



Mater Ecclesiae

Catholic Multi Academy Trust

'One Family in Christ'

SCHOOL HEALTH AND SAFETY POLICY



For St-Clares Catholic Primary School

Please delete:

The parts indicated in yellow need to be completed by the school

This document has been approved for operation within:	St-Clares Catholic Primary School		
School URN:	149313		
Policy Status	To be read in conjunction with the Trust Health and Safety Policy and Estates Handbook		
Approved by:	Local Governing Body		
Owner:	Headteacher: Mrs Anne Charnley		
Date approved:		Date of next review:	September 2025
Date agreed by the Trust Estates Lead			
Review period:	Annual unless there is a change in legislation	Version:	1.0
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: Anne Charnley	Chair of Governor's name:
Date:	Proposed Review date:

2. Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. Headteacher:	<i>Headteacher: Anne Charnley</i>
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:	<i>Atiyah Bhaiyat</i>
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues,	<i>Cath Walmsley</i>

fire safety and other emergencies, out-of-hours arrangements, educational visits:	
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:	<i>Headteacher: Anne Charnley</i>
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.	<i>Within the School Development Plan</i>
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.	<i>Headteacher: Anne Charnley SLT: William Parkinson & Rebecca Bridgeman</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher: Anne Charnley SLT: William Parkinson & Rebecca Bridgeman</i>
Action required to remove/control risks will be approved by:	<i>Headteacher: Anne Charnley</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher: Anne Charnley</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</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>Headteacher: Anne Charnley</i>
Setting up and maintaining the school's Risk Assessment Register and Folder.	<i>Business Manager - Atiyah Bhaiyat</i>
Uploading and maintaining the Risk Assessments on iAM Compliant	<i>Business Manager - Atiyah Bhaiyat Site Supervisor – Cath Walmsley</i>

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 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.

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:	<i>Lorna Donaldson</i>
Consultation with employees is provided via:	<i>Weekly Staff Meeting – Shared will all staff. September 23 – September 26</i>

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:	<i>Site Supervisor – Cath Walmsley</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Site Supervisor – Cath Walmsley</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Site Supervisor – Cath Walmsley Business Manager - Atiyah Bhaiyat</i>
Any problems found with equipment should be reported to:	<i>Headteacher: Anne Charnley Business Manager - Atiyah Bhaiyat</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Headteacher: Anne Charnley</i>
Logging any new 'assets' that require regular servicing and testing to iAM Compliant	<i>Business Manager - Atiyah Bhaiyat</i>

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 e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</i>	<i>Staff Room</i>
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Health and safety advice is available from:	<i>John Entwistle (Trust Estates Lead) and Name LCC H&S Officer</i>
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>	<i>Headteacher: Anne Charnley</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	<i>Headteacher: Anne Charnley</i>

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:	<i>Headteacher: Anne Charnley</i>
Job specific training will be provided by:	<i>Headteacher: Anne Charnley</i>
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. Site Supervisor: Asbestos Management, Legionella and Water Hygiene, COSHH, Management of Contractors, Working at Height, Fire Safety. SBM: DSE, Risk Management, Safer Recruitment, Asbestos Management, Accident Reporting, Fire Safety, Legionella Awareness, Working at Height 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):	<i>Business Manager - Atiyah Bhaiyat</i>
Training will be identified, arranged and monitored by (in addition to the Trust training requirements identified on the National College website):	<i>Headteacher: Anne Charnley</i>

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:	<i>Entrance and Classrooms</i>
The first aider(s) and appointed person(s) is/are:	<i>Lorna Donaldson Anna Scott Carla Ronson Bethany Lowe Emma Bamber Kayleigh Clarkson Susanne Miller Graham Boardman Catherine Barton Debbie Martin Francesca Doolan Lisa Mills Maria Martinez – Gonzalez Maribel Romero Rebecca Bridgeman Sadiya Dahiru Steven Cummings William Parkinson</i>
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. Letters must be sent home and a copy put on CPOMs</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. 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 (lancsnqfl.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</i>	<i>Headteacher: Anne Charnley</i>
*Health surveillance is required for employees doing the following jobs within the school:	<i>Headteacher: Anne Charnley</i>

*Health surveillance is not required for any job roles within the school.	
Health surveillance/records will be kept by/at:	<i>Secure Staff Folder</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:	<i>Headteacher: Anne Charnley</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.	<i>Headteacher: Anne Charnley</i>
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>Headteacher: Anne Charnley</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Headteacher: Anne Charnley</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Headteacher: Anne Charnley</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Headteacher: Anne Charnley</i>
Responsible person(s) for reporting any investigations and findings to the Trust/Diocese as requested:	<i>Headteacher: Anne Charnley</i>

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:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
Escape routes are checked by/every:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
Fire extinguishers are maintained and checked by/every:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>

Alarms are tested by/every:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
The emergency evacuation procedure is tested by/every:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
Responsibility for ensuring arrangements are in place for locking the school down in case of an external threat to pupil and staff safety	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>
The emergency Lockdown procedure is tested by/every:	<i>Headteacher: Anne Charnley Site Supervisor – Cath Walmsley</i>

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 <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Accident reporting, recording and investigation		
Asbestos management plan		
Bodily fluids (urine; blood; faeces; vomit) and biological agents		
Cleaning/caretaking tasks		
Control of contractors		
Control of substances hazardous to health (COSHH)		
Disability access (health and safety implications)		
Display screen equipment and eye tests		
Driving at work		
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc		
Emergency procedures other than fire, for example flood, services failure		
Extended school and community use		
Finger traps (internal and external)		
Fire safety		
First aid		
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		
Health and safety induction (a checklist is available on the health safety and quality website)		
Infection control, including needles and needlestick injuries		
Lettings to non-school groups		
Manual handling		
Minibuses		
Mobile phones (the use of)		
Personal safety including lone working and violence and aggression		
Play equipment installations inspections		
Playgrounds and external areas		
Ponds and water features		
Premises management (see premises management guidance on the Health, Safety and Quality team's website)		
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers		

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 <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Reporting of health and safety concerns/faults		
Severe weather including winter gritting		
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds		
Stress		
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		
Visitor and volunteers' safety		
Waste storage and disposal		
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		
Work equipment and machinery		
Working at height – ladders, access equipment etc		
Workplace inspection (internal and external)		
<i>-add more as required</i>		

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		
*Educational visits (Reportable and Local/Sporting events)		
Food safety and hygiene		
Outdoor activities		
PE equipment		
Pupil handling and restraint		
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		
Special needs of pupils (health and safety issues)		
Stage and drama activities		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery		
Work experience		
<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](#).