

Holy Infant & St Anthony RCP School

Health and Safety Policy

Reviewed: **Summer Term 2026**

Review due: **Summer Term 2027**

Ratified by the Governing Board Staffing and Resources Committee on 14/10/26

Version History

Version	Date	Author	Summary of Changes
1.0	June 2026	Sarah Walsh	Full revision of Health & Safety Policy to remove duplication and align with related policies.

1. Statement of Intent

The Governing Body and Headteacher are committed to ensuring the health, safety and welfare of all staff, pupils, visitors and contractors.

We will, so far as is reasonably practicable:

- Provide a safe and healthy working and learning environment
- Prevent accidents and work-related ill health
- Maintain safe systems of work
- Provide appropriate information, instruction, training and supervision
- Ensure effective arrangements are in place for managing risks
- Consult with employees on matters affecting health and safety.
- Comply with all relevant health and safety legislation and guidance.

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2. Aims

Our aims are to:

- Maintain a safe and healthy school environment
- Ensure all members of the school community understand their responsibilities
- Promote a positive culture of health and safety
- Ensure compliance with all relevant legislation and guidance
- Encourage all staff and pupils to contribute to maintaining a safe environment

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3. Responsibilities

Governing Body

- Has overall responsibility for health and safety
- Ensures appropriate policies and procedures are in place
- Monitors implementation and effectiveness
- Ensures sufficient resources are allocated to health and safety

Headteacher

- Is responsible for day-to-day management of health and safety
- Ensures policies are implemented and staff are trained
- Ensures suitable risk assessments are completed and reviewed
- Ensures staff receive appropriate training and guidance
- Investigates significant accidents and incidents

Staff

- Take reasonable care for their own safety and that of others
- Follow school procedures and guidance
- Report hazards, accidents and concerns promptly

- Co-operate with health and safety arrangements and training

Pupils

- Follow safety rules and instructions
- Behave in a way that keeps themselves and others safe
- Report safety concerns to an adult

Visitors and Contractors

- Report to the school office on arrival
- Must comply with school procedures
- Follow health and safety instructions issued by the school

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4. Arrangements for Health and Safety

4.1 Risk Assessment

The school will carry out suitable and sufficient risk assessments for all significant activities and hazards.

Control measures will be implemented, monitored and reviewed regularly. Staff are expected to follow all identified control measures.

4.2 Fire Safety, Emergency Evacuation and Personal Emergency Evacuation Plans (PEEPs)

The school maintains appropriate fire detection systems, equipment and clearly marked escape routes.

Regular fire drills are carried out and recorded.

Full evacuation procedures are detailed in the **Emergency Evacuation Procedures Policy**.

All staff must be familiar with this policy and follow it in an emergency.

Where individuals require additional support to evacuate safely, a PEEP will be developed.

These plans identify:

- Assistance required
- Equipment needed
- Safe evacuation routes
- Staff responsibilities

4.3 Emergency Invacuation (Lockdown)

The school has arrangements in place to manage situations where it is safer to remain indoors.

Full procedures are detailed in the **Emergency Invacuation Policy**.

4.4 First Aid

The school provides appropriate first aid provision, including trained staff, equipment and procedures.

Full details are contained within the **First Aid Policy**.

This includes roles, procedures, training and equipment arrangements.

4.5 Accident Reporting and Investigation

All accidents, incidents and near misses must be reported and recorded in accordance with Local Authority (LA) guidance.

The school uses Medical Tracker for recording incidents and LA accident reporting processes where required

Accident reporting information is used to identify trends and improve safety arrangements.

4.6 Supporting Pupils with Medical Conditions

Arrangements are in place to support pupils with medical conditions.

Relevant staff will be informed of significant medical needs and medicines will be managed in accordance with the school's **Supporting Pupils with Medical Conditions Policy, Asthma Policy** and **Allergen and Anaphylaxis Policy**, where applicable.

Appropriate emergency arrangements will be established where required.

The school will ensure that health and safety arrangements take account of the needs of pupils with Special Education Needs and Disabilities (SEND). Individual risk assessments, healthcare plans and PEEPs will be implemented were required.

4.7 Security and Site Safety

The school maintains arrangements to promote site security and pupil safety.

This includes:

- Securing entrances and external doors during the school day.
- Managing visitor and contractor access.
- Verifying the identity of visitors and contractors.
- Maintaining appropriate external lighting and security measures.
- Following established pupil collection procedures.
- Reporting incidents involving aggression, threats or violence.

4.8 Premises and Equipment

The school will ensure that:

- Buildings and grounds are maintained in a safe condition
- Equipment is regularly inspected, maintained and repaired
- Defects are reported and addressed promptly

4.9 Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be:

- Safely stored and clearly labelled
- Used in accordance with risk assessments
- Accessible only to authorised staff

Appropriate personal protective equipment will be provided where required.

4.10 Electrical Safety

The school will ensure:

- Electrical systems are maintained and tested
- Staff report faults promptly
- Unsafe equipment is withdrawn from use
- Trailing wires and other electrical hazards are minimised

4.11 Manual Handling

Staff are expected to use safe manual handling techniques.

The school will:

- Assess significant manual handling activities.
- Provide suitable equipment where appropriate.
- Provide training where necessary.
- Ensure safe arrangements are in place when supporting pupils.

4.12 Playground and Pupil Safety

The school will ensure:

- Playgrounds are regularly checked for hazards
- Adequate staff supervision is in place
- Safe play behaviour is promoted
- Concerns are reported and addressed promptly

4.13 Hygiene and Welfare

The school promotes high standards of hygiene including:

- Handwashing
- Safe food practices
- Clean and well-maintained facilities
- Appropriate welfare provision for pupils and staff

During periods of high temperatures or extreme weather, the school will implement appropriate control measures. Full arrangements are detailed within the **Sun Safety and High Temperature Policy**.

4.14 Curriculum Activities

Health and safety requirements will be considered within all curriculum activities.

Staff will ensure:

- Appropriate supervision.
- Safe use of tools and equipment.
- Compliance with subject-specific safety guidance.
- Safe participation in PE and practical activities.

4.15 Educational Visits, Off-Site Activities and Transport Safety

Risk assessments are carried out for all visits and off-site activities.

Appropriate supervision, first aid provision, transport arrangements and safety measures are implemented.

The school promotes safe road use and expects parents and carers to observe parking and traffic regulations around the school site.

4.16 Staff Consultation, Information and Training

The school will:

- Consult with staff on health and safety matters.
- Provide appropriate information, instruction and training.
- Include health and safety within induction arrangements.
- Provide refresher training where appropriate.

Health and safety issues may be discussed through staff meetings, governor meetings and other appropriate forums.

5. Monitoring and Review

This policy will be reviewed annually or following significant changes.

Monitoring may include:

- Review of accident data
- Audits and inspections
- Feedback from staff and governors
- Governor monitoring activities

6. Related Policies

- Emergency Evacuation Procedures Policy
- Emergency Invacuation Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen Safety Policy
- Asthma Policy
- Risk Assessment Policy
- Sun Safety and High Temperature Policy
- Accident Reporting Guidance (LA)
- Educational Visits Procedures
- Special Educational Needs and Disability Policy