

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Teresas Catholic Primary**
- **Academy**
- **06509, DfE 8883954**
- **Downing Street, Preston, PR1 4RH**

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 an Academy school the board of trustees/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 will work in partnership to meet these responsibilities

**NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display.*

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:
<i>J Kay</i>	On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
James Kay	Elizabeth Hesketh

Date: 9.11.23	Proposed Review date: 9.11.24
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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i>
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:	<i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i> Mark Roberts (Site Supervisor) All Staff
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:	<i>Premises – Mark Roberts Site Supervisor</i> <i>Fire safety – Danielle Hobson</i> <i>Emergency plans – Danielle Hobson</i> <i>Educational visits – Rachel Dixon</i>
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:	<i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i> Mark Roberts (Site Supervisor) Stephen Garsed (H&S Governor)
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>Location eg within the School Development Plan or in the minutes of governors or staff meetings.</i>
All employees within the school have a responsibility to: <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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Subject leaders for their particular area (see Staff handbook)</i> <i>Class teachers and TAs for all classroom and corridors</i> <i>Cleaners and Mark Roberts (Site Supervisor) for COSHH/wet floors/cleaning equipment</i> <i>Andrew Murphy (LCC Grounds supervisor) reports ground maintenance to HT/Site supervisor/Bursar</i> <i>Educational visits-class teachers/visit leaders</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i> <i>Mark Roberts (Site Supervisor)</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i></p>
<p>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:</p>	<p><i>James Kay (Head teacher)</i> <i>Louise Woolfall (Assistant Head)</i> <i>Danielle Hobson (SBM)</i> <i>Mark Roberts (Site Supervisor)</i></p>

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:	<i>Danielle Hobson (SBM)</i>
Consultation with employees is provided via:	<i>Individual staff appraisals Review of documents Staff meetings Circulation of draft documents for consultation by email Annual health & safety meeting</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;
- 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:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor) Stephen Garsed (H&S Governor)</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor)</i>
Any problems found with equipment should be reported to:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor)</i>

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location(s) Opposite main entrance on Junior</i>
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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>corridor</i>
Health and safety advice is available from:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM) Mark Roberts (Site Supervisor) H+S team via the Portal</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Victoria Whiteside (Year 5 Teacher)</i>

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>Victoria Whiteside (Year 5 Teacher)</i>
Job specific training will be provided by:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM)</i>
Jobs requiring specific health and safety training are:	LCC/school based training H&S Competency Management of Asbestos in L&D section Audit Guidance & Checklist (Schools) Corporate H&S Guidance on dealing with Bodily Fluid contamination Corporate H&S Guidance on dealing with Bomb Threats Contractors Induction Checklist COSHH Risk Assessment and training. Curriculum General Risk Assessments training First Aid Training Home Visits Loan working Fire procedures and policy Working at Height (including ladder safety) Educational visits- Evolve training

Training records are kept by:	<i>Danielle Hobson (SBM) CPD File O drive</i>
Training will be identified, arranged and monitored by:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM)</i>

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>Detail location(s) All classrooms, office and staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>Lists displayed by all first aid boxes</i>
All accidents and cases of work-related ill health are to be reported to:	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM)</i>
Health surveillance will be arranged by: <i>-delete this row if not required</i>	<i>James Kay (Head teacher) Louise Woolfall (Assistant Head) Danielle Hobson (SBM)</i>
Health surveillance/records will be kept by/at: <i>-delete this row if not required</i>	<i>James Kay in (HT) personal files, filing cabinet in head's room.</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.

<p>To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections.</p> <p>These are carried out by:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i> Mark Roberts (Site Supervisor) <i>Stephen Garsed (H&S Governor)</i></p>
<p>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.</p>	<p>See Section: Health and safety risks arising from work activities for responsibility details</p>
<p>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:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i></p>
<p>Responsible person(s) for investigating work-related causes of sickness absences:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i></p>
<p>Responsible person(s) for acting on investigation findings to prevent recurrences:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i></p>
<p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i></p>

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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p><i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i></p>
<p>Escape routes are checked by/every:</p>	<p>Mark Roberts (Site Supervisor)</p>

Fire extinguishers are maintained and checked by/every:	<i>Annually as part of Compliance</i> Mark Roberts (Site Supervisor) Fire service annually EFT Extinguishers Olympic Fire & Security
Alarms are tested by/every:	Mark Roberts (Site Supervisor) Weekly & Monthly EFT
The emergency evacuation procedure is tested by/every:	<i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> Mark Roberts (Site Supervisor) Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>James Kay (Executive Head)</i> <i>Louise Woolfall (Head of School)</i> <i>Danielle Hobson (SBM)</i> Elizabeth Hesketh (Chair of Governors)

Table of occupational health and safety topics/activities that apply

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	√	Accident book, Oracle, Accident near miss report
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	H+S file in Bursar's office Risk Assessment T Drive
Catering	√	Fishwick kitchen
Cleaning/caretaking	√	Site Supervisor office wall
Control of contractors	√	Signing in book. Established contractors.
Disability access (health & safety implications)	√	Disability Access policy
Display Screen Equipment and Eye Tests	√	H+S file in Bursar's office Portal
Driving at Work	√	H+S file in Bursar's office Portal
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	PAT Testing Buildings file in Bursar's office
Emergency Procedures other than Fire e.g. flood, services failure	√	H+S file in Bursar's office
Extended school and community use	√	Breakfast Club/After school clubs
Falling Objects/Safe storage	√	Staff are reminded about not storing items above shoulder height from H&S walkabouts
Fire Safety	√	Red file in Bursar's office
First Aid	√	List of trained staff by First aid boxes
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	PAMIS and Premises Manual/Buildings file Bursar's office
Hot surfaces, scalds and burns	√	First aid training
Health & Safety Induction (checklist available on web site)	√	Induction procedure by HT/contractors by Site supervisor/Bursar
Lettings to non-school groups	√	Lettings Policy

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	√	On-line modules available although only to be used in emergencies
Minibuses	√	
Mobile phones (the use of)	√	Staff handbook
Personal safety including lone working and violence and aggression	√	H+S file in Bursar's office
Play Equipment installations inspections	√	File in Bursar's office/Buildings file
Playgrounds and external areas	√	File in Bursar's office/Buildings file
Ponds and Water features	√	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	
Pupil moving and handling (special needs)	√	C Waterhouse SENCo
Pregnant employees and nursing mothers	√	Risk assessments completed/personal files
Reporting of health & safety concerns/faults		
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	√	Site Supervisor
Slips and trips	√	Oracle - Accident/near miss reporting
Stress	√	Risk Assessments
Substances – COSHH	√	COSHH file – Main office
Swimming pools	√	Risk assessment
Vehicle and pedestrian traffic		
Visitor and volunteers safety	√	Signing in Agreement/Main office/Verbal
Waste storage and disposal		
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella file – Main office (Compliance)
Work equipment and machinery		

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
Working at height – ladders, access equipment etc.	√	File – Main office
Workplace Inspection	√	H&S file – Main office

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	✓	Green folder, meeting room
*Educational visits	✓	T Drive, Portal
Food safety and hygiene	✓	Trained staff
Outdoor activities	✓	T Drive, Portal
PE equipment	✓	PE Lead
Pupil handling and restraint	✓	Staff Handbook
Grounds maintenance activities	✓	Office
Pupil movement and flow	✓	Staff Handbook
School transport	✓	N/A
Smoking	✓	Staff Handbook
Special needs of pupils (health and safety issues)	✓	SEN Policy, website, SEN local offer
Supervision of pupils	✓	Staff Handbook
Wearing of jewellery	✓	Staff Handbook
Work experience	✓	Induction
<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](#).