



Intack Primary School: Health and Safety Policy

Policy Status: Final

Date of Creation: 2nd October 2025

Date of Review: January 2027

Reviewer: Headteacher and Governors' Committee

Next Review Date: January 2027

1. Introduction

This Health and Safety Policy outlines Intack Primary School's commitment to providing a safe and healthy environment for all pupils, staff, visitors, and contractors. This policy aims to prevent accidents and ill-health, and to comply with all relevant health and safety legislation. This policy is written with reference to the Maintained School Governance Guide (March 2024), Section 7.4 Health and safety.

2. Policy Statement

Intack Primary School is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Complying with all relevant health and safety legislation and regulations.
- Providing adequate resources for health and safety.
- Consulting with employees and pupils on health and safety matters.
- Ensuring that all staff are competent to carry out their work safely.
- Providing appropriate training and information on health and safety.
- Regularly reviewing and updating this policy.

3. Legal Framework

This policy is based on the following legislation:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The School Premises (England) Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)



- The Regulatory Reform (Fire Safety) Order 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Data Protection Act 2018 and UK GDPR

4. Roles and Responsibilities

- **Governing Body:** The governing body is the employer and has overall responsibility for health and safety within the school. They must ensure that the school has a robust health and safety policy and that it is effectively implemented. The governing body need to seek assurance that where there are potential health and safety risks:
 - appropriate corrective action is being taken
 - learning is being shared
 - improvements are being put in place
- **Headteacher:** The Headteacher is responsible for the day-to-day management of health and safety within the school. This includes:
 - Implementing the Health and Safety Policy
 - Ensuring that risk assessments are carried out and reviewed regularly.
 - Providing adequate training and information to staff.
 - Investigating accidents and incidents.
 - Liaising with the local authority on health and safety matters.
- **Health and Safety Coordinator:** [Craig Taylor/ Deputy Headteacher]. The Health and Safety Coordinator is responsible for assisting the Headteacher in the implementation of the Health and Safety Policy. This includes:
 - Maintaining health and safety records.
 - Carrying out inspections and audits.
 - Providing advice and guidance to staff on health and safety matters.
- **All 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.
 - Cooperate with the school on health and safety matters.
 - Follow safe working procedures.
 - Report any accidents, incidents, or near misses to their line manager.
 - Attend health and safety training as required.
- **Pupils:** Pupils have a responsibility to:
 - Follow school rules and procedures.



- Behave responsibly and safely.
- Report any hazards or concerns to a member of staff.

- **Parents/Carers:** Parents/Carers have a responsibility to:
 - Ensure their children are fit to attend school.
 - Inform the school of any medical conditions or allergies.
 - Support the school in promoting a safe and healthy environment.

- **Contractors:** Contractors working on the school premises have a responsibility to:
 - Comply with the school's Health and Safety Policy.
 - Provide risk assessments and method statements for their work.
 - Ensure that their work is carried out safely and without causing harm to others.

5. Risk Assessment

The school will conduct regular risk assessments to identify hazards and implement control measures to minimise risks. Risk assessments will be carried out for all activities and areas of the school, including:

- Classrooms
- Playgrounds
- Sports facilities
- Kitchens
- Offices
- School trips
- Manual handling
- Use of hazardous substances (COSHH)
- Fire safety
- Emergency planning procedures

Risk assessments will be reviewed regularly and updated as necessary. Staff will be involved in the risk assessment process.

6. Safe Working Procedures

The school will develop and implement safe working procedures for all activities that pose a risk to health and safety. These procedures will be documented and communicated to all relevant staff. Examples of safe working procedures include:

- Manual handling procedures
- COSHH procedures
- Fire safety procedures
- First aid procedures



- Emergency planning procedures
- Procedures for dealing with aggressive behaviour

7. Training and Information

The school will provide adequate training and information to all staff on health and safety matters. Training will be provided on induction and on an ongoing basis. Training will cover:

- General health and safety awareness
- Specific hazards and risks associated with their work
- Safe working procedures
- Emergency procedures
- First aid

The school will also provide information on health and safety through:

- Notice boards
- Newsletters
- Staff meetings
- Intranet

8. Accident Reporting and Investigation

All accidents, incidents, and near misses will be reported to the Headteacher or Health and Safety Coordinator. The school will investigate all accidents and incidents to identify the root cause and implement corrective actions to prevent recurrence. Accidents and incidents will be recorded in an accident book. Serious accidents and incidents will be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR.

9. Emergency Procedures

The school will have emergency procedures in place for dealing with a range of emergencies, including:

- Fire
- Bomb threat
- Intruder
- Medical emergency
- Gas leak
- Flood

Emergency procedures will be documented and communicated to all staff and pupils. Regular drills will be carried out to ensure that staff and pupils are familiar with the procedures. Please refer to the Emergency Planning Policy. A copy is available on request.



10. First Aid

The school will provide adequate first aid facilities and trained first aiders. First aid kits will be readily available in key locations, including packs that are taken outside at playtimes and on school trips.

11. Fire Safety

The school will comply with the Regulatory Reform (Fire Safety) Order 2005. A fire risk assessment will be carried out regularly. Fire safety measures will include:

- Fire alarms
- Fire extinguishers
- Fire doors
- Emergency lighting
- Fire evacuation plan

Regular fire drills will be carried out each term.

12. Security

The school will take reasonable steps to ensure the security of the school premises and the safety of pupils and staff. Security measures will include:

- Controlled access to the school premises
- Security lighting
- Visitor management system
- Procedures for dealing with intruders

13. Monitoring and Review

The Health and Safety Policy will be monitored and reviewed regularly to ensure that it remains effective and up-to-date. The review will include:

- Review of accident and incident data
- Review of risk assessments
- Feedback from staff and pupils
- Changes in legislation and guidance

The policy will be reviewed at least annually.

14. Communication

This policy will be communicated to all staff, pupils, parents/carers, and contractors. The policy will be available on the school website and in the staff handbook.



15. Premises and Equipment

School premises and the accommodation and facilities provided must be kept up to a standard, where, as much as reasonably possible, the health, safety and welfare of pupils are guaranteed as required by regulation 6 of The School Premises (England) Regulations 2012.

Key Questions for School Leaders:

- What are the specific health and safety challenges unique to Intack Primary School's context and pupil demographics?
- How does this policy align with the school's overall vision and values?
- How will the school communicate this policy effectively to all stakeholders?
- How does the school stay up-to-date with changes in health and safety legislation?
- What mechanisms are in place to ensure compliance with all relevant regulations?
- Are roles and responsibilities clearly defined and understood by all stakeholders?
- How does the school ensure accountability for health and safety at all levels?
- How are staff and pupils empowered to take ownership of health and safety?
- How often are risk assessments conducted and reviewed?
- Who is responsible for conducting and reviewing risk assessments?
- How are staff and pupils involved in the risk assessment process?
- How are risk assessment findings communicated and implemented?
- Are safe working procedures documented and readily accessible to staff?
- How are staff trained on safe working procedures?
- How are safe working procedures monitored and enforced?
- What health and safety training is provided to staff?
- How is the effectiveness of health and safety training evaluated?
- How is health and safety information disseminated to staff and pupils?
- What is the procedure for reporting accidents, incidents, and near misses?
- Who is responsible for investigating accidents and incidents?
- How are the findings of accident investigations used to improve health and safety?
- Are emergency procedures documented and readily accessible?
- How often are emergency drills conducted?
- Are emergency procedures reviewed and updated regularly?
- How many trained first aiders are available at the school?
- Where are first aid kits located?
- How is the school ensuring compliance with first aid regulations?
- How is the effectiveness of the Health and Safety Policy monitored?
- How is feedback from staff and pupils incorporated into the policy review process?
- How often is the Health and Safety Policy reviewed?
- When was the last fire risk assessment conducted?
- Are fire safety measures regularly inspected and maintained?



- How often are fire drills conducted?
- What security measures are in place at the school?
- How are visitors managed and monitored?
- Are security procedures reviewed and updated regularly?
- How is the Health and Safety Policy communicated to all stakeholders?
- How is the school ensuring that all stakeholders understand their responsibilities under the policy?
- How often are premises checked for safety and welfare?
- Is equipment checked regularly?