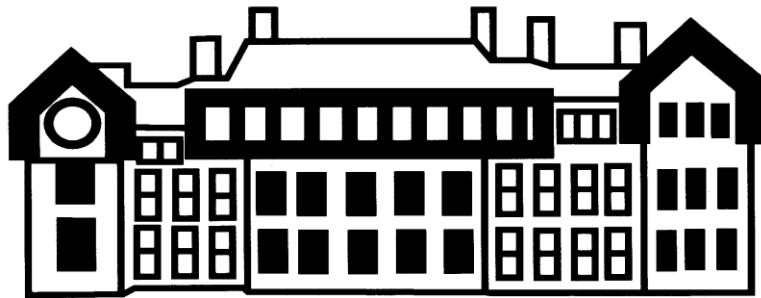


GORDON



SCHOOL

Health and Safety Policy

Gordon Primary School is a **welcoming**, **safe** and **inclusive** place **where everyone belongs**. We all show respect for each other. We are:



safe



kind



inclusive

Everyone benefits from a positive school culture, and **everyone has their part to play** - thank you for playing yours.

Health and Safety Policy

1. Policy Statement

The Governing Body and Senior Leadership Team of Gordon Primary School are committed to ensuring the health, safety and welfare of all pupils, staff, visitors and contractors who use or work on the school premises.

We recognise our legal duties under the Health and Safety at Work etc. Act 1974 (latest revision April 2026) and associated regulations. We are committed to:

- Providing a safe and healthy environment for learning and working
- Preventing accidents and work-related ill health
- Assessing and controlling risks arising from school activities
- Providing clear instructions, information and adequate training to ensure employees are competent to carry out their work safely
- Engaging and consulting with employees on health and safety matters
- Implementing effective emergency procedures, including evacuation and first aid arrangements
- Maintaining safe and healthy working conditions, including safe equipment and safe systems of work
- Reviewing and updating this policy and associated procedures at regular intervals

This policy applies to all areas of the school, including the Early Years Foundation Stage, wraparound care (GO! Club) and extra-curricular clubs.

The health, safety and welfare of all members of our school community is the responsibility of everyone within it. We will ensure that adequate resources are made available to meet our health and safety duties and that all staff understand their responsibilities.

2. Roles and Responsibilities

Health and safety is a shared responsibility across the school. While the Governing Body retains overall accountability for ensuring that appropriate health and safety arrangements are in place, specific roles and responsibilities are delegated to identified individuals and groups to support the effective implementation, monitoring and management of health and safety matters.

The roles and responsibilities outlined below set out the respective duties of the Governing Body, Headteacher, senior leaders, staff, and other relevant parties in maintaining a safe and healthy environment for pupils, employees, visitors, and contractors.

2.1 The Governing Body

The Governing Body will:

- Ensure health and safety is a standing item on the agenda for Resources Committee meetings

- Designate a governor with specific responsibility for health and safety to provide oversight and challenge
- Ensure the school has a comprehensive Health and Safety Policy, reviewed at least annually
- Receive regular reports from the Headteacher on health and safety matters, including accidents, incidents, near misses and actions taken
- Ensure adequate resources (financial and human) are allocated to meet health and safety requirements
- Monitor the effectiveness of the school's health and safety arrangements through reports and audits
- Ensure health and safety considerations are embedded in school development planning
- Ensure appropriate insurance arrangements are in place

Designated Health and Safety Governor: Graham Haynes

The Health and Safety Governor will:

- Meet annually with the Headteacher and Health and Safety Officer to review performance
- Conduct regular health and safety walks around the school
- Report findings and recommendations to the Governing Body
- Ensure health and safety is appropriately prioritised in governing body decision-making

2.2 Headteacher

The Headteacher has day-to-day responsibility for health and safety management and will:

- Implement the Health and Safety Policy and ensure it is communicated to all staff
- Ensure risk assessments are undertaken for all school activities and control measures implemented
- Ensure staff receive appropriate training and induction
- Monitor health and safety arrangements and take corrective action where required
- Ensure accidents, incidents and near misses are investigated and reported
- Consult with staff on health and safety matters
- Report to the Governing Body at least termly
- Ensure adequate first aid provision is in place
- Liaise with the Health and Safety Officer on premises safety
- Ensure contractors are competent and operate safely on site
- Promote a positive health and safety culture across the school

2.3 Health and Safety Officer

The Premises Manager is designated as the Health and Safety Officer.

Name: David Camilleri

Contact: dcamilleri@gordon.greenwich.sch.uk / 020 8850 5486

The Health and Safety Officer acts as the competent person for health and safety and will:

Strategic responsibilities:

- Advise the Headteacher and Governing Body on health and safety matters and carry out risk assessments related to pupils, staff and visitors on the premises
- Coordinate implementation of the Health and Safety Policy
- Develop and maintain safe systems of work and procedures
- Coordinate the health and safety audit programme and ensure actions are completed
- Maintain health and safety records, including risk assessments, inspections and training
- Monitor compliance with legislation and best practice
- Liaise with external advisors and enforcement agencies
- Carry out premises related induction for new staff, volunteers and visitors

Operational responsibilities:

- Carry out regular health and safety inspections
- Ensure statutory inspections and testing are completed (fire systems, emergency lighting, electrical testing, gas, water systems, lifting equipment)
- Maintain inspection and maintenance records
- Investigate accidents, incidents and near misses and recommend actions
- Coordinate fire safety arrangements, including drills and fire risk assessments
- Manage asbestos, legionella and other premises-related risks
- Ensure safe maintenance of premises
- Oversee contractors and their compliance with procedures
- Maintain COSHH records and hazardous substances inventory
- Oversee safe storage and disposal of waste

Reporting:

- Report regularly to the Headteacher
- Provide written reports to Governing Body meetings at least termly
- Escalate serious concerns immediately to the Headteacher
- Maintain and monitor a health and safety action plan

The Health and Safety Officer will receive appropriate training, including premises management, fire safety, asbestos awareness, and legionella awareness.

2.4 Senior Leadership Team (SLT)

SLT will:

- Lead by example in promoting a positive health and safety culture
- Ensure health and safety is considered in all decision-making
- Support implementation of the policy
- Ensure staff compliance within their areas of responsibility
- Ensure risk assessments are completed
- Monitor health and safety performance
- Report concerns to the Headteacher or Health and Safety Officer

2.5 Specific Staff Responsibilities

All employees have a responsibility to contribute to a safe and healthy school environment by following health and safety procedures, taking reasonable care of themselves and others, and reporting hazards, incidents or concerns promptly. All staff are accountable for their actions and for fulfilling their health and safety responsibilities.

Inclusion Manager

- Oversee health and safety for pupils with SEND
- Coordinate individual healthcare plans
- Ensure risk assessments for pupils with additional needs
- Liaise with parents and health professionals

Senior First Aider

- Oversee first aid provision
- Ensure adequate first aid coverage
- Manage first aid supplies
- Maintain first aid records
- Report to Headteacher

Educational Visits Coordinator (EVC)

- Ensure visits are planned in advance and risk assessed
- Approve educational visit risk assessments
- Ensure staff competence
- Maintain records

Class Teachers

- Ensure classroom safety and conduct regular checks
- Complete risk assessments for the curriculum, school trips and any other activity that may pose a risk to the children in their care
- Promote safe behaviour in class
- Manage and employ resources in a safe manner
- Report hazards or damage
- Supervise pupils appropriately

Subject Leaders

- Provide subject-specific safety guidance
- Complete subject risk assessments
- Monitor equipment safety
- Support staff in safe delivery

Lunchtime Supervisors

- Supervise pupils safely
- Follow behaviour and safety procedures
- Report incidents to first aid staff
- Be aware of medical needs and procedures

GO! Club Staff

- Follow school health and safety procedures
- Ensure pupil safety
- Report incidents
- Follow medical and emergency procedures

2.6 Pupils

Pupils are expected to:

- Follow school health and safety rules
- Listen to and follow instructions
- Ask for help when unsure
- Report hazards or concerns
- Take responsibility for their own and others' safety
- Use equipment safely

Health and safety education is delivered through the curriculum, assemblies and specific safety briefings.

2.7 Parents and Carers

Parents and carers are expected to:

- Support the school's Health and Safety Policy
- Inform the school of any medical conditions affecting their child and disclose any concerns regarding their child's ability to manage their own safety in an age-appropriate manner, including mental health
- Provide up-to-date emergency contact details
- Ensure their children come to school in appropriate clothing and footwear
- Ensure their children do not bring inappropriate or dangerous items to school
- Reinforce safety expectations at home

2.8 Visitors and Contractors

All visitors and contractors must:

- Sign in at reception and wear a visitor sticker
- Follow school health and safety procedures
- Not enter restricted areas without permission
- Report hazards to the Premises Manager or school office
- Present a valid DBS certificate if working with or in the vicinity of children without a member of staff being present

Contractors must additionally:

- Provide evidence of competence, insurance and risk assessments
- Comply with contractor procedures
- Work safely in accordance with agreed documentation
- Liaise with the Health and Safety Officer before work begins
- Ensure no risk is created for pupils, staff or visitors

3. Consultation and Communication

The school is committed to consulting staff on health and safety matters through:

- Regular staff briefings (health and safety as a standing item)
- Training and updates
- Opportunities to raise concerns at any time
- Involvement in risk assessments
- Consultation with trade union representatives where applicable

Health and safety information is communicated via:

- Staff meetings and briefings
- Email updates
- Staff noticeboards
- School website
- Induction programmes
- Training sessions
- Shared drive policy documents

4. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- Emergency Procedures Plan
- Educational Visits Policy
- Risk Assessments
- Behaviour and Positive Relationships Policy
- Staff Code of Conduct
- Lone Working Policy
- Data Protection (GDPR) Policy

5. Monitoring and Review

The Health and Safety Officer is responsible for day-to-day implementation of this policy. The Headteacher monitors its effectiveness and ensures staff access and training.

The Headteacher ensures the Health and Safety Officer's report is presented to the Governing Body at least termly.

This policy is reviewed annually, or sooner if required due to statutory or regulatory changes.

Ratification date: July 2026

Review date: July 2027

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)