



ST MARY'S R.C. PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

1. OVERVIEW

The health, safety and wellbeing of pupils, staff, governors, volunteers, visitors and contractors at St Mary's R.C. Primary School are of the highest importance.

The school is committed to providing a safe and healthy environment in which children can learn, play and develop and in which staff can work safely.

St Mary's R.C. Primary School operates within the health and safety arrangements and requirements established by **Rochdale Borough Council**, as the school's employer. This policy should therefore be read in conjunction with the **Rochdale Borough Council Health & Safety Policy** and relevant Council guidance, procedures and arrangements.

This school policy sets out the specific arrangements and responsibilities for managing health and safety within St Mary's R.C. Primary School.

The school will take all reasonably practicable steps to prevent accidents, injury and ill health and to protect everyone who may be affected by the school's activities.

2. AIMS

The aims of this policy are:

1. To provide a safe and healthy environment for pupils, staff, visitors, volunteers and contractors.
2. To identify and manage foreseeable health and safety risks arising from the school's premises, activities and operations.
3. To ensure that appropriate risk assessments are undertaken and reviewed where necessary.
4. To ensure that staff understand their health and safety responsibilities and receive appropriate information, instruction, training and supervision.
5. To ensure that suitable arrangements are in place for responding to accidents, incidents, emergencies and other health and safety concerns.

6. To ensure that appropriate first aid arrangements are provided and maintained.
 7. To ensure that health and safety concerns are reported, recorded and acted upon appropriately.
 8. To maintain the school premises, equipment and facilities in a safe condition.
 9. To ensure that health and safety considerations are incorporated into educational activities, physical education, school trips, visits and extra-curricular activities.
 10. To work with Rochdale Borough Council and relevant external agencies where specialist advice, support or intervention is required.
 11. To promote positive health and wellbeing through the curriculum and the wider life of the school.
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3. RESPONSIBILITIES

3.1 Governing Body

The Governing Body has overall responsibility for ensuring that appropriate arrangements are in place for health and safety within the school.

The Governing Body will:

- support the Headteacher in maintaining effective health and safety arrangements;
- ensure that appropriate resources are made available for health and safety;
- receive relevant information about significant health and safety matters;
- monitor the school's compliance with relevant health and safety requirements;
- and
- ensure that the school's Health and Safety Policy is reviewed appropriately.

The Governing Body will work within the responsibilities and arrangements established by Rochdale Borough Council.

3.2 Headteacher

The Headteacher has day-to-day responsibility for implementing the school's health and safety arrangements.

The Headteacher will:

- ensure that the school follows the Council's health and safety requirements;
- ensure that appropriate risk assessments are completed and reviewed;
- ensure that staff receive appropriate health and safety information and training;
- ensure that accidents, incidents and hazards are reported and dealt with appropriately;
- ensure that emergency procedures are established and understood;
- monitor health and safety standards throughout the school;

- take appropriate action where unsafe practices or conditions are identified; and
- seek advice from Rochdale Borough Council and other appropriate agencies where necessary.

3.3 Staff

All members of staff have a responsibility for their own health and safety and for the safety of pupils and others who may be affected by their actions.

Staff are expected to:

- follow the school's and Council's health and safety procedures;
- take reasonable care of their own health and safety and that of others;
- use equipment and facilities safely and appropriately;
- report hazards, defects, accidents and incidents promptly;
- follow relevant risk assessments and safe working procedures;
- undertake required health and safety training; and
- never deliberately interfere with or misuse safety equipment or procedures.

Staff should raise any health and safety concerns with the Headteacher or the appropriate member of the school's leadership/management team.

3.4 Pupils

Pupils will be taught to understand the importance of health and safety and to take reasonable care of themselves and others.

Pupils are expected to:

- follow reasonable health and safety instructions;
- behave responsibly;
- use equipment correctly;
- report hazards or concerns to an adult; and
- follow safety arrangements during lessons, playtimes, visits and other activities.

3.5 Visitors and Contractors

Visitors and contractors are expected to comply with the school's health and safety arrangements and any relevant instructions provided by the school.

Contractors working on the school premises must follow appropriate risk assessments, safe systems of work and site arrangements.

4. RISK ASSESSMENT

The school will undertake appropriate risk assessments for activities and situations where significant risks may arise.

Risk assessments will be:

- proportionate to the level of risk;
- communicated to relevant staff;
- implemented in practice;
- reviewed where circumstances change; and
- reviewed following an accident, incident or significant change where appropriate.

Risk assessments may be required for areas including:

- school premises;
- classrooms and specialist teaching areas;
- playgrounds and outdoor areas;
- PE and sporting activities;
- educational visits;
- events and performances;
- hazardous substances;
- manual handling;
- working at height;
- lone working;
- use of equipment;
- contractors and maintenance work; and
- other activities presenting significant risks.

Staff must follow relevant risk assessments and report any circumstances where existing control measures are no longer adequate.

5. PREMISES AND EQUIPMENT

The school will take reasonable steps to ensure that the premises, facilities and equipment are maintained in a safe condition.

Regular inspections and checks will be undertaken in accordance with school and Council arrangements.

Any defects or hazards identified will be reported and appropriate action taken.

Where an immediate risk is identified, appropriate measures will be taken to prevent access or use until the risk has been addressed.

6. ACCIDENTS, INCIDENTS AND HAZARDS

All accidents, incidents, near misses and significant hazards will be reported and recorded in accordance with the school's and Rochdale Borough Council's procedures.

Where required, incidents will be reported to the appropriate Council department or external authority, including the Health and Safety Executive under **RIDDOR** where applicable.

The school will consider whether further action or a review of an existing risk assessment is necessary following an accident or incident.

7. FIRST AID

The school will maintain appropriate first aid arrangements in accordance with the needs of the school and relevant Council requirements.

Appropriately trained members of staff will provide first aid within the limits of their training.

First aid equipment will be maintained and readily accessible.

Where a pupil or member of staff requires further medical attention, appropriate emergency arrangements will be followed.

First aid arrangements will be reviewed regularly to ensure that they remain appropriate for the school.

8. FIRE AND EMERGENCY PROCEDURES

The school will maintain appropriate arrangements for responding to fire and other emergencies.

Emergency procedures will be communicated to staff and relevant visitors.

Fire evacuation procedures will be practised regularly and records maintained.

The school will also maintain appropriate arrangements for other foreseeable emergencies, including those affecting the premises, pupils or staff.

9. EDUCATIONAL VISITS AND ACTIVITIES

Health and safety will be considered when planning educational visits, sporting activities, extra-curricular activities and other activities outside the normal classroom environment.

Appropriate risk assessments and approval procedures will be followed in accordance with the school's Educational Visits arrangements and Rochdale Borough Council requirements.

10. HEALTH, WELLBEING AND THE CURRICULUM

The school recognises that health and safety includes the promotion of physical health, emotional wellbeing and healthy lifestyles.

Through the curriculum and wider school activities, pupils will be encouraged to:

- understand how to keep themselves safe;
- make healthy lifestyle choices;
- develop physical fitness and confidence;
- understand personal safety;
- recognise potential hazards and risks; and
- take reasonable responsibility for their own wellbeing and that of others.

The school will also promote a healthy working environment for staff.

11. FOOD SAFETY AND ALLERGIES

The school will take appropriate steps to ensure that food is prepared, provided and consumed safely.

Known food allergies and dietary requirements will be appropriately recorded and communicated to relevant staff.

Staff will follow the school's procedures for managing allergies, intolerances and medical needs.

12. TRAINING

The school will ensure that staff receive appropriate health and safety information, instruction and training relevant to their roles and responsibilities.

Additional training will be provided where specific risks or responsibilities require it.

Records of relevant training will be maintained.

13. MONITORING

Health and safety arrangements will be monitored through:

- regular premises and equipment checks;
- inspections;
- risk assessment reviews;
- accident and incident monitoring;
- staff reporting of hazards and concerns;
- appropriate governor monitoring; and
- advice and inspections provided through Rochdale Borough Council and other competent persons where applicable.

Where concerns are identified, appropriate corrective action will be taken.

14. RELATED POLICIES AND PROCEDURES

This policy should be read alongside the **Rochdale Borough Council Health & Safety Policy** and the school's other relevant policies and procedures, including, where applicable:

- Safeguarding and Child Protection Policy
- First Aid arrangements
- Medicines Policy
- Educational Visits Policy
- Fire Safety arrangements
- Lone Working Policy
- Risk Assessments
- COSHH arrangements
- Behaviour Policy
- Emergency procedures
- Premises and maintenance procedures
- Supporting Pupils with Medical Conditions arrangements.

These documents provide further detail where specific health and safety issues require separate procedures.

15. REVIEW

This policy will be reviewed regularly and following any significant change in legislation, Council requirements, school arrangements or circumstances.

The policy will also be reviewed following any significant health and safety incident where this identifies a need for changes to the school's arrangements.

Date: 1 September 2026

Review date: 1 September 2028