HEALTH & SAFETY POLICY

St George's CE Primary School

Date of issue	September 2026
Policy owner	Executive Headteacher / Governing Body
Executive Headteacher	Mrs Sarah Rubin
Head of School	Mrs Lizzie Peters
Approved by	Governing Body
Date approved	_____
Next review	September 2027, or sooner if legislation/guidance changes

1. Health and Safety Policy Statement

St George's CE Primary School is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy environment for employees, pupils, visitors, volunteers, contractors and others who may be affected by the school's activities.

Our general policy is to:

- provide adequate control of health and safety risks arising from school activities;
- consult employees on matters affecting their health, safety and welfare;
- provide adequate resources for health and safety and meet relevant legal standards as a minimum;
- provide and maintain safe premises, plant, equipment and systems of work;
- ensure safe handling, use, storage and transport of articles and substances;
- provide appropriate information, instruction, training and supervision;
- ensure that staff undertaking health and safety functions are competent for those tasks;
- prevent accidents, incidents and work-related ill health so far as is reasonably practicable;
- maintain effective arrangements for first aid, fire safety, emergency response, security and evacuation/invacuation;
- record, investigate and report accidents and incidents as required;
- assess significant risks and implement proportionate control measures;
- protect pupils while allowing them to experience appropriate challenge, play, learning and educational visits;
- review this policy and associated arrangements regularly.

2. Legal framework and guidance

This policy is based on the Health and Safety at Work etc. Act 1974 and associated regulations and has regard to current Department for Education, Health and Safety Executive, Home Office and Salford City Council requirements and guidance.

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Control of Asbestos Regulations 2012.
- Regulatory Reform (Fire Safety) Order 2005.
- Manual Handling Operations Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Electricity at Work Regulations 1989.
- Equality Act 2010.
- DfE: Health and safety: responsibilities and duties for schools.
- DfE: Health and safety on educational visits.
- Keeping Children Safe in Education – current edition.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and current Home Office statutory guidance.

This policy should be read alongside the school's First Aid, Supporting Pupils with Medical Conditions and Asthma, Allergy Safety, Educational Visits, Fire/Emergency arrangements, Safeguarding, Behaviour, Charging & Lettings and relevant risk assessments.

3. Organisation and responsibilities

3.1 Employer and Governing Body

As a maintained school, the local authority is the employer and retains overall responsibilities arising from health and safety law. The Governing Body, Executive Headteacher and school leadership team discharge delegated responsibilities and ensure effective local arrangements are in place.

- ensure, so far as is reasonably practicable, the health, safety and welfare of staff and others affected by school activities;
- ensure appropriate resources, competent advice and monitoring arrangements are available;
- consider health and safety implications when making strategic and financial decisions;

- receive assurance about significant risks, incidents and actions;
- appoint a governor with responsibility for health and safety and monitor implementation of this policy.

3.2 Executive Headteacher

The Executive Headteacher has overall responsibility for the day-to-day management of health and safety within the school and will, so far as is reasonably practicable:

- ensure this policy and relevant local authority arrangements are implemented;
- ensure roles and responsibilities are understood and appropriately delegated;
- ensure suitable and sufficient risk assessments are completed and acted upon;
- ensure staff receive appropriate information, instruction, training and supervision;
- ensure premises, equipment and systems of work are maintained safely;
- ensure accidents, incidents and near misses are recorded, investigated and reported as required;
- ensure emergency, fire, first-aid, security and business-continuity arrangements are maintained and practised;
- ensure contractors are appropriately managed;
- report significant health and safety matters to the Governing Body and local authority as appropriate.

3.3 Head of School

The Head of School supports the Executive Headteacher in the operational implementation and monitoring of this policy, including risk management, staff communication, emergency arrangements, educational visits and follow-up of identified actions.

3.4 Staff

All staff have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Staff must:

- follow school procedures, training and reasonable instructions;
- supervise pupils appropriately and manage activities safely;
- report hazards, defects, accidents, incidents and near misses promptly;
- not misuse or interfere with anything provided for health and safety;
- use equipment and substances only as instructed;
- co-operate with risk assessments and control measures;
- raise concerns with their line manager, Head of School or Executive Headteacher.

3.5 Site Officer

The Site Officer supports safe operation of the premises, including daily site checks, security, routine maintenance, fire-system checks, water hygiene tasks allocated under the legionella control scheme, safe storage, defect reporting, contractor access and other duties for which they are trained and competent.

3.6 Pupils

- follow reasonable safety instructions from staff;
- take reasonable care of themselves and others, appropriate to age and understanding;
- not interfere with safety equipment;
- report hazards, accidents or concerns to a member of staff.

4. Risk assessment and risk management

The school will take a proportionate approach to risk. Risk assessments will focus on significant hazards and sensible control measures rather than unnecessary bureaucracy. They will be completed by competent staff for activities, premises and circumstances where significant risks are present.

- Findings will be communicated to relevant staff and others who need to know.
- Actions will be allocated, monitored and completed within appropriate timescales.
- Risk assessments will be reviewed when circumstances change, following an incident, when new information becomes available, and otherwise at appropriate intervals.

- Individual risk assessments will be used where a pupil, employee or visitor has needs that require specific control measures.
- Risk assessments are retained in the school's agreed electronic or paper systems.

5. Consultation, information and training

The school consults staff on health and safety through staff meetings, line management, staff/governor representation, surveys and other appropriate mechanisms. The statutory Health and Safety Law poster is displayed in school.

Health and safety induction is provided for new staff. Refresher and role-specific training is provided according to responsibilities and identified need. Training records are maintained by the school office/business administration function.

Roles requiring specialist competence may include first aid, paediatric first aid, fire safety, educational visits, administration of medicines, anaphylaxis response, food hygiene, asbestos management, legionella control, manual handling and site-specific tasks.

6. Premises, plant and equipment

The Executive Headteacher and Site Officer will ensure that plant and equipment requiring inspection, servicing or maintenance is identified and that suitable arrangements are in place. Equipment must be used only for its intended purpose and by people who are competent or appropriately supervised.

- Defective equipment must be taken out of use where necessary and reported promptly.
- Portable and fixed electrical systems and equipment will be inspected and tested at suitable intervals by competent persons.
- Unauthorised personal electrical equipment must not be used on school premises without approval.
- Work equipment will be selected, maintained and guarded as appropriate.
- Play, PE, kitchen, cleaning and other specialist equipment will be maintained in accordance with relevant requirements and manufacturer guidance.

7. Hazardous substances (COSHH)

Hazardous substances will be identified and assessed under COSHH before use. Safety data sheets and appropriate COSHH assessments will be available to relevant staff. Substances will be stored securely, labelled correctly and used only in accordance with the assessment and manufacturer instructions.

New substances will be checked before purchase or introduction. Staff using hazardous substances will receive appropriate information and training. Where relevant to curriculum activities, recognised specialist guidance such as CLEAPSS will be followed.

8. Accidents, incidents, first aid and RIDDOR

First aid arrangements are set out in the school's current First Aid Policy. The school will maintain sufficient appropriately trained first-aid personnel and equipment, including the specific paediatric first-aid arrangements required for children in the Early Years Foundation Stage.

- Accidents, injuries, incidents and near misses will be recorded using the school/local authority reporting arrangements.
- Parents/carers will be informed of significant pupil injuries in accordance with school procedures; head injuries will be communicated promptly.
- Serious incidents will be investigated so that lessons are learned and recurrence is reduced.
- Reportable work-related deaths, specified injuries, occupational diseases, dangerous occurrences and qualifying injuries to non-workers will be reported under RIDDOR 2013 through the employer/local authority arrangements where the statutory criteria are met.
- Over-seven-day employee injuries will be reported where required; over-three-day injuries that are not reportable will still be recorded as required.

The Executive Headteacher will ensure that significant incidents are escalated to the local authority and Governing Body as appropriate.

9. Fire safety and emergency arrangements

The school will maintain a suitable and sufficient fire risk assessment and implement identified controls. Escape routes and exits will be kept clear, fire alarms and firefighting equipment will be inspected and maintained, and emergency evacuation drills will normally be carried out at least termly.

- The Site Officer carries out routine premises and fire-safety checks allocated to the role.
- Staff and pupils are made aware of evacuation arrangements.
- Personal Emergency Evacuation Plans (PEEPs) will be prepared where needed.
- Emergency arrangements will include procedures for evacuation, invacuation/lockdown and other foreseeable emergencies.
- Records of drills, tests and significant actions will be maintained.

10. Terrorism preparedness and Martyn's Law

The school recognises the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and current Home Office statutory guidance. Primary and secondary education premises are a specified use under the Act. Where the premises meet the statutory criteria, education premises are treated as standard duty premises even where 800 or more people may reasonably be expected to be present at the same time.

The school will determine and keep under review the duties that apply to its premises, including the responsible person and any notification requirements. Public protection procedures will be proportionate and integrated with existing safeguarding, fire, emergency, evacuation, invacuation/lockdown, communications and site-security arrangements.

Staff who may need to implement public protection procedures will receive appropriate information, instruction or training so that arrangements can operate effectively. The school will take account of relevant guidance from the Home Office, National Counter Terrorism Security Office and National Protective Security Authority.

External lettings and events will be managed in accordance with the school's Charging & Lettings Policy, including Prevent, Terrorism Act and Martyn's Law considerations.

11. Visitors and site security

Visitors should report to the main office/reception on arrival, sign in and follow the school's identification and safeguarding procedures. Visitors must be appropriately supervised according to the purpose of their visit and their safeguarding status.

- External doors and gates will be managed to maintain appropriate security during the school day.
- Children are taught not to admit visitors and to report unknown or unidentified adults to staff.
- The last authorised person leaving the premises must ensure relevant doors and windows are secured.
- Staff working alone or late must follow the school's lone-working arrangements.
- Suspected trespass or threatening behaviour will be reported immediately to a senior leader; police will be contacted where there is a risk of harm or criminal activity.

11.1 Start of the school day

School gates open at 8:40am and close at 8:50am, when lessons begin. Pupils arriving after 8:50am must enter through the main school office in accordance with the Attendance & Punctuality Policy. Vehicular movements must be managed so that they do not create a risk to pupils and families entering or leaving the site.

12. Contractors

Contractors must be appropriately selected, inducted and managed. Before work begins, the school will exchange relevant information about hazards, site rules, safeguarding, emergency procedures and work activities.

- Contractors must provide suitable risk assessments and method statements where required.
- Contractors must sign in, wear appropriate identification and follow site-security requirements.
- Work creating significant risk will be segregated from pupils and staff so far as reasonably practicable.
- Contractors must not use school equipment without express permission.
- Where work could disturb the fabric of the building, the asbestos register and management plan must be checked before work begins and the school's authorisation-to-work arrangements followed.
- Unexpected discovery or disturbance of suspected asbestos must result in work stopping immediately and the school's asbestos emergency arrangements being followed.

13. Educational visits and extracurricular activities

Educational visits will be planned and managed in accordance with current DfE guidance, Salford/local authority arrangements and the school's Educational Visits procedures. The school will use a proportionate approach: routine visits involving everyday risks may be covered by established procedures, while higher-risk, residential, adventurous or unusual visits require additional planning and risk assessment.

The school will maintain an appropriately trained Educational Visits Co-ordinator (EVC). Visits requiring approval will be authorised through the school/local authority process. Trip leaders must be competent for the activity and understand the emergency arrangements.

Supervision will be determined by risk assessment, taking account of pupils' age, needs and behaviour, the activity, location, staff competence and any provider requirements. Fixed adult-to-pupil ratios will not be used as a substitute for a suitable risk assessment.

Written parental consent will be obtained where required by current guidance, including for nursery-age children and for visits requiring a higher level of risk assessment or taking place outside normal school hours. Parents/carers will be given appropriate information about visits.

14. External groups and lettings

External groups using school premises must comply with the school's Charging & Lettings Policy and relevant health and safety requirements. The school will ensure that access and egress, emergency arrangements and any equipment made available are suitable for the intended use.

- Hirers may be required to provide risk assessments, public liability insurance and other relevant documentation.
- Emergency exits, fire alarms, assembly arrangements and site-security requirements will be communicated.
- Groups must use equipment only where they are competent to do so.
- The condition and security of premises will be checked as appropriate before and after use.
- Food preparation or handling must meet applicable food-hygiene requirements.

15. Violence, behaviour, bullying and harassment

The school will take reasonable steps to prevent and manage violence, aggression, bullying and harassment affecting staff, pupils and visitors. Staff should use calm, proportionate de-escalation and seek assistance where needed. Incidents will be recorded and managed under the school's behaviour, safeguarding, staff and health and safety procedures as appropriate.

Where staff undertake home visits or activities away from immediate assistance, lone-working risks will be assessed and appropriate controls used. School practice is that home visits are not undertaken alone.

16. Health and safety in the curriculum and classrooms

Curriculum activities will be delivered safely while maintaining appropriate opportunities for practical learning, challenge and managed risk. Staff will identify significant hazards and use appropriate control measures for activities including PE, science, design and technology, cooking, outdoor learning and educational visits.

Classrooms and teaching areas will be monitored for hazards. Staff and pupils should report defects promptly. Where necessary, an area or item will be isolated until it can be made safe.

17. Occupational health, wellbeing and stress

The school recognises its duty to manage work-related stress and occupational health risks. Concerns should be raised with a line manager or senior leader. The school will use appropriate local authority/occupational health and employee-support services and will undertake individual risk assessments where required.

18. Display screen equipment (DSE)

Employees who are DSE users will be supported in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Workstations will be assessed, staff will receive appropriate information, and eligible users may request an eyesight test in accordance with the employer's arrangements.

19. Supporting pupils with medical conditions

Arrangements for medicines, asthma, allergies/anaphylaxis and other medical conditions are set out in the school's current Supporting Pupils with Medical Conditions and Asthma Policy, Allergy Safety Policy and First Aid Policy. Individual healthcare plans and staff training will be used where appropriate.

Medicines will be stored, administered and recorded in accordance with those policies and statutory guidance. Emergency medication will be readily accessible to appropriately trained staff while remaining secure from unauthorised access.

20. Asbestos

The school will maintain an asbestos management plan and current asbestos information for the premises. Known or presumed asbestos-containing materials will be managed and monitored in accordance with the Control of Asbestos Regulations 2012.

- The asbestos register must be consulted before intrusive maintenance, installation, refurbishment or demolition work.
- Relevant contractors must acknowledge the asbestos information and follow the school's authorisation-to-work process.
- Refurbishment/demolition surveys will be obtained where required before work begins.
- If suspected asbestos is discovered or material is accidentally disturbed, work must stop immediately and the asbestos emergency procedure must be followed.
- The asbestos management plan will be reviewed regularly and following relevant changes.

21. Legionella and water hygiene

The school recognises its responsibilities for controlling the risk from legionella. A suitable and sufficient legionella risk assessment and written control scheme will be maintained, with responsibilities allocated to competent persons.

- The water system and relevant risks will be documented.
- Temperature monitoring, flushing, inspection, cleaning and other control measures will be undertaken at the required frequencies.
- Records of monitoring and actions will be retained in accordance with legal and local authority requirements.
- The risk assessment will be reviewed when there is reason to believe it is no longer valid and at appropriate planned intervals.

22. Monitoring, inspection and review

The school will monitor health and safety through routine site checks, classroom/workplace inspections, review of accidents and near misses, risk-assessment actions, training, contractor management and periodic local authority or competent-person audits.

- Significant issues will be reported to the Executive Headteacher and Governing Body.
- Actions will be prioritised according to risk and monitored to completion.
- This policy will be reviewed at least annually and sooner following significant incidents, organisational change, changes to premises, or relevant changes to legislation or statutory guidance.

Appendix 1 – Core monitoring schedule

Area	Typical frequency	Responsibility / record
Site/premises visual check	Daily	Site Officer / defect reporting
Fire alarm test	Weekly	Site Officer / fire log
Fire evacuation drill	At least termly	Senior leadership / fire log
Fire equipment servicing	In accordance with competent contractor schedule	Fire records
Classroom/work area inspection	Termly or as required	Responsible staff / H&S monitoring
Full workplace inspection	At least annually	Leadership / governor / site / competent adviser as appropriate
Risk assessments	On change, incident, new information and planned review	Assessment owner / leadership
Legionella controls	As specified in written control scheme	Responsible person / water hygiene log

Asbestos management plan	At least annually and on relevant change	Dutyholder / asbestos records
Policy review	Annually or sooner if required	Executive Headteacher / Governing Body

Appendix 2 – Key references

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Control of Substances Hazardous to Health Regulations 2002.
- Control of Asbestos Regulations 2012.
- Regulatory Reform (Fire Safety) Order 2005.
- DfE – Health and safety: responsibilities and duties for schools.
- DfE – Health and safety on educational visits.
- HSE – Education and school trips guidance.
- Terrorism (Protection of Premises) Act 2025 and Home Office statutory guidance.
- Salford City Council health and safety and educational visits arrangements applicable to maintained schools.