



# St Joseph's Catholic Primary School

## Health and Safety Policy

### Mission Statement

Following in the footsteps of Jesus; we live, love and learn.

### Inclusion Statement

In this school, we are educating our children to:

- know who they are - a special and unique gift from God
- know why they are here - we all have a purpose and responsibility to look after God's world
- work hard and aim high for their future - find and use their God given talents to become everything that God intends them to be

We are a Catholic community, in a modern society, where everyone is equal. As a Catholic School, we strive to reflect the teachings of Christ and live out the Gospel Values in everything that we do. The most loving and merciful Jesus Christ is our role model, and He welcomed everyone. All children are welcome in our school; they and their families become part of our St. Joseph's family. We will love and nurture them, and do our best to help them to become everything that God intends them to be.

At St Joseph's Catholic Primary School our values reflect our commitment to a school where there are high expectations of everyone. Children are provided with high quality learning opportunities so that each child attains and achieves all that they are able to. Everyone in our school is important and included. We promote an ethos of care and trust where every member of our school community feels that they truly belong and are valued. We work hard to ensure there are no invisible children here, recognising everyone's uniqueness and success. We recognise learning in all its forms and are committed to nurturing lifelong learners. We are a safe school, committed to improving children's confidence and self-esteem. We know that safe and happy children achieve.

<b>Adopted by Governors</b>	
<b>Date</b>	<b>10.03.2021</b>
<b>Review Date</b>	<b>10.03.2022</b>

*(signed on hard copy)*

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **St Joseph’s Catholic Primary School**
- **Voluntary Aided**
- **09009**
- **Cedar Road, Chorley, PR6 0JF**

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:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.</li> </ul> |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Annie Douglas	Chair of Governors name: Andrew Vose
Date: 18 <sup>th</sup> March 2021	Proposed Review date: 18 <sup>th</sup> March 2022

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Annie Douglas (Headteacher)</i></p>
<p>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 &amp; Safety Co-ordinator etc):</p>	<p><i>Lesley Clarkson (School Business Manager)</i></p>
<p>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:</p>	<p><i>Annie Douglas (HT) Lesley Clarkson (SBM) Yvonne Heald (SS) Fire Safety – Lesley Clarkson Emergency Plans – Annie Douglas Educational Visits – Lesley Clarkson</i></p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Annie Douglas (HT) Lesley Clarkson (SBM)</i></p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>In the minutes of Governors Meetings (reviewed at FGB on 18/3/21). <b>Covid Risk Assessment reviewed with CoG on 05/03/21 and shared with all staff.</b></i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>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.</li> </ol>	

## 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>Lesley Clarkson (SBM)</i> <i>Designated Teaching Staff</i> <i>Annie Douglas (HT) in relation to safe working practice during the Covid pandemic and the wider reopening of schools.</i>
The significant findings of risk assessments will be reported to:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>
Action required to remove/control risks will be approved by:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</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>Lesley Clarkson (SBM)</i> <i>Designated Teaching Staff</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & 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 with 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, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

## Consultation with employees

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

Employee representative(s) for the school are:	<i>Bernadette Murphy (SENDCo)</i>
Consultation with employees is provided via:	<i>Individual Staff Appraisal meetings. Termly Pupil Progress Meetings Weekly meetings for Teaching and Non-teaching staff Welfare Staff meetings monthly</i>

## 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;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- Attend health and safety committee meetings.

## Safe Plant and Equipment

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

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Lesley Clarkson SBM</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Lesley Clarkson SBM</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Lesley Clarkson SBM</i>
Any problems found with equipment should be reported to:	<i>Lesley Clarkson SBM</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Lesley Clarkson SBM</i>

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:  <u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent	<i>Staff Room</i>
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position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
Health and safety advice is available from:	<i>Annie Douglas (Ht) Lesley Clarkson (SBM) Health &amp; Safety Team</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Annie Douglas (HT) Designated Teaching Staff</i>
Health & Safety in shared premises (i.e. Little Rascals BASC) is managed by:	Lesley Clarkson 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.

## 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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Annie Douglas (HT) Nick Roden (DHT)</i>
Job specific training will be provided by:	<i>Annie Douglas (HT)</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning Working at Height – H&amp;S eLearning &amp; on-the-job training Manual Handling of people - H&amp;S Team &amp; on-the-job training</i>
Training records are kept at/by:	<i>School Main Office</i>

Training will be identified, arranged and monitored by:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>
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## Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents;
- Ensure that there is a recognised system 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;
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<i>Infant Corridor</i> <i>Junior Entrance Corridor</i> <i>Staff Room</i> <i>Mobile</i> <i>-welfare staff at lunchtimes</i> <i>-school trips</i> <i>Emergency inhalers and epipens are in the infant corridor and junior entrance corridor</i>
The first aider(s) and appointed person(s) is/are:	<i>Paediatric:</i> <i>Catherine Allton</i> <i>Susan Sharrock</i> <i>Carol Broomhead</i> <i>Pauline Hopkins</i> <i>Debra Cribb</i> <i>Marion Heneghan</i> <i>Juliet Taylor</i> <i>FAAW:</i> <i>Sam Crane</i> <i>Denise Kelly</i> <i>Christine McCracken</i> <i>Rosie Bishop</i> <i>Angela Stevens</i> <i>Joanne Stacey</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>
*Health surveillance is not required for employees doing the following jobs within the school:	<i>Individual Covid Risk Assessments undertaken for welfare staff, TA and teachers with underlying health issues or</i>



	<i>specific medical conditions with shielding guidance.</i>
Health surveillance will be arranged by:	<i>Annie Douglas (HT)</i>
Health surveillance/records will be kept by/at:	<i>Individual staff files</i>

## Performance Monitoring

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

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	<i>Lesley Clarkson (SBM)</i> <i>Andrew Vose (CoG)</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details  <b>Covid Risk Assessment is under constant review by HT and CoG</b>
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	<i>Annie Douglas (HT)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Annie Douglas (HT)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Annie Douglas (HT)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Annie Douglas (HT)</i> <i>Lesley Clarkson (SBM)</i>

## Emergency Procedures - Fire and Evacuation

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

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Lesley Clarkson (SBM)</i>
Escape routes are checked by/every:	<i>Yvonne Heald Site Supervisor – Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Pennine Fire and Safety (DBE Services) Annually – 2/2/21</i>
Alarms are tested by/every:	<i>Yvonne Heald Site Supervisor - Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Lesley Clarkson SBM - Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Lesley Clarkson SBM</i>

### Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	√	LCC – H&S website
Asbestos Management Plan	√	DBE Services
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Specific Risk Assessment
Cleaning/caretaking tasks	√	Churchill
Control of contractors	√	Contractors File – Main office
Control of Substances Hazardous to Health (COSHH)	√	Churchill and Risk Assessments
Disability access (health & safety implications)	√	Risk Assessments/Accessibility Policy
Display Screen Equipment and Eye Tests	√	LCC – Health and Safety
Driving at Work		N/A
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	DBE Services
Emergency Procedures other than Fire e.g. flood, services failure	√	School Emergency Plan
Extended school and community use	√	Lettings Policy
Fire Safety	√	Fire risk assessment
First Aid	√	Appointed first aiders
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	DBE Services
Health & Safety Induction (checklist available on web site)	√	LCC Health and Safety website
Infection Control including needles and needle stick injuries	√	Plastic lidded box for storage of Epipen
Lettings to non-school groups	√	Lettings Policy
Manual Handling	√	Risk Assessments
Minibuses		
Mobile phones (the use of)	√	Induction

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	√	Risk Assessments. Induction. Staff Handbook
Play Equipment installations inspections	√	DBE Services
Playgrounds and external areas	√	Daily Inspections
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	LCC H&S website/DBE Services
Pupil moving and handling (special needs)	√	Risk Assessments
Pregnant employees and nursing mothers	√	Individual Risk Assessments including safer working during Covid-19
Reporting of health & safety concerns/faults	√	School Office – Premises Faults book
Severe Weather including winter gritting	√	Site Supervisor – School Grounds Only
Shared use of buildings	√	Lettings Policy
Sharps e.g. broken glass either in school building or external grounds	√	Risk Assessment
Stress	√	Risk Assessment. Occupational Health.
Swimming pools	√	Offsite Risk Assessment
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment.
Visitor and volunteers safety	√	Induction. Staff Handbook. Risk Assessment. Sign in/out.
Waste storage and disposal	√	Full contracts in place for all waste. Waste storage away from school buildings.
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella Risk Assessment and DBE
Work equipment and machinery	√	Risk Assessment and manufacturers instructions.
Working at height – ladders, access equipment etc.	√	Risk Assessment – Ladder inspections

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Workplace Inspection	√	Minutes of governors meetings.

### Table of Non-Occupational Health & Safety Topics/Activities that apply

Curriculum and other non-occupational activities (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Medicines policy
*Educational Visits	√	Evolve
Food safety and hygiene	√	Risk Assessment. Staff training (Oct 2020)
Outdoor activities	√	Risk Assessment
PE Equipment	√	Risk Assessment. DBE Services
Pupil handling and restraint	√	Policy
Grounds maintenance activities	√	Local Contractor
Pupil movement and flow	√	Risk Assessment including safer working during Covid-19
School transport	√	Policy expectations and parental agreement where taxi is provided
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	
Smoking	√	LCC – no smoking policy
Special needs of pupils health & safety issues	√	Individual Health and Care Plan
Stage and drama activities	√	Risk Assessment
Supervision of pupils	√	Policy. Staff Handbook. Induction. Evolve.
Technology rooms and equipment	√	Risk Assessment
Wearing of jewellery	√	Dress code policy.
Work experience	√	Induction. Risk Assessment.

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](#).