

Sacred Heart
Catholic Primary School





Learning in Love

HEALTH AND SAFETY POLICY 2025-27

Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Resources
Agreed by Governors on	25th June 2025 (valid from September 2025)
Headteacher's Signature	
Chair of Governor's Signature	
Staff Member Responsible for Review	School Business Manager
Date for Review	July 2027

Part 1: 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 and their trade union representatives.
- 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.

Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

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

The Headteacher

The Headteacher is responsible for the following:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- Ensure that a clear written local health and safety policy is created.
- Ensure that the policy is communicated to all relevant people.
- Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that suitable emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.
- Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety

The Lead Governor for Health and Safety is responsible for the following:

- Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- Scrutinise and review health and safety performance.
- Provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
- Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator

The School Business Manager is responsible for the following:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- 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.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching, Support Staff and others holding positions of special responsibility

These individuals (eg Deputy Head, Assistant Headteachers, Subject Leaders, School Business Manager, Administration staff & Site Manager) assist the Headteacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; ***Jane Pringle and Paul Daws***
- Carry out regular health and safety risk assessments of the activities for which they are responsible; ***Paul Daws***
- Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc., for their area of work; ***Sarah Norville, Siobhan Heffron, Jane Pringle, Tanya Bastian, Bryan Connell, Angie Maxey, Bonnie Rodger, Diana James***
- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. ***Sarah Norville, Siobhan Heffron, Jane Pringle, Tanya Bastian, Bryan Connell, Angie Maxey, Bonnie Rodger, Diana James***
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; ***Paul Daws***
- 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; ***Jane Pringle and Paul Daws***
- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; ***Sarah Norville, Siobhan Heffron, Jane Pringle, Tanya Bastian, Bryan Connell, Angie Maxey, Bonnie Rodger, Diana James***
- 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; ***Sarah Norville***
- Arrange health and safety courses to meet identified staff training needs. ***Sarah Norville***
- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; ***Paul Daws***
- Ensuring that regular workplace inspections are carried out; ***Jane Pringle and Paul Daws***
- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; ***Jane Pringle and Paul Daws***
- Disseminating health and safety information to appropriate persons throughout the school; ***Jane Pringle***
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; ***Jane Pringle***
- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; ***Jane Pringle, Sarah Marcelline and Alice Forbes***
- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; ***Jane Pringle and Paul Daws***
- Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. ***Jane Pringle and Paul Daws***

- Ensuring equipment maintenance records are kept and maintained. **Paul Daws** including:
 - Maintenance of fire alarm and fire extinguishers;
 - Maintenance of gas appliances;
 - Inspection and testing of portable electrical equipment;
 - Maintenance of hoists, lifting equipment etc.
- 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. **Jane Pringle**
- **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 investigation system at: https://self.merton.gov.uk/service/Accident_Reporting_Admin and in line with the Corporate Accident and Investigation procedure; **Jane Pringle (reporting and investigating) Sarah Norville (responsible for ensuring a suitable accident investigation is carried out).**
 - Minor injuries to non-employees (ie pupils and visitors) will be recorded locally in the school's Incident Report book. Where an injury is serious and first aid is given this will be reported on the First Aid Record of Treatment form.
 - The Incident Report book is kept **in the medical room** and the First Aid Record of Treatment forms are kept by: **School Office for staff & visitors and in the medical room for pupils.**
 - **Sarah Norville** is responsible for ensuring all incidents are investigated and for acting on findings to prevent a recurrence.
 - **Jane Pringle** is responsible for reporting incidents to the Corporate Safety Section and maintaining records.
- **Consultation with Employees**
 - Union-appointed safety representatives are **none at present.**
 - Consultation with employees not represented by a union is provided through **SLT** and as an agenda item on staff briefing sessions.
- **Display Screen Equipment and Workstations**
Jane Pringle is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet.
- **Educational Visits**
 - Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA).
 - The school's appointed Educational Visits Co-ordinator (EVC) is **Jane Pringle**
- **Emergency Procedures – Fire and Evacuation**
 - Escape routes are checked by: **Paul Daws** every: **Day**
 - Fire extinguishers are maintained and checked by: **Morgan Fire Protection** every: **Year**
 - Alarms are tested by: **Sicurezza** every: **Year**
 - Emergency evacuation procedures will be tested once every term by: **Jane Pringle and Paul Daws**
- **Fire Safety**
A fire risk assessment will be carried out annually by **MDFS**. Local fire safety procedures will be developed for the premises by **Jane Pringle and Paul Daws**

following guidance and documentation available on the Merton Intranet.

- **First Aid**

First aid box(es) is / are kept at: **Medical Room and with Phase First Aiders.**

1 member of staff will be qualified in First Aid at Work. A minimum of 3 members of staff will be qualified Paediatric First Aiders (2 in EYFS and the PE/Sports Lead).

Jane Pringle

Alice Forbes

Claire Gavin

Mairead Hyatt

Lynda Nunn

Hannah Woollaston

Anita Alexander

Joman Chan

Jenny Cooney

Colin Donnelly

Yolande Harris

Laura Heridge

Tracy Minns

Hannah Paek

Caroline Sweeney

Dominique Wilson-Boyle

First Aid at Work

First Aid at Work

Paediatric First Aid (EYFS)

Paediatric First Aid (EYFS)

Paediatric First Aid (EYFS)

Paediatric First Aid (EYFS)

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid (PE/Sports Lead)

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid

Emergency Paediatric First Aid

- **General Risk Assessments**

- General Risk Assessments will be coordinated by **Sarah Norville.**
- **Sarah Norville** will be responsible for ensuring all required actions and control measures are implemented.

- **Hazardous Substances**

Paul Daws will identify hazardous substances and ensure Safety Data Sheets **AND** COSHH assessments are in place for these substances by following guidance and documentation from Merton.

- **Health and Safety Training:**

The members of staff named below have received or 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 by **Jane Pringle.**

- **Strategic Health and Safety Management and Premises Management Training**

Accident Reporting and Investigating **Jane Pringle**

Asbestos Awareness **Paul Daws**

Control of Substances Hazardous to Health **Paul Daws**

Critical Incident Management **Siobhan Heffron, Jane Pringle & Sarah Marcelline**

Display Screen Equipment (workstations) **Jane Pringle**

Educational Visit Co-ordinator **Jane Pringle**

Fire Warden **Jane Pringle and Paul Daws**

Water Safety/Legionella Awareness **Jane Pringle and Paul Daws**

General Awareness for **all** staff

- Introduction to Risk Assessment *Paul Daws*
- Safe Manual Handling of Static Loads *Paul Daws*
- **Primary and Secondary PE and School Sport**
Risk Management in PE and School Sport: *Colin Donnelly*
- **Outdoor Education**
Educational Visits Coordinator: *Jane Pringle*
- **Occupational Risks**
First Aid at Work:
Jane Pringle and Alice Forbes
Emergency First Aid at Work: **None**
Paediatric First Aid (for schools with children up to age 5):
First Aid (a rolling programme of training and renewals has been put in place to ensure the school is covered at all times (see page 6).
Moving and Handling of Disabled Pupils: *N/A*
Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: *N/A*
- **Caretaking/Site Management**
School Caretakers Health and Safety Awareness: *Paul Daws*
Safe Use and Inspection of Ladders and Stepladders: *Paul Daws*
- **Health and Well-Being**
Well-Being Facilitators: *Siobhan Heffron and Diana James*
- **Training Records and Training Needs Identification**
Health and safety training records are held by: *Jane Pringle*
Training needs will be identified, arranged and monitored by: *Sarah Norville*
- **Information and Advice**
Statutory health and Safety Law Poster(s) is displayed on *Health and Safety Noticeboard in staffroom corridor*
Health and safety advice is available from the Headteacher and from Corporate Safety Services on (020) 8545 3384.
- **Lead Governor for Health and Safety**
The lead governor with responsibility for health and safety is:
- **Management of Asbestos**
The asbestos register and asbestos management plan is held by: *Jane Pringle in SBM office. Paul Daws* is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.
- **Managing Medicines**
Prescribed medication will be administered to pupils in accordance with the School's Medical Policy.
- **Manual Handling**
Manual handling risk assessments will be carried out by *Paul Daws*.
- **Monitoring**
Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: *Paul Daws* every: *Day*
- **Occupational Health**
Access to occupational health services is via *Merton HR Department*.
- **On-Site Vehicle Movements**
The risks of persons and vehicles coming into contact will be controlled by the following measures: *separate entrance for pupils and vehicles*.
- **Review of Policy**
This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: *Summer Term 2027*
- **Risk Assessment of Curriculum Activities**

Teachers will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available from Merton.

- **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment. *Paul Daws schedules the maintenance programme for plant & equipment by outside contractors.*

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by *Paul Daws schedules the maintenance programme for plant & equipment by outside contractors.*

Any problems or defects with plant and equipment should be reported to *Paul Daws.*

- **Selection and Management of Contractors**

Paul Daws and Jane Pringle are responsible for ensuring that contractors are selected and managed.

- **School Security and Visitors**

All visitors must report to *the School Office* where they will be asked to sign the visitors' book and wear a visitors' badge.

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by *Sarah Norville.*

Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- 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.
- Give clear oral and written safety instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

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:

- 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.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.

- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with any appointed Union Health and Safety Representative(s).

Pupils

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

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Representatives

Sarah Norville and the Governing Body of **Sacred Heart Catholic Primary School** recognise the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Part 3: Arrangements and Procedures

This details the operational arrangements in place at Sacred Heart to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how Sacred Heart will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to Sacred Heart are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that ALL sites/section MUST have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Sacred Heart.

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures will be located in this document from page 11 onwards as part of the health and safety policy of Sacred Heart.

Sarah Norville is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at Sacred Heart and for ensuring the following tables are accurately completed at all times.

Appendix 1

Table of Mandatory Arrangements for Sacred Heart Primary School

Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Sarah Norville Headteacher Jane Pringle SBM	Accident & Reporting Book SBM Office	September 2015	N/A
Asbestos Management	Paul Daws Site Manager	Merton Guidelines	April 2016	N/A
Client Handling	Jane Pringle SBM	Health & Safety Policy	July 2021	July 2027
Communication and Consultation with employees on health and safety matters	Jane Pringle SBM	Health & Safety Noticeboard Health & Safety Policy	July 2021	July 2027
Control of Hazardous Substances	Paul Daws Site Manager	Health & Safety Policy	June 2022	July 2027
Critical Incident Management	Sarah Norville Headteacher, Siobhan Heffron DHT, Jane Pringle SBM, Sarah Marcelline SAO	Critical Incident Policy	September 2025	September 2026
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Sarah Norville Headteacher Jane Pringle SBM	Educational Visits Policy	September 2024	September 2026
Premises Management	Jane Pringle SBM	Premises Management Policy	November 2025	November 2026
Fire Safety and Emergency Arrangements including Evacuation Procedures	Siobhan Heffron DHT, Jane Pringle SBM, Sarah Marcelline SAO	Fire Safety Policy	June 2023	June 2025
First Aid Arrangements and Supporting Medical Needs	Lorraine Dolan-Walsh Headteacher	Medical Policy	June 2025	June 2027
Health and Safety Training for all staff	Jane Pringle SBM	Health & Safety Policy	September 2022	July 2027
Lettings	Jane Pringle SBM	Lettings Policy	June 2023	November 2025
Lone Working	Jane Pringle SBM	Guidance from Merton	September 2013	N/A
Working from Heights	Jane Pringle SBM	Guidance from Merton	May 2005	N/A

Appendix 2

Table of Mandatory Arrangements for Sacred Heart Primary School

Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	Paul Daws SM/Jane Pringle SBM	Maintenance Contracts List	May 2021	Termly
Managing Work Related Stress	Sarah Norville Headteacher	Guidance from OH	July 2019	N/A
Manual Handling of Static Loads	Paul Daws Site Manager	Health & Safety Policy	July 2023	July 2027
Occupational Health Services	Sarah Marcelline Senior Administrator	Duradiamond Healthcare (Health Partners)	July 2021	N/A
Personal Protective Equipment (PPE)	Jane Pringle SBM	Health and Safety Policy	July 2025	July 2027
Risk Assessment (including general and activity/task specific)	Sarah Norville HT Jane Pringle SBM	Health & Safety Policy & Educational Visits Policy	September 2024	September 2026
School / Workplace Safety Inspections	Paul Daws Site Manager	Maintenance Contracts List	May 2021	Termly
School Security	Jane Pringle SBM	Security Policy	November 2024	November 2027
Selecting and Managing Contractors	Jane Pringle, SBM	Merton corporate guidance	April 2018	N/A
Slips, Trips and Falls	Sarah Norville Headteacher	Health & Safety Policy	July 2025	July 2027
Violence and Aggression to Staff	Sarah Norville Headteacher	Health & Safety Policy	July 2025	July 2027
Workstation (Display Screen Equipment) Assessments	Jane Pringle SBM	Merton Online Assessment	September 2022	N/A
New starter H&S induction sheet	Jane Pringle SBM	H&S induction Sheet	July 2025	N/A

HEALTH AND SAFETY INDUCTION SHEET

1) Fire Regulations

In the case of a fire the school fire alarm will sound with a continuous bell. You and your class should exit the building by the closest fire exit and make your way to the school by the muster point is the front playground. Please familiarise yourself with the information regarding the evacuation procedure located in your room and know where your nearest exit point is.

2) Understand Lockdown processes

In the case of a lockdown there will be an intermittent ringing. You should lock all doors and windows and with your class should hide as best you can, remaining silent. The lockdown has finished on the sound of a manual hand bell.

3) General Health and Safety

Everyone is responsible for health and safety ensuring that all are kept safe from harm. In particular fire exists should be kept clear, wires kept out of the way and equipment not left around as a trip hazard. If you have a concern regarding a particular hazard or would like advice, please speak to the site manager or school business manager.

4) Understand risk assessments

General risk assessments for the building and outside equipment are the responsibility of the site manager. Each class is provided with relevant documentation. Curriculum activities such as class activities and trips are the responsibility of the class or lead teacher. For advice you can refer to the site manager, SBM or in the case of school trips Clare Bennett.

5) Understand reporting processes of building concerns

The site manager has a book for you to note work requirements, issues and concerns in relation to the building. It is requested the book be used but if urgent please contact the site manager or SBM.

6) Understand where Asbestos is located

The school has small amounts of asbestos in parts of the older building. The SBM holds a risk assessment and location map. Please contact the SBM to be made aware of the locations and sign a document to state you understand. All asbestos has been managed safely and it is very unlikely you will come in contact as it located in places you will not go or it has been made unobtainable.

7) Working from height

When working from height use suitable equipment for instance step ladders and ensure the area around you is clear of obstructions and corridors are clear at busy times.

8) Security of premises

Security is everyone's responsibility. Be aware of who you may be letting into the building. A security pass is provided to all staff which gives you access to all areas. If you were to mislay this, please notify the site manager or SBM at the earliest opportunity.

