

**St Thomas More Catholic Primary school,  
Saffron Walden**



# **HEALTH AND SAFETY POLICY**

Policy No. STM-001

Unique Policy Reference No	<b>STM-001</b>
Approved by (inc date)	<i>Governing Body</i>
Date Version Approved	<i>02/04/2025</i>
Date next due for review	<i>March 2026</i>
Author ( <i>Document Owner</i> )	<i>Headteacher</i>

## **HEALTH AND SAFETY POLICY**

### **1. PREFACE**

- 1.1. This policy sets out our commitment to maintaining high standards of health and safety in compliance with the Health and Safety at Work etc. Act 1974 and the Department for Education (DfE) guidance. While the Headteacher has ultimate responsibility for implementing the policy, all staff have a duty to contribute to its successful execution.
- 1.2. Managers and supervisors must ensure compliance within their respective areas. All employees must adhere to this policy and collaborate to uphold high safety standards.
- 1.3. Specific responsibilities are outlined in this document, while detailed operational procedures are covered in separate Codes of Practice.
- 1.4. Failure to comply with health and safety requirements could result in disciplinary action and legal consequences.

### **2. STATEMENT OF INTENT**

- 2.1. The Governing Body is committed to ensuring, so far as reasonably practicable, the health, safety, and welfare of all pupils, employees, and visitors.
- 2.2. The Governing Body will ensure that the health and safety of non-employees affected by school activities are not compromised.
- 2.3. The Headteacher and all line managers are responsible for implementing and maintaining this policy at all levels.

### **3. OBJECTIVES**

- 3.1. To fulfil our health and safety obligations, the Governing Body aims to:
  - a) Maintain a safe working and learning environment.
  - b) Ensure staff are aware of their responsibilities and actively support health and safety initiatives.
  - c) Provide clear Codes of Practice for school activities.
  - d) Ensure new staff, visitors, and contractors understand relevant safety procedures.
  - e) Promote health and safety awareness through training and engagement.
  - f) Conduct thorough risk assessments and monitor implementation.
  - g) Review and update this policy, as necessary.

## **4. ORGANISATION AND RESPONSIBILITIES**

### **4.1. Governing Body**

- a) Oversees health and safety matters and ensures adequate resources are available.
- b) Requires an annual report from the Headteacher on health and safety performance.

### **4.2. Headteacher**

- a) Implements this policy and ensures compliance with legal requirements.
- b) Ensures staff receive health and safety training.
- c) Investigates accidents and safety concerns.
- d) Conducts fire drills and maintains emergency procedures.
- e) Coordinates with contractors to manage health and safety risks.

### **4.3. Health and Safety Coordinator**

- a) Assists in managing health and safety matters.
- b) Oversees first aid, accident reporting, and emergency procedures.
- c) Monitors premises for health and safety risks.
- d) Maintains central health and safety records.

### **4.4. Staff Responsibilities**

- a) All staff must comply with health and safety policies and report hazards.
- b) Class teachers must ensure pupil safety in classrooms and during activities.
- c) Subject coordinators must ensure compliance with safety guidelines.

## **5. SAFETY REPRESENTATIVES AND CONSULTATION**

Staff safety concerns will be addressed through formal consultation mechanisms.

## **6. GENERAL ARRANGEMENTS**

### **6.1. Risk Assessment**

The school follows the Management of Health and Safety at Work Regulations in conducting risk assessments.

### **6.2. Accident Reporting**

All accidents must be reported following the school's procedures.

### **6.3. Fire Safety and Emergency Procedures**

- a) Regular fire drills are conducted, and evacuation plans are in place. Fire assembly point is the lower playground.
- b) A designated emergency evacuation site is RA Butler School.

## **7. FIRST AID**

- a) First aid provisions are maintained, and staff receive necessary training.
- b) All incidents requiring first aid must be recorded appropriately.

## **8. SCHOOL SECURITY**

- a) Controlled access systems secure school entrances.
- b) Staff must monitor visitor access at all times.

## **9. POLICY REVIEW**

This policy will be reviewed annually and revised as necessary to comply with UK law and DfE guidance.

**Reviewed: March 2025**

**Next Review: March 2026**