.12.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

3.12.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined and published by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.13 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

3.14 Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

3.15 Accident reporting

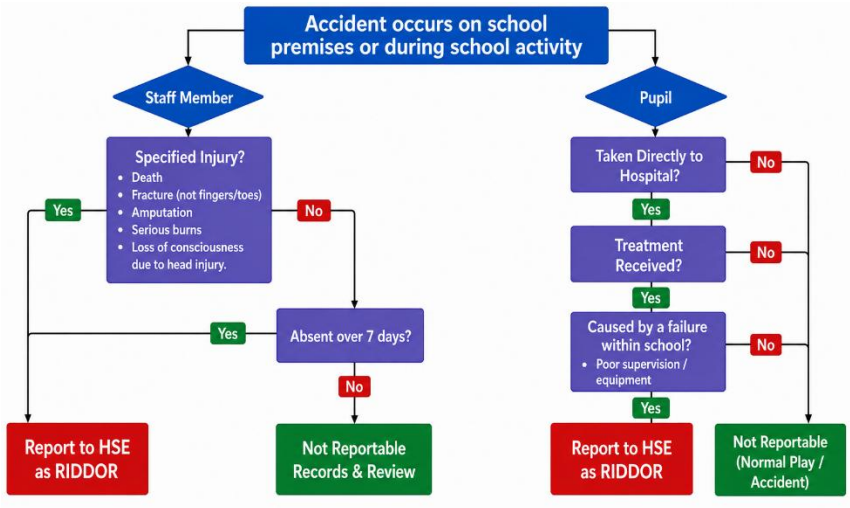
3.15.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.15.2 Reporting to the Health and Safety Executive

The Trust Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Is the accident RIDDOR Reportable?



The Trust Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries. These are:
    - Fractures, other than to fingers, thumbs and toes.
    - Amputations.
    - Any injury likely to lead to permanent loss of sight or reduction in sight.
    - Any crush injury to the head or torso causing damage to the brain or internal organs.
    - Serious burns (including scalding).
    - Any scalping requiring hospital treatment.
    - Any loss of consciousness caused by head injury or asphyxia.
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to a non pupil being taken to hospital.

3.15.3 Near Miss events

The school actively encourages the reporting of all near misses, as these incidents provide essential early warning signs of potential hazards. A near miss is any event that could have caused injury, illness, or harm but did not, either by chance or timely intervention. All staff must record near misses promptly and pass details to the Health & Safety Lead so that causes can be investigated, risks assessed, and preventative actions implemented. This proactive approach supports a safe environment for pupils, staff, parents, and visitors.

Near-miss events that do not result in an injury, but could have done are to be treated the same as an accident and investigated accordingly.

Examples of near-miss events relevant to schools include, but are not limited to:

- Child nearly struck by a falling classroom display board.
- Cleaning chemical left unattended in reach of pupil in EYFS.
- Staff member trips on uneven paving outside of classroom. But avoids falling.

3.15.4 Notifying parents

The Office Manager will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

3.15.5 Reporting to Ofsted and child protection agencies

The Headteacher will notify the HSE of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

3.16 Training

Our staff are provided with health and safety training as part of their induction process and throughout employment at the school.

Where appropriate, Staff who work in higher risk environments, such as the Caretaker or those who work with special educational needs (SEN) children, are given additional health and safety training.

3.17 Monitoring

This policy will be reviewed by the Headteacher, School Business Manager and Site Manager every year. At every review, the policy will be approved by the Head Teacher and Trust board.