St John Henry Newman Catholic Primary School

Health and Safety Policy

Approved: September 2026

Next Review Date: September 2027

1. Aims

St John Henry Newman Catholic Primary School is committed to providing a safe, healthy and secure environment for all pupils, staff, volunteers, contractors and visitors.

The school aims to:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures for staff, pupils and visitors;
- identify and manage risks associated with school activities and the school premises;
- ensure that appropriate procedures are in place in the event of an emergency;
- ensure that the school premises, equipment and facilities are maintained safely and appropriately inspected;
- provide appropriate information, instruction, training and supervision;
- promote positive health and wellbeing amongst pupils and staff;
- ensure that health and safety arrangements are proportionate to the risks involved and do not unnecessarily restrict pupils' educational experiences.

As a Catholic school, the school's approach to health and safety reflects our responsibility to respect the dignity of every person and to care for one another and our shared environment.

2. Legislation and Guidance

This policy has regard to current Department for Education and Health and Safety Executive guidance and relevant legislation, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Control of Substances Hazardous to Health Regulations 2002;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Gas Safety (Installation and Use) Regulations 1998;
- Regulatory Reform (Fire Safety) Order 2005;
- Work at Height Regulations 2005;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Control of Asbestos Regulations 2012;
- Electricity at Work Regulations 1989;
- Personal Protective Equipment at Work Regulations 1992;
- School Premises (England) Regulations 2012;
- relevant statutory EYFS requirements;
- relevant UK Health Security Agency guidance;

- relevant Department for Education and Health and Safety Executive guidance.

The school will comply with statutory requirements applicable to its activities and premises and will review its arrangements where legislation or official guidance changes.

3. Roles and Responsibilities

3.1 Governing Body

St John Henry Newman Catholic Primary School is a voluntary-aided maintained school. The **Governing Body is the employer** and therefore has ultimate responsibility for the health and safety of employees and for ensuring that pupils and visitors are not exposed to avoidable risks.

The Governing Body will:

- approve the Health and Safety Policy;
- ensure that appropriate health and safety arrangements are in place;
- ensure that significant risks are identified and appropriately managed;
- ensure that appropriate resources are made available;
- monitor the effectiveness of health and safety arrangements;
- receive appropriate reports from the Headteacher;
- seek assurance that identified actions are completed;
- ensure that the school's premises are appropriately maintained and managed;
- review the policy regularly.

The Governing Body may delegate day-to-day operational responsibilities to the Headteacher while retaining overall accountability.

3.2 Headteacher

The Headteacher has responsibility for the day-to-day management of health and safety.

The Headteacher will:

- implement this policy;
- ensure that appropriate risk assessments are completed and reviewed;
- ensure there is sufficient staff to safely supervise pupils;
- ensure that the school premises are safe and regularly inspected;
- ensure that appropriate health and safety training is provided;
- report significant health and safety matters to the Governing Body;
- ensure that appropriate emergency and evacuation procedures are in place;
- ensure that regular fire drills take place;
- ensure that health and safety responsibilities are appropriately delegated during periods of absence;
- ensure that risk assessments are completed and reviewed;

- monitor arrangements for cleaning and premises maintenance;
- ensure that contractors are appropriately managed;
- ensure that accidents, incidents and near misses are appropriately recorded and investigated;
- ensure that statutory reporting requirements are met.

The Headteacher is the school's designated **Health and Safety Lead**.

3.3 Health and Safety Advice

The school will ensure that competent health and safety advice is available to support the Governing Body and Headteacher.

This may be provided through appropriately qualified staff and/or external competent persons.

Where specialist advice is required, the school will seek advice from an appropriately competent external organisation or professional.

The use of competent advice does not transfer the Governing Body's responsibilities as employer.

3.4 Staff

All staff have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Staff will:

- follow the school's health and safety procedures;
- work in accordance with training and instructions;
- report hazards, defects, accidents and incidents promptly;
- report any situation representing serious and immediate danger;
- use equipment safely;
- follow risk assessments and safe systems of work;
- attend required training;
- model safe and hygienic practice for pupils;
- understand emergency evacuation procedures;
- cooperate with the school on health and safety matters.

3.5 Pupils and Parents/Carers

Pupils and parents/carers are expected to follow the school's reasonable health and safety arrangements while on the school site and during school activities.

Pupils will be encouraged, according to their age and understanding, to:

- follow staff instructions;
- behave safely;

- use equipment appropriately;
- report hazards and concerns;
- take reasonable care of themselves and others.

3.6 Contractors

Contractors will agree appropriate health and safety arrangements with the school before work begins.

Contractors will be expected to:

- provide appropriate evidence of competence where required;
- undertake suitable risk assessments;
- comply with relevant legislation;
- follow school site rules;
- provide appropriate method statements where necessary;
- protect pupils, staff and visitors from risks associated with their work;
- report accidents, incidents and hazards.

Contractors must be made aware of relevant asbestos information before undertaking work which could disturb the fabric of the building.

4. Risk Assessment

The school will maintain a proportionate system of risk assessment.

Risk assessments will:

- identify significant hazards;
- identify those who may be affected;
- assess the level of risk;
- identify appropriate control measures;
- identify responsible persons;
- be reviewed when necessary.

Risk assessments will be reviewed:

- routinely, where appropriate;
- following an accident or significant incident;
- following a significant change to an activity or premises;
- where a new hazard is identified;
- where there is reason to believe that the existing assessment is no longer valid.

Particular consideration will be given to pupils or staff who may require additional support because of disability, medical needs, pregnancy or other relevant circumstances.

The school's Risk Assessment Policy provides further detail.

Risk management will be proportionate to the activity. The school will seek to enable pupils to participate in educational visits, sport, play and other activities while managing associated risks appropriately.

5. Site Security

The school will maintain appropriate arrangements to ensure the security of the school site during and outside school hours.

The school's site team will undertake appropriate visual inspections and support the operation of relevant security systems.

Keyholders will be maintained on the school's current emergency contact arrangements and will respond to emergencies in accordance with those arrangements.

Access to the school site will be appropriately controlled.

Visitors and contractors will comply with the school's visitor and safeguarding procedures.

6. Fire Safety

The school will maintain an appropriate fire risk assessment and fire safety arrangements.

Emergency exits, assembly points and instructions will be clearly identified.

Fire evacuation drills will normally take place **at least once each term**.

The fire alarm will be tested regularly in accordance with the school's fire safety arrangements.

All new staff will receive appropriate fire safety information as part of their induction.

In the event of a fire:

- the alarm will be raised immediately;
- the emergency services will be contacted;
- evacuation will begin immediately;
- pupils and staff will proceed to the designated assembly point;
- class teachers will account for pupils;
- the school's arrangements will account for staff and visitors;
- staff and pupils will remain outside until authorised to re-enter.

Fire extinguishers will only be used by staff who have been appropriately trained and who are confident that doing so will not place themselves or others at risk.

The school will maintain appropriate arrangements for people who may require assistance to evacuate, including those with mobility difficulties or disabilities.

The school's Fire Risk Assessment and emergency procedures provide further detail.

7. COSHH and Hazardous Substances

The school will ensure that hazardous substances are appropriately managed in accordance with COSHH requirements.

This includes:

- chemicals;
- cleaning products;
- fumes;
- dusts;
- vapours;
- gases;
- biological agents;
- other substances presenting a significant health risk.

COSHH assessments will be completed where required and appropriate control measures implemented.

Hazardous products will:

- be stored securely;
- remain in their original containers where practicable;
- be clearly labelled;
- be used in accordance with manufacturers' instructions;
- be disposed of appropriately.

Staff will receive appropriate information and PPE where required.

8. Gas Safety

Gas installations, appliances and fittings will be maintained by appropriately qualified and competent persons.

Where applicable:

- gas appliances will be serviced appropriately;
- gas pipework and flues will be maintained;
- appropriate ventilation will be provided;
- relevant records will be retained.

9. Legionella and Water Safety

The school will maintain an appropriate water hygiene risk assessment and management arrangements.

Operational controls identified through the risk assessment will be completed and recorded appropriately.

The risk assessment will be reviewed following significant changes to the water system, premises or relevant guidance.

10. Asbestos

The school will maintain appropriate arrangements for managing asbestos-containing materials in accordance with the school's asbestos management arrangements.

Staff will be informed, as appropriate, about:

- the presence and location of asbestos;
- the risks associated with asbestos;
- what to do if asbestos is suspected or disturbed.

Contractors will be made aware of relevant asbestos information before work begins.

If material suspected to contain asbestos is discovered or disturbed, work will stop immediately and the appropriate responsible person will be contacted.

11. Equipment

All equipment will be suitable for its intended purpose and maintained in accordance with manufacturers' instructions.

Equipment will be:

- appropriately stored;
- regularly inspected where necessary;
- maintained;
- removed from use if unsafe;
- used only by staff or pupils who have received appropriate instruction and supervision.

New equipment will be checked for suitability and safety before being brought into use.

12. Electrical Safety

All staff are responsible for using electrical equipment safely.

Electrical equipment will be maintained, inspected and tested as appropriate.

The school will ensure that:

- defective equipment is removed from use;
- electrical faults are reported promptly;
- repairs and installations are undertaken only by competent persons;
- portable appliance testing is undertaken where appropriate based on risk;
- permanently installed electrical systems are maintained and inspected appropriately.

Electrical equipment must not be used with wet hands or in unsuitable conditions.

13. PE and Sports Equipment

PE equipment will be checked and maintained appropriately.

Staff will ensure that:

- equipment is set up safely;
- pupils receive appropriate instruction;
- equipment is used for its intended purpose;
- damaged equipment is removed from use;
- concerns about sports areas or equipment are reported promptly.

14. Display Screen Equipment

Staff who are identified as DSE users will have appropriate DSE assessments undertaken.

Staff identified as DSE users will be informed of their entitlement to an eyesight test in accordance with the relevant regulations.

The school will consider reasonable adjustments where a DSE assessment identifies a need.

15. Lone Working

Lone working may include:

- working late;
- working at weekends;
- site-related duties;
- cleaning duties;
- working alone in an office or classroom;
- home visits where applicable.

Staff should not undertake potentially dangerous activities while working alone.

Where lone working is necessary, appropriate arrangements should be made to ensure that another person is aware of the individual's location and expected return time.

Staff should not undertake lone working if they consider themselves medically unfit to do so.

16. Working at Height

Work at height will be properly planned and undertaken by competent persons.

The school will ensure that:

- appropriate equipment is used;
- ladders are inspected before use;
- pupils do not use ladders;

- staff use appropriate footwear;
- access to roofs or other high-level areas is restricted to appropriately trained and authorised persons;
- contractors provide appropriate equipment for their work where required.

Where possible, work at height should be avoided or alternative methods used.

17. Manual Handling

Staff should consider the risks associated with lifting and moving equipment or furniture.

Where an item is heavy, awkward or difficult to move, staff should seek assistance or use an appropriate mechanical aid.

Staff should:

- plan the movement;
- assess the load;
- ensure the route is clear;
- ensure the destination is clear;
- use appropriate lifting technique;
- avoid unnecessary twisting or stretching.

Appropriate manual handling training will be provided where required.

18. Off-Site Visits

When pupils are taken off the school premises:

- appropriate risk assessments will be completed where required;
- visits will be appropriately staffed;
- relevant medical information will be taken;
- emergency contact information will be available;
- an appropriate first aid kit will be taken;
- there will be at least one appropriately trained first aider on visits;
- Early Years visits will have appropriate paediatric first aid provision.

Educational visits will be planned in accordance with the school's Educational Visits Policy.

19. Lettings

This policy applies to lettings of the school premises.

Those hiring the school's facilities will be made aware of relevant health and safety requirements and will be expected to comply with them.

The school may require hirers to provide evidence of appropriate insurance, risk assessment or other safety arrangements where appropriate.

20. Violence and Aggression at Work

The school does not tolerate violence, threatening behaviour or aggression towards staff.

Staff should report incidents of violence, aggression or threatening behaviour to their line manager or the Headteacher as soon as possible.

The school will investigate significant incidents and consider appropriate action and support.

This applies to incidents involving pupils, parents/carers, visitors, contractors or other staff.

The school's Behaviour Policy and relevant safeguarding procedures should also be followed where applicable.

21. Smoking and Vaping

Smoking and vaping are not permitted anywhere on the school premises or within the school's grounds.

This applies to staff, pupils, parents/carers, visitors and contractors.

22. Infection Prevention and Control

The school will follow current national and UK Health Security Agency guidance relating to infection prevention and control.

The school will promote good hygiene practice, including:

- regular handwashing;
- appropriate respiratory hygiene;
- covering cuts and abrasions;
- appropriate use of hand sanitiser;
- appropriate cleaning of frequently touched surfaces;
- appropriate ventilation;
- safe management of bodily fluids;
- appropriate use of PPE where required.

Blood and bodily fluid spillages will be dealt with promptly using appropriate PPE and cleaning procedures.

Staff will follow the school's arrangements for clinical waste and soiled clothing.

The school will follow current national guidance regarding recommended exclusion periods for infectious diseases.

Where a pupil is particularly vulnerable to infection because of a medical condition, the school will follow their individual healthcare arrangements and seek appropriate medical advice where necessary.

23. Food Safety and Allergies

The school will maintain appropriate arrangements for food safety and allergy management.

Staff will follow the school's Allergy Policy and relevant individual healthcare plans.

Appropriate measures will be taken to reduce the risk of cross-contamination and exposure to known allergens.

Where food is prepared or consumed in classrooms, appropriate hygiene arrangements will be followed.

24. New and Expectant Mothers

Where an employee notifies the school that they are pregnant, an appropriate risk assessment will be undertaken.

The assessment will consider the individual's role, working environment and any relevant risks.

Control measures will be implemented where required and the assessment will be reviewed as the pregnancy progresses or circumstances change.

25. Occupational Stress and Staff Wellbeing

The school recognises the importance of staff health and wellbeing.

The school will seek to identify and reduce workplace stressors through appropriate management, communication and risk assessment.

Staff are encouraged to raise concerns about workload, wellbeing or workplace stress at an early stage with their line manager or the Headteacher.

Where appropriate, individual support and reasonable adjustments will be considered.

The school will monitor workload and seek to ensure that health and safety arrangements support sustainable working practices.

26. Accident and Incident Reporting

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

An appropriate accident or incident record will be completed as soon as reasonably practicable.

Records should include:

- name of the injured person;
- date and time;
- location;
- details of what happened;
- injury sustained;
- first aid or other action taken;

- any follow-up required;
- details of the person dealing with the incident.

The school will investigate significant incidents where appropriate and will review risk assessments or procedures where necessary.

Relevant records will be retained in accordance with legal and school requirements.

27. Reporting under RIDDOR

The school will report incidents to the Health and Safety Executive where required under RIDDOR.

The Headteacher, or designated member of staff, will ensure that appropriate reports are made within the required statutory timescales.

Reportable incidents may include:

- work-related deaths;
- specified serious injuries;
- injuries resulting in a worker being unable to undertake their normal duties for more than seven consecutive days;
- certain diagnosed occupational diseases;
- specified dangerous occurrences.

Not every accident, hospital attendance or near miss is reportable under RIDDOR. The school will determine whether an incident meets the statutory reporting criteria.

Where there is uncertainty, the school will seek appropriate advice.

28. First Aid and Medical Emergencies

The school will maintain appropriate first aid arrangements based on its assessment of need.

This will include:

- appropriately trained first aid staff;
- suitable first aid equipment;
- appropriate first aid locations;
- arrangements for recording treatment;
- arrangements for emergency medical assistance;
- appropriate arrangements for pupils with medical conditions;
- appropriate communication with parents/carers.

The school's First Aid Policy and Supporting Pupils with Medical Conditions Policy provide further detail.

29. Emergency Procedures

The school will maintain appropriate emergency procedures for significant incidents, including where relevant:

- serious injury or illness;
- fire;
- severe weather;
- flooding;
- significant damage to the school;
- security incidents;
- criminal activity;
- public health incidents;
- other events affecting the safe operation of the school.

Emergency procedures will be communicated to staff and reviewed regularly.

The school's Emergency/Critical Incident Plan provides further detail.

30. Training

Health and safety training will form part of staff induction.

Additional training will be provided where the nature of an employee's role or identified risk requires it.

This may include:

- first aid;
- fire safety;
- risk assessment;
- manual handling;
- COSHH;
- asbestos awareness;
- educational visits;
- equipment use;
- infection control;
- working at height;
- specialist curriculum activities;
- safeguarding-related safety procedures.

Staff will be expected to complete mandatory health and safety training relevant to their role.

31. Monitoring

The effectiveness of this policy will be monitored through:

- regular site inspections;
- risk assessment reviews;
- accident and incident monitoring;
- fire drills;
- equipment inspections;
- statutory testing and maintenance;
- staff feedback;
- governor monitoring;
- external competent-person advice where appropriate.

The Headteacher will report significant health and safety matters to the Governing Body.

The Governing Body will seek assurance that identified risks are being appropriately managed and that corrective action is taken where necessary.

32. Review

This policy will be reviewed annually by the Headteacher and approved by the Governing Body.

The policy will also be reviewed following:

- significant changes in legislation;
- changes to DfE or HSE guidance;
- significant accidents or incidents;
- significant changes to the school premises;
- significant changes to school activities;
- findings from monitoring or inspection.

Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		**Date**	

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.

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Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.

Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.