



Mater Ecclesiae

Catholic Multi Academy Trust

'One Family in Christ'

SCHOOL HEALTH AND SAFETY POLICY



For Sacred Heart Catholic Primary School

This document has been approved for operation within:	Sacred Heart Catholic Primary School		
School URN:	151084		
Policy Status	To be read in conjunction with the Trust Health and Safety Policy and Estates Handbook		
Approved by:	Local Governing Body		
Owner:	Headteacher: Lucy Scanlon		
Date approved:	September 2025	Date of next review:	September 2026
Date agreed by the Trust Estates Lead	TBC		
Review period:	Annual unless there is a change in legislation	Version:	2.0
Amendments since last review			

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1. Scope and Purpose

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 well as MECMAT Health and Safety Policy and Estates Handbook.

As an academy school the Directors are the employer and are 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 Local Governing Body and the Headteacher will work in partnership to meet these responsibilities

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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 Trust on health and safety requirements;
- engage with the iAM Compliant system as instructed by the Trust

Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name:	Chair of Governor's name:
Date:	Proposed Review date: October 2025

2. Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. Headteacher:	Mrs L Scanlon- Headteacher
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is e.g. School Business Manager, Health and Safety Co-ordinator etc:	Mrs L Scanlon- Headteacher
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	Mrs L Scanlon- Headteacher Fire Safety and other emergencies Mr Gordon Stevens- Site Supervisor- Premises issues and out of hours arrangements
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 Trust/county council etc., or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Mrs L Scanlon- Headteacher
Documented health and safety objectives and any associated action plans can be found: Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	Within the school improvement plan and in the minutes of Governor/Staff meetings All documents can be located by staff on the T Drive or by request
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); 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.	

3. 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.	Mrs L Scanlon- Headteacher Class teachers Mr Gordon Stevens- Site Supervisor
The significant findings of risk assessments will be reported to:	Mrs L Scanlon- Headteacher
Action required to remove/control risks will be approved by:	Mrs L Scanlon- Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs L Scanlon- Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mrs L Scanlon- Headteacher
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:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor
Setting up and maintaining the school's Risk Assessment Register and Folder.	Mrs S Aspden- SBM Mr Gordon Stevens- Site Supervisor
Uploading and maintaining the Risk Assessments on iAM Compliant	Mrs S Aspden- SBM

4. School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Local Governing Body and/or their nominated representatives 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 and MECMAT 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.
- h) ensure that termly premises meetings are held between the Headteacher, Site Supervisor and School Business Manager where any health and safety requirements can be identified and documented. Meeting dates will be logged and notes from the meeting circulated to attendees **and to the Trust Estates Lead**;
- i) ensure that a minimum of 95% of staff have completed their annual training in Health and Safety in Primary Schools and Stress Management for the academic year;
- j) ensure that governors are provided with an annual Health and Safety report from the school;
- k) ensure that the Health and Safety Governor will carry out a Health and Safety inspection (using the defined checklist) and audit of school policies and procedures at least annually (preferably termly).

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.

5. 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:	Mrs L Scanlon - Headteacher
Consultation with employees is provided via:	Review of documents, specific meetings, circulation of draft documents for consultation, staff meetings, INSET Days, emails and annual inspections of premises

6. Safety Representatives

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

Safety representatives' functions are to:

- undertake any training necessary to ensure they are 'competent' in the role;
- 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/Local Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- report any issues/concerns/accidents to the Trust as instructed by the Estates Lead and the Estates Handbook;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety meetings (including at Trust level).

7. 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:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor Mrs S Aspden- SBM
Any problems found with equipment should be reported to:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs L Scanlon-Headteacher Mr Gordon Stevens- Site Supervisor
Logging any new 'assets' that require regular servicing and testing to iAM Compliant	Mrs S Aspden- SBM

8. Information, instruction and supervision

The Health and Safety Law poster is displayed at: <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.</i>	The staff room
Health and safety advice is available from:	John Entwistle (Trust Estates Lead) and Peter Riley LCC H&S Officer
Ensuring required Health and Safety training is undertaken by all staff: <i>To also maintain the H&S training matrices on the National College website</i>	Mrs L Scanlon- Headteacher
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Mrs L Scanlon- Headteacher

9. 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:	Mrs L Scanlon- Headteacher
Job specific training will be provided by:	Designated staff members where appropriate
Jobs requiring specific health and safety training are: <i>List the jobs, training, and method of delivery here. Alternatively, signpost to where this information is documented, for example, in your local health and safety training matrix for staff.</i> <i>Please edit the following as needed (the ones listed are from the National College Trust Training Matrix):</i>	Headteacher: Asbestos Management, Legionella and Water Hygiene, COSHH, Management of Contractors, Working at Height, Fire Safety, Safer Recruitment Site Supervisor: Asbestos Management, Legionella and Water Hygiene, COSHH, Management of Contractors, Working at Height, Fire Safety, Legionella Awareness SBM: DSE, Risk Management, Safer Recruitment, Asbestos Management, Accident Reporting, Fire Safety, Office Staff: DSE Welfare/ Extended Provision Staff: Food Hygiene These will be achieved via the National College website/on the job training.
Training records are kept by (with support from the National College website):	National College website School office for training pre dating National College launch Staff personnel files
Training will be identified, arranged and monitored by (in addition to the Trust training requirements identified on the National College website):	Mrs L Scanlon- Headteacher

10. 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:	Playground entrance, all classrooms, school office
The first aider(s) and appointed person(s) is/are:	Emma Langton- Year 2 - Paediatric First Aid Nicola Carswell- The Hive- Emergency First Aid at School Janet Nash- Year 4- Emergency First Aid at School Hannah Walker- Year 1- Paediatric First Aid Hannah Mawson-Year 6- Paediatric First Aid Gill Holt- Year 3- Paediatric First Aid
All accidents and cases of work-related ill health are to be reported as following: <i>Following treatment, small 'bumps and scrapes' suffered by children must be recorded in the school's First Aid Book.</i> <i>All incidents involving staff: injuries (however small), work related illnesses or acts of violence must be recorded on iAM Compliant under the 'incidents' tab.</i> All incident 'Category C'(See Estates Handbook) and above (see https://www.hse.gov.uk/riddor/reportable-incidents.htm) are RIDDOR reportable. They must be reported online following the instructions on The Portal: Schools' Portal (lancsngfl.ac.uk) and must be followed up with an investigation (please see the Trust Estates Handbook for further support) which must be recorded on iAM Compliant	Mrs L Scanlon- Headteacher

Health surveillance is not required for any job roles within the school.	
Health surveillance will be arranged by:	Mrs L Scanlon- Headteacher
Health surveillance/records will be kept by/at	<i>Mrs L Scanlon- Headteacher's office</i>

11. 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:	Mrs L Scanlon- Headteacher Mr Gordon Stevens- Site Supervisor
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:	Mrs L Scanlon- Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Mrs L Scanlon- Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mrs L Scanlon- Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Mrs L Scanlon- Headteacher
Responsible person(s) for reporting any investigations and findings to the Trust/Diocese as requested:	Mrs L Scanlon- Headteacher

12. Emergency procedures – Fire, Evacuation and Lockdown

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:	Mrs L Scanlon- Headteacher
Escape routes are checked by/every:	Mr Gordon Stevens- Site Supervisor- Weekly School staff have a responsibility to monitor daily

Fire extinguishers are maintained and checked by/every:	Name, Designation and frequency: Mr Gordon Stevens- Site Supervisor- Monthly
Alarms are tested by/every:	Name, Designation and frequency: Mr Gordon Stevens- Site Supervisor- Weekly
The emergency evacuation procedure is tested by/every:	Name, Designation and frequency Termly by the whole school
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Mrs L Scanlon- Headteacher
Responsibility for ensuring arrangements are in place for locking the school down in case of an external threat to pupil and staff safety	Mrs L Scanlon- Headteacher
The emergency Lockdown procedure is tested by/every:	

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 (Ö)	Details of where information about the school's arrangements can be found <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Accident reporting, recording and investigation	/	First Aid Policy available on the school website RIDDOR procedures Accidents/ Incidents file in the school office
Asbestos management plan	/	School office O Drive Contractors File
Bodily fluids (urine; blood; faeces; vomit) and biological agents	/	School Portal Risk Assessment File
Cleaning/caretaking tasks	/	Site Supervisor's File in Site Supervisor's office
Control of contractors	/	Procedures in place and information for contractors made available School Portal Site Supervisor's File kept in the Site Supervisor's office Contractor's File kept in the Site Supervisor's office
Control of substances hazardous to health (COSHH)	/	COSHH file in Site Supervisor's office
Disability access (health and safety implications)	/	Accessibility Policy on T drive, also available on school website
Display screen equipment and eye tests	/	Training completed for those applicable and reviewed annually School Portal
Driving at work	N/A	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	/	Information available on iAM Compliant, PAMS system and from building surveyor with LCC
Emergency procedures other than fire, for example flood, services failure	/	Staff handbook, Emergency Plan in registers and on classroom walls, see also Emergency Preparedness Matrix
Extended school and community use	/	Run by external company CoolKidz/ Community Futures
Finger traps (internal and external)	/	Finger trap risk assessment completed as necessary
Fire safety	/	Fire file kept in Site Supervisor's 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 (Ö)	Details of where information about the school's arrangements can be found <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
		Fire procedures displayed around school
First aid	/	First Aid Policy available on T-Drive and on school website First Aid boxes checked weekly First Aid posters displayed around school
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	/	Logged on Iam Compliant system, PAMS sytem
Health and safety induction (a checklist is available on the health safety and quality website)	/	Staff induction procedures
Infection control, including needles and needlestick injuries	/	School portal/ LCC
Lettings to non-school groups	N/A	
Manual handling	/	Site Supervisor's file Staff training completed
Minibuses	N/A	
Mobile phones (the use of)	/	Safeguarding Policy, Code of Conduct, Acceptable Use Policy, Behaviour Policy, School Portal
Personal safety including lone working and violence and aggression	/	LCC Policy, School Portal, Risk Assessment File, Lone Working procedures in place
Play equipment installations inspections	/	Inspection reports on iAM Compliant
Playgrounds and external areas		Inspection reports available on iam Compliant, premises checklists in Site Supervisor's file
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	/	School Portal, Site Supervisor's file
Pupil moving and handling (special needs)	/	Care and Restraint policy
Pregnant employees and nursing mothers	/	School portal, risk assessments completed as necessary
Reporting of health and safety concerns/faults	/	School portal- follow Health and Safety procedures, staff handbook, maintenance log
Severe weather including winter gritting	/	Severe weather warning policy on T-Drive
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	/	Risk assessment on T-drive

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 (Ö)	Details of where information about the school's arrangements can be found <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Stress	/	LCC schools portal, stress management policy
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	/	Site Supervisor's File
Visitor and volunteers' safety	/	Induction procedures in place
Waste storage and disposal	/	Site Supervisor's file in Site Supervisor's office, School Portal,
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	/	Legionella and water testing folders in Site Supervisor's file
Work equipment and machinery	/	School portal, Site Supervisor's file
Working at height – ladders, access equipment etc	/	School portal, Site Supervisor's file, training conducted
Workplace inspection (internal and external)	/	School portal, Site Supervisor's File

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 (Ö)	Details of where information about the school's arrangements can be found
Administration of medication	/	Parental consent form, medicine folder in school, medicine policy
*Educational visits (Reportable and Local/Sporting events)	/	LCC Policy as per Evolve
Food safety and hygiene	/	LCC Catering, allergy lists available to all staff
Outdoor activities	/	PE Policy on T Drive and on school website
PE equipment	/	PE policy on T Drive and on school website. Safety checks conducted available on IAM Compliant
Pupil handling and restraint	/	Care and restraint policy
Grounds maintenance activities	/	LCC reports, inspections available on IAM Compliant
Pupil movement and flow	/	School Behaviour Policy
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	N/A	
Smoking	/	No smoking policy in place
Special needs of pupils (health and safety issues)	/	SEN policy on T Drive and on school website
Stage and drama activities	N/A	
Supervision of pupils	/	Behaviour Policy available on school website and on T Drive SCR maintained
Technology rooms and equipment	N/A	
Wearing of jewellery	/	School uniform policy available on T Drive and on school website
Work experience	/	School portal Induction procedures in place

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](#).