

PEWITHALL PRIMARY SCHOOL

HEALTH & SAFETY POLICY

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Pewithall School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- all legal requirements are met under both health and safety and fire legislation
- All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
- The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, premises, equipment and both curriculum and extra-curriculum activities.
- To establish a robust system for managing health, safety and welfare in school, the following responsibilities will have been allocated:

Please note: In schools, the employer is ultimately responsible for health, safety and welfare.

In community and voluntary-controlled schools, the employer is the Local Authority. In voluntary aided and foundation schools, academies and independent schools the Governing Body/Trustees is the employer.

Governors: Named Governor Mr W Hankin

- The Governing Body will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent[1] health and safety practitioner.

- In their decision-making capacity, governors will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.



- The Governing Body will be kept informed of:

- Adopt Health and Safety policies;
- Health and safety related advice and guidance provided by the LEA;
- The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments;
- Any hazards identified outside of the risk assessment process;

- Significant accidents and their causes and any actions taken or recommended to prevent future incidents;
- The findings of the LEA health and safety review and any recommendations translated into a school action plan;
- Health and safety issues[2] arising from the annual maintenance review carried out by Property Services.

Head teacher: Mr David Baugh

The Head teacher has responsibility for the daily management of health and safety:

- There are relevant Policies meeting the requirements of Health and Safety legislation;
- As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment[3] are carried out at recommended intervals;
- Ensuring that any actions arising from risk assessments are put into a time-bound action plan;
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process;
- Delegating clear roles and responsibilities for health and safety functions;
- Identifying and supporting the provision of relevant health and safety training for school employees;
- Attending any training for Head teachers that is recommended by the LA;

[2] health and safety issues in the annual maintenance reports are identified by the yellow hazard triangle and require prompt attention

[3] risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools



- Ensuring that contractors have sight of the school's asbestos register before commencing work;
- Providing a safe working and learning environment;
- Ensuring that all activities are carried out safely;
- Communicating health and safety information;
- Investigating and recording accidents;
- Managing fire safety and safe escape routes; and
- Providing health and safety information to new employees upon induction

Local Authority

The LA is responsible for:

- Providing model Health and Safety Policies in meeting the requirements of Health and Safety legislation;
- Providing advice and guidance to support schools in meeting the requirements of Health and Safety legislation;
- Providing support in the investigation of significant accidents;
- Ensuring that schools are provided with up to date information on legislative changes;
- Providing Health and Safety training and where necessary identifying specialist course providers; and
- Monitoring the implementation of the LA guidance.

Assistant Head Teachers Lead Teachers and SLT Members

Departmental Heads are responsible for ensuring that:

- Activities within their curriculum area are carried out safely;
- Any significant risks are identified and adequately controlled;
- Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology;
- All staff in the department are aware of safe practices and procedures;
- Systems are in place for the department to monitor Health and Safety performance;
- Thorough accident investigations are carried out for all curriculum related accidents; and
- Accidents are reported according to the requirements of the LA

All Employees

Employees are responsible for:



- Are responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work;
- Have a duty to report any identified hazards;
- Should co-operate with the employer by following the Health and Safety Guidance
- In order to protect their own and the safety of others, take 'immediate corrective action' where any dangerous or harmful situations arise or are identified; and
- Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school's "competent advisor"

Consultation and Communication

The Head teacher and governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and departmental meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school.

The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.


PEWITHALL
SCHOOL



HEALTH AND SAFETY ARRANGEMENTS

Overall and final accountability for health and safety within the school is: David Baugh [Head teacher]

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
Appropriate staff are given health and safety responsibilities	Named person/s in charge: Science: Mrs L Riley DT: Mr Stirk EVC: Mrs Endemano/ Mr Baugh Medical Needs: Mr D Baugh Buildings: Mr J Monaghan Equipment: Mr J Monaghan	1. Areas including, Science DT Sports 2. Educational Visits Coordinator & Deputy 3. Supporting Pupils with Medical Needs (Named Person) 4. Buildings, building maintenance and management of building contractors 5. Equipment and equipment maintenance
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Named person/s in charge of risk assessments: The Head Teacher and Assistant Head Teachers.	Relevant risk assessments completed where necessary and actions arising out of those assessments implemented. The risk assessments will include: 1. Occupational for staff including, Teachers/Teaching Assistants Midday assistants Manual staff Office staff Cleaning staff Manual Handling First Aid Needs Stress



STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
	Mr Monaghan/ Mr Baugh	COSHH Violence and aggression 2. Building and Environments including, Fire Premises Classroom Security Driving within School Grounds School Kitchen Playgrounds Legionella Passenger Lifts sun Ladder Safety Checklist 3. Others arising from individual risks, Workstations (DSE) Sun SEN Lone Working Mini Bus Pregnancy COSHH 4. Activities Sports



STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
		Educational Visits Keeping Animals These are reviewed every year, or earlier if working conditions change.
To provide adequate training to ensure employees are competent to do their work.	Named person/s who organizes training and maintains records: The Head Teacher, SENDCO and Assistant Head Teachers.	All staff given necessary health and safety induction with signed records. As identified or recommended, provided with appropriate training including, 1. General health and safety 2. Risk Assessment 3. Fire (general) 4. Medical & Administration of Medication 5. First Aid 6. Work at heights 7. Manual Handling 8. Team Teach 9. COSHH 10. Science & DT 11. Managing Conflict 12. Visit Leader 13. Others as identified Records will be maintained of the training to ensure that they are reviewed and refreshed when required.
To communicate, engage and consult with staff on health and safety conditions	Named person responsible for communications: The Head Teacher, Deputy	Systems for ensuring that health and safety information is communicated to staff include: We send email updates, agenda items in both governors and staff meetings.



STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
	Head and Office Staff.	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at staff meetings The Governing Body have been made aware of health and safety matters formally at Governing Meetings
To provide advice and support on occupational health issues	Named provider: HBC	Provision of an Occupational Health provider
To implement emergency procedures – evacuation in case of fire or other significant incident.	Named person/s in charge : Mr Monaghan/ Mr Baugh	Evacuation plans including fire, bomb, critical incidents are, - prepared, - communicated to staff, - tested from time to time (including termly fire drills); and - updated as necessary. Escape routes well signed and kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Named person/s in charge : Mr Monaghan/ Mr Baugh	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances
To record and investigate accidents / incidents	Named First Aiders: All Staff are First Aid Trained. Mrs Plaisted, Mrs Pierce, Mrs McCartney and Miss Bibby are	In the event of accidents / incidents; to ensure that initial actions are taken and they are subsequently recorded and investigated. To ensure that, if required, they are reported to the HSE as required under RIDDOR,



STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
	pediatric first adiers Named person who reports under RIDDOR: Mr David Baugh	

Reviewed: June 2026

Minuted & Adopted: 2nd November 2026

Date for review: 2nd November 2027

Signed: Mr N Burgess (Chair of the board of Governors



Signed: Mr D Baugh (Head Teacher)

