

Christ Church CE Primary School



Reach for the Stars

Health and Safety Policy

Review Date: *Autumn 2025*

Next Review due: *Autumn 2026*

Persons responsible for review: *S Furno & M Power*

This policy will be reviewed earlier if Newcastle Corporate H & S Team issue a revised copy.

Document name	Prepared by -	Issue Date	Review Date	Version
H&S Policy Template for HT & School Governors	Corporate H&S Team	September 2022	September 2023	1

General Statement

The Health & Safety at Work Etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Chair of Board (Print name)	Jane McFadyen
Signed	
Date	2 October 2025

Head Teacher (Print name)	Sandra Furno
Signed	
Date	2 October 2025

Organisation

The responsibilities of the Board of Governors

Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring, and controlling Health and Safety matters. It is the Governing Body's responsibility to ensure that they:

- implement the schools H&S Policy and ensure it is reviewed at least annually
- take all reasonable steps are taken to reduce accidents and injuries to staff, pupils, visitors, members of the public and contractors
- provide sufficient funding in the schools finance budget necessary to implement Health and Safety matters
- regularly inspect the premises and ensure any recommendations are fed back to the Headteacher and acted upon
- receive an annual Health & Safety Management report for the Board of School Governors from the Head Teacher.

The responsibilities of the Head Teacher

The Head Teacher is responsible and accountable to the Governors for implementing The School's safety policy and for all matters relating to Health and Safety within the establishment.

The Governors require the Head Teacher to ensure that The School's safety policy is implemented effectively and understood at all levels. The policy must be monitored regularly, controlled effectively, and revised as necessary.

The Headteacher is a member of the school's Health and Safety Committee and is responsible for -

- ensuring that appropriate training has been or will be given to staff (including new staff, transferred & agency staff, students and helpers) to enable them to fulfil their responsibilities.
- ensuring all foreseeable hazards are identified, and suitable and sufficient risk assessments are carried out.
- seeking advice, where necessary, from outside agencies that are able to offer expert opinions.
- undertaking inspections of the school premises.
- preparing the annual H&S Management report for the Board of Governors.
- Making recommendations to the Governors about any funding required to improve health and safety within the school
- making arrangements for improvement to premises
- ensuring adequate Information, Instruction, Training and supervision are in place for both staff and pupils
- ensure that any new projects, procurement, selection of contractors take health and safety matters into account during the early stages of the project e.g. design and planning stage

- consulting with approved Trades Union representatives on all Health and Safety matters and co-operate with them in the execution of the Safety Representative's functions.
- reviewing policies or procedures annually, or following any significant changes, and sharing these changes with staff.
- stopping what they consider unsafe practices, or the use of any unsafe plant, tools equipment, machinery etc.
- ensuring adequate first aid provision and accident reporting procedures are followed in accordance with Newcastle City Councils accident reporting procedure.
- providing all staff with the schools health and safety policy, and allowing staff with the time to familiarise themselves with the schools health and safety procedures.
- The Head Teacher shall also consult regularly with the Safety Representative on Health and Safety matters.
- ensuring that competent contractors are employed and to oversee the safe execution of the work
- Providing health and safety induction training for staff.

The responsibilities of the School Business Manager/Premises Manager

The School Business Manager / Premises and Facilities Manager are responsible for –

- assisting in the development, implementation and monitoring of the Health and Safety policy
- co-ordinating all contractual work and maintenance carried out on the school premises
- liaising with the Head Teacher and others to ensure safety procedures and policy agreements are adhered to
- that relevant information is passed to contractors e.g. asbestos management plan
- attending appropriate training courses, such as asbestos awareness and legionella awareness
- promoting a positive and effective safety culture
- procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodelling schemes.
- that effective communication exists within the school.
- Monitoring Health and Safety matters regarding 'Grounds Maintenance Service Contracts'.
- compiling a 'Buildings Register' identifying known hazardous substances and materials (e.g. asbestos, lead, flammable substances etc.).
- emergency procedures, bomb warnings and evacuation of the school premises.
- ensuring that competent person(s) or specialists are consulted as necessary to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.

- ensuring that a property survey of The School buildings or premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- Keeping health and safety training records up to date
- Ensuring statutory inspections are completed and records kept
- ensuring that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters functions efficiently and effectively.

The Head Teacher will delegate the operational responsibility to the caretaker Premises for:

- all contractors or other third parties entering the school or otherwise on site.

The responsibilities of all staff

All employees have responsibilities under the Health and Safety at Work etc. Act, 1974 including working in a safe manner and not putting others at risk.

All staff, including teaching staff are responsible for -

- making themselves familiar with the 'Health and Safety Manual' and any local or relevant job specific procedures or risk assessments operating within the school.
- Providing appropriate and effective supervision of pupils
- providing instruction to all students under their control and provide suitable training to enable them to operate in a safe and efficient manner.
- report any possible hazards or defects to the Premises and Facilities Manager.
- Familiarising themselves with the school's Health and Safety policy and all documents relating to Health and Safety in The School. They must pay particular attention to sections of the school 'Health and Safety Manual' as it relates to their particular work activities.
- Be aware of any known whereabouts of asbestos containing materials (ACMs) or presumed ACMs.
- Setting an example by following safe working practices
- Seeking any specific safety measures to be implemented in their teaching area and ensure they are followed

The 'Health and Safety Manual' is available in 'the staff room and in staff on the network' from the Premises and Facilities Manager.

Trade union representatives – no staff in unions at present take this role

Safety Representatives at Christ Church are responsible for:

- representing staff on safety matters. The Head Teacher shall encourage the appointment of Safety Representatives from both teaching staff and support staff;
- fulfilling their functions as well as being released for any appropriate training.
- inspecting the school as agreed. (The time scales for such inspection, monitoring and auditing procedures shall be defined and arranged through the school's Health and Safety Committee);
- have the right to receive any reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

Arrangements

All staff should be aware of the following arrangements: -

1. Managing asbestos

All schools with asbestos containing materials (ACMs) will have an Asbestos Management Plan that detail the location of the asbestos containing materials.

Location of Asbestos Management Plan	School office
Person responsible for ensuring Contractors have seen and understood the contents of the Asbestos Management Plan and the location of ACMs.	School Business Manager / Caretaker
Person responsible for ensuring log is updated annually and where appropriate following any work on the building -	SBM /LA
Persons responsible for completing Asbestos Awareness Training and having a basic understanding -	Head Teacher, Caretaker

2. Electricity – using electricity & Portable appliances

Person(s) responsible for ensuring fixed electrical installations are tested and inspected by a qualified competent contractor -	SBM
--	-----

Arrangements will be made to ensure that portable appliances are tested and maintained in accordance with guidance issued by the HSE (INDG236).

Person responsible for ensuring portable appliance testing is completed at appropriate intervals -	SBM
--	-----

Person(s) responsible for pre-use visual inspections to check for any obvious defects or faults -	e.g. all staff
---	----------------

Competent person(s) responsible for carrying out formal visual inspection and testing -	Qualified electricians
---	------------------------

3. Fire safety and other arrangements

Emergency evacuation arrangements for a range of situations can be found as follows –

Type of Emergency Procedure	Responsible to review	Location of procedure
Fire Evacuation	Head Teacher	Health and Safety File Located in School Office
Bomb Alert / terrorism	Head Teacher	
Gas Leak	Head Teacher	
Water ingress	Head Teacher	
Lockdown procedure (for potential violence)	Head Teacher	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means.

Evacuation procedure -	Responsible person -	Delegated to (in responsible persons absence)-
Controlled evacuation of pupils and staff from the building to a place of safety -	Head Teacher	Deputy Head Teacher
Contacting Emergency Services -	SBM	SLT
Headcount / roll call	Head Teacher	Deputy Head Teacher
Building remains empty until permission to enter is given by the emergency services -	Head Teacher	Deputy Head Teacher

The following inspections are undertaken and recorded by a combination of building users (usually Caretaker) and competent persons as part of the fire safety inspection (more detailed information can be found in the NCC Guidance to Schools on Building Inspection Maintenance document) -

Arrangements -	Frequency -	Responsible person -
Fire Alarm System		
Arranging, carrying out and recording fire drills -	Every term	Headteacher/caretaker
Testing and recording of call points tests -	Weekly	Caretaker

System inspected and tested by a suitably qualified and competent person and certificates retained -	Six monthly	SBM
Fire Detectors		
Visual check of smoke and heat detectors	Monthly	Caretaker
Min of 25% check on system by competent person and certificates retained -	Six monthly	SBM
Emergency Lighting		
Visual check that luminaries are working	Monthly	Caretaker
Electrical test by a suitably qualified and competent person and certificates retained -	Annually	SBM
Full duration discharge test by a suitably qualified and competent person and certificates retained -	Annually	SBM
Fire Fighting Equipment		
Visual checks for damage	Monthly	Caretaker
Service by a suitably qualified and competent person.	Annually	SBM

Location of main service isolation points are –

Water	In Caretaker cupboard, under stairs.
Electricity	In lobby through kitchen.
Gas	One in boiler house and one in caretaker cupboard.

4. First Aid Provision

A number of qualified first aiders are available and located throughout the building. Training ranges from Paediatric First Aid, First Aid at Work, Emergency First Aid at work.

Persons responsible to ensure first aid qualifications are up to date and notices displayed -	School Manager Business
Person responsible for ensuring adequate cover arrangements (e.g. out of school hours) -	Headteacher
Persons responsible for refreshing contents of first aid boxes -	SBM
Location of first aid boxes	school office, staffroom, Early Years

5. Fixtures & Fittings –

a. PE equipment

All sports and fitness equipment shall be installed in accordance with the current BS/EN standards and shall be maintained in sound condition.

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	SBM SLA
---	------------

Person(s) responsible for pre use inspection -	Class teacher
--	---------------

Competent person(s) / company responsible to annual play equipment inspection -	SBM SLA
---	------------

b. Outdoor Play Equipment

Person(s) responsible for selection, inspection, maintenance, Supervision, safe use and risk assessment -	SBM SLA
---	------------

Person(s) responsible for daily pre use inspection -	Caretaker
--	-----------

Competent person(s) / company responsible to annual play equipment inspection -	SBM SLA
---	------------

c. Fittings and fixtures / External Features

Furniture, storage racks, lockers etc -

Person(s) responsible to ensure that furniture, storage racks, lockers are suitably secured as per manufacturers guidance -	HT / Caretaker
Person(s) responsible to carry out ongoing inspections to ensure remain in safe condition -	Caretaker

Ponds -

Person(s) responsible to ensure that ponds remain in safe condition -	N/A
---	-----

Trees –

Person(s) responsible to ensure competent persons are appointed to inspect trees for damage and disease on an annual basis -	SBM
--	-----

Person(s) responsible to ensure that person(s) appointed are competent -	SBM
--	-----

Signposts / manhole covers / flagpoles and gates (including electronic)

Person(s) responsible to ensure external features remain in a safe condition -	Caretaker
--	-----------

6. Legionella

Legionella is managed through a combination of in-house checks and that of a suitably qualified and competent person. Further, more detailed arrangements are set out in the Newcastle City Council Guidance to Schools on Buildings Inspection Maintenance.

Person(s) responsible for arranging review of the Legionella risk assessment every 2 years by a suitably qualified and competent person and ensuring any recommendations are actioned -	SBM SLA
Person(s) responsible for arranging monitoring by a suitably qualified and competent person.	SBM SLA
Responsible for flushing of water systems following periods of inactivity (e.g. school holidays)	Caretaker
Those persons responsible for completing Legionella Awareness Training and having a basic understanding -	Caretaker

7. Lifts and lifting equipment

Person(s) to ensure lifts are serviced every 6 months and thoroughly inspected every 14 months -	SBM
--	-----

8. Risk assessments

A general risk assessment has been developed and covers a general range of premises and activity related issues that has been tailored for the school in conjunction with the Governing Body, Head Teacher and any other relevant staff. These assessments will be reviewed annually or following any significant changes.

Where further significant risks are identified (for example' a pupil returning to school with limited mobility due to a plaster cast on their leg) the risk assessment template will be personalised to capture the specific hazards identified, and what control measures need to be implemented to reduce the risk to that pupil.

Person responsible to identify foreseeable hazards that require risk assessments -	Headteacher/SLT
--	-----------------

9. Accident reporting and investigation

All accidents, incidents and near misses involving pupils, employees, and visitors are reported to the Head Teacher.

All accidents are recorded either locally in an accident book (e.g. bumped heads) or on the Corporate Accident, Incident, Near Miss Report form should a failure in the following be identified through investigation –

- Failure in the way a work activity was organised e.g. inadequate supervision
- The way equipment or substances were used e.g. machinery, lifts, experiment and / or
- The condition of the premises e.g. poorly maintained or slippery floors.

Where the above failures are identified, action is taken immediately to remove or isolate the hazard.

Electronic copies of the report template can be found on Newcastle City Council's Service to Schools website. Reports are held by the school for future reference and a copy sent to the Corporate Health and Safety Team to establish if further accident investigation or RIDDOR notification is required.

Person responsible to record accidents -	SBM
Person responsible to carry out a basic investigation into the accident -	HT
Person responsible to monitor accidents / incidents / near misses to identify trends -	HT Link governor

10. Working at height

Arrangements are in place to manage low level working at height. This may include putting up / taking down displays, opening higher level windows, or accessing supplies at height. Staff are provided with the appropriate equipment to gain height and are given instructions in their use.

For higher risk working at height activities, these should be risk assessed using the risk assessment template.

Person responsible for risk assessing work at height activities -	HT, caretaker
Person responsible to monitor work at height training requirements -	Headteacher
Person responsible to inspect ladders and stepladders -	Caretaker

11. General building checks including housekeeping

Arrangements exist to ensure that the school is kept clean and tidy through good housekeeping. In particular, rubbish and other combustible waste shall not be allowed to accumulate. The boiler room, server rooms and all designated escape routes shall be kept clear at all times. Rubbish bins, skips etc. shall be located away from the school buildings and secured to suitable fixed points. Housekeeping will be monitored by the Senior Leadership Team.

Person responsible to monitor housekeeping and any defects -	<i>SLT, caretaker</i>
--	-----------------------

Where significant housekeeping issues are identified, or defects are found, this will be reported to -	Head teacher Newcastle City Council
--	--

12. Educational visits

Roles and responsible persons -

Visit/party leader -	Class teacher in charge
EVC -	DHT Mrs Power
Head of Establishment	Headteacher
Approval for Residential / adventurous visits	Headteacher

Person(s) responsible to ensure all educational visits training is up to date -	EVC
---	-----

Person(s) responsible to ensure visit leaders are competent to suitably qualified to lead a visit	EVC
---	-----

Person(s) responsible to ensure appropriate risk assessment approval process is followed -	EVC
--	-----

13. Managing chemicals

Inventories for hazardous substances are maintained by the following person(s) / departments -

Caretaking & Cleaning	<i>caretaker / cleaner's cupboard</i>
Grounds maintenance	<i>caretaker / cleaner's cupboard</i>
Catering	<i>Kitchen storage cupboard</i>
Art & Design	<i>No chemicals</i>
D&T	<i>No chemicals</i>
Science	<i>No chemicals</i>

Person(s) responsible to undertake and update COSHH risk assessments relevant to their area of work -	Headteacher/DHT Caretaker
Person(s) responsible to ensure the LEV (e.g. fume cupboards, dust extraction) is examined and tested annually by a suitably qualified person -	N/A
Annual reports and relevant records stored centrally and available for inspection -	SBM

14. Selecting and managing contractors

Building projects that fall within Construction (Design and Management) Regulations 2015 will have the appropriate arrangements in place.

Smaller scale projects are managed internally, however specialist assistance will be arranged for larger more complex projects.

Person(s) responsible to ensure appropriate planning prior to works commencing (e.g. relevant information passed on regarding asbestos, checklist completed, etc) -	HT, SBM Project Manager - JET
Person(s) responsible to monitor project -	HT, SBM Project Manager - JET
Person(s) responsible to ensure contractors have appropriate skills and qualifications to carry out works -	HT, SBM Project Manager - JET

15. Manual handling

Lifting and handling of pupils -

Person(s) responsible to ensure appropriate moving and handling assessment is carried out for each child that requires one -	SLT
Person(s) responsible to ensure regular monitoring and reviews of risk assessment -	SLT
Person(s) responsible to ensure annual refresher moving and handling training is up to date -	SLT
Nominated Moving & Handling Co-Ordinator -	Headteacher

Manual handling of objects –

Person(s) responsible for risk assessing manual handling activities -	Headteacher, caretaker
---	------------------------

