

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: ST MARY’S CATHOLIC PRIMARY SCHOOL & NURSERY**
- **Category of School: VOLUNTARY AIDED**
- **School Number: 09011**
- **School Address: HORNCHURCH DRIVE, CHORLEY, PR7 2RJ**

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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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"> • 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 health 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 by the county council; | <ul style="list-style-type: none"> • 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”. |
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Signed:	Signed: On behalf of the Governing Body
Head Teachers name: MR PATRICK SMYTH	Chair of Governors name: MRS MARGARET ROGERSON
Date: 29/08/2019	Proposed Review date: SUMMER 2020

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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	THE GOVERNING BODY
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	MR PATRICK SMYTH 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	Overall H&S – Headteacher PREMISES: H&S Co-ord – SBM PREMISES: Fire Safety – Site S/v EMERGENCY PLAN: - SBM FIRST AID: HT/SBM LETTINGS: Headteacher EDUC VISITS: Headteacher
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Senior Leadership Team – objectives:- <i>To continue to update H&S policy procedures</i> <i>To focus on the overall Health & Safety & Wellbeing by raising awareness via communications, meetings and signage.</i> <i>To ensure paediatric first aid training for all staff within EYFS</i> <i>To continually update Emerg Plan</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

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:	<i>Premises H&S:- P Smyth/Site Sup/v Classroom/Curric Gen: HT/Teachers Educ Visits: HT/Teacher as required Fire Safety: SBM / Site Sup/v Display Screens: SBM General/Basic Risk Assess: HT</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher/Dept Head/All staff/govs or other nominated person as appropriate.</i>
Action required to remove/control risks will be approved by:	<i>Headteacher/Dept Head or other nominated person as appropriate</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher/Dept Head or other nominated person as appropriate.</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher/Dept Head or other nominated person as appropriate</i>
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>By whom : H&S – Headteacher Fire Safety – SBM COSHH – Site Supervisor</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below. *(The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)*

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 website, link below: Health, Safety & Wellbeing intranet site	√	Details of where information about the school's arrangements can be found (Note:- Mostly addressed at induction) (Note:- Updates in H&S Manual)
Accident Reporting, Recording and Investigation	√	H&S Policy/Manual/Accident/Incident Book
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	First Aid Procedures
Catering	N/A	
Cleaning/caretaking	√	<i>Refer to H&S Policy & Good Housekeeping Procedures</i>
Control of contractors (refer to Contractor Induction Checklist)	√	<i>Refer to addit procedures +premises log guidance</i>
Disability access – H&S implications	√	Policy DES + Prospectus
Display Screen Equipment and eye tests	√	H&S Policy + Risk Assess File
Driving at Work	N/A	
Electrical Safety	√	H&S Policy & Proced + Elect Check File
Emergency Procedures other than Fire e.g. flood, services failure	√	Policy (refer to LEA Policy template & guid)
Extended school and community use	√	Lettings Policy
Falling Objects/Safe storage	√	H&S Policy - procedures
Fire Safety	√	<i>H&S Policy/ Drill File + Fire Risk Assessment</i>
First Aid & Paediatric First Aid & Medicine Policy	√	H&S Policy + First Aid Policy
Gas safety	√	Premises Log
Hot surfaces, scalds and burns	√	First Aid Policy
Induction	√	Staff Induction Policy – HR + Induction File
Information communication	√	Refer to ICT Policy
Lettings to non school groups	√	Lettings Policy + H&S Procedures
Management and other Health and Safety responsibilities	√	H&S Policy
Manual Handling	√	H&S Policy & Procedures <i>On-line Training</i>
Minibuses	N/A	
Mobile phones – use of	√	Safeguarding/Child Protection/Induction
Needles and needle stick injuries	√	First Aid – H&S Manual
Performance Monitoring	√	HR Policy & Procedures – Pay Policy
Personal safety including lone working and violence and aggression	√	H&S Policy + HR Complaints & Procedures

Play Equipment installations inspections	√	Play Equip Policy + SLA Grounds Inspect
Playgrounds and external areas	√	Annual Inspections – Gov + SLA Grounds
Ponds and Water features	√	Fenced off dell area – monitored/assessed
Premises Management	√	Statement of Compliance – Premises Log
Pupil moving and handling (Special needs)	√	SEN Policy + Man Handling Procedures
Pregnant employees and nursing mothers	√	HR Policy + Procedures / Risk Assess
Reporting of H&S concerns/faults	√	H&S Procedures
Risk Assessment and hazard identification	√	Risk Assessment Policy & Procedures
Safety Committee	√	Gov sub committee + Site S/visor + SBM
Safety Representatives	√	LEA H&S + Union Reps
Shared use of buildings (CSMOSC) – N/A as at Sept 2015	√	Adopted school's H&S Policy Procedures
Slips and trips	√	H&S Procedures / Risk Assessments
Stress	√	H&S Policy + HR Policy Stress & Wellbeing
Substances – COSHH	√	H&S Policy + Site Sup/v records
Swimming pools	N/A	
Temporary and supply staff	√	Welcome Pack / Supply Staff Handbook
Training	√	Refer to H&S Competency Training
Transporting and storing chemicals	√	H&S Policy & Procedures + Portal
Vehicle and pedestrian traffic (via Newsletter communication)	√	Refer to H&S Manual / Liaison Community Police
Visitor and volunteers safety	√	H&S Policy / Signing In / Safer Recruit HR
Waste storage and disposal	√	Site Sup/v + Procedures + Waste Contracts
Water hygiene (Legionella, lead etc.)	√	Site Sup/v + Separate File + Premises Log
Work equipment and machinery	√	Premises Log
Working at height – ladders, access equipment etc.	√	Policy Procedures
Workplace Inspection	√	Premises Man – Annual Assessment
	√	
	√	

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	√	Details of where information about the school's arrangements can be found (Note:- Mostly addressed at induction) (Note:- Updates in H&S Manual)
Administration of medication	√	Refer to Medicine Policy
*Educational Visits	√	HT Co-ord + Policy + Evolve + Portal
Food safety and hygiene	√	Healthy Schools Policy
Outdoor activities	√	EVC Policy + Trim Trail Policy
PE Equipment	√	Policy + procedures – annual servicing
Pupil handling and restraint	√	Manual Handling / SEN Policy
Grounds maintenance	√	Premises Man – SLA – Annual Assessment
Pupil movement and flow	√	Procedures
School transport	N/A	
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	√	Curric Policy
Smoking (includes e-cigarettes)	√	Signage – Policy Non Smoking
Special needs of pupils Health & Safety issues	√	SEN Policy + Procedures + Care Plans
Stage and drama activities	√	Policy Procedures:- Curric; Fire Safety
Supervision of pupils	√	Procedures
Technology rooms and equipment	√	Curric Policy
Wearing of jewellery	√	Policy:- No jewellery except watch. Prospectus
Work experience	√	Risk Assessments / H&S Policy / Induction
	√	

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](#).

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>Mr Patrick Smyth – Headteacher</i> <i>Mrs J Wilson – School Business Manager</i>
Consultation with employees is provided via:	<ul style="list-style-type: none">• <i>Review of documents</i>• <i>SLT meetings</i>• <i>Whole School Staff meetings</i>• <i>Circulation of draft documents for consultation and approval</i>• <i>Health & Safety Inspection reports</i>• <i>Health & Safety Committee meetings</i>• <i>LEA Area Surveyor responsible for premises</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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	MR PATRICK SMYTH – HEADTEACHER MISS J MCCLUSKEY – DEPUTY H/T
Is responsible for ensuring effective maintenance procedures are drawn up	MR PATRICK SMYTH – HEADTEACHER MISS J MCCLUSKEY – DEPUTY H/T
Is responsible for ensuring that all identified maintenance is carried out	MR PATRICK SMYTH – H/TEACHER LCC PROPERTY SERVICES – PROP MISS J MCCLUSKEY – DEPUTY H/T MRS J WILSON- SBM
Any problems found with equipment should be reported to	MR PATRICK SMYTH –H/TEACHER SITE SUPERVISOR LCC PROPERTY SERVICES – PROP MRS J LYONS - SBM
Will check that new equipment meets any required health and safety standards before it is purchased	MR PATRICK SMYTH – H/TEACHER MISS J MCCLUSKEY – DEPUTY H/T – DEPUTY H/T LCC PROPERTY SERVICES – PROP MRS J WILSON - SBM

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s):</i> STAFFROOM
Health and safety advice is available from:	<i>Name and contact details:</i> Health & Safety Team at County on 01772 538877 or BT Lancashire Services on 01772 535353
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Name and contact details:</i> MR P SMYTH – HEADTEACHER MRS J WILSON - SBM
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head or nominated representative 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.

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Name and contact details:</i> LEA – H&S COURSES Induction of all staff employed carried out by HT/SBM
Job specific training will be provided by: HEADTEACHER / SBM	<i>Name and contact details:</i> LEA – H&S COURSES
Jobs requiring specific health & safety training are:	<i>List the training and method of provision:</i> <ul style="list-style-type: none"> • Premises Management – Competence • Site Supervisor’s Training Courses • Fire Safety / Risk Assessment • H&S Co-ordinator Training • First Aid Training • Training - Staff
Training records are kept at/by:	<i>Details:</i> MRS J WILSON – SBM LCC TRAINING / RECORD OF COURSE ATTEND
Training will be identified, arranged and monitored by:	<i>Name and contact details:</i> MR P SMYTH – HEADTEACHER MRS J WILSON - SBM

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>Detail location(s):</i> <ul style="list-style-type: none"> • NURSERY • INFANTS – Outside Y1 Class
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	<ul style="list-style-type: none"> • JUNIORS – Next to Y3 Class • ADULTS – Site Sup/v Room
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details:</i> TAs MRS OLDHAM & MRS ST JOHN (for advice with serious incidents) plus STAFF first aid trained
All accidents and cases of work-related ill health are to be reported to:	<i>Name and contact details:</i> RIDDOR / LCC – HR / H&S Executive
Health surveillance* is required for employees doing the following jobs within the school:	<i>Provide details. N.B. Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities:</i>
Health surveillance will be arranged by:	<i>Name and contact details:</i> HEADTEACHER
Health surveillance/records will be kept by/at:	<i>Provide details:</i> HEADTEACHER / SBM

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will: Risk Assess</p> <p>Conduct workplace inspections. These are carried out by: Officials</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by: School</p>	<p><i>Name(s) and contact details:</i></p> <p>MR P SMYTH - HEADTEACHER</p>
<p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p><i>Name(s) and contact details</i></p> <p>MR P SMYTH - HEADTEACHER</p>
<p>Is/are responsible for investigating work-related</p>	<p><i>Name(s) and contact details</i></p>

causes of sickness absences.	HEADTEACHER
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Name(s) and contact details</i> HEADTEACHER
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	<i>Name(s) and contact details</i> HEADTEACHER SBM

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>Name and contact details:</i> MR P SMYTH - HEADTEACHER
Escape routes are checked by/every:	<i>Name(s) and frequency:</i> SITE SUPERVISOR / WEEKLY
Fire extinguishers are maintained and checked by/every:	<i>Name(s) and frequency:</i> Walkers – annual check
Alarms are tested by/every:	<i>Name(s) and frequency:</i> LCC – EFT Systems
The emergency evacuation procedure is tested every:	<i>Name(s) and frequency</i> TERMLY
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Name and contact details</i> HEADTEACHER