



St Hilda's C.E. Primary School

Health and Safety Policy

2025 - 26

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of St Hilda's CE Primary School

Our statement of general policy is to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International Standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate) including such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- ensure safe handling, use, storage and transport of articles and substances;
- provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- ensure all employees are competent to do their tasks;
- prevent accidents and cases of work-related ill health;
- make arrangements within the school for the reporting of all accident / violent incidents to the Local Authority Health, Safety and Wellbeing Service, as required;
- make positive arrangements for fire evacuation, First Aid and other emergency situations;
- provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, drainage, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- maintain safe and healthy working conditions;
- review and revise this policy as necessary and at regular intervals;

Signed: E. A. Scoltock
Chair of Governing Board

Date: 1st September 2025

Review Date: September 2026

Roles and Responsibilities

Voluntary Aided School

Overall and ultimate responsibility for Health and Safety in schools is that of the employer i.e. the Governing Board.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher.

The Assistant Executive Director of Children, Young People and Families with the assistance of the Governing Board shall:

- ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- ensure so far as is reasonably practicable the health, safety and welfare of pupils in school and on off-site visits;
- ensure so far as is reasonably practicable the health, safety and welfare of visitors to school, and volunteers involved in any school activity;
- guide and monitor the Headteacher to ensure that he / she keeps health and safety as a high priority in the day-to-day management of the school;
- obtain an annual appraisal of the safety performance of the school and make available this information to parents, as required;

The Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall, so far as is reasonably practicable ensure:

- the Health and Safety Policy is implemented and adhered to at all times;
- all members of staff know, understand and accept their health and safety duties and responsibilities;
- that in his / her absence, any or all health and safety duties are delegated as appropriate;
- adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- the Governing Board is advised of health and safety implications when undertaking the management of the school budget;
- all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and during educational visits, as appropriate;
- all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- accidents / violent incidents are recorded and where necessary, investigated and reported to the Local Authority Health, Safety and Wellbeing Service, as soon as possible and also reported to the Governing Board in the Headteacher's Report. In the event of a major injury, the Chair of the Governing Board shall be informed immediately;
- a record is kept of any contagious disease that is contracted, and all acts of violence and bullying, and that this is reported to the Governing Board as appropriate;
- fire procedures are planned and rehearsed at least once per term;
- lockdown procedures are planned and rehearsed at least once per academic year;
- fire equipment, fixtures and exits are checked periodically and maintained in working order;
- adequate welfare facilities are provided and maintained for staff and pupils;
- periodic safety inspections of the school are carried out;
- there is consultation with the staff safety representative on matters of health, safety and welfare;
- contractors working in the school report to him / her before work commences to ascertain work details and agree safety procedures or where appropriate delegate this responsibility to the Premises Manager;
- there is an annual appraisal by a representative from the Local Authority of the school's health and safety performance;
- risk assessments are undertaken and reviewed as appropriate;
- this policy is reviewed and revised on an annual basis;

The Premises Manager

The Premises Manager is responsible for the day-to-day maintenance of the school and shall, so far as is reasonably practicable:

- ensure the Health and Safety Policy is implemented and adhered to at all times;
- ensure that any work that has health and safety implications is prioritised;
- report any concerns regarding unresolved hazards in school to a member of the Senior Leadership Team immediately;
- ensure that all work under their control is undertaken in a safe manner;
- carry out daily checks of the grounds and building to spot any disrepair or other hazards such as broken glass etc including play areas;
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling;
- carry out a weekly test of the fire alarm;
- carry out other routine checks i.e. emergency light tests, ladder checks, fire extinguishers, Legionella testing as and when scheduled;
- carry out maintenance and minor repair work safely;
- monitor communal areas;
- ensure all contractors access induction and are shown the relevant risk assessments, asbestos records and made aware of any fragile roofs or other hazards in the areas where they will be working;
- fully co-operate with health and safety arrangements during larger building projects;
- ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;

In addition, union-appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and carry out safety inspections at a rate of one inspection per quarter.

Teaching and Non-teaching Staff

All teaching and non-teaching staff shall, where appropriate and so far as is reasonable practicable:

- ensure Local Authority and school policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- in the case of an injury, arrange for suitable First Aid treatment, investigate the accident that caused the injury and record the details on the appropriate documentation;
- ensure all classroom-based activities are carried out in a safe and healthy manner as set out in relevant risk assessment(s);
- ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- ensure pupils are adequately supervised at lunchtimes;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- appropriately risk assess the environment in which they will be working, with or without pupils;
- ensure that clothing and footwear do not pose an additional risk when carrying out their duties;
- ensure that whilst transporting pupils by car, appropriate restraints are worn and Local Authority guidelines are followed;
- ensure that when supervising educational visits (whether on or off-site) sufficient research, planning, precautions and supervision are undertaken as laid down in Local Authority guidance;
- ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare;
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- know that further support and advice on health and safety is available through the designated conference;

Pupils

All pupils are required to:

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to a member of teaching or non-teaching staff;

Implementation

Health and Safety Risks Arising from Work Activity

- Risk assessments are undertaken by all staff as required.
- The findings of the risk assessments are reported to the Headteacher and the Governing Board, as required.
- Action required to remove / control risks requires approval by the Headteacher and Governing Board.
- The Headteacher is responsible for ensuring the action required is implemented.
- The Premises Manager checks that the implemented actions have removed / reduced the risks.
- Assessments are reviewed annually or when the work activity changes, whichever is soonest.

Consultation with Employees

- Employee representative(s): Trish Burton
- Consultation with employees is provided through staff meetings and phase meetings, where appropriate.

Safe Plant and Equipment

- All staff are responsible for identifying all equipment plant needing maintenance.
- The Premises Manager is responsible for ensuring effective maintenance procedures are drawn up.
- The Premises Manager is responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Premises Manager.
- The Premises Manager checks that new plant and equipment meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on school premises and where appropriate, residual current devices should be used with all electrical equipment.

Safe Handling and Use of Substances

- The Premises Manager is responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- The Premises Manager is responsible for undertaking COSHH assessments when not provided by the supplier.
- The Premises Manager is responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the National Curriculum is carried out in accordance with guidance and hazard cards produced by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Service).
- The Headteacher is responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Premises Managers checks that new substances can be used safely before they are purchased.
- Assessments are reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the Main Office and in the staffroom.
- Health and Safety advice is available from:
The Health and Safety Central Team
Oldham Council
Chadderton Town Hall
Middleton Road,
Oldham, OL9 6PP
Tel: 0161-770 3165
- Supervision of young workers / trainees is arranged / undertaken / monitored by their mentor, Headteacher and the Governing Board.
- The Headteacher and the Governing Board are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for Tasks and Training

- Induction training is provided for all employees by the Headteacher or another member of the Senior Leadership Team or the School Business Manager.
- Job-specific training is provided by identified line managers.
- Training records are kept by the School Business Manager and located in the Main Office.
- Training is identified, arranged and monitored by the Headteacher and Deputy Headteacher.

Accident, First Aid and Work-Related Ill-Health

- There is a three-year rolling cycle for Paediatric First Aid Training. The vast majority of staff are PFA trained.
- Two staff members - Jacqueline Robinson and Ashraf Ahmed - are trained in Adult First Aid.
- The First Aid Room is situated at the main entrance. There is at least one First Aid box on each floor.
- A list of the names of pupils who have specific medical requirements e.g. Asthma, epilepsy, is kept in the First Aid room and on the school's MIS.
- Children who are asthmatic are required to keep a spare inhaler in school.
- The school requires written parental consent before any form of medication can be administered.
- Medication may be administered **only** in an emergency situation, if it is critical to the preservation of life and the Headteacher has prior knowledge about the child's medical condition. Any medication of this nature is kept in a secure location and all relevant staff are informed and advised how to access.
- Staff administering medication in an emergency **must** be fully trained to do so.
- All accidents, cases of work-related ill-health and violent incidents are recorded on an accident / incident report form (AIRS). Hard copies are available in the Main Office. Completed report forms are sent to the Local Authority Health and Safety Team within three working days, as required.

Monitoring

- To check working conditions and ensure our safe working practices and policies are being followed, the Headteacher / Premises Manager / Governing Board / Local Authority will:
 - carry out DAILY spot check visits;
 - conduct TERMLY workplace inspections;
 - conduct ANNUAL health and safety audits;
- The Headteacher and the Governing Board are responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness absences, with the support of HR if required.
- The Headteacher and Premises Manager are responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures - Fire and Evacuation

- The Headteacher is the Responsible Person for the building.
- The Governing Board is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Headteacher and Premises Manager are responsible for ensuring a Fire Action Plan has been completed.
- The Headteacher and Premises Manager are responsible for ensuring a fire evacuation procedure is in place.
- The Senior Leadership Team, School Business Manager, SENDCo and Premises Manager are appointed as fire wardens.
- Escape routes and exits are checked by Premises Manager daily.
- Fire extinguishers are maintained and checked once a year by an external company contracted by the Diocesan Board of Education (DBE) and checked monthly using internal systems.
- Alarms are tested six-monthly by an external company contracted by DBE and tested weekly by the Premises Manager.
- Emergency evacuation / fire drills are carried out termly.
- Records are kept by the Premises Manager and reported to the Governing Board by the Headteacher.

Visitors

- Any person visiting the premises is required to make an appointment prior to the visit.
- On entering the premises, visitors report to the Main Office and sign in using the electronic inventory system. Contractors fill out an additional form.
- All visitors are issued with a printed visitor badge with photographic ID which is to be worn for the duration of the visit.
- On departure, visitors sign out using the electronic inventory system.

Contractors and Safety

- Contractors are selected on the following basis:

Criteria	YES	NO
Cost	Y	
Production of company safety policy	Y	
Proof of Competence (e.g. production of qualification certificates	Y	
Reference	Y	
Any other criteria	Y	

- All contractors are required to attend a pre-start meeting with the Headteacher and any other relevant personnel e.g. Premises Manager, School Business Manager, in order for health and safety rules / information etc to be communicated.
- All contractors are required to sign in using the electronic inventory system and wear a printed visitor badge with photographic ID.
- Contractor equipment must not be left unattended or unsecure (long-term projects).
- Contractor activities must not present a hazard to others in the vicinity of the work.
- The Premises Manager is responsible for monitoring contractor activities whilst on site.

Educational Visits / Extra Curricular Activities

- The Headteacher is responsible for ensuring that the policy is followed. This policy adopts the Local Authority guidance set out on the Health, Safety and Wellbeing website under Educational Visits (Oldham Regulations and Guidelines for Educational Visits - ORGEV).
- The Educational Visits Coordinator is the Deputy Headteacher.
- All educational visits must be authorised by the Headteacher in advance.
- All Category C visits must receive LEA Approval.**
- LA Approval is required for the following types of visits:
 - residential;
 - overseas;
 - adventure activities;

Parental Consent

- We ask parent / carers to complete an annual trip consent letter covering the majority of trips and visits. This letter can be found in the Main Office.
- The Visit Leader will ensure that all the appropriate information relating to the trip e.g. arrival / departure times, clothing requirements, contact numbers etc is communicated to the parents of the children.
- Advice relating to educational visits can be obtained from:

Educational Visits Adviser

Castleshaw Centre

Waterworks Road

Delph OL3 5LZ

Tel: 01457 874276

- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid MOT certificates.

Movement of Vehicles

- Staff and visitors park their vehicles in the designated car park

School Security

- Refer also to arrangements for visitors.
- Security of the school is maintained by the Governing Board and the Premises Manager.

	YES	NO
Perimeter fencing	Y	
Duty Officers stationed within individual buildings		N
External Doors being locked during school hours	Y	
CCTV		N
Signposting	Y	
Security lighting	Y	
Other security measures (please give details)	Y	

Occupational Health Services and Stress

- Occupational Health services are provided by *Optima Health*.
- Any individual requiring their services will be referred in the first instance to Human Resources. A HR Adviser will then pass on details of the case to *Optima Health*, who will contact the individual concerned directly. Any individual suffering from work-related stress should follow the guidance set out in the Stress Policy.
- If a manager suspects that an individual maybe suffering from stress, he / she should follow the guidance set out in the Stress Policy (currently under review).

Asbestos & Legionella

- Asbestos and Legionella surveys are regularly undertaken. Copies of reports are available from the school and DBE. Reports are made available to all contractors.
- Once asbestos has been identified, a decision must be made as to whether the asbestos should be removed. If the asbestos is not deemed a risk due to its location and / or condition, the Headteacher will become responsible for its management.
- Asbestos training has been offered to all Headteachers.
- A monthly inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings are recorded. If any damage or flaking is noticed in an asbestos containing material (ACM), either during an inspection or otherwise, it should be reported immediately to the Premises Manager who will contact DBE.
- Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.
- The Premises Manager has the responsibility to monitor asbestos and carry out weekly and monthly checks of water service temperatures. Local records must be maintained on the Unity Weblog.
- Other checks (bi-annual/annual) will be carried out by appointed contractors as part of the school contract payments.

External Groups / Activities

- Particulars of the Health and Safety Policy and other health and safety information (escape routes / fire exits, alarm call points etc.) is communicated to external group representatives by the Premises Manager if the school premises is used for external group lettings / extra-curricular activities.
- All extra-curricular groups using school premises are required by law to abide by school health and safety rules.
- Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

Violent Behaviour, Bullying and Harassment

- Efforts are made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonize the situation.
- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto the playground, then a mobile telephone should be taken to ensure assistance could be summoned quickly in an emergency.

- If staff are entering an area where there have been previous incidences of violence and / or aggressive behaviour from third parties, the possibility of providing additional staff i.e. “doubling-up”, should be considered.
- All accidents, cases of work-related ill-health and violent incidents are recorded on an accident / incident report form (AIRS). Hard copies are available in the Main Office. Completed report forms are sent to the Local Authority Health and Safety Team within three working days, as required.
- The school responds to bad behaviour, bullying and harassment involving pupils through the Behaviour Policy. The school responds to bullying and harassment involving staff by following the LA policy and procedure.
- This policy is reviewed and updated annually.

Signed: *Patricia A. Bux* **Headteacher**

Date: 1st September 2025

Signed: *E. A. Scoltock* **Chair of Governors**

Date: 1st September 2025