Mickleton Primary School



Health and Safety Policy

Approved by:	FGB	**Date:**	Sept 2026
Next review due by:	Sept 2027		

1. Statement of Intent

At Mickleton Primary School, we are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all pupils, staff, governors, volunteers, visitors and contractors.

The Governing Board and Headteacher recognise that effective health and safety management is an integral part of school leadership and supports the provision of a safe, secure and effective learning environment.

The school seeks to:

- Provide and maintain a safe and healthy working environment.
- Prevent accidents, injuries and work-related ill health.
- Comply with all relevant health and safety legislation.
- Promote a positive culture of safety and wellbeing.
- Ensure health and safety is considered in all decision-making.
- Provide suitable information, instruction, training and supervision.
- Maintain effective arrangements for safeguarding, security and emergency planning.
- Continuously monitor and improve standards across the school.

Health and safety responsibilities are shared by the Governing Board, Headteacher, staff, contractors, visitors and pupils.

2. Legal Framework

This policy has due regard to the following legislation and regulations:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992 (as amended)
- Regulatory Reform (Fire Safety) Order 2005
- Working at Height Regulations 2005
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Construction (Design and Management) Regulations 2015

- School Premises (England) Regulations 2012
- Equality Act 2010
- Children and Families Act 2014
- Corporate Manslaughter and Corporate Homicide Act 2007
- Building Safety Act 2022
- Personal Protective Equipment at Work Regulations 2022
- Ionising Radiations Regulations 2017 (where applicable)

This policy is informed by current DfE, HSE and UKHSA guidance including DfE responsibilities and duties guidance, KCSIE 2026, school security guidance, emergency planning guidance and HSE sensible health and safety management guidance.

3. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- First Aid and Medication Policy
- Fire Safety and Evacuation Procedures
- Behaviour Policy
- Educational Visits Policy
- Managing Medical Conditions Policy
- Lockdown Procedure
- Risk Assessment Procedures
- Attendance Policy
- Online Safety Policy
- Staff Wellbeing Policy
- Premises Management Procedures

4. Roles and Responsibilities

Governing Board

The Governing Board will:

- Ensure compliance with health and safety legislation.
- Monitor health and safety performance.
- Ensure adequate resources are available.
- Review annual health and safety reports.

- Monitor premises safety, security and safeguarding arrangements.
- Ensure risks are effectively managed.

Headteacher

The Headteacher has day-to-day responsibility for health and safety and will:

- Ensure this policy is implemented.
- Ensure suitable risk assessments are completed.
- Promote a positive safety culture.
- Ensure appropriate staff training.
- Monitor health and safety performance.
- Report significant issues to governors.

Health and Safety Leads

The Office Manager and Site Manager will act as competent persons and will:

- Conduct inspections and audits.
- Investigate incidents and near misses.
- Support risk assessments.
- Liaise with external advisers and contractors.
- Maintain health and safety records.

Staff

All employees must:

- Take reasonable care of themselves and others.
- Follow health and safety procedures.
- Report hazards and defects.
- Cooperate with investigations.
- Attend training as required.

Pupils

Pupils are expected to:

- Follow staff instructions.
- Behave safely.
- Report hazards where appropriate.
- Respect equipment and safety procedures.

5. Safeguarding and Health and Safety

The school recognises the close relationship between safeguarding and health and safety.

Health and safety arrangements operate alongside:

- Keeping Children Safe in Education 2026.
- Child Protection and Safeguarding procedures.
- Online Safety arrangements.
- Filtering and Monitoring systems.
- Behaviour and attendance procedures.

All decisions regarding health and safety will take account of safeguarding considerations and the welfare of children.

6. Risk Assessment

Risk assessments will be completed for:

- Premises and workplace activities.
- Educational visits.
- Lone working.
- Manual handling.
- Working at height.
- Individual pupils where appropriate.
- Medical conditions.
- SEND requirements.
- Pregnancy and maternity.
- Contractors and construction activities.

Risk assessments will be reviewed:

- Annually.
- Following significant incidents.
- When circumstances change.
- When control measures are ineffective.

7. Building Safety, Premises and RAAC

Mickleton Primary School was constructed in 2006 and maintains ongoing monitoring of building condition and safety.

The school will:

- Maintain an up-to-date premises compliance programme.
- Monitor structural integrity.
- Maintain records relating to building safety.
- Ensure the estate is assessed regarding the presence of Reinforced Autoclaved Aerated Concrete (RAAC).
- Follow current DfE guidance where concerns arise.
- Obtain professional advice where necessary.

The Governing Board will receive regular updates regarding:

- Building condition.
- Fire safety.
- Accessibility.
- Asbestos management.
- Structural safety.
- RAAC assurance.

8. Fire Safety

The Headteacher is the Responsible Person under fire safety legislation.

The school will:

- Maintain an up-to-date Fire Risk Assessment.
- Conduct regular fire drills.
- Maintain fire detection and alarm systems.
- Provide fire safety training.
- Test alarms weekly.
- Service firefighting equipment annually.
- Review fire safety arrangements after changes to the building.

Personal Emergency Evacuation Plans (PEEPs) will be prepared where required.

9. Security, Lockdown and Emergency Planning

Mickleton Primary School is committed to maintaining a secure site.

The school will:

- Operate visitor identification procedures.
- Maintain controlled access systems.
- Operate a Lockdown Procedure.
- Maintain emergency plans.
- Review security risks annually.
- Work with emergency services where necessary.

The school will periodically practise lockdown arrangements and review procedures following significant changes or incidents.

10. Accident Reporting and Investigation

All accidents, incidents and near misses must be reported promptly.

The school will:

- Record incidents appropriately.
- Investigate significant incidents.
- Review risk assessments where necessary.
- Monitor trends and patterns.
- Implement corrective actions.

Reportable incidents will be notified through the current HSE RIDDOR reporting process. The school will follow all statutory reporting requirements.

11. COSHH and Hazardous Substances

The school will:

- Maintain COSHH assessments.
- Store substances securely.
- Monitor use of hazardous materials.
- Provide training where required.
- Ensure safe disposal arrangements.

CLEAPSS guidance will be followed where applicable.

12. Infection Prevention and Control

Mickleton Primary School will follow UKHSA guidance regarding infection prevention and control.

The school will:

- Promote hand hygiene.
- Maintain cleaning standards.
- Manage outbreaks appropriately.
- Follow public health advice.
- Liaise with Health Protection Teams where required.
- Implement additional measures where necessary during public health incidents.

The school will maintain arrangements relating to respiratory illness, measles, gastrointestinal illness and other communicable diseases.

13. Educational Visits

Educational visits will be planned and managed in accordance with DfE guidance.

Suitable arrangements will include:

- Risk assessment.
- Appropriate staffing ratios.
- Emergency planning.
- Medical arrangements.
- Parental information and consent where required.

The Educational Visits Coordinator (EVC) will oversee educational visit procedures.

14. Manual Handling

The school will reduce manual handling risks by:

- Avoiding hazardous lifting where possible.
- Providing equipment where appropriate.
- Providing training.
- Undertaking risk assessments.

15. Working at Height

Working at height activities will be properly planned and supervised.

The school will ensure:

- Suitable equipment is used.
- Staff are appropriately trained.
- Risks are assessed and controlled.

16. Staff Wellbeing and Stress Management

Mickleton Primary School recognises that staff wellbeing is a key component of health and safety.

The school will:

- Promote a positive working environment.
- Monitor staff wellbeing.
- Consider workload implications.
- Provide support where concerns arise.
- Refer staff to occupational health where appropriate.
- Complete stress risk assessments when necessary.
- Support employees returning to work following illness.

Staff are encouraged to discuss concerns with their line manager or the Headteacher at the earliest opportunity.

17. Display Screen Equipment

Appropriate assessments will be carried out for employees who regularly use display screen equipment.

The school will provide:

- Suitable equipment.
- Information and guidance.
- Reasonable adjustments where required.

18. Monitoring and Review

The Governing Board will receive an annual health and safety report covering:

- Accident trends.
- RIDDOR incidents.
- Fire safety compliance.
- Security arrangements.
- Educational visits.
- Building condition.
- RAAC assurance.
- Asbestos management.
- Staff wellbeing.
- Significant risks.

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or local circumstances.