



St. Peter & St. Paul CE Primary School, Burgh-le-Marsh  
"Striving for excellence together in a caring Christian community."

RESPECT COMPASSION COURAGE



## HEALTH AND SAFETY POLICY

Responsible: Governing Body

Agreed: March 2026

To be reviewed: (or earlier if legislation changes)

Reviewed: Annually (or in light of legislation changes or incident review)

### 1. Aims and Statement of Intent

St. Peter & St. Paul CE Primary School is committed to high standards of health, safety, and welfare for all members of our school community. Our core objectives are:

- To provide and maintain a safe and healthy environment for children, staff, volunteers, and visitors.
- To establish and maintain safe working procedures across the school.
- To maintain robust procedures in place in case of emergencies.
- To ensure that the premises and equipment are maintained safely and regularly inspected.

The practical arrangements for achieving these aims are detailed in the subsequent sections of this policy.

### 2. Legislation and Regulatory Framework

This policy fulfills the statutory requirements and follows the guidance set out in the following framework, listed in order of primary legislation and subsequent regulations:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Gas Safety (Installation and Use) Regulations 1998
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005

- Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- National Infection Control Guidance (UKHSA)
- Statutory Framework for the Early Years Foundation Stage (EYFS)

### **3. Roles and Responsibilities**

#### **3.1 Governing Board**

The Governing Board holds ultimate accountability for health and safety. The Board ensures that robust management systems are in place, risks are assessed, and sufficient resources are allocated for training and maintenance. A designated Governor is appointed to oversee Health and Safety compliance.

#### **3.2 Headteacher**

The Headteacher is responsible for the day-to-day implementation of this policy. This includes ensuring children are safely supervised, premises and equipment are inspected, and staff are competent to perform their duties. In the Headteacher's absence, these responsibilities vest in the Deputy Headteacher.

#### **3.3 Competent Person (Site Manager)**

The Site Manager is the school's designated Competent Person. They oversee statutory testing, COSHH registers, and Legionella controls, providing technical advice to the Senior Leadership Team (SLT).

#### **3.4 Staff and Teachers**

All staff members have a common law duty to take the same care of pupils as they would as a parent. Additionally, staff must:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with the school on all health and safety matters and model safe practice.
- Inform the employer immediately of any work situation representing a serious and immediate danger, so that remedial action can be taken.

#### **3.5 Union-appointed Health and Safety Representatives**

The school recognizes the role of Union-appointed Health and Safety Representatives. They are entitled to represent employees in consultations with the employer, investigate potential hazards, and attend health and safety committee meetings.

### 3.6 Children, Parents/Carers, and Contractors

- Children and Parents/Carers: Must follow safety instructions and report hazards.
- Contractors: Must provide Risk Assessments and Method Statements (RAMS) and adhere to site-specific safety protocols.

## 4. Site Security and Fire Safety

### 4.1 Site Security

The Site Manager and SLT are responsible for securing the site and conducting visual inspections. They act as primary key holders and manage the maintenance of intruder and fire alarm systems.

### 4.2 Fire Safety

- Evacuation: Fire exits and assembly points are clearly signed. Assembly points are located on the field and playground.
- Personal Emergency Evacuation Plans (PEEPs): Evacuation arrangements specifically account for individuals with mobility or other additional needs.
- Equipment and Alarms: The fire alarm is a continuous siren, tested weekly. Termly drills are mandatory. Extinguishers are used only by trained staff when safe. Fire Wardens are listed in the main entrance

## 5. Control of Substances Hazardous to Health (COSHH)

The Site Manager manages the COSHH register and risk assessments.

- Storage: Hazardous materials are kept in original containers in locked cupboards. Midday and Breakfast Club materials are secured in a identified cabinet in the staff room.
- Gas Safety and Legionella: Only Gas Safe engineers maintain gas systems. Legionella risk assessments and operational controls (flushing/temperature checks) are conducted in strict accordance with the L8 Approved Code of Practice (ACOP).
- Asbestos: An Asbestos Management Register is maintained and updated annually in partnership with Lincolnshire County Council (LCC).

## 6. Equipment and Manual Handling

- **Electrical and PE Equipment:** Portable Appliance Testing (PAT) is conducted as required. Children setup PE equipment only under supervision; defects must be reported to the Site Manager immediately.
- **Display Screen Equipment (DSE):** Assessments are required for "regular screen users," defined as administrative staff and leadership who use DSE for significant parts of their working day.
- **Working at Height:** Only competent staff may work at height. The Site Manager retains and inspects all ladders.
- **Manual Handling:** Staff must assess loads before lifting and utilize mechanical aids where appropriate.

## **7. Operational Procedures**

- **Lone Working:** Prohibited for potentially hazardous tasks. Staff must notify a contact of their location and expected return time.
- **Off-site Visits:** Mandatory risk assessments and staffing ratios apply. At least one trained first aider must attend; EYFS trips require a paediatric first aider.
- **Violence and Smoking:** The school operates a zero-tolerance policy toward violence or threats and is a strictly non-smoking site.

## **8. Infection Prevention and Control**

### **8.1 Hierarchy of Controls**

The school applies the Hierarchy of Controls as the primary methodology for risk reduction during the risk assessment process. Controls are considered in the following order:

1. **Elimination:** Stopping non-essential activities with attached risks.
2. **Substitution:** Replacing activities with lower-risk alternatives.
3. **Engineering Controls:** Design measures (e.g., ventilation, screens) to mitigate risk.
4. **Administrative Controls:** Procedures, signage, and floor markings.
5. **Personal Protective Equipment (PPE):** Used as a last resort in line with UKHSA guidance.

### **8.2 Site-Specific Measures**

- **Hygiene:** Effective handwashing and respiratory hygiene are promoted.
- **Specific Risks:** Safe management of laundry and safe handling of animals on site are maintained via specific protocols.

- EYFS (Reception): Toys and resources are regularly cleaned; used items are kept separate from cleaned items. Strict hygiene applies to nappy changing.

## **9. Staff Welfare and Training**

- Welfare: Risk assessments are mandated for new and expectant mothers. The school monitors workload and provides support for occupational stress.
- Training: All staff receive health and safety induction. Specific training is provided for higher-risk tasks, such as asbestos management or COSHH handling.

## **10. Accident Reporting and Investigation**

### 10.1 Recording and RIDDOR

All accidents are recorded in the Accident Record Book and retained for at least three years. Significant incidents are reported to the HSE under RIDDOR.

### 10.2 Accident Investigation

The school will formally investigate accidents and incidents to understand their root causes, rather than to assign blame. This process ensures corrective action is taken and learning is shared to prevent recurrence and improve future safety performance.

## **11. Monitoring and Performance Measures**

The school is committed to evidence-based safety management. Results of monitoring are reported regularly to the Governing Body to ensure oversight. The school will: Use effective monitoring systems and sensible performance measures—including audit results, accident trends, and site inspection findings—to measure the effectiveness of this policy and its implementation.

## **12. Links with Other Policies**

This policy should be read in conjunction with other policies, including:

- LCC guidance and policy at <https://professionals.lincolnshire.gov.uk/downloads/download/270/health-and-safety-for-schools>
- First Aid
- Risk Assessment

- Asbestos Management Plan
- Supporting Children with Medical Conditions
- Accessibility Plan
- Emergency or Critical Incident Plan
- Lettings Policy
- Staff Wellbeing Policy