Original Date Written	Latest review	Date for Review
September 2017	September 2026	September 2027

Marlborough St Mary's CE Primary School

MARLBOROUGH ST MARY'S PRIMARY SCHOOL

Health and Safety Policy

Together we believe, learn and achieve

Marlborough St Mary's CE Primary School
Health and Safety Policy

1.0 STATEMENT OF INTENT

1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.

1.3 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

1.4 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

2.1 In the discharge of its duty the Governing Body will:

(i) make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA;

(ii) take account of that policy and scheme within budget and other policy considerations;

(iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;

(iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

(v) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;

(vi) bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

(i) this policy;

(ii) all other relevant health and safety matters;

(iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

This Health & Safety training will take place on regular TD days, with additional provision for those that miss the original training.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare. These are;

(i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;

(ii) To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;

(iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools.

And specifically –

(iv) To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;

(v) To develop and distribute school-specific policies on local health and safety issues;

(vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

(vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;

(viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;

(ix) To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;

(x) To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;

(xi) To investigate all accidents, near misses and episodes of work-related ill-health;

(xii) To monitor and evaluate the health and safety performance of staff;

(xiii) To have and practise emergency and contingency plans;

(xiv) To provide the means for consultation with staff on health and safety matters;

(xv) To supply a health and safety performance report of standard indicators to the LA upon request

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the

implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

(i) safe methods of working exist and are implemented throughout their area of responsibility;

(ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

(iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;

(iv) new employees working within their area are given instruction in safe working practices;

(v) risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;

(vi) regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

(vii) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;

(viii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;

(ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

(x) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;

(xi) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;

(xii) all health and safety information is communicated to the relevant persons;

(xiii) they report any health and safety concerns to the School Business Manager/Headteacher

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

(i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

(ii) follow agreed working practices and safety procedures;

(iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;

(iv) ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the

school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

(i) introduce equipment for use on the school premises;
(ii) alter fixed installations;
(iii) remove fire and safety notices or equipment;
(iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 EMERGENCY PLANS

8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(i) save life;
(ii) prevent injury;

(iii) minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. In some cases, these procedures are embedded within relevant policy documents. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

11.2 The written policies/procedures within the school include:

- Lone Working
- First Aid
- Reporting of accidents, incidents, hazards and near misses
- Safety Inspections
- Site security
- Unexpected loss of utilities (Strategic Risk Register)
- Use of Dangerous Tools, Equipment and Machinery
- Movement of Vehicles on Site
- Transporting children
- Fire and other emergency evacuations
- Medical Conditions Policy
- Employee Well Being Policy
- Business Continuity Plan
- Working at Height

11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the School Business

Manager/Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.0 LOCAL ISSUES

Healthy Schools (Please refer to PSHE Policy)
We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on health and safety issues;
- ensuring our curriculum gives children sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best support for our children;
- ensuring that all children have clear and appropriate targets.

The School Curriculum (Please refer to individual subject policies)
We teach the children about health and safety through the PSHE scheme of work in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, when through our topic on 'Emergency' we look at the work of the police and fire services and teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

We believe that everybody should promote each other's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Marlborough St. Mary's actively promotes the spiritual welfare and growth of the children through the RE curriculum, the daily act of collective worship, weekly visits from the clergy and through special events, such as harvest festivals held at the local church.

Each class has the opportunity to discuss problems or issues of concern with their teacher or through School Council meetings. Teachers use circle time to help children discuss and

overcome any fears and worries that they may have. These concerns are handled with sensitivity.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. Curriculum leaders are responsible for ensuring that any subjects which could be risky e.g. PE, Design and Technology and Science address these issues in the subject policy. If a teacher or subject leader has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.

School Meals (Please refer to Food Policy)
Marlborough St Mary's is able to provide the opportunity for all children to have a healthy cooked meal at lunchtimes. Children under five are entitled to free milk each school day and all KS1 children are offered milk at snack times. If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

We promote a healthy lifestyle. As sweets damage children's teeth, we do not allow sweets to be eaten in school and as some children have life threatening medical needs we do not allow any nut products to be brought into school.

All KS1 children are provided with a portion of free fruit or vegetables for a mid-morning snack and older children are allowed to bring a healthy snack into school or purchase fruit in school.

School Uniform
We encourage children to wear school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.

We take a sensitive approach where recommendations regarding uniform conflict with a child's religious or cultural beliefs and do not discriminate on grounds of race, creed or gender. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

On grounds of health and safety, we do not allow children to wear jewellery. An exception is ear-ring studs in pierced ears. We may ask children to remove these during PE and games. Earrings are not allowed during swimming lessons.

Parents/carers are asked to inform us of any religious issues involved that we might be unaware of that may affect compliance with uniform guidelines.

Safeguarding and Child Protection (Please refer to Safeguarding and Child Protection Policy)
The named persons with responsibility for child protection are Dan Crossman, Russell Goodman, Lisa Mulingani and Amanda Clarke. The named governor is Katie Riches. We follow the procedures for safeguarding and child protection from Keeping Children Safe in

Education Part II 2026 and policies drawn up the by LA and the Governing Body and detailed in the Marlborough St Mary's Safeguarding and Child Protection Policy.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the local MASH team. We handle all such cases with sensitivity and paramount importance to the interests of the child.

We follow safer recruitment practices and require all adults employed in school to have a DBS check, in order to ensure that there is no evidence of offences involving children or abuse. All adults at our school share responsibility for keeping our children safe.

School Security

We do all we can to ensure that the school is a safe environment for all who work or learn here. External gates are locked at 8.45am when the children are in school and not opened until 3.15pm when children are getting ready to leave. Parents collect children from outside the cloakrooms. We review security measures regularly and require all adult visitors who arrive in normal school hours to sign in using the Sign In App. Visitors will wear an identification badge at all times whilst on the school premises.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

Lone Working We discourage lone working where possible. However, if this cannot be avoided then employees must adhere to the school's Lone Working procedure.

Restraint (Please refer to the Behaviour and Inclusion Policy)

There may be occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. We adopt the Team Teach approach to restraint and all appropriate staff are trained accordingly. All incidents of restraint must be reported immediately to the head teacher or SENCo. If restraint has been required, a written report will be made.

First Aid (Please refer to the First Aid Policy)

Fire and Other Emergency Procedures (Please refer to the Invacuation, Evacuation and Lockdown Procedures)

Smoking and Vaping (please refer to No Smoking Policy)

Marlborough St Mary's School is a no smoking/vaping site. The school site is an entirely smoke free environment. Smoking/vaping is not permitted anywhere in the school grounds or buildings at any time. This includes school events held outside normal school hours.

Educational Visits (Please refer to Off-Site Visits Policy)
We take very seriously our responsibilities for ensuring the safety of children whilst on school trips.
Risk assessments are taken for every off-site trip.
When children are admitted to school the parents/carers are requested to sign a form giving permission for their child to be taken out of school on short visits. Where an off-site activity is taking place entirely within a normal school day and is within walking distance of the school, it is sufficient that the parents/carers are aware of the arrangements. Where the activity extends beyond the normal school day or is not a local visit written permission from the parents/carers must be obtained.

For any activity, the group leader should ensure that an adequate first aid box is available and one adult should be responsible as the appointee for first aid. Class teachers should ensure that medicine or equipment for children requiring particular prescribed medication is taken on the trip e.g. asthma inhalers, EpiPens.

For visits outside the local area, it is recommended that a group leader is appointed.

The guidance for the recommended ratio of adults to children is followed.
All necessary transportation should meet legal requirements as set out by the DfE (health and safety of pupils on educational visits) and the LA. This will include the wearing of seatbelts at all times. Where private cars are used for transporting children, each driver must hold a school Permit to Drive, which includes having appropriate insurance. At least two adults must be in any vehicle when transporting children.

Risk Assessments
All areas of the school are risk assessed annually and action taken where necessary. Outdoor areas are visually checked regularly for health hazards and all Early Years areas are checked daily.

Medical (Please refer to Medical Conditions Policy)

Internet Safety (Please refer to Online Safety Policy)
We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use a filtered service, selected links, and child-friendly search engines. Parent/carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Theft or Other Criminal Acts
The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

Should any incident involve significant physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wished the matter to be reported to the police.

The Health and Welfare of Staff (Please refer to Staff Well-Being Policy)
Marlborough St. Mary's takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay. Katie Riches acts on behalf of the Governing Body to support staff wellbeing.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Whistleblowing (see Whistleblowing policy)
Staff are encouraged to report any health and safety issues immediately. Health and Safety is a standing item on the staff meeting agendas.

Monitoring and Review
The Health and Safety Governor is Dan Knight. It is the responsibility of the Health and Safety Governor to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters.

The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. Health, Safety and Well Being is a standard agenda item on teacher and TA meetings and the Headteacher also reports to governors at every Finance & Resources Committee Meeting on health and safety issues.

Covid-19 or other Pandemic (See Covid-19 Policy)
The school follows all Government advice to keep children and adults safe during the Covid-19 or in the event of any future pandemic.

School staff, visitors, children, parents and carers are kept fully informed of procedures.

13.0 Consistency of policies

This policy should be read alongside the following other school policies:

- Safeguarding and Child Protection Policy
- Code of Conduct for Teaching and Support Staff in Schools
- Staff Behaviour Policy
- Governor Code of Conduct

- Whistleblowing Policy
- Lettings Policy
- Behaviour and Inclusion Policy
- Anti-Bullying Policy
- PSHE and RSE Policy
- Individual subject policies
- No Smoking/Vaping Policy
- Off-Site Visits Policy
- Medical Conditions Policy
- Online Safety Policy
- Photographic and Video policy
- Drug Education and Incident policy
- Manual Handling Policy
- Off Site Visits Policy
- Staff Well-Being Policy
- Invacuation, Evacuation and Lockdown Procedures

Appendix: School Based Nursery Update August 2026

1. Context & Scope This addendum sits alongside the main Marlborough St Mary's Health and Safety Policy and establishes specific health, safety, and welfare standards for the school-based Nursery provision. It incorporates the mandatory statutory welfare requirements of the Early Years Foundation Stage (EYFS) framework.

2. Staffing Ratios, Supervision & First Aid

To maintain physical safety and adult supervision appropriate to early child development:

- **Statutory Ratios:** The Nursery operates strict staffing ratios: **1:5** for children aged 2–3 years, and **1:8** for children aged 3–4 years.
- **Paediatric First Aid (PFA):** At least one qualified Paediatric First Aider holding a full PFA certificate is on the premises at all times when Nursery children are present, and accompanies all off-site visits and Forest School sessions.
- **Key Person System:** Each child is assigned a named Key Person to support individual health, personal hygiene, and developmental needs.

3. Environmental Safety & Daily Risk Assessments Early Years environments require heightened daily visual checks and risk mitigation:

- **Daily Site Checks:** Nursery indoor classrooms, gated outdoor play spaces, and the Forest School area undergo mandatory daily checks prior to session start times to identify and clear physical hazards, standing water, or perimeter breaches.
- **Egress & Gate Security:** External nursery gates and perimeter access points are kept locked during nursery operating hours in line with school security protocols.
- **Equipment & Furniture:** All low-level furniture, storage units, sensory apparatus, and outdoor play equipment are maintained in safe working order, age-appropriate, and checked regularly for stability and wear.

4. Intimate Care, Changing Areas & Hygiene

To ensure safe handling, hygiene, and injury prevention during intimate care routines:

- **Facilities & Handling:** Nappy changing and intimate care take place in a designated, secure changing space utilizing a purpose-built, stepped changing table to reduce manual handling risks for staff and support child independence.
- **Infection Control:** Staff follow strict hygiene procedures (including disposable gloves, aprons, and sanitized changing mats after each use).

- **Safe Storage:** Nappy sacks, cleaning chemicals, and hazardous materials are strictly stored out of children's reach in locked, high-level storage in compliance with COSHH.

5. Outdoor Learning, Forest School & Water Safety Nursery children spend significant time outdoors in natural environments:

- **Forest School Supervision:** Dynamic risk assessments are maintained during active physical play, tree climbing, and unstructured outdoor exploration.
- **Water Play Hazards:** Water play containers, water trays, and sensory bins are emptied, dried, or securely covered at the end of each session to prevent standing water hazards.

6. Food Safety, Meal Times & Choking Hazards

- **Choking Mitigation:** Staff supervise children continuously during snack times and hot lunch sessions. Food served to 2-to-4-year-olds is prepared and cut into small, manageable pieces (e.g., cutting grapes, cherry tomatoes, and sausages lengthways) to eliminate choking risks.
- **Allergens & Dietary Needs:** The Nursery strictly adheres to the school-wide whole-school nut-free policy. Allergy information, dietary requirements, and medical care plans are prominently displayed in food preparation areas.