St Christopher's School & Nursery

(Including EYFS, Before & After School Care & Clubs)

Health & Safety Policy and Statement of Organisation, Arrangements & Procedures

UPDATED	REVIEW DATE
November 2025	June 2026
Name of staff member responsible for document: Helen Serrano, Operations Manager	
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General Statement of Intent

St Christopher's School and Nursery (hereafter referred to as the school) recognises its responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher and the Operations Manager. However, as Governors, we have specified that the school should adopt the following framework for managing health and safety:

The Governor overseeing health and safety attends the meetings of the school's Health and Safety Committee termly and inspects copies of all relevant paperwork. The Governor walks the site (both internally and externally) with the Operations Manager and/or Premises Manager.

A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures, is tabled at the Health and Safety meeting.

The report of the committee's discussion on health and safety is tabled at each meeting of the full Governing Body together with any other issues on health and safety that the Health and Safety Governor wishes to bring to the Governors' attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals. These reports are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Operations Manager arranges an annual deep clean by external providers and the School has quarterly pest control checks. The Operations Manager reports on all these aspects to the Health and Safety Group.

The School has a fire risk assessment, carried out by a competent person. This is reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Group should review this risk assessment every time it is amended and submit a report to the full Governing Body.

The School employs an external contractor to undertake a risk assessment for legionella to carry out monthly water sampling.

The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training, if required. Appropriate

first aid training is provided to members of the staff to ensure sufficient cover is always maintained both within the school and on school trips and visits.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers, and contractors. They are responsible for co-operating with the Headteacher, the Operations Manager and other members of the Senior Management Team ("SMT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Operations Manager.

All employees are briefed on where copies of this statement can be obtained on the School's website. They will be advised as and when it is reviewed, added to or modified.

Note: Please refer also to separate, related policies which exist as follows:

- Anti-bullying Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Equal Opportunities Policy
- Fire Risk Assessment
- First Aid Policy
- Special Educational Needs and Learning Difficulties Policy
- Lost or Missing Children Policy
- On-line Safety Policy
- Mobile Phones, Cameras and Devices Policy
- Fire Risk Prevention Policy
- Risk Management and Assessment Policy
- Critical Incident Procedure

This Policy also incorporates

- Building Security and Visitors' Notice
- Policy for admission of visitors into the school building

St Christopher's School & Nursery
Health and Safety Policy

Purpose and Aims

This school policy sets out the means by which it will fulfil the school's requirements for a healthy and safe environment for pupils, staff and visitors.

St Christopher's School aims to:

- Ensure that everything reasonably practicable will be done to safeguard pupils, staff and visitors.
- Make and keep under review relevant policies and procedures.
- Maintain a list of hazards within the school and keep this under review.
- Take immediate action where hazards are likely to turn into risks.
- Ensure that the school's health, safety and security arrangements are known and implemented.
- Provide relevant training in health and safety in relation to the roles and responsibilities of staff. For all staff, this will include training in;

o Risk assessment
o Online safety
o Fire evacuation procedures

Responsibilities:

The below outlines the responsibilities of all staff in relation to health and safety.

Board of Governors ('The Board')
The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headteacher to account in respect of the requirements set out in this policy.

The Headteacher
The Headteacher of the School has the day-to-day responsibility for controlling health and safety within the school. This will include:

- ensuring that there is sufficient resource deployed to meet health and safety requirements.
- having overall responsibility for ensuring that health and safety training is deployed as required.
- ensuring that accidents are suitably and appropriately investigated and recorded.
- assisting the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School.
- reporting to the Board on health and safety performance and assisting the Board in implementing changes in the Policy which the Board have approved.
- responsibility for the implementation of an Emergency Plan.

The Operations Manager
The Operations Manager will have delegated by the Headteacher the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Emergencies
- Staff induction and training
- The appointment of competent contractors

The Operations Manager will also act as the School Health & Safety Co-ordinator, whose duties will include:

- advising the Headteacher on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the Headteacher;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

The Premises Manager
The Premises Manager will:

- Maintain the premises and repair any small health and safety issues. A log of works will be recorded and date issues were resolved.
- Identify and arrange for any larger issues to be remedied by outside contractors if deemed appropriate.
- Ensure security of the building during and outside school hours
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Conduct fire drills and update records accordingly
- Registration and control of visitors and management of contractors.
- Monitor site traffic movements.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality.
- Maintain good standards of housekeeping, including drains, gutters etc.
- Control hazardous substances for grounds maintenance activities.

All Members of Staff
The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Headteacher or the Operations Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;

- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher or Operations Manager;

- Ensure that tools and equipment are in good condition and report any defects to the Headteacher or Operations Manager; use any protective clothing and safety equipment provided and ensure that these are kept in good condition;

- Ensure that offices and general accommodation are kept tidy;

- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher or Operations Manager

- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Health and Safety Management Arrangements:

The school has appointed a Health and Safety Committee to plan, monitor and evaluate the Health and Safety needs of the school.

The Health and Safety Group is comprised of;
- Governor for Health and Safety
- Member of SMT. - Operations Manager
- Premise Manager

The Health and Safety Committee will meet termly with a rolling Agenda to include, as a minimum the following;

- Full walk around of the premises
- Review of accidents/incidents, near misses and discuss relevant preventative measures
- Review and update risk assessments
- Review of fire drills and procedures, including the condition of exit routes
- Review of daily checks in EYFS
- Review of monitoring of H&S activity in school

Discuss staff training requirements

Monitor the implementation of professional advice

- Review of items raised in staff meetings

Consultation arrangements
Staff are able to raise any concerns relating to health and safety directly with the SMT. Concerns relating to maintenance of premises, facilities and equipment can be recorded in the maintenance book or reported directly to the Premises Manager. Health and Safety is a regular item on the agenda of staff meetings and staff can use this as a forum to discuss concerns. The school's leadership will communicate information about Health and Safety to staff through staff meetings, briefings and INSET days, as well as by email. These occasions will also be used for health and safety training.

Risk Management
Health and safety will be regularly discussed at staff meetings, and minutes of any discussion and action will be taken. The Headteacher will ensure that generic risk assessments are made and kept under review. All staff will make assessments in areas they are responsible for and will observe the risk controls that have been determined.
All members of staff undertake to inform the Operations Manager or Premises Manager of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons. The Headteacher will determine the criteria for a 'competent' person, but assessing risks in classrooms and teaching lessons is within the competence of a trained teacher.
All staff will use the school's risk assessment template (which can be obtained from the school office or Operations Manager's office), as a means of assessing risks.

Fire Safety

All members of the Staff will:

- Familiarise themselves with the school's fire safety procedures;
- Ensure that fire doors open as intended and that nothing impedes their opening;
- Ensure that any fire equipment for which they are responsible is properly maintained and checked periodically;
- Know any special fire precautions for equipment and materials they use;
- Check periodically that the fire notices are on display in their teaching areas;
- Ensure that pupils know the alarm and evacuation procedure and route from their areas to the assembly area;
- Keep a register of pupils present in each teaching period; and report to the Headteacher/ Operations Manager any hazards likely to cause a fire.
- Have the responsibility for directing any visitors to the school to the assembly area in case of fire and must be aware that visitors will need to be properly supervised and directed.
- Training in action to be taken on hearing the fire alarm is provided by the school.

On-site Vehicle Movement

- There is no vehicle movement on the school site except at the front in the staff carpark.
- For details please refer to our separate 'Separation of pedestrians and vehicles risk assessment'.

Working at height

The school pays regard to The Working at Height Regulations 2005 (WAHR). Falls from height are one of the biggest causes of death or major injury in the workplace. You are working at height if:

- You are working on a ladder or flat roof.
- You could fall through a fragile surface.
- You could fall through an opening or hole in the floor.

What do you need to consider when planning work at height?

Do as much work as possible from the ground;

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (e.g., a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- Take precautions when working on or near fragile surfaces;
- Ensure that workers can get safely to and from where they work at height;
- Ensure that equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- Not overload or overreach when working at height;
- Stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g., use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- Store materials and objects safely so they won't cause injury if they are disturbed or collapse;

- Plan for emergencies and rescue, e.g., agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

Staff are only permitted to use school ladders, which have been audited and checked by the authorised individual. Every time you use a ladder you should do a pre-use check beforehand to make sure that it is safe for use. A pre-use check should be carried out by the user.

In practical terms, staff should not, for example, use furniture such as desks and chairs to gain height to put up displays etc. Correct equipment should be used, such as a kick-step or step ladder. At greater heights staff should call on the help of someone who has had appropriate working at height training.

Manual Handling, Slips and Trips

Staff receive guidance on appropriate manual handling. Heavy or bulky items should be moved only by staff who have had appropriate training, which may be a Premise manager or maintenance staff. At all times appropriate equipment, such as a trolley, should be used to move heavy or bulky items. As serious injury, especially to the back, can result from incorrect lifting, staff should familiarise themselves with the correct method of lifting heavy or bulky objects.

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes. Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds, in times or snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

HSE guidance on manual handling link
HSE guidance on preventing slips and trips link
HSE guidance on the use of ladders link

Lone working

The term "lone working" applies to staff where working practices mean that they are solitary and/or when there is no close or direct supervision.

The Headteacher will:

- Ensure that risk assessments are carried out to identify any special risk to lone workers and implement any actions arising out of the assessment;
- Ensure that there are suitable systems in place to supervise lone workers;
- Ensure that lone workers have adequate access to first aid provision.

Stress
Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other.

The Headteacher should:

- Be aware of the symptoms of stress;
- Identify working practices likely to cause stress in their risk assessments;
- Implement measures to reduce stress.

Control of Substances Hazardous to Health (COSHH)
The school is vigilant in relation to requirements for the management of hazardous substances; this includes safe storage of substances and ensuring contractors and staff are aware of their obligations. Data sheets are stored in the same location as the chemicals.
All staff should:

- Use and store hazardous products in accordance with instructions on the product label;
- Ensure that all hazardous products are kept in their original containers, with clear labelling and product information.

Maintenance of Plant and Equipment
The school has appropriate arrangements to ensure maintenance and servicing of plant and equipment, including the maintenance of appropriate records.
This includes;

- periodic testing of electrical appliances (PAT testing). The school's electrical items and also any belonging to staff or pupils and used in school are subject to this testing regime. Further useful information on PAT testing can be found here: https://surreyfire.co.uk/pat-testing-explained/.
- Ensuring Fixed Wire Test is carried out every 5 years and actions taken to address any issues.

Display Screen Equipment (DSE)
Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious. Health and Safety regulations relating to DSE apply to workers who use this equipment for an hour or more at a time. The school provides a workplace assessment for staff to whom this applies and enables staff to undertake training and information as required. Particular care should be taken in respect of staff who are pregnant or have epilepsy.
Further guidance on working with display screen equipment can be found here
Guidance on undertaking a DSE assessment can be found here

Glazing
In accordance with Health and Safety advice, the school undertakes and regularly reviews a glazing risk assessment. Action points arising from the risk assessment are undertaken with appropriate consideration.

Accidents
All accidents involving staff and pupils MUST be recorded. Staff who are unsure about the system must seek advice from the Operations Manager. The Assistant Head will monitor the accident logs regularly, looking particularly for patterns and trends and report on the school's accident record to the SMT on a regular basis. Further details are in the First Aid Policy.

Records
Appropriate records of risk management events and issues will be kept by the school office and will be periodically inspected by the school Health and Safety Governor, who will report on such matters at each Governors meeting.
Details of the school's RIDDOR reporting process can be found in the First Aid Policy.

Pupil Behaviour
Pupil misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of pupils and to safeguard their health and safety. Staff must know the school rules that are designed to ensure pupil safety and participate in ensuring that the rules are obeyed.

Contractors
Only contractors who have been assessed for competency may undertake work. The Operations Manager is responsible for ensuring that:

- Contractors selected and employed to carry out work for the department are competent to undertake the work safely;
- The contractor's health and safety system is assessed;
- The contractor's insurance is in place and up to date;
- The contractors conduct their operations in accordance with the health and safety policy and also any relevant local procedures;
- The contractor is not put at risk by the school's own activities;
- The contractor is informed of any known risks and the precautions to be taken;
- Where applicable the contractor is informed of relevant emergency procedures;
- Effective methods of managing contractors and monitoring on-site performance are put in place.

Contractors will be expected to:

- Carry out their work in a manner which does not put their staff, pupils or members of the public at risk;
- Display warning signs and notices as appropriate;
- Carry out risk assessments for the work to be undertaken and provide the school with method statements, training records, etc., as appropriate.

Visitors
All visitors should be asked to report initially to the front office. The visitor should sign in and wear a visitors pass at all times on the School premises.

The member of staff who greets, or escorts the visitor:

- Is responsible for informing them of any hazards that are likely to affect them
- Must ensure that the visitor is informed of the action to take in the event of fire or another emergency
- In the event of an emergency evacuation of the premises, a member of the office staff will take the visitors' log both electronic and manual to the assembly point in order to conduct a roll call of visitors still on site.

It is the duty of any member of staff to report to the Headteacher the presence in the school building or grounds of any person of whom they are suspicious, giving the best description they can of any such person. The Headteacher will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to the LEA, the police and alerting all staff).
The Headteacher is responsible for ensuring that the procedures in this policy are followed by all staff.

Site Security and Entering the School during School Hours.
The school will ensure that, in so far as is possible, the security of the grounds and premises is maintained. In addition to the procedures for the admission and supervision of visitors, already noted, this includes;

- ensuring that the school's perimeter provides appropriate measures to limit unlawful entry and pupil egress
- ensuring that gates, doors and other points of entry and exit are locked and/or monitored as appropriate
- having sufficient members of staff on duty at times of pupils' arrival and departure
- ensuring appropriate external lighting for safe entry and exit in hours of darkness
- changing door codes at regular intervals or when a code is known or suspected to be known by an unauthorised person.

Exceptional Procedures
Any suspicious person will be asked to wait outside whilst a second member of staff is called. Should an adult try to force entry into the school the following guidelines should be followed:

- If practical, the door should be closed upon any such person trying to enter.
- Help or assistance should be called for while any children are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.
- Any member of staff not involved in supervising pupils should go to provide assistance.
- Supervising staff of younger classes in proximity to point of entry of the unauthorised person should, if possible and thought necessary, take the children quietly away to a more remote location.

The DfE has produced useful guidance on controlling access to school premises (November 2018), which can be consulted here

Violence at Work
Occurrences of violence towards staff are, thankfully, exceedingly rare. However, there may be occasions when a member of staff has to deal with abuse or threatened or assaulted by a member of the public, staff or contractor while they are at work. Such incidents should be reported to the Headteacher and each incident must be investigated by the Headteacher to prevent a re-occurrence of a similar incident.

The Headteacher should assess every activity that may result in violence and ensure that measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity, the measures taken could include additional security or training for staff. Staff must be consulted on any measures introduced.

Development Plan
The development of health, safety and security within the school will be part of the School's Development Plan as appropriate.

Equal Opportunities
In implementing this policy all staff must ensure that the school's policy on non-discrimination and equal opportunities is taken into account. For further information, please refer to separate Equal Opportunities policy.

Monitoring and Review
The general statement of policy on health and safety for the school will be subject Operations Manager to review every year by the Operations Manager, unless it should require a significant amendment before this time, which will then be carried out as and when necessary.

Appendix 1

BUILDING SECURITY AND VISITORS' NOTICE

The Visitor Log is maintained in the interest of your safety and wellbeing.
St Christopher's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors, and outside agencies to share this commitment.

Your attention to the following is kindly requested.

- All visitors must sign-in on arrival and will be given an ID badge that must be worn at all times.
- Please note that you have a duty to act in a safe manner at all times.
- You will be given our safeguarding information card please familiarise yourself with this, there are additional notes on the reverse of your lanyard.
- Visitors must not use their mobile phones whilst on the school grounds without express permission of the Headteacher.
- We expect visitors to show respect and concern for others by supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community.
- Please ask your host if there is anything you are unsure of.
- All Visitors must return their pass to the point of issue on departing the premises. This is to ensure we maintain an accurate and up to date Fire Register.
- The school accepts no responsibility for any loss or damage to visitors' property whilst on the premises.

Please take note of our Fire Drill and Evacuation Procedure

In the event of an evacuation a loud and continuous bell will sound: you must evacuate the building as quickly as possible. Do not stop to collect your belongings. Visitors should leave the building by the nearest exit and proceed immediately to the assembly point which is on the main playground.

If you discover a fire, break the glass at the nearest alarm point to set off the alarm.

Remain at the assembly point and on no account return to any building until authorised to do so by a member of staff.