



Meridian Primary School

Health & Safety Policy

December 2025

Meridian Primary School Statement of General Policy on Health, Safety and Welfare

Meridian Primary School believes that health and safety is paramount in all areas of its activities. The School is committed to providing its pupils and employees with safe places of work that do not impact negatively on their health and well-being.

Meridian Primary School is also committed to conducting its operations in such a way as to not adversely affect the health and safety of its stakeholders, visitors or anyone else that could be impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles.

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of school aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees and pupils from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team and school governors are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

The school governor responsible for Health & Safety is Richard Mulderij.

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

Governing Body

The Governing Body will comply with any directions issued by the Local Authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Local Authority carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Local Authority will be informed of any issue which has significant health and safety implications, and which cannot be resolved satisfactorily without their involvement.

The School governors are to monitor the effectiveness of the Health & Safety Policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis

Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include.-

- Ensuring that there is an adequate system in place for the undertaking of risk assessments .
- Ensuring that there is a system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Adequate staffing levels for safe supervision.
- The delegated responsibility for maintenance of the premises.
- The purchase of equipment to meet appropriate safety standards.
- The repair, maintenance and testing of school equipment.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and fire fighting appliances.
- The funding of necessary safety training for staff.
- The arrangements for securing health and safety assistance from a competent source.

- To ensure that the premises are adequately managed.
 - The provision of appropriate health and safety information to governors.
 - Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
 - Review this policy with the FGB annually.
 - Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
 - Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
 - Arrange for termly evacuation drills and weekly fire alarm tests etc.
 - Advise property managers and the County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
 - Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.
 - Co-ordinate the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered.
 - Report to the property managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
 - Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensure that all senior managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
Oversee all arrangements for educational visits and school journeys.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

Teaching Staff

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, etc., and off site e.g. school trips. Class teachers shall.

- ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered.
- be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the class concerned.
- ensure that safety instruction is given to all pupils prior to commencing practical sessions;

- know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- ensure that pupils follow school safety rules, and that protective equipment is worn where appropriate.
- ensure that all personal protective equipment is suitable and in good condition prior to issue.
- ensure safety devices are in good condition and are used.
- report any defective equipment to the Headteacher.
- investigate all accidents (in conjunction with the Headteacher), which occur through activities organised/supervised by the class.
- propose for consideration by the Headteacher any improvements, which they consider, would improve health or safety standards within the class / school.
- ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

School Finance Lead

The School Finance Lead's role is primarily that of facilitator. The School Finance Lead may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include.

- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change.
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises.
- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advise Property managers of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe.
- Co-ordinate the termly health and safety checklist, ensuring all areas of the establishment and all activities are covered.
- Report to the Headteacher any situation which is unsafe or hazardous to health
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensure that the Headteacher is kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

Caretakers

The Caretakers, under direction from the Headteacher, are responsible for maintaining a healthy and safe environment for pupils, staff and other users of the Meridian Primary School premises. The Caretaker's key H&S responsibilities are.

- Implementing the Meridian Primary School planned repair and maintenance programme in line with health and safety standards
- Carrying out security procedures for buildings, facilities and grounds including security patrols and inspections
- Ensuring the cleaning (internal and external) at Meridian Primary School is performed efficiently and to a high-quality standard
- Monitoring, maintaining the Meridian Primary School Health and Safety and Trip and Slip Hazard policies and procedures where they relate to the building, facilities, cleaning, and grounds.

All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required.

- to participate in the risk assessment process and comply with findings.
- to report all defects in the condition of the premises or equipment to which they become aware.
- to report all accidents according to the procedures included in Part 2 of this document.
- be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 2).
- to make use of all necessary personal protective equipment provided for safety or health reasons.
- to, where necessary, make use of all control measures made available to them.
- follow all relevant codes of safe working practice and local rules.
- report any unsafe working practices to the Headteacher.

Pupils

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will.

- follow all instructions issued by any member of staff in the case of an emergency.
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g., fire extinguishers etc.

- inform any member of staff & others of any situation, which may affect their safety.
- exercise personal responsibility for the safety of themselves and their fellow pupils.
- observe standards of dress consistent with safety and/or hygiene (this would include unsuitable footwear, knives and other items considered dangerous).

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions.

- to investigate potential hazards and to examine the causes of accidents in the workplace.
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- to make representations to the Headteacher on general matters affecting the health, safety and welfare of employees.
- to attend any safety committee meetings.
- to co-operate with their employers in promoting health and safety at work.
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Health and Safety Governor

The school has a Health & Safety Governor, who meets with the Headteacher twice per year. The main purpose of this meeting is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools' activities.

The Health and Safety Governor will report to the Full Governing Body twice per year.

Visitors and contractors

The procedures outlined in the policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

PART 2

Meridian Primary School

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported on the standard County Council Online Incident Reporting Platform.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must ensure that they have seen each report before they are submitted. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the LA Health and Safety Team.
- The incident report form must be completed and sent to the Health & Safety Team for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the incident reporting guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Learn Together Portal.

1. Asbestos

The Headteacher is responsible for the school's asbestos register.

Any contractors of maintenance staff are to be provided with a copy of the

register prior to carrying out any works. The register is in the 5Cs folder in the office.

2. **Curriculum Safety** [including out of school learning activity/study support]
Safety on educational visits is covered under the school's Educational Visits Policy which is available to all staff and reviewed in line with the rolling programme. Details for any residential visits are submitted to the County for their approval via Evolve online system. All other activities, e.g. PE, Swimming, etc. are covered under the school's risk assessments for those activities which all staff are aware of.
3. **Drugs & Medications**
This is covered under the school's First Aid & Administration of Medicines Policy.
4. **Electrical Equipment** [fixed & portable]
The responsibility for managing the inspection of all our electrical equipment is delegated to AGG Electrical (appointed by our property managers). The school holds a record of inspections jointly with AGG. No electrical items can be used in school without it being tested prior to use.
5. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**
Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system as well as weekly testing. This is overseen by both our Property Managers and the County Council Health & Safety team.