CCHT CE Primary Schools
Health and Safety Policy
January 2026

Our School Mission Statement

Christ Church School is dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our school.

This policy is written in conjunction with the Keeping Children Safe in Education Document (2025).

Statement of Intent
The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.
- For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Areas of Responsibility
It is important that every member of staff should be involved and their participation sustained by effective communication and training to promote competence and allow all staff to make an informed contribution to the schools health and safety effort.

Hierarchy of Responsibility Diagram

Federation Head Teacher Avis Hawkins / Head of School Lesley Palmer

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School Health and Safety / Premises Officer Sue Osman

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Teacher

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Support Staff

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The Governing Body

The Governing Body is responsible for ensuring that:
a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
c) A lead governor for health and safety is nominated.
d) People have sufficient experience, knowledge and training to perform the tasks required of them.
e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
f) Sufficient funds are set aside with which to operate safe systems of work.
g) Health and safety performance is measured.
h) The school's health and safety policy and performance is reviewed annually.

The Federation Head Teacher

The Federation Head Teacher is responsible for the following:
a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Ensure that a clear written local health and safety policy is created.
c) Ensure that the policy is communicated to all relevant people.
d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
e) Ensure appropriate consultation arrangements are in place for staff.
f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
g) Arrange for risk assessments of the premises and working practices to be undertaken.
h) Ensure safe systems of work are in place as identified from risk assessments.
i) Ensure that suitable emergency procedures are in place.
j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
l) Ensure arrangements are in place to monitor premises and health and safety performance.
m) Ensure that all incidents are investigated and suitable remedial actions are taken.
n) Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

Andy Greetham is responsible for the following:
a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Scrutinise and review health and safety performance.
c) Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.

d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

Sue Osman is responsible for the following:

a) To coordinate and manage the annual risk assessment process for the school.

b) To coordinate performance monitoring processes.

c) To make provision for the inspection and maintenance of work equipment.

d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.

e) To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

g) Resolving health, safety and welfare problems referred to them by members of staff, refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

h) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;

i) Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety

j) Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out;

k) Prepare an annual report for the Head teacher on the health and safety performance of his/her department or area of responsibility;

l) Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff;

m) Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements.

n) Ensuring that contractors, members of the public and visitors follow the school's safety procedures.

o) Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities.

p) Emergency Procedures – Fire and Evacuation

q) Emergency evacuation procedures will be tested once every term

Site Care
Andy Smart is responsible for the following:

- Undertaking weekly checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly.
- Investigate all incidents and act on findings to prevent a recurrence.

Network Manager Linda Healy

- Ensuring equipment maintenance records are kept and maintained.

Premises Support - Sue Osman/Wilby and Burnett SLA co-ordinate external companies

- Maintenance of fire alarm and fire extinguishers;

- Maintenance of gas appliances;

- Inspection and testing of portable electrical equipment;

Federation Head Teacher Avis Hawkins

- Accident / Incident Reporting and Investigation

- Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and

The Office Incident Report book is kept in the office first aid drawer and maintained by: Ellie Plummer and Nicola London. The Playground Incident Report book is kept in the playground and maintained by the staff on duty at the time of incident.

Head of School - Lesley Palmer

- Educational Visits including residential visits and any school-led adventure activities.

Fire Safety
A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Sue Osman following guidance and documentation available.

First Aid

First Aid Boxes are maintained by Sally Johnson.

First Aid Trained staff:

The following employees are available to provide Emergency First Aid at Work:

- Nicola London expires on 26/02/26 (renew course booked 23/02/26)

The following employees are available to provide Paediatric First Aid:

- Alexis Stanislaus expires on 01/09/28
- Dean Henwood expires on 01/09/28
- Sally Johnson expires on 01/09/28
- Carol Barrett expires on 01/09/28
- Ellie Plummer expires on 01/09/28
- Arabella Davies expires on 01/09/28
- Deborah Cook expires on 22/10/28

General Risk Assessments

General Risk Assessments will be coordinated by Avis Hawkins following guidance and documentation available from RBKC. She will be responsible for ensuring all required actions and control measures are implemented.

Health and Safety Training:

Key members of staff will receive health and safety training in the following areas:

Induction
Health and safety induction training will be provided for all new employees and for work experience placement students
Accident Reporting and Investigating
Asbestos Awareness
Control of Substances Hazardous to Health
Critical Incident Management
Display Screen Equipment (workstations)
Educational Visit Co-ordinator
First Aid
Fire Risk Assessment
Safe Manual Handling of Static Loads
Water Safety
Risk Management in PE and School Sport
Safe Supervision of Swimming for Teaching Assistants
Outdoor Education
Educational Visits Coordinator
Occupational Risks
Emergency First Aid at Work
Paediatric First Aid
Manual Handling
Moving and Handling of Disabled Pupils
Health and Well-Being

Selection and Management of Contractors
LDBS through SLA is responsible for ensuring that contractors are selected and managed following guidance and documentation available.

Violence to Staff
Assessment of the risks of violence to staff will be carried out by the Head of School, where applicable the assessment cross-refers to the school's behaviour policy.

Health and Safety Responsibilities of Class Teachers
All Class teachers are required to:
a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
c) Give clear oral and written safety instructions and warnings to pupils when necessary.
d) Follow safe working procedures.
e) Require the use of protective clothing and guards where necessary.
f) Make recommendations to the Federation Head Teacher / Head of School on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
h) Report all accidents, defects and dangerous occurrences to the Federation Head Teacher and/or Head of School.

Health & Safety Responsibilities of All Employees
All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.

b) Cooperate with school management in complying with relevant health and safety law.

c) Use all work equipment and substances in accordance with instruction, training and information received.

d) Report to the senior leadership team any hazardous situations and defects in equipment found in their work places.

e) Report all incidents in line with the incident reporting procedure.

f) Act in accordance with any specific health and safety training received.

g) Inform the leadership team of what they consider to be shortcomings in the school's health and safety arrangements.

h) Exercise good standards of housekeeping and cleanliness.

Pupils
Pupils, allowing for their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.
b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Signed: *Avis Hawkins* *20/01/26*

Name of School	CCHT Primary Schools
Policy review Date	20th January 2026
Date of next Review	January 2027
Who reviewed this policy?	Avis Hawkins/Resources Committee
Ratified by Governors	*27th January 2026*