St Winefride's Catholic Primary School

Health and Safety Policy

Date policy last reviewed: 24th November 2025

Signed by:

Jennifer Davies Headteacher Date:

Dr Mark Branch Chair of governors Date:

St. Winefride's Catholic Primary School

Health and Safety Policy – 2026-2027

Mission Statement

Welcome to St Winefride's where we come together to LEARN, LAUGH, LISTEN, LIVE and LOVE in the presence of Jesus.

At our school, we believe that everyone is valued as a unique gift from God.

We work together to create an engaging learning environment, where all children are challenged to achieve their full potential.

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Appendix 1…….Staff Induction and Supply Staff

At St Winefride's catholic Primary school, we recognise in everyone, the dignity and beauty of the person, made in the image and likeness of God. We value each individual and respect them regardless of their background and circumstances because they are our brothers and sisters in the family of God, and we are called to love and value everyone.

HEALTH AND SAFETY POLICY STATEMENT

St. Winefride's Catholic school recognises its duty of care for the health, safety and well-being of its employees, pupils, visitors and others who might be affected by its operation. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will consider its parallel obligations for the health and safety of pupils, visitors and other who might be affected by its operations.

The provisions contained within this policy will ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems.

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties' employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- Manual Handling at Work 2019 The law sets out how employers must deal with risks from manual handling: avoid hazardous manual handling, so far as is reasonably practicable. assess the risk of injury from any hazardous manual handling operations that cannot be avoided.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mark Branch.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the deputy headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the school Site Maintenance Officer

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

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
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 Risk Assessment

The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded, either in writing or on the Evolve website. It will be the responsibility of the Headteacher, Site Maintenance Officer and teaching staff to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Local Authority/council risk assessment process.

4. Site security

The Site Maintenance Officer (SMO) is 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. (In the absence of the SMO, the headteacher or nominated person takes over this responsibility.)

An external company - Manguard - are key holders and will respond to any alarm calls. In the case of emergency call such as fire or possible destruction of part or whole of the school, the headteacher, chair of governors and Diocese of Shrewsbury will need informing.

5. 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 continuous buzzer.

Fire alarm testing will take place once a week.

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 assembly points. These are KS1 and KS2 playgrounds and the grass at the main entrance.
- Class teachers will headcount and then take a register of pupils.
- Class teachers will also take a head count of any other adult attached to their class, such as TAs, students or helpers.
- 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 in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. Discovery of suspicious packages or devices on school premises

In some cases, a suspect device might be found on school premises without any form of warning having been given. In such circumstances, the surrounding area should be cleared and the police called immediately. The level of risk posed by any such device can vary widely, so any assessment of a suspect item should in all cases be left to the security professionals.

Evacuation - A preliminary assessment of the telephoned threat will need to be made by the headteacher or other senior member of staff in charge, in consultation with the member of staff who took the call. If there is the slightest doubt about the nature of the call, an evacuation should be considered.

All staff should try to maintain a general awareness of 'what should and should not' be around them, as such knowledge will assist greatly should it be necessary to determine the potential risk posed by an unfamiliar object. Any discoveries will be reported to headteacher or senior member of staff immediately.

7. 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 Edsential as part of their Health and Hygiene Audit and it is circulated to their employees who work with hazardous substances. A copy of the audit is given to the SMO. Edsential provide their Staff with protective equipment, where necessary. This is the responsibility of Edsential.

Hazardous products are stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information, and are stored in a locked room, which pupils cannot access.

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.

7.1 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.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

7.2 Legionella

- A water risk assessment is carried out quarterly by Brodex. Brodex and the SMO are responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.
- This risk assessment will be reviewed annually or when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following:
    - temperature checks are carried out regularly
    - heating of water
    - any equipment which could hold standing water (such as fire hoses) have been removed
    - all taps have a minimum dead-end pipe
    - taps are run at least once a week

7.3 Asbestos

- Staff are briefed on 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

8. Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. 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.

8.1 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 Maintenance Officer immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator 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.

8.2 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 Site Maintenance Officer.

8.3 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)

9. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site maintenance duties

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.

10. 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 Maintenance Officer 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

11. 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.

Where required, 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.

12. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them,
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone and a portable first aid kit.
- On residential visits, information about the specific medical needs of pupils along with the parents' contact details in electronic form (to comply with GDPR).
- There will always be at least one first aider with a current paediatric first aid certificate on EYFS school visits, as required by the statutory framework for the Early Years Foundation Stage.

13. Lettings

This policy applies to 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.

14. 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.

15. Smoking

Smoking is not permitted anywhere on the school premises.

16. 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.

16.1 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.

16.2 Coughing and sneezing

- Cover mouth and nose with a tissue or hand (washing hands afterwards).

- Wash hands after using or disposing of tissues.
- Spitting is discouraged

16.3 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
- If appropriate, use the correct personal protective equipment when handling cleaning chemicals

16.4 Cleaning of the environment

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

16.5 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 such as disposable non-powdered vinyl or latex-free CE-marked gloves.
- 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.
- Only designated mops should be used for cleaning up blood or body fluid spillages. These must be thoroughly disinfected after use. Where possible, disposable paper towels should be used and discarded as described below.
- Plastic sacks available for blood spills. Bags are put directly into outside bins.

16.6 Laundry

Children's soiled clothing is bagged and sent home.

16.7 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 it is placed in outside bins.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

16.8 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 any 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.

16.9 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England. A poster outlining recommendations is displayed on the Staffroom wall.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

17. 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.

18. 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.

19. Accident reporting

19.1 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.
- Smaller first aid issues are only recorded in The Accident Record Book. Parents get a copy of this report.
- More serious accidents where child or adult has to attend hospital, this will be recorded on the LA Prime recording form (online). As much detail as possible will be supplied when reporting an accident.
- Accidents recorded on Prime are retained by CW&C.
- Records held in The Accident Record 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.
- Health and safety Governor will review accident reports (Prime) on an annual basis.

19.2 Reporting to the Health and Safety Executive

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) will be kept.

The Headteacher or Admin. Officer 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 someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

19.3 Notifying parents

Parents will be informed 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.

19.4 Reporting to Ofsted and Child Protection agencies

- The headteacher, or, in her absence, deputy headteacher, will notify Ofsted 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.
- The headteacher will also notify CW&C SCiE of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

21. Links with other policies

This health and safety policy links to the following policies:

- Educational Visits
- Safeguarding Policy and Procedure
- Cover Supervision
- Lone Working
- Administration of Medicines
- Disaster Recovery Plan
- Whistleblowing
- SEND
- Accessibility plan

22. Monitoring

This policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: **……Dr Mark Branch ……** Chairman of Finance/Building Committee

Signed: **……Jennifer Davies ……** Headteacher

Date: **……28.09.2026……..**

Appendix 1

Staff Induction/Supply Staff

- All teaching staff should be in school each day by 8.45am as the school door are open for children at this time.

- All teachers understand that they should never leave their class unattended unless it is necessary and only after they have sent message to neighbouring teacher/Headteacher/teaching assistant/admin. assistant or any other responsible adult who has undergone DBS checks.

- At breaktimes and lunch times teachers must make sure that all children have left the classroom before they themselves leave. No child should be left unsupervised in the classroom at break or lunchtime. Any child unable to go out due to illness or with parental consent, must remain in the main corridor (Break/Lunch time) or in the Open area (KS2 only) (Lunchtime only).

- Teachers on break duty should supervise the playground to ensure the safety of children. The school bell will signal end of breaktimes and children should line up silently and await arrival of class teacher before entering school.

- Hot drinks – staff must not take hot drinks to class during school hours. The only exception is the drink taken out to staff on duty, but these **must** be in special insulated cups with lids. These are kept in staffroom cupboard.

- All accidents must be recorded on accident sheets kept in school office. If a child receives an injury which requires parents to collect/attend doctors/hospital, this should be recorded on PRIME (County Accident Form), which is an on-line reporting system.

- Children are not allowed to move electrical or large heavy equipment.

- Except for small stud earrings, no jewellery is to be worn for PE or Games. Earrings must be removed for swimming lessons. In case of new earrings, a plaster may be used to cover earrings until 6 weeks period is up.

- At the end of the day teachers must ensure that all children have left the classroom before they themselves leave the room. If supervising an after-school club it is the teacher's responsibility to ensure all children have been collected before leaving premises.