



Cradley Primary School Health and Safety Policy

Vision Statement: Enriching Lives

Policy written by: Nick O'Sullivan, edited by Donna Jones

<u>Dates</u>		
Written	Autumn 23	
Reviewed		
Amended	Nov 25	
Next Review	Nov 26	



CRADLEY CE PRIMARY SCHOOL

General Statement of Intent

The Governing Body of Cradley CE Primary School (CPS), as the employer for the purposes of health and safety law, believes that excellence in health and safety management is an essential part of delivering high educational standards and safeguarding everyone on site. Achievement and safety go hand in hand – safe systems of work and effective risk management support high-quality learning and teaching.

The School is committed to ensuring that it complies with all relevant health and safety legislation. Where reasonably practicable, the School will go beyond minimum legal requirements to ensure continuous improvement and best practice. Continuous monitoring and review will promote improvement in the management of health and safety.

Policy Owner: Headteacher

Approved by: Governing Body (Employer)

Policy Location: School Office and shared staff drive.

Our general intentions are:

- Provide adequate control of health and safety risks arising from school activities;
- Consult employees on matters affecting their health and safety;
- Provide safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees and pupils;
- Ensure employees are competent for their tasks and provided with appropriate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy annually or following significant change.



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Organisation

Overall and final responsibility for health and safety lies with the Governing Body of Cradley CE Primary School.

Day-to-day responsibility for ensuring this policy is implemented is delegated to the Headteacher (Responsible Person).

The School Business Manager (SBM) acts as Health and Safety Coordinator and liaises with the Competent Advisor, Nicholas O'Sullivan (Fire and Risk Management Services).

A deputy competent person will be appointed as required.

Employees' Duties

All employees must:

- Cooperate with the Headteacher and Governing Body on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns immediately to a responsible person.

Non-compliance with safety rules may result in disciplinary action up to and including dismissal.

Risk Assessment

Risk assessments will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999.

Assessments will identify hazards, evaluate risks, record significant findings, and be reviewed annually or when changes occur.

All assessments are stored on the shared staff drive and in the School Office. Subject Leads and trip leaders must keep them under review each academic year. Approval for risk control measures rests with the Headteacher.

Consultation with Employees

The School consults staff in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. Consultation is through email, staff briefings and termly Health & Safety Committee meetings.

Safe Handling and Use of Hazardous Substances

The School complies with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Control of Asbestos Regulations 2012, following DfE guidance 'Managing asbestos in your school or college (2020 update)'.

The Asbestos Management Plan and Register are managed by Jane Morgan and reviewed annually or before any intrusive works.

The Legionella Risk Assessment and testing records are managed by Katrina Creek, with checks carried out in line with HSE L8 guidance.



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Safe Equipment, Plant and Fittings

All equipment complies with the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989. The School Business Manager maintains schedules for servicing and PAT testing.

All faults must be reported immediately to the School Business Manager, and records are kept in the maintenance log.

Training and Competency

Induction training is provided for all new employees by the Headteacher and School Business Manager.

Job-specific training is provided on-site or externally as appropriate. Training records are held by Jane Morgan.

A training matrix is maintained to monitor refresher dates for mandatory training such as first aid, fire marshal, and manual handling.

Accidents, First Aid and Work-Related Ill-Health

A First Aid Needs Assessment is reviewed annually or following significant change.

Paediatric first aid provision is in place for EYFS pupils. First aiders and appointed persons are displayed in the staff room, kitchen and first aid room. All accidents are recorded on Tapestry/Care Diary.

The Headteacher must report all RIDDOR-notifiable incidents to the HSE via the online system without delay and notify Fire and Risk Management Services accordingly.

Site Safety – Monitoring and Security

Regular inspections are carried out across all areas, with results recorded for audit purposes.

Findings are reported termly to the Governing Body's Health & Safety Committee. Contractors must complete a pre-works questionnaire, receive site safety information, and confirm asbestos awareness before starting work. High-risk works require a permit-to-work issued by the School Business Manager.

Off-Site Safety

All visits and residential are managed through the EVOLVE system.

The Educational Visits Coordinator (EVC) is Jane Morgan. Trip leaders complete risk assessments, retain copies for audit, and ensure emergency and medical information are accessible throughout the visit.

Emergency Procedures – Fire and Evacuation

A fire risk assessment is reviewed annually by the Headteacher.

Fire alarms are tested weekly, drills held termly, and emergency lighting tested monthly.

Fire extinguishers are serviced annually by competent contractors. Results are recorded in the Fire Log Book.



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Stress, Wellbeing and Violence at Work

The School recognises its duty to protect staff from stress-related ill health and violence.

A Staff Wellbeing Policy and Abusive Behaviour Risk Assessment are in place.

All incidents are reported to the Headteacher and reviewed to prevent recurrence.

Business Continuity and Emergency Planning

The School maintains an Emergency Management and Business Continuity Plan aligned with DfE guidance (2024).

Copies are held off-site by the Headteacher and School Business Manager.

Safeguarding and Health & Safety Link

Health and Safety arrangements support the School's safeguarding duties under Keeping Children Safe in Education (2025).

Site security, welfare, and supervision measures are managed jointly by the Headteacher and Designated Safeguarding Lead.

Policy Review and Approval

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

All staff are informed of updates through staff briefings and the shared staff drive.

Signed: D Jones (Headteacher)

Signed: S Jackson (Governor – Health & Safety)

Date: Nov 25 Review Date: Nov 26