



Mount Carmel

R.C. HIGH SCHOOL



Health and Safety Policy

Last review date: July 2026 - Mr B Georgy

Next review date: July 2027 – Mr B Georgy

A Family of Faith & Learning

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – Mount Carmel RC High School**
- **Category of School – Secondary Voluntary Aided**
- **School Number – 11/103**
- **School Address – Wordsworth Road, Accrington, BB5 0LU**

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: C Farrelly	Signed: A Dabrowski On behalf of the Governing Body
Headteacher's name: Caroline Farrelly	Chair of Governors name: Andrew Dabrowski

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Governing Body Chair of Governors – Andrew Dabrowski
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	Caroline Farrelly (Headteacher) Brendan Georgy (Health & Safety Officer) Jill Brewster (Health & Safety Assistant Officer)
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:	H & S Officer Curriculum Leaders Line Managers Site Managers Site Supervisor IT Network Manager
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:	Governing Body Caroline Farrelly Brendan Georgy H&S Committee
All employees within the school have a responsibility to: 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). 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

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.	All Curriculum Leaders and Departmental Line Managers and H&S Officer.
The significant findings of risk assessments will be reported to:	Brendan Georgy
Action required to remove/control risks will be approved by:	Curriculum Leaders and Departmental Line Managers and Brendan Georgy
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Curriculum Leaders and Departmental Line Managers and Brendan Georgy
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Curriculum Leaders and Departmental Line Managers and Brendan Georgy
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:	Curriculum Leaders and Departmental Line Managers and Brendan Georgy

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:	Kaz Siddique NASUWT Union Representative
Consultation with employees is provided via:	Email, H&S Noticeboard, H&S Induction, H&S termly meetings, Newsletters, Staff Briefings.

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:	Curriculum Leaders and Departmental Line Managers and Brendan Georgy
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Brendan Georgy
Responsible person(s) for ensuring that all identified maintenance is carried out:	Brendan Georgy/Jill Brewster/Site Managers Martin Stanley & MAK/Site Supervisor Rob Cowans
Any problems found with equipment should be reported to:	Brendan Georgy/Jill Brewster/Site Managers Martin Stanley & MAK/Site Supervisor Rob Cowans
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Brendan Georgy/Jill Brewster/Site Managers Martin Stanley & MAK/Site Supervisor Rob Cowans

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Location(s) Staff Room, Work Room and Reception
Health and safety advice is available from:	Brendan Georgy x1315
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Brendan Georgy x1315 Jill Brewster x1320 Helen Ward x1323 Curriculum Leaders Departmental Managers
Health and safety in shared premises (where applicable) is managed by:	Brendan Georgy/Jill Brewster/Sue Fielding 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. - Lettings

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:	Brendan Georgy/Jill Brewster
Job specific training will be provided by:	Curriculum Leaders/Line Managers
Jobs requiring specific health and safety training are:	Will be identified via H&S Induction and Staff Appraisals
Training records are kept by:	Helen Ward on employee personal records via SIMS
Training will be identified, arranged and monitored by:	Brendan Georgy Jill Brewster Helen Ward Curriculum Leaders Departmental Managers

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:	Assistant Business Manager's Office and specific depts eg PE, Science, Kitchen, Pastoral, Site Manager's office
The first aider(s) and appointed person(s) is/are:	Up to date First Aid lists are displayed in all rooms in school
All accidents and cases of work-related ill health are to be reported to:	A First Aider/DPL and then via Brendan Georgy, Jill Brewster or Helen Ward for investigation
*Health surveillance is required for employees doing the following jobs within the school:	Will be identified during H&S Induction
Health surveillance will be arranged by:	Brendan Georgy
Health surveillance/records will be kept by/at:	Helen Ward (HR Officer) on their employee files

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:	Brendan Georgy, Site Managers, Site Supervisors, H&S Governor,
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.	Brendan Georgy, Jill Brewster, Curriculum Leaders, Line Managers, H&S Committee
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance	Brendan Georgy

from the Health, Safety and Quality team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	Helen Ward – HR Officer
Responsible person(s) for acting on investigation findings to prevent recurrences:	Brendan Georgy
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Brendan Georgy Jill Brewster

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:	Governing Body, Caroline Farrelly, Brendan Georgy, Jill Brewster
Escape routes are checked by/every:	Site Managers/Site Supervisor every week
Fire extinguishers are maintained and checked by/every:	Walker Fire (UK) Ltd/annually
Alarms are tested by/every:	Site Managers/Site Supervisor twice a week (Tuesday and Friday) and Ad hoc with lettings
The emergency evacuation procedure is tested by/every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Brendan Georgy

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	✓	Finance Office – file on shelf in office labelled RIDDOR/Staff Accidents/Incidents Near Misses
Asbestos management plan	✓	Site Office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	Sharepoint – Cleaning up bodily fluids RA
Cleaning/caretaking tasks	✓	Site Office and Sharepoint – Cleaning RA
Control of contractors	✓	Site Office and Sharepoint – Contractors General RA
Control of substances hazardous to health (COSHH)	✓	Site Office, School Kitchen, Science Tech Room
Disability access (health and safety implications)	✓	Sharepoint – Wheelchair User Access RA
Display screen equipment and eye tests	✓	ICT Office
Driving at work	✓	Sharepoint – Policies Guidance for safer working
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	Site Office
Emergency procedures other than fire, for example flood, services failure	✓	Critical Incident Plan – Copies with Senior Leadership Team
Extended school and community use	✓	Marketing Office
Finger traps (internal and external)	✓	Sharepoint – First Aid Policy
Fire safety	✓	Sharepoint – Technical and Non-Technical Fire FA
First aid	✓	Sharepoint – First Aid Policy
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	Site Office
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Finance Office – file on shelf in office labelled Staff Induction Forms
Infection control, including needles and needlestick injuries	✓	Sharepoint – First Aid Policy
Lettings to non-school groups	✓	Marketing Office

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
Manual handling	√	Site Office – Individual training, RA Manual Handling
Minibuses	X	Not Applicable
Mobile phones (the use of)	√	Sharepoint – Digital Communication Policy and Working Together to Safeguard Children Policy
Personal safety including lone working and violence and aggression	√	Sharepoint – Lone Working RA, Guidance for Safer Working Practise
Play equipment installations inspections	X	Not Applicable
Playgrounds and external areas	√	Sharepoint – Outdoor Activities RA
Ponds and water features	X	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Site Office
Pupil moving and handling (special needs)	√	Sharepoint – SEN Accessibility Report
Pregnant employees and nursing mothers	√	Finance Office RA
Reporting of health and safety concerns/faults	√	Finance Office
Severe weather including winter gritting	√	Sharepoint – Severe Weather RA
Shared use of buildings	√	Sharepoint – RA 51, 52, 53, 54 Room RA, Polling Station RA
Sharps, for example, broken glass in the school building or external grounds	√	Sharepoint – Dealing with broken glass RA
Stress	√	Sharepoint – School Work-Related Stress Policy
Swimming pools	X	Not Applicable
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Sharepoint – Transport safety/vehicle movement RA
Visitor and volunteers' safety	√	Sharepoint - Keeping Children Safe in Education (KCSIE) and School Reception RA
Waste storage and disposal	√	Sharepoint – RA Waste Disposal General

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
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Site Office
Work equipment and machinery	√	Sharepoint – Work Equipment Office, Ground Maintenance, School Woodworking Area RA
Working at height – ladders, access equipment etc	√	Sharepoint – Use of Scaffold Towers/ladders/step stools RA
Workplace inspection (internal and external)	√	Site Office

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	√	Sharepoint – Medical & Medication Policy
*Educational visits	√	Sharepoint – Trips & EVOLVE, Policy & Guidelines for Educational Off Site Visits
Food safety and hygiene	√	Sharepoint – Kitchen RA folder and School Food Tech area RA
Outdoor activities	√	Sharepoint – Outdoor Activities RA
PE equipment	√	Sharepoint – various RA for PE activities
Pupil handling and restraint	√	Guidance for safer working practice for those working with children/young people in education
Grounds maintenance activities	√	Sharepoint – Ground Maintenance RA
Pupil movement and flow	√	On Corridors and around school
School transport	√	Sharepoint - Guidance for safer working practice
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Sharepoint – various Science specific RA
Smoking	√	Sharepoint – Smoke-free Policy
Special needs of pupils (health and safety issues)	√	Sharepoint – 5 x SEN Policies
Stage and drama activities	√	Sharepoint – Stage and Drama activities RA
Supervision of pupils	√	Sharepoint - Guidance for safer working practice
Technology rooms and equipment	√	Sharepoint – Art/Design, Food, DT RA
Wearing of jewellery	√	Sharepoint – Dress Code Policy
Work experience	√	Sharepoint – Work Experience RA

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](#).