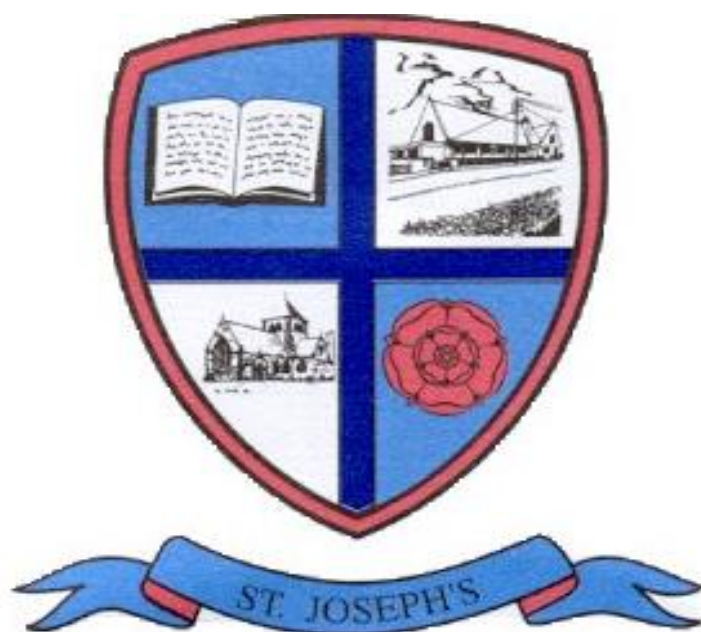


ST JOSEPH'S CATHOLIC PRIMARY SCHOOL



HEALTH & SAFETY POLICY

LCC ADOPTED

Reviewed: May 2023

To be reviewed: *May 2024*

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**
- **Category of School: PRIMARY SCHOOL (3-11)**
- **School Number: 08067**
- **School Address: MOSSY LEA RD, WRIGHTINGTON. WN6 9RE**

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:	Signed: On behalf of the Governing Body
Headteacher's name: M.BAXENDALE	Chair of Governors name: D.HEWITT
Date: 16.05.23	Proposed Review date: When updated by LCC

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>MARIE BAXENDALE HEADTEACHER/PREMISE MANAGER</p>
<p>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:</p>	<p>MARIE BAXENDALE HEADTEACHER/PREMISE MANAGER</p>
<p>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:</p>	<p>SITE SUPERVISOR: TOM SALTER ICS CLEANING & CARE-TAKING EVC : ADAM MALLEY</p>
<p>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:</p>	<p>MARIE BAXENDALE (in conjunction with the Finance , Personnel & Premises Committee of the Governing Body) PAUL MASSAM (H&S Governor) DAVE HEWITT (SAFEGUARDING GOVERNOR/ CHAIR OF GOVERNORS)</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<ul style="list-style-type: none"> • GOVERNOR MINUTES • SDP • WORKPLACE INSPECTION
<p>All employees within the school have a responsibility to:</p> <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:	MARIE BAXENDALE (H/T & PREMISE MANAGER)
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	MARIE BAXENDALE (H/T & PREMISE MANAGER)
Action required to remove/control risks will be approved by:	MARIE BAXENDALE (H/T & PREMISE MANAGER)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	MARIE BAXENDALE (H/T & PREMISE MANAGER)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	MARIE BAXENDALE (H/T & PREMISE MANAGER) & STAFF
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:	MARIE BAXENDALE (H/T & PREMISE MANAGER)

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:	MARIE BAXENDALE (H/T & PREMISE MANAGER) TOM SALTER (Site Supervisor) PAUL MASSAM (H&S Governor) A.MALLEY (EVC)
Consultation with employees is provided via:	<ul style="list-style-type: none">• Review of documents• Staff meetings• Walk throughs• Feedback from workplace inspections• Risk Assessment reviews

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:	M.BAXENDALE T.SALTER
Responsible person(s) for ensuring effective maintenance arrangements are in place:	M.BAXENDALE
Responsible person(s) for ensuring that all identified maintenance is carried out:	M.BAXENDALE

Any problems found with equipment should be reported to:	M.BAXENDALE
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	M.BAXENDALE

Information, instruction and supervision

The Health and Safety Law poster is displayed at: 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 & SAFETY NOTICEBOARD IN THE STAFF ROOM
Health and safety advice is available from:	M.BAXENDALE LA H&S TEAM: 01772 538877
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	M.BAXENDALE (H/T & PREMISES MANAGER) R.SWARBRICK (STUDENT MENTOR)
Health and safety in shared premises (where applicable) is managed by:	

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:	M.BAXENDALE (H/T & PREMISES MANAGER) R.SWARBRICK (STUDENT MENTOR)
Job specific training will be provided by:	M.BAXENDALE LA H&S TEAM: 01772 538877 ONLINE H&S TRAINING
Jobs requiring specific health and safety training are:	SEE APPENDIX 3: COUNTY H&S COMPETENCY MATRIX
Training records are kept by:	IN H&S FILE IN HT'S OFFICE BY M.BAXENDALE
Training will be identified, arranged and monitored by:	M.BAXENDALE

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:	IN THE MAIN CORRIDOR ABOVE THE INTRUDER ALARM PANEL; BY THE REAR DOOR LEADING OUT ONTO THE SCHOOL PLAYGROUND
The first aider(s) and appointed person(s) is/are:	A.MALLEY/ V.GLEESON/ J.MOORCROFT/ M.SMITH/ P.O'LEARY/ N.PORTER/H.SPENCER/C.GREEN/C.WHITTLE/R.TODD/ G.LISTON-SMITH
All accidents and cases of work-related ill health are to be reported to:	M.BAXENDALE HEADTEACHER/ PREMISES MANAGER
*Health surveillance is required for employees doing the following jobs within the school:	ANY PREGNANT EMPLOYEE ANY JOB THAT INVOLVES LIFTING, BENDING, USING EQUIPMENT/ LADDERS
Health surveillance will be arranged by:	M.BAXENDALE HEADTEACHER/ PREMISES MANAGER
Health surveillance/records will be kept by/at:	M.BAXENDALE HEADTEACHER/ PREMISES MANAGER

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:	M.BAXENDALE HEADTEACHER/ PREMISES MANAGER TOM SALTER (SITE SUPERVISOR) P.MASSAM (H&S GOVERNOR) H&S ADVISOR (PART OF H&S SLA)
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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.	M.BAXENDALE & STAFF A.MALLEY (EVC)
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:	M.BAXENDALE (H/T & PREMISE MANAGER)
Responsible person(s) for investigating work-related causes of sickness absences:	M.BAXENDALE (H/T & PREMISE MANAGER)
Responsible person(s) for acting on investigation findings to prevent recurrences:	M.BAXENDALE (H/T & PREMISE MANAGER) P.MASSAM (H&S GOVERNOR)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	M.BAXENDALE (H/T & PREMISE MANAGER) P.MASSAM (H&S GOVERNOR)

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:	M.BAXENDALE (H/T & PREMISE MANAGER)
Escape routes are checked by/every:	TOM SALTER – DAILY CLASS TEACHERS - DAILY
Fire extinguishers are maintained and checked by/every:	TOM SALTER – WEEKLY
Alarms are tested by/every:	TOM SALTER – WEEKLY EFT SECURITY & FIRE – 6 MONTHLY
The emergency evacuation procedure is tested by/every:	TERMLY – WHOLE SCHOOL
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	M.BAXENDALE –(HEADTEACHER/ PREMISE MANAGER)

Table of occupational health and safety topics/activities that apply

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Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	HEADTEACHERS OFFICE
Asbestos Management Plan	✓	CONTRACTORS FILE IN SCHOOL OFFICE
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	POLICY
Cleaning/caretaking tasks	✓	CARETAKERS FILE/ CHECKLISTS
Control of contractors	✓	CONTRACTORS FILE IN SCHOOL OFFICE/ CERTIFICATE OF MANAGEMENT OF CONTRACTORS IN H&S FILE IN HT'S OFFICE
Control of Substances Hazardous to Health (COSHH)	✓	SCHOOL EMERGENCY PROCEDURE/ CARETAKERS FILE
Disability access (health & safety implications)	✓	ACCESSIBILITY PLAN
Display Screen Equipment and Eye Tests	✓	DSE RISK ASSESSMENT IN H&S FILE
Driving at Work	✓	CERTIFICATES IN H&S FILE
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	PREMISE MANAGEMENT FILE IN HT'S OFFICE
Emergency Procedures other than Fire e.g. flood, services failure	✓	SCHOOL EMERGENCY PLAN
Extended school and community use		
Fire Safety	✓	FIRE SAFETY LOG BOOK (RED FILE) IN HT'S OFFICE
First Aid	✓	POLICY FILE BOXES IN MAIN CORRIDOR ABOVE ALARM PANEL/ BLUE CORRIDOR
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	PREMISE MANAGEMENT FILE
Health & Safety Induction (checklist available on web site)	✓	SAFEGUARDING FILE
Infection Control including needles and needle stick injuries		
Lettings to non-school groups	✓	LETTINGS FILE IN HT'S OFFICE

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (✓)	Details of where information about the school's arrangements can be found
Manual Handling	✓	RISK ASSESSMENT
Minibuses		
Mobile phones (the use of)	✓	SAFEGUARDING POLICY. INTERNET SECURITY POLICY
Personal safety including lone working and violence and aggression	✓	RISK ASSESSMENT POLICY FILE
Play Equipment installations inspections	✓	PREMISE MANAGEMENT FILE -LCC
Playgrounds and external areas	✓	PREMISE MANAGEMENT FILE – CHECKLISTS COMPLETED BY SITE SUPERVISOR
Ponds and Water features	✓	RISK ASSESSMENT
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	PREMISE MANAGEMENT FILE
Pupil moving and handling (special needs)	✓	RISK ASSESSMENT
Pregnant employees and nursing mothers		
Reporting of health & safety concerns/faults	✓	STAFF MEETING AGENDAS
Severe Weather including winter gritting	✓	RISK ASSESSMENT
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	✓	PREMISE MANAGEMENT FILE
Stress	✓	POLICY FILE
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	RISK ASSESSMENT
Visitor and volunteers safety	✓	POLICY/ SIGNING IN BOOK/ VISITORS BADGES
Waste storage and disposal	✓	PREMISE MANAGEMENT - LCC
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	WATER MONITORING FILE IN HT’s CUPBOARD (BLUE FILE)
Work equipment and machinery	✓	RISK ASSESSMENT
Working at height – ladders, access equipment etc.	✓	RISK ASSESSMENT ONLIE TRAINING CERTIFICATE IN H&S FILE

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Workplace Inspection	✓	PREMISE MANAGEMENT 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 (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY
*Educational Visits	✓	EVC POLICY IN POLICY FILE & EVC FILE WITH A.MALLEY
Food safety and hygiene	✓	RISK ASSESSMENT
Outdoor activities	✓	RISK ASSESSMENT
PE Equipment	✓	RISK ASSESSMENT
Pupil handling and restraint		
Grounds maintenance activities	✓	DOCUMENTATION IN BOX FILE/ SL AGREEMENT IN SL AGREEMENT FILE
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	RISK ASSESSMENTS IN CURRICULUM RISK ASSESSMENT FILE
Smoking	✓	NO SMOKING POLICY
Special needs of pupils health & safety issues	✓	SEND POLICY
Stage and drama activities	✓	RISK ASSESSMENT
Supervision of pupils	✓	ROTAS OF SPECIFIC JOBS DONE BY WELFARE/ ROTA FOR WET PLAYTIMES/ Y6 CHILDREN TO PATROL DESIGNATED CLASSROOMS FOR WET PLAY
Technology rooms and equipment		
Wearing of jewellery	✓	PROSPECTUS
Work experience	✓	INDUCTION, SIGNING IN BOOK, VISITORS BADGE

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](#). at [Educational Visits](#).