

Cheapside CE Primary School
Health and Safety Policy 2026-27

Cheapside Church of England Primary School



Policy: School Health, Safety and Wellbeing Policy

MGB Ratification: 2026

Review Date: July 2027

Date of revision	Revisions made
Nov 2025	Section listing relevant legislation and statutory guidance updated wording, expanded duties, and clarifications Additional H&S areas included: · Fire Safety; COSHH; Asbestos; Electricity & Electrical Equipment; Lone Working; Working at Height; Manual Handling; Offsite Visits; Violence at Work; Infection Prevention & Control; New and Expectant Mothers; Occupational
July 2026	Font size, Dates, Headteacher's and SENCO's name, other policy review dates

Signed..... Chair of Governing Body

Policy Statement for: Cheapside CE Primary School

In recognition of its statutory duties, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.

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Relevant legislation:

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)

The Governing Body will ensure so far as is reasonably practicable that:

- All places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety.
- Hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled.
- Appropriate safe systems of work exist and are maintained; and,
- A healthy working environment is maintained, including adequate welfare facilities.

Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.

In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.

The Headteacher, with the assistance of SLT and all staff, will endeavour to implement this policy.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

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This policy is complementary to the LA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy. This Policy is the school's local arrangements for implementing the Council's policy. As A VA school, the governing body is the employer who is responsible for the management of health and safety, including their own health and safety policy and arrangements.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mrs Amelia Robinson – Chair of Governing Body	has overall and final responsibility for health and safety
Headteacher (Member of staff) (In his absence, Mrs Stacey Read, SENCO)	has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility of: Name/Title	Arrangements
Ensuring that Health and Safety procedures within the school are adequate.	The Governing Body (Genevieve Gosling is the H&S Governor)	1. Decide policy. 2. Give strategic guidance. 3. Monitor and review health and safety issues. 4. Ensure adequate resources for health and safety are available. 5. Take steps to ensure plant equipment and systems of work are safe. 6. Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe. 7. Maintain the premises in a condition that is safe and without significant risk. 8. Provide a working environment that is safe and healthy. 9. Provide adequate welfare facilities for staff & pupils. 10. Maintain an interest in all the health and safety matters. 11. Review and monitor the effectiveness of this policy.
Review and monitor the day-to-day management of the school	Headteacher (In his absence the SENCO will carry out these functions).	1. Promote a positive, open health and safety culture in school. 2. Report to Governors on key health and safety issues 3. Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary. 4. Ensure that all staff co-operate with the policy. 5. Devise and implement safety procedures. 6. Ensure that risk assessments are reviewed on an annual basis. 7. Ensure relevant staff have access to appropriate training. 8. Meet with the facilities staff to ensure any building/grounds issues are dealt with in a timely manner

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Coordinating Health and Safety	School Bursar	1. Ensure risk assessments are accurate, suitable and reviewed annually. 2. Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved. 3. Provide a good example, guidance and support to staff on health and safety issues. 4. Carry out a health and safety induction for all staff and keep records of that induction. 5. Keep up to date with new developments in Health and Safety issues for schools. 6. Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise. 7. Ensure any contractors on site are competent in health and safety matters. 8. Ensure that any work that has health and safety implications is prioritized. 9. Report any concerns regarding unresolved hazards in school to the senior management team immediately. 10. Ensure that all work under their control is undertaken in a safe manner 11. Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas 12. Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling 13. Carry out a weekly test of the fire alarm 14. Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working 15. Fully co-operate with health and safety arrangements during larger building projects
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The day to day management of the outdoor learning environment – Allotment, Pond and Forest School site.	Outdoor Learning Lead and School Bursar	1. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School H&S Coordinator, as appropriate. 2. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work. 3. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher 4. Carry out regular inspections of their areas of responsibility to ensure that all equipment is appropriately stored where necessary and is in good and safe working order 5. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control 6. Assess the training needs of themselves / their staff and raise any requirements with the Headteacher 7. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately.
Competent Person	Occupational Health & Safety Advisors RBWM	1. Provide advice and guidance to help schools fulfil their health and safety responsibilities 2. Answer queries from staff on health and safety issues 3. Give advice on all aspects of new and existing health and safety policies and procedures 4. Collect information on accidents and incidents to report to HSE where necessary 5. Advise on and facilitate (when possible) staff safety training 6. Advise on policies, procedures and guidance for health and safety 7. Interpret and advise on new legislation impacting on the working environment 8. Attend meetings to advise on occupational safety issues
Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons	All Staff (All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).	1. Read the Health and Safety Policy 2. Comply with the School's health and safety arrangements 3. Carry out a daily check of any areas in which they are working to spot any disrepair or other hazards 4. Take reasonable care of their own and other people's health and safety 5. Leave the classroom / playground / office in a reasonably tidy and safe condition 6. Follow safety instructions when using equipment 7. Supervise pupils and advise them on how to use equipment safely

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		8. Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff immediately 9. Follow the accident reporting procedure 10. Contribute to and highlight any gaps in the school's risk assessments
To support all staff in their management of the teaching environment	Pupils (as appropriate to their age and aptitude)	1. Follow safety and hygiene rules intended to protect the health and safety of themselves and others 2. Observe standards of dress consistent with safety and/or hygiene 3. Follow the health and safety rules of the school in emergencies, in particular instructions given by staff 4. Not misuse, neglect or interfere with equipment or the environment for their own and others' health and safety.

Area of Health and Safety	Linked policy	Notes
Fire Safety	Fire Safety policy	Written November 2025
COSHH	COSHH policy	Written November 2025
Asbestos	Asbestos policy	
Electricity & Electrical Equipment	Staff must use electrical equipment safely and supervise any pupils or volunteers using it. Hazards must be reported immediately to the designated person. Fixed equipment must have a dedicated, earthed isolator switch, and isolator switches must be clearly labelled. Only trained staff may check plugs, and PAT testing will be done when needed by a competent person. Electrical equipment must not be used with wet hands or in wet conditions. All maintenance, repair, installation, or disconnection of electrical equipment must be carried out by a competent person.	
Lone Working	Manual Handling, Working at Height, and Lone Working Policy	Written November 2025
Working at Height		
Manual Handling		
Off-site Visits	Educational Visits policy	Written November 2025
Violence at Work	Prevention and Management of Violence in the Workplace policy	Written November 2025
Infection Prevention and Control	Our school helps keep everyone healthy by reducing the spread of germs. Children are encouraged to wash their hands regularly, use tissues for coughs and sneezes, and stay home when unwell. Classrooms and shared areas are clean and well-ventilated, and any sick children are cared for safely until they can go home.	
New and Expectant Mothers	Within borough HR policy	
Occupational Stress	Stress Management policy	And risk assessment
Accident Reporting	The school is responsible for reporting any accidents, dangerous occurrences or disease that are required to be notified to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	
First Aid	First Aid in Schools	Reviewed July 2026
Supporting Pupils with Medical Conditions	Supporting Pupils with Medical Conditions	Reviewed July 2026
Emergency Response Plan	ERP	In review July 2026
Accessibility Plan		Reviewed July 2026

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Signed: * (Employer)		Date:	
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Locations

Health and safety law poster is displayed at (location)	Staffroom
First-aid box is located:	Entrance Hall opposite First-Aid room and in red bags in class
Accident book is located:	In each class room

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

The policy will be reviewed annually and ratified by the Governing Body.

Appendix 1: Detailed breakdown of changes

ChatGPT comparison:

Policy 2 is an updated, legally referenced, better organised, and more comprehensive version of Policy 1, with expanded statutory guidance, clearer role descriptions, and an entirely new linked-policy matrix covering specific areas of health and safety.

Health & Safety Policy Comparison Table – Policy 1 vs Policy 2

Area	Policy 1	Policy 2	Key Difference
Legislation Section	No legislation listed.	Includes detailed list of laws, regulations, and national guidance (HSE, DfE, UKHSA, EYFS).	Policy 2 is legally comprehensive.
Infection Control	No specific section.	Contains a full section on infection prevention and control (handwashing, ventilation, sick children).	Policy 2 adds infection control guidance.
Status of Governing Body	States general responsibilities.	Explicitly states the governing body is the <i>employer</i> as a VA school.	Policy 2 clarifies employer status.
General Policy Statement	Similar responsibilities but less structured.	Same responsibilities but listed numerically and more formally.	Policy 2 improves clarity and structure.
Headteacher Responsibilities	Includes weekly facilities meeting and additional detail.	Similar list but with updated wording; meeting with facilities staff noted but not weekly.	Policy 1 more specific; Policy 2 more concise.
Bursar Responsibilities	Includes detailed duties in narrative list.	Same duties but formatted in a 15-point numbered list; some reworded.	Policy 2 clearer and more structured.
Outdoor Learning Lead	Longer descriptions; similar duties.	More concise and organised into numbered list.	Policy 2 simplifies wording.
Competent Person	Described as “Occupational Health & Safety Advisor.”	Specified as “Occupational Health & Safety Advisors RBWM.”	Policy 2 identifies provider more clearly.
Staff Responsibilities	Includes daily checks of grounds/buildings; slightly more comprehensive.	Similar list but wording refined and checks limited to areas they work in.	Policy 2 is more proportionate.
Pupil Responsibilities	Includes more detail about misuse of equipment and personal responsibility.	Shorter, more formal list.	Policy 1 more detailed; Policy 2 more concise.
References to Other Policies	Not included.	Includes a full “Area of Health and Safety – Linked Policies – Notes” table.	Policy 2 includes an extensive linked-policy matrix.
Coverage of Key H&S Areas	Embedded in text only.	Lists specific areas (fire safety, COSHH, asbestos, electrical safety, manual handling, working at height, stress, etc.).	Policy 2 provides explicit cross-reference list.
Formatting	Narrative, less structured.	Modern, numbered, easy to read.	Policy 2 more professional and audit-ready.
Employee Consultation	Explicit reference to consultation with employees.	Present but more subtly integrated.	Minor wording difference.
Implementation Responsibility	References Assistant Headteachers.	References SLT and named deputy.	Policy 2 slightly modernises titles.
Review and Monitoring	Responsibilities described but less explicit.	Includes explicit expectation that policies will be reviewed.	Policy 2 gives clearer expectations.

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Summary of Main Changes

- **Policy 2 is significantly more detailed**, especially regarding legislation and linked policies.
- **Roles and responsibilities are clearer and more structured.**
- **New sections** include infection control, legal framework, and cross-referenced policies.
- **Wording is modernised**, making Policy 2 more suitable for formal compliance checks.