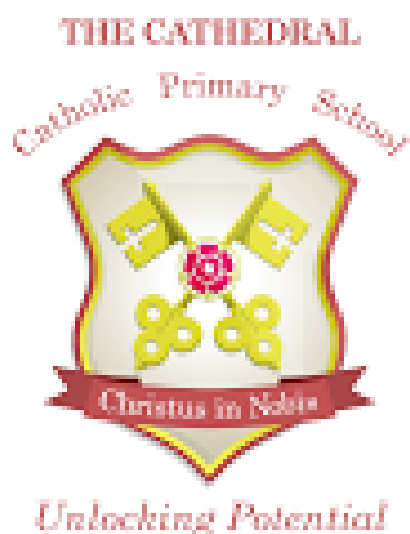


Health & Safety Policy

“Where there is no guidance, a people falls,
but in an abundance of counselors there is
safety.”

Proverbs 11:14



“Unlocking potential together in faith and love.”

*“Go, therefore, make disciples of all nations. And look, I am with you
always; yes, to the end of time.” (Matthew 28:19-20)*

At The Cathedral Catholic Primary School, we celebrate that each person is unique and loved by God. With Christ at the centre of all we do, we strive to unlock each child’s potential to become the person they are created to be. Inspired by St Peter’s example, we are working together to build a community built on love, faith, forgiveness and service

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School:** The Cathedral Catholic Primary School
- **Category of School:** Primary (Voluntary Aided)
- **School Number:** 8883706 / 01-010
- **School Address:** Balmoral Road, Lancaster, LA1 3BT

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

*As a Foundation or Voluntary Aided School the governing body is the employer and is responsible for the use of the premises. The headteacher is responsible for the implementation and management of health, safety and welfare within the school. The governing body and the headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".

Signed: <i>N C Holt</i>	Signed:
	On behalf of the Governing Body
Headteacher's name: Nicola Holt	Chair of Governors name:
Date: March 3 rd 2025	Proposed Review date:

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	Nicola Holt
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:	Nicola Holt
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Nicola Holt- EVC, fire safety and premises Tenon Cleaning – Liam Pullen (site supervisor)- premises and emergency checks.
Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Nicola Holt Clare Nolan Barnes
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>Within the School Development Plan if needed or in the minutes of governors or staff meetings.</i>
All employees within the school have a responsibility to:	
<ol style="list-style-type: none"> 1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and safety risks arising from work activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	<i>Nicola Holt headteacher</i>
The significant findings of risk assessments will be reported to:	<i>Nicola Holt</i>
Action required to remove/control risks will be approved by:	<i>Nicola Holt</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Tennon cleaning - Liam Pullen Nicola Holt</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Nicola Holt</i>
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>Nicola Holt Head teacher</i>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Shiralee Grierson (Deputy Head)</i>
Consultation with employees is provided via:	<ul style="list-style-type: none">• Individual staff appraisals• Review of documents• Team meetings• Circulation of draft documents for consultation• Inclusion of H&S in weekly meetings

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Tenon cleaning – Liam Pullen Nicola Holt Sarah Philips</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Sarah Philips/Nicola Holt</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Sarah Philips</i>
Any problems found with equipment should be reported to:	Sarah Philips
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Nicola Holt and Sarah Philips (bursar)

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Front door</i>
Note: It is a legal requirement to display the	

Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<i>Nicola Holt Headteacher</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Nicola Holt HT</i>
Health and safety in shared premises (where applicable) is managed by:	The Head Teacher/Deputy Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety. Shared with school run afterschool and breakfast club.

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	Nicola Holt
Job specific training will be provided by:	Tennon cleaning to provide cleaners and site supervisor training
Jobs requiring specific health and safety training are:	<i>All staff and site supervisor follow, local health and safety training matrix for staff. Eg: Site Supervisor - asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height. These will be achieved via eLearning/on the job training.</i>

Training records are kept by:	<i>Nicola Holt</i>
Training will be identified, arranged and monitored by:	<i>Nicola Holt</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<i>In classrooms and at the back door.</i>
The first aider(s) and appointed person(s) is/are:	<i>Displayed in classrooms and in offices on green notices.</i> <i>Mrs Holt, Mr Hodder, Mrs Porter, Mrs Dickenson, Mrs Lee, Miss Duddy, Mrs Philips, Mrs Cook, Mr Marshall, Mrs Nott and Mrs Braithwaite.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Nicola Holt and Sarah Philips</i>
*Health surveillance is required for employees doing the following jobs within the school:	<ul style="list-style-type: none"> • Teacher • Teaching Assistant • School Business Manager • School Business Support Officer • Site Supervisor • Cleaner
Health surveillance will be arranged by:	<i>Nicola Holt</i>
Health surveillance/records will be kept by/at:	<i>Nicola Holt in SLT office</i>

Performance monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>Nicola Holt</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and safety risks arising from work activities for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Nicola Holt</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Sarah Philips and Nicola Holt</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Nicola Holt</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Nicola Holt</i>

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Nicola Holt
Escape routes are checked by/every:	Liam Pullen – Daily
Fire extinguishers are maintained and checked by/every:	Westmoreland – Annually
Alarms are tested by/every:	: Liam Pullen– Weekly

The emergency evacuation procedure is tested by/every:	Nicola Holt– ½ Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Nicola Holt

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	Oracle staff/ pupil accident book
Asbestos management plan	√	Risk assessment
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	LCCG
Cleaning/caretaking tasks	√	Tenon
Control of contractors	√	File in front office
Control of substances hazardous to health (COSHH)	NA	
Disability access (health and safety implications)	√	Due to building constraints
Display screen equipment and eye tests	√	Risk assessment DSC
Driving at work	√	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	PAT testing / 5 yr fixed lighting
Emergency procedures other than fire, for example flood, services failure	√	Emergency Plan in place
Extended school and community use	N A	After school club run by school
Finger traps (internal and external)	√	Workplace inspection
Fire safety	√	Risk assessment – see fire log book
First aid	√	Risk assessment
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Service see Health and Safety folder
Health and safety induction (a checklist is available on the health safety and quality website)	√	Induction policy/ staff handbook
Infection control, including needles and needlestick injuries	NA	
Lettings to non-school groups	NA	
Manual handling	√	Risk assessment and E learning

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Minibuses	NA	
Mobile phones (the use of)	√	Policy
Personal safety including lone working and violence and aggression	√	Risk assessment
Play equipment installations inspections	√	Fawns risk assessment and school risk assessment
Playgrounds and external areas	√	Risk assessment/ walk throughs termly.
Ponds and water features	NA	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Folder/PAMS
Pupil moving and handling (special needs)	NA	See relational policy and CPOMS records
Pregnant employees and nursing mothers	√	Risk assessment when required
Reporting of health and safety concerns/faults	√	Beacon – ring up
Severe weather including winter gritting	√	Site supervisor to complete/ risk assessment
Shared use of buildings	NA	
Sharps, for example, broken glass in the school building or external grounds	√	Risk assessment- external checks
Stress	√	Risk assessment
Swimming pools	NA	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk assessment
Visitor and volunteers' safety	√	Induction
Waste storage and disposal	√	Risk assessment/ contract LCC
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	See legionella file
Work equipment and machinery	√	Risk assessment
Working at height – ladders, access equipment etc	√	E learning risk assessment
Workplace inspection (internal and external)	√	Risk assessment

Table of non-occupational health and safety topics/activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Medicine Policy / file
*Educational visits	✓	Evolve team / LCC policy / file
Food safety and hygiene	✓	DT policy
Outdoor activities	✓	Risk assessment
PE equipment	✓	Risk assessment
Pupil handling and restraint	✓	Relational (behaviour) policy
Grounds maintenance activities	✓	LCC
Pupil movement and flow	✓	Risk assessment / good housekeeping
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Risk assessment for curriculum science
Smoking	✓	LCC no smoking policy
Special needs of pupils (health and safety issues)	✓	Care plans in place and PEP
Stage and drama activities	✓	NA
Supervision of pupils	✓	Pupil : adult
Technology rooms and equipment	✓	Risk assessment
Wearing of jewellery	✓	Uniform policy
Work experience	✓	Induction policy
<i>-add more as required</i>		

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

*Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).

Health and Policy March 2025

The Health and Safety Policy is based on best practice advice from Lancashire County Council.

The implementation of this policy will be monitored by Mrs Nicola Holt in consultation with the Leadership Team.

This policy will be reviewed as appropriate by The Senior Leadership Team

Intended Policy Review Date – March 2026

Approved by _____ (Headteacher)

Date: _____

Approved by _____ (Chair of Governors)

Date: _____

Approved by _____ (Governor)

Date: _____