

Propps Hall C P School

Health and Safety Policy

The Governing Body and leadership team at Propps Hall CP School are committed to providing a safe, secure and healthy environment for all pupils, staff, visitors and contractors. We recognise our responsibilities under health and safety legislation and are committed to promoting a positive culture of safety, wellbeing and shared responsibility across the school community. Through effective leadership, risk management, training and monitoring, we aim to ensure that health and safety remains an integral part of all school activities and operations.

1. Purpose

This policy sets out the arrangements for ensuring, so far as is reasonably practicable, the health, safety and welfare of employees, pupils, contractors, visitors and all other persons affected by the activities of Propps Hall CP School.

The Governing Body and Senior Leadership Team recognise and accept their responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Asbestos Regulations 2012
- The Equality Act 2010
- Relevant Department for Education guidance
- Relevant Local Authority guidance

The school is committed to:

- providing and maintaining a safe and healthy working environment;
- preventing accidents, incidents and work-related ill health;
- assessing and controlling risks arising from school activities;
- consulting with employees on matters affecting health and safety;
- ensuring safe systems of work are in place;
- providing appropriate information, instruction, supervision and training;
- maintaining safe premises, equipment and substances;
- ensuring effective emergency arrangements are in place;
- promoting a positive culture of health, safety and wellbeing;
- ensuring all staff understand their health and safety responsibilities;
- monitoring and reviewing health and safety performance regularly.

2. BROAD GUIDELINES

2.1 Governing Body

The Governing Body has strategic responsibility for health and safety and will:

- ensure effective health and safety management arrangements are in place;

- monitor the implementation of this policy;
- allocate appropriate resources for health and safety;
- ensure statutory compliance;
- review health and safety performance regularly;
- receive reports relating to accidents, incidents and audits;
- ensure appropriate insurance arrangements are in place.

The Governing Body appoints a named Governor with responsibility for health and safety.

2.2 Executive Headteacher

The Executive Headteacher has overall operational responsibility for health and safety and will:

- implement this policy on a day-to-day basis;
- ensure staff are aware of their responsibilities;
- ensure suitable and sufficient risk assessments are completed and reviewed;
- ensure safe working practices are implemented;
- ensure staff receive appropriate health and safety training;
- ensure effective supervision arrangements are in place;
- ensure all accidents and incidents are reported and investigated appropriately;
- ensure statutory inspections and maintenance are completed;
- ensure emergency procedures are implemented and tested;
- consult with staff regarding health and safety matters;
- monitor contractor activities on site;
- ensure safeguarding and health and safety arrangements are aligned.

2.3 Senior Leaders and Line Managers

Senior leaders and line managers are responsible for:

- implementing this policy within their areas of responsibility;
- ensuring staff are appropriately trained and supervised;
- carrying out risk assessments where required;
- monitoring health and safety standards;
- reporting hazards, defects and concerns promptly;
- ensuring safe use of equipment and substances;
- supporting accident and incident investigations.

2.4 Site Manager

The Site Manager is responsible for:

- day-to-day site health and safety management;
- reporting premises defects;
- arranging repairs and maintenance;
- monitoring contractors on site;
- weekly fire alarm testing;
- monitoring emergency lighting;

- ensuring safe access and egress;
- maintaining records relating to statutory testing and inspections;
- monitoring asbestos condition checks;
- overseeing working at height arrangements.

2.5 Employees

All employees must:

- take reasonable care of their own health and safety and that of others;
- cooperate with the school on health and safety matters;
- follow health and safety procedures and instructions;
- use equipment and personal protective equipment correctly;
- report accidents, incidents, hazards and defects promptly;
- participate in relevant health and safety training;
- not intentionally misuse or interfere with anything provided in the interests of health and safety.

2.6 Pupils

Pupils are expected to:

- follow health and safety instructions;
- behave responsibly;
- report concerns to a member of staff;
- avoid actions which may place themselves or others at risk.

2.7 Visitors and Contractors

Visitors and contractors must:

- sign in and out via the school office;
- comply with safeguarding and health and safety procedures;
- follow site instructions;
- wear identification where required;
- report hazards or incidents immediately.

Contractors must provide:

- evidence of competence;
- appropriate insurance documentation;
- DBS evidence where applicable;
- risk assessments and method statements (RAMS).

3. ARRANGEMENTS

3.1 Risk Assessments

The school will ensure that suitable and sufficient risk assessments are undertaken for all significant activities.

Risk assessments will: identify hazards, evaluate risks, identify control measures and be recorded where required;

Specific risk assessments may include:

- curriculum activities;
- classrooms;
- educational visits;
- manual handling;
- fire safety;
- DSE/workstations;
- stress;
- lone working;
- COSHH;
- premises hazards.

Risk assessments will be undertaken by relevant staff under the leadership of the Executive Headteacher.

3.2 Consultation with Employees

The school will consult with employees regarding health and safety matters through:

- staff meetings;
- health and safety meetings;
- governor meetings;
- risk assessment reviews.

3.3 Training and Competence

The school will ensure employees receive appropriate:

- induction training;
- basic health & safety training;
- role-specific training;
- safeguarding training;
- fire safety training;
- manual handling training where required;
- first aid training where required;
- risk assessment training.

Specific role-based training includes:

- caretaking and premises management training;
- asbestos awareness training;
- working at height training;
- COSHH awareness training.

Training records are maintained centrally on Staffsafe and monitored by the Executive Headteacher and Business Manager. Online training records are maintained through High Speed Training.

3.4 Accident Reporting and Investigation

All accidents, incidents and near misses must be reported in accordance with school procedures.

The school will:

- maintain accident records;
- investigate significant incidents;
- report incidents under RIDDOR where applicable;
- implement corrective actions;
- review trends and patterns.

The Executive Headteacher and Business Manager are responsible for accident investigations.

A separate Accident and Incident Policy is in place.

3.5 First Aid

The school will provide adequate and appropriate first aid arrangements, including:

- first aid at work training (minimum 2 staff members)
- paediatric first aid (all classroom-based staff);
- accessible first aid kits;
- procedures for contacting emergency services;
- recording of treatment provided.

A separate First Aid Policy is in place.

3.6 Fire Safety and Emergency Procedures

The school will:

- maintain a current fire risk assessment and fire plan;
- carry out regular fire drills;
- maintain fire detection and alarm systems;
- maintain emergency lighting and firefighting equipment;
- ensure escape routes remain unobstructed;
- provide fire safety training;
- develop Personal Emergency Evacuation Plans (PEEPs) where required.

Fire drills will take place at least termly.

Fire Leads: Executive Headteacher and Deputy Headteacher

Fire Wardens: Deputy Headteacher, Site Manager, Business Manager, Assistant Headteacher and Administrator.

Weekly fire alarm tests will be undertaken by the Site Manager.

Fire extinguishers are serviced annually by the school's appointed contractor.

3.7 Educational Visits

Educational visits will be planned and managed in accordance with:

- the school Educational Visits Policy;
- Local Authority guidance;
- EVOLVE procedures.

Appropriate risk assessments and approval processes must be completed.

The Executive Headteacher is the Educational Visits Coordinator.

3.8 Premises and Equipment

The school will ensure:

- premises are maintained in a safe condition;
- statutory inspections are completed;
- defective equipment is removed from use;
- portable electrical equipment is tested where appropriate;
- working at height is properly managed.

No unauthorised electrical equipment may be used on school premises.

3.9 COSHH

The school will ensure hazardous substances are: identified, assessed, stored safely, used appropriately, monitored.

COSHH assessments will be reviewed periodically

3.10 Asbestos Management

The school recognises its duties under the Control of Asbestos Regulations 2012.

The school will:

- maintain an asbestos management plan;
- ensure the asbestos register is available;
- monitor the condition of asbestos-containing materials;
- ensure contractors are informed before work commences;
- arrange appropriate staff awareness training.

No intrusive work may be undertaken without appropriate checks.

Monthly asbestos condition checks will be undertaken where applicable.

3.11 Site Security

The school will maintain appropriate security arrangements including:

- visitor management procedures;
- controlled access arrangements;
- safeguarding procedures;

- CCTV;
- lockdown procedures;
- perimeter security.

All parents, carers and visitors are expected to comply with the school's Parent Code of Conduct, safeguarding procedures and visitor expectations whilst on school premises or when engaging with school staff.

A separate Security and Lockdown Policy is in place.

3.12 Stress and Wellbeing

The school is committed to promoting employee wellbeing.

The school will:

- support staff wellbeing;
- undertake stress risk assessments where appropriate;
- provide access to occupational health services;
- encourage early reporting of wellbeing concerns.

Occupational health services are provided through the Local Authority provider.

3.13 Vehicles and Traffic Management

Staff and visitors may park only in designated areas.

The Site Manager and supervising staff are responsible for monitoring gate security and vehicle access arrangements.

3.13 Monitoring and Review

The school will monitor health and safety performance through:

- inspections;
- audits;
- accident analysis;
- governor monitoring visits;
- review of risk assessments;
- feedback from staff.

This policy will be reviewed annually or sooner where:

- legislation changes;
- significant organisational changes occur;
- serious incidents arise;
- monitoring identifies deficiencies.

4. LINKED POLICIES

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Educational Visits Policy
- Behaviour Policy
- Accessibility Plan
- Fire Safety Procedures
- Critical Incident Plan
- Security and Lockdown Policy
- Lone Working Policy
- Staff Wellbeing Policy
- Supporting Pupils with Medical Conditions Policy
- Visitors Policy
- Parent Code of Conduct Policy

Policy reviewed May 2026

Appendix A – Key Contacts

Role	Name
Executive Headteacher	Gillian Kay
Chair of Governors	Jaqueline Rule
Health and Safety Governor	TBC
Site Manager	Ben Johnson
Fire Safety Lead	Lauren Kay
Educational Visits Coordinator	Gillian Kay

Appendix B – Monitoring Schedule

Activity	Frequency	Responsible Person
Fire Drill	Termly	DHT
Fire Alarm Test	Weekly	PM
Premises Inspection	Termly	PM
Governor H&S Monitoring	Termly	SBM/PM
H&S Audit	Annual	Local Authority
Risk Assessment Review	Annual	Key staff
Portable Appliance Testing	As required	PM
Asbestos Monitoring	Monthly	PM
Emergency Lighting Test	Monthly	PM

Policy Status

Item	Detail
Policy Owner	Executive Headteacher
Responsible Committee	Governing Body
Approved By	Governing Body
Approval Date	14 th May 2026