St Martin & St Mary CE Primary School

Westmorland & Furness Council

Our Health and Safety Policy Statement and Organisation

We recognise and accept our legal and moral duties to provide for the health, safety and wellbeing of our employees, pupils and any other person who may be affected by our activities both at school and during off-site visits. This statement of our Health & Safety Policy forms the basis of future planning and implementation of health, safety and wellbeing matters. The school recognises that the local authority has a corporate policy and that this policy flows from a relationship with that.

1.0 As the employer in Community and Controlled schools, Westmorland and Furness Council retains overall accountability for health and safety. The responsibility for establishing suitable systems within school has been delegated at a strategic level to the Governing Body.

1.1 The Governing Body appoints the Headteacher to ensure the day-to-day running of the school including responsibility for the health and safety of staff and pupils. The headteacher will ensure that supporting arrangements are consistent with corporate health and safety procedures and Safety Information Guidance Notes (SIGN) of the Local Authority.

1.2 The Council appoints its Corporate Health and Safety Team as the Competent Person to provide support, advice and guidance on health, safety and welfare matters. Educational Visits approval and advisory arrangements are provided through the Educational Visits Advisory Service (EVAS). The school will access their expertise and guidance as required in the first instance

2.0 Our health and safety performance contributes to the school's overall performance by helping to reduce injury, ill health, losses and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

2.1 The Governing Body and Headteacher will ensure, so far as is reasonably practicable, that they provide:

- plant, equipment and systems of work which are safe and without risks to health;
- safe handling, storage and transportation of articles and substances
- suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;
- premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises
- Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.

Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

2.2 Suitable and sufficient risk assessments will be used as a tool throughout all activities to ensure that our health and safety arrangements are adequate.

3.0 To ensure the active involvement of all parties, effective communication and consultation arrangements will be established through:

- regular governor and staff meetings,
- communication with school unions,
- induction,
- health and safety noticeboards,
- contractor control procedures.

We will employ other methods to communicate our policy and arrangements as we deem appropriate.

3.1 The Headteacher will ensure that the Governing Body and Local Authority are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required.

3.2 The Headteacher will appoint others to specific roles and will delegate tasks which help to support the school's health and safety arrangements. These will include details of specific persons undertaking health and safety roles, e.g. Health and Safety Co-ordinator or nominated First Aiders.

4.0 The school will prepare an Annual Health and Safety Management Plan for monitoring improvement, which will be kept under regular review. The Headteacher will report health and safety performance to the Governing Body at suitable intervals.

4.1 The Governing Body will establish suitable forums and procedures for discussing and sharing:

- the findings of the Management Plan
- relevant health and safety information
- Reported incidents, incident investigations, lost time data and resulting preventative measures;
- Emergency procedures including fire precautions and first aid;

- Policies and arrangements reviewed, risk assessments undertaken and procedures implemented;

5.0 Staff throughout the school have a duty to take care of their own health and safety and that of pupils and others who may be affected by their actions at work. All employees must cooperate with their employer and other workers to help everyone meet their duties under the law.

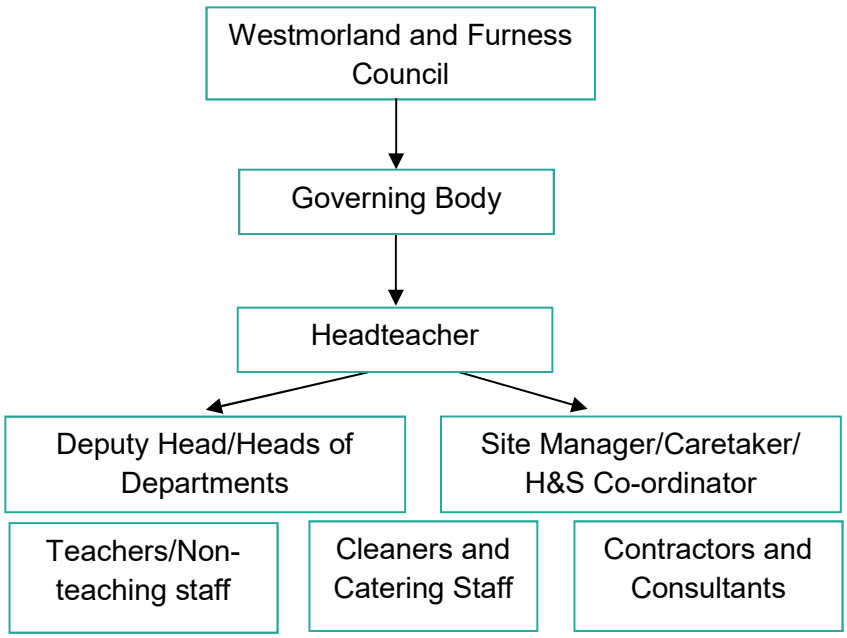
5.1 Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of the school, failure to adopt adequate procedures will be taken very seriously. Where required appropriate disciplinary procedures will be implemented.

6.0 In order to ensure we are achieving adequate health and safety standards; arrangements will be put into place to monitor and review our own performance. These will include:

- regular audits conducted by the Local Authority's Health and Safety Team
- periodic monitoring of our health and safety arrangements by the Governing Body and nominated staff,
- regular inspection of our equipment and premises,
- the monitoring of accident and work-related ill health data. Levels of work-related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals.

7.0 This statement supports Westmorland and Furness Council's overall Health and Safety Policy and represents a summary of the school's organisation and arrangements. This statement and the school's documented arrangements will be made freely available to all staff and other interested parties on request. This policy statement and relevant arrangements will be reviewed at least annually to ensure it remains effective and up to date.

Structure for Health and Safety Management



Chair of Governors: Jen Braithwaite

Signature: Date: 01 September 2026

Headteacher: Louise Swindlehurst

Signature: Date: 01 September 2026