Saint Patrick's Catholic Primary School

Our Mission in Saint Patrick's is to develop each child's talents potential in a caring Catholic community inspired by the teachings of Jesus Christ.

SAFEGUARDING – Keeping ALL of our children safe

HEALTH AND SAFETY POLICY
2026-2027

Saint Patrick's Catholic Primary School fully recognises its responsibilities for child protection.

1. PURPOSE OF POLICY

To provide a safe and healthy working and learning environment for pupils, staff and visitors in accordance with Section 2 of the Health and Safety at Work Act 1974 and associated Management of Health and Safety at Work Regs. 1999.

This policy should be read alongside the following other school policies:

* Anti Bullying Policy * Behaviour Policy * Child Protection Policy * Educational Visits Policy * Equality Policy * E-Safety Policy * Escalation Policy * Freedom of Information Policy * Health and Safety Policy * Home School Agreement * Intimate Care Policy * Medical Needs and Administering Medicine Policy * Mission Statement * Positive Mental Health and Wellbeing Policy * Safer Recruitment Policy * Social Networking Policy * Staff Code of Conduct * Whistleblowing Policy * Young Carers Policy*Allergy Safety Policy

In addition, all staff will have read and understood Part 1 of the latest version of *Keeping Children Safe in Education*, (KCSiE), September 2026.

To fully discharge Governors responsibilities under the above Acts and Regs. To:-

- Secure the health of pupils, staff and others legitimately using the school premises or participating in school sponsored activities.
- Take all reasonable steps to -
    - Identify hazards
    - Reduce risks to a minimum.
    - Ensure staff, pupils and visitors understand their own role and the part they play in ensuring their own safety within the school.
- Ensure teachers, staff and governors have the appropriate skills, knowledge and aptitudes to actively support a safe learning environment.
- That clear, correct and understood procedures and documentation to support a healthy and safe school are in place and are followed

In order to achieve this the Governing Body will ensure that the school will -

- Apply safe working and learning practices for all pupils, staff and visitors in school and on approved school sponsored activities.
- Designate a named member of staff and deputy, responsible for Health and Safety and provide appropriate training, resources and support.
- Designate a named governor responsible for Health and Safety who will make him/herself familiar with the LA Health safety and Welfare Policy and guidance.
- Carry out all required risk assessments timeously and effectively and ensure they are acted on
- Have an effective, up to date Emergency Plan which is regularly rehearsed and findings acted upon
- Set out clear procedures to deal with all Health and Safety issues and maintain all records in line with the Data Protection Act.
- Make all members of staff and all volunteers aware of their responsibilities in Health and Safety and ensure they have required training
- Align all relevant policies

- Maintain effective links and working arrangements with all relevant agencies and provide information to the LEA as required
- Carry out an Annual Health and Safety inspection.
- Inform parents and guardians of the health and Safety responsibilities placed on the school and how the school will discharge these.

2. MONITORING AND REVIEW

- The Nominated Health and Safety Governor will meet formally with the nominated member of staff and/or deputy once a year to :
    a. Review records on H&S training, documentation etc. including a selection of Risk Assessments etc.
    b. Carry out a Health and safety walk round of buildings and grounds.
    c. Review the operation of and results from rehearsals of the Emergency Plans
- The Health and Safety Governor will report on the effectiveness of the Health and Safety Policy to the Full Governing Body each year
- The Head Teacher will report on Health and Safety to the full governing body annually at their July Meeting
- The Health and Safety policy will be reviewed annually in July following the HT report.

3. POLICY REVIEW

The Governing Body will undertake an annual review of the Health and safety policy and procedures and will remedy any deficiencies and weakness found without delay.

Date of next review: September 2027

APPENDIX 1

Saint Patrick's Catholic Primary School

HEALTH AND SAFETY RESPONSIBILITIES

THE DUTIES OF THE HEADTEACHER

1. The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
2. The Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA policy statement on health, safety and welfare These are;

    1) To manage the school's staff, site and activities so that the health, safety and welfare
    2) of all those involved is secured;
    3) To comply with Governors Health and Safety Policy and duties under the Local Management of Schools Scheme;
    4) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body; and specifically –
        a) To assess and record all significant risks to staff, pupils, visitors, contractors and
        b) hirers and to ensure that they are controlled as far as is reasonably practicable;
        c) To develop and distribute school-specific policies on local health and safety issues;
        d) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
        e) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LEA and school health and safety procedures;
        f) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
        g) To arrange routine maintenance and servicing of equipment through the LEA mechanism or other competent means;
        h) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
        i) To investigate all accidents, near misses and episodes of work-related ill-health;
        j) To monitor and evaluate the health and safety performance of staff;
        k) To have and practise **emergency and contingency plans**;
        l) To provide the means for consultation with staff on health and safety matters;
        m) To supply an annual health and safety performance report of standard indicators to the Governing Body.

THE DUTIES OF SUPERVISORY STAFF

3. In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LAs policy statement on health, safety and welfare and the Governors Health and Safety Policy
4. As part of their day-to-day responsibilities they will ensure that:

    a) safe methods of working exist and are implemented throughout their area of responsibility;
    b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
    c) staff, pupils and others under their jurisdiction are instructed in safe working practices;
    d) new employees working within their area are given instruction in safe working practices;
    e) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
    f) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary and positive, corrective action is taken where required to ensure the health and safety of all staff, pupils and others;
    g) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
    h) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

i) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
j) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
k) all health and safety information is communicated to the relevant persons
l) they report any health and safety concerns to the Headteacher.

THE DUTIES OF ALL MEMBERS OF STAFF

5. All staff are expected to familiarise themselves with the health and safety aspects of their work and have a responsibility to:
    a) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
    b) follow agreed working practices and safety procedures;
    c) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
    d) ensure health and safety equipment is not misused or interfered with.
    e) ensure hot drinks are securely covered at all times, and that open mugs are **only** used in designated areas, such as the staff room and offices, where pupils are not present.

HIRERS, CONTRACTORS AND OTHERS

6. The Headteacher will ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
7. When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain safe practices.
8. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of Health and Safety , the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
9. When the premises are hired to persons, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with the School Health and safety Policy and Procedures and its requirement, and that they comply with all safety directives Further, they will not, without the prior consent of the Governing Body:
    a) introduce equipment for use on the school premises;
    b) alter fixed installations;
    c) remove fire and safety notices or equipment;
    d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
10. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
11. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site. The Governing Body via the Headteacher will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

STAFF CONSULTATIVE ARRANGEMENTS

12. The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

EMERGENCY PLANS

13. The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will be agreed by the **Governing Body** and be regularly rehearsed by staff and pupils. The results of these rehearsals will form part of the regular risk assessment survey and the outcome will be reposted to the Governing Body
14. The plan will indicate the actions to be taken in the event of a major incident (s) so that everything possible is done to ensure the following(this sequence will determine the priorities in the plan)
    a) save life;
    b) prevent injury;

c) minimise loss.

SPECIFIC PROCEDURES

15. The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances. All staff will be informed about these procedures.
16. The written procedures required within the school are as follows:
    a) Storage and administration of medicines.
    b) Provision of first aid and supporting pupil's medical needs.
    c) Fire, emergency evacuations and testing of alarms. Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.
    d) Off site visits, including school led adventure activities.
    e) School security, including school led adventure activities
    f) Training of staff in health and safety, including competence in risk assessment.
    g) Manual Handling
    h) Reporting of accidents, incidents, hazards and near misses including those reportable under Reportable Injuries, Diseases and Dangerous Occurrences (RIDDOR)
    i) Dealing with health and safety emergencies.
    j) Maintenance /examination/ testing of electrical equipment, pressure systems, gas appliances.

- *Unexpected loss of utilities.*
- *Management of asbestos*
- *Control of Substances hazardous to health*
- *Use of dangerous tools, equipment, machinery*
- *Use of or exposure to any hazardous substances or materials*
- *Maintenance of dangerous plant and equipment and electrical systems*
- *Access to any height liable to cause injury*
- *Lone working*
- *Selecting and controlling Contractors*
- *Out-of-hours use of school buildings and facilities*
- *Vehicular movements on site*
- *Slips, trips and falls*
- *Violence to staff*