



ST THOMAS CANTILUPE
CHURCH OF ENGLAND PRIMARY SCHOOL

Policy: Health and Safety

Date: September 2025

School lead: Asha Begley

Governor lead: Andrew Teale

Review date: October 2026



Shine bright your light (Matthew 5: 14-15)

General Statement of Intent

St Thomas Cantilupe CE Primary School believe that excellence in the management of Health and Safety is an essential element within its overall plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this school, whether they are staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

The school believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition.

The school is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the school will strive to go beyond the requirements of legislation.

The school is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our aims:

- ✓ To provide adequate control of the Health and Safety risks arising from our school activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Overall and final responsibility for Health and Safety is that of **Diocese of Hereford Multi Academy Trust**

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

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Justin Smith is our Health & Safety Adviser via Contract with In House Safety

Liz Whyte – Health & Safety Co-ordinator and link with Fire and Risk Management Services.

The process of application of Health & Safety

Employees Duties

All employees are required to:

- ✓ Co-operate with the Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be kept at: **Central Risk Register in Administrator's Office**

List of Risk Assessments:

A Central list of Risk Assessments is always available in the School Administrator's Office where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually

Approval for the required action to remove or control risks will be given by:

Headteacher

Consultation with Employees

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

Emails, memos, regular H&S Committee meetings, direct consultation.

Safe Handling and Use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella) and the Control of Asbestos at Work Regulations 2002

Responsibility for identifying all substances that need a COSHH assessment is that of:

Jasmine Hinchliffe

COSHH Risk Assessments will be verified/carried out by:

Premises – In House Safety

Approval for the required action to remove or control risks will be given by:

In House Safety

The Asbestos Management Plan and the Asbestos Register will be managed by:

Jasmine Hinchliffe

The Legionella Risk Assessment and the Legionella Test Records will be managed by:

Jasmine Hinchliffe

6 Monthly/ Annual Checks will be carried out by **Jasmine Hinchliffe**

Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of:

Jasmine Hinchliffe

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Jasmine Hinchliffe

Responsibility for ensuring that all identified maintenance is implemented is that of:

Jasmine Hinchliffe

Any problems with equipment, plant and fittings should be reported to:

Colin Birks

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Colin Birks

Training and Competency

Induction training for all new employees is the responsibility of:

Headteacher

Training records and Planner will be kept at/by:

Headteacher

Training will be identified, arranged and monitored by:

Headteacher

First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and Provision of equipment and suitable trained staff has been undertaken.

The First Aider(s) and/or Appointed person(s) are:

We have a number of qualified First Aiders on site – Please see appendix 1

All Accidents/Incidents and work-related ill-health are recorded in the Accident/Incident Record file, which is kept by/at:

School office

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

Headteacher/ Justin Smith (In House Safety) - scanning in a copy of the completed Accident Report and emailing to justin@inhousesafety.co.uk within 72 hours of the occurrence.

Site Safety – Monitoring and security

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes

Workplace safety for Teaching staff, pupils and visitors – an Abusive and Violent Behaviour Risk Assessment and Policy is in place.

Management of Contractors – The Office will ensure that every Contractor working upon the School site will have completed the Pre-works questionnaire, and a copy retained for audit purposes. Each Contractor will be given School Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of:

Headteacher/Justin Smith (In House Safety)

Responsibility for investigating work-related causes of sickness absence is that of:

Headteacher/ Finance & Resources Manager

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

Headteacher/ Justin Smith (In House Safety)

Off-site Safety

All relevant trips, visits and adventure activities will be booked through the EVOLVE system. Local visits will be prior Risk Assessed

Educational Visits Co-Ordinator (EVC) Irene King

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of: Liz Whyte/Jasmine Hinchliffe

Escape routes are checked monthly by: Jasmine Hinchliffe

Offices and Administration areas Admin staff- Weekly Classroom and Teaching areas – Teaching Staff for that area - Weekly

Fire Extinguishers are maintained and checked by/every: Hereford Fire Protection – Bi annually

External Contractors/ Annually

Emergency evacuation will be tested every: Term

Fire Alarm will be tested every: Friday at 7.00 am

Early in each Term, September, January & April as indicated by the Fire Risk Assessment/ Responsible Person: Liz Whyte/Jasmine Hinchliffe

Responsibility for checking that the Emergency Lighting operates effectively: **Jasmine Hinchliffe**

Offices and Administration areas – SA. Classrooms and Teaching areas – Monthly/ Complete discharge every 12 months to prevent battery memory. Refer to Fire Risk Assessment for final details

Emergency Health & Safety situations – procedures and contacts:

The School Administrator will maintain contacts and procedures, in a secure format, easily removable from the School site. Annual assessment of fitness for purpose. Results recorded.

Appendix 1: Qualified First Aiders

<u>First Aid at Work</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Liz Whyte	25 September 2024	25 September 2027

<u>Paediatric First Aid</u>	<u>Date Qualified</u>	<u>Renewal Date</u>
Justine Tighe	21 January 2025	20 January 2028
Elle Bentley	21 January 2025	20 January 2028
Emilia Zielinska	7 November 2023	7 November 2026
Olena Krylach	15 April 2024	15 April 2027
Amanpreet Kaur	16 July 2024	16 July 2027
Mandi LePoidevin	16 July 2024	16 July 2027
Jackie Turner	16 July 2024	16 July 2027
Julia Urban-Kestenov	16 July 2024	16 July 2027
Carrie Higgins	16 July 2024	16 July 2027
Sharon Hammond	11 June 2025	11 June 2028
Irene King	11 June 2025	11 June 2028
Hannah Harris	12 January 2026	12 January 2029

Emergency First Aid at Work

Jayne Baker	11 February 2025	11 February 2028
Alison Barry	11 February 2025	11 February 2028
Jackie Bridges	11 February 2025	11 February 2028
Jenny Coulthard	11 February 2025	11 February 2028
Hazel Jarvis	11 February 2025	11 February 2028
Caroline Mulloy	11 February 2025	11 February 2028
Rose Perks	11 February 2025	11 February 2028
Caitlin Scott	11 February 2025	11 February 2028
Kahlia Laws	18 April 2023	18 April 2026
Rose Douet	12 September 2025	12 September 2028
Lara Morris	12 September 2025	12 September 2028