



The Blessed Sacrament Catholic Primary School
Part of the Mater Ecclesiae Catholic Multi Academy Trust

Health and Safety Policy



OUR MISSION

The peace, joy and love of Christ is at the heart of all that we do in our school.

Through religious education, school policy and, primarily, our culture of prayerfulness, charity, and joy, we seek to share the Gospel with our families, our parish, our community, and the wider world.

Using the example of Jesus Christ, we cultivate the skills of heart and mind that allow us to develop our talents and take a shared responsibility for ourselves, each other, and the world He gave us. We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture, and prayer.

Our school is animated by love and our shared faith and clear STRIVE values drive our behaviour, relationships, and learning; we are tolerant and respectful of the unique value of each person. Our individual needs and talents are recognised and nurtured in a warm, inclusive environment where we can use our gifts for the glory of God and in loving service of others.

We have excellent role models who empower us to believe in ourselves and provide us with an outstanding education and a wide range of opportunities – our aspirations for the future are high and we believe that through God’s grace we can grow, learn, and realise our full potential.

*“The Lord will keep you from all harm—he will watch over your life.” –
Psalm 121:7*

Document Control

This document has been approved for operation within:	The Blessed Sacrament Catholic Primary School		
School URN:	149414		
Policy Status	To be read in conjunction with the Trust Health and Safety Policy and <i>Estates Handbook</i>		
Approved by:	Local Governing Body		
Owner:	Headteacher: Kelly Hannah		
Date approved:	November 2025	Date of next review:	September 2026
Date agreed by the Trust Estates Lead	October 2025		
Review period:	Annual unless there is a change in legislation	Version:	1.0
Amendments since last review			

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1. Scope and Purpose

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal as well as MECMAT Health and Safety Statement and Estates policies.

As an academy school, the Directors of Mater Ecclesiae Catholic Multi Academy Trust are the employer and are responsible for the use of the premises. The Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The Local Governing Body will support the Headteacher to meet these responsibilities.

As the three partners with responsibility for the implementation and management of health and safety controls within the school, we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template;
- 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;
- learn from accidents and foster a culture of speaking up;
- comply with appropriate directions given by the Trust on health and safety requirements;
- engage with the iAM Compliant system as instructed by the Trust.

Signed: 	Signed: 
	On behalf of the Governing Body
Headteacher's name: Kelly Hannah	Chair of Governor's name: Gerard McKeivitt
Date: 05/09/2025	Proposed Review date: September 2026

2. Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. Headteacher:	<i>Headteacher: Kelly Hannah</i>
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The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is e.g. School Business Manager, Health and Safety Co-ordinator etc:	<i>SBM: Lyndsey Newsham</i>
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:	<i>Names and Designations (e.g. J Bloggs, Site Supervisor) Premises - K Hannah, Headteacher Fire safety - K Hannah, Headteacher Asbestos safety - K Hannah, Headteacher Legionella safety - K Hannah, Headteacher Emergency plans -K Hannah, Headteacher Educational visits – E Kendall, MLT</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 Trust/county council etc., or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	<i>K Hannah, Headteacher</i>
Documented health and safety objectives and any associated action plans can be found: <i>Note: Any actions arising from those objectives should be documented e.g. as an action plan and sent to the Trust Estates Lead to include on the school's Estates 5 year Development Plan, and monitored to ensure they are achieved.</i>	<i>School Development Plan.</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 2. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere; 3. Co-operate with the headteacher and their nominated representatives on all matters relating to health and safety; 4. Not interfere with anything provided to safeguard their health and safety; 5. Report all health and safety concerns to an appropriate person (as detailed in this policy). 	

3. Health and safety risks arising from work activities

The School 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>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>	<i>Lyndsey Newsham, SBM</i>
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The significant findings of risk assessments will be reported to:	<i>K Hannah, Headteacher</i>
Action required to remove/control risks will be approved by:	<i>K Hannah, Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>K Hannah, Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Lyndsey Newsham, 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 changes which affect the hazard or risk. Responsibility for this rests with:	<i>Lyndsey Newsham, SBM</i>
Setting up and maintaining the school's Risk Assessment Register and Folder in school.	<i>Lyndsey Newsham, SBM</i>
Uploading and maintaining the Risk Assessments on iAM Compliant (<i>once this part of the system is in place for the Trust</i>)	<i>Lyndsey Newsham, SBM</i>

4. School's Commitment

To meet the requirements of this Policy Statement, the Headteacher 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 and MECMAT Trust on health and safety requirements; and,
- g) act in accordance with the relevant regulations for finance and the School Teachers' Pay and Conditions Document;
- h) ensure that termly premises meetings are held between the Headteacher, Site Supervisor and School Business Manager where any health and safety requirements can be identified and documented. Meeting dates will be logged on iAM Compliant;
- i) ensure that a minimum of 95% of staff have completed their annual mandatory training issued by the Trust on Health and Safety;
- j) ensure that governors are provided with a termly Health and Safety report from the school;
- k) ensure that the Health and Safety Governor will carry out a Health and Safety inspection (using the defined checklist) and audit of school policies and procedures at least annually (preferably termly);

- l) ensure that Teachers carry out regular (preferably termly) Classroom Risk Assessments to identify any concerns they have about their classrooms. These assessments are to be reviewed by the Headteacher (or their representative) and any identified issues actioned.
- m) report all incidents and concerns to the Trust in line with this policy and all other Trust policies.

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.

6. 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>Nick Ingleby, NEU</i>
Consultation with employees is provided via:	<ul style="list-style-type: none"> - <i>individual staff appraisals,</i> - <i>review of documents,</i> - <i>team meetings,</i> - <i>circulation of draft documents for consultation,</i>

7. Safety Representatives

The school recognises and accepts that safety representatives must be given the time necessary to carry out their functions, and time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- undertake any training necessary to ensure they are 'competent' in the role;
- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the Headteacher on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- report any issues/concerns/accidents to the Trust as instructed by the Estates Lead and the MECMAT estates policies;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety meetings (including at Trust level when implemented).

8. 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>Bill Woods, Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Lyndsey Newsham, SBM</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Lyndsey Newsham, SBM</i>
Any problems found with equipment should be reported to:	<i>Lyndsey Newsham, SBM</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Lyndsey Newsham, SBM</i>
Logging any new 'assets' that require regular servicing and testing to iAM Compliant	<i>Lyndsey Newsham, SBM</i>

8. Information, instruction and supervision

The Health and Safety Law poster is displayed at: <i>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</i>	<i>Entrance to school</i>
Health and safety advice is available from:	<i>John Entwistle (Trust Estates Lead) Paul Hood and Anita Bailey LCC H&S Officer</i>
Ensuring required Health and Safety training is undertaken by all staff: <i>To also maintain the H&S training matrices on the National College website</i>	<i>Stuart Aris, Deputy Headteacher</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	<i>Kelly Hannah, Headteacher</i>

9. Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Kelly Hannah, Headteacher</i>
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Job specific training will be provided by:	<i>Paul Hood and Anita Bailey LCC H&S Officer</i>
Jobs requiring specific health and safety training are: <i>List the jobs, training, and method of delivery here. Alternatively, signpost to where this information is documented, for example, in your local health and safety training matrix for staff.</i> <i>Please edit the following as needed (the ones listed are from the National College Trust Training Matrix):</i>	Headteacher: Asbestos Management, Legionella and Water Hygiene, COSHH, Management of Contractors, Working at Height, Fire Safety. Site Supervisor: Asbestos Management, Legionella and Water Hygiene, COSHH, Management of Contractors, Working at Height, Fire Safety. SBM: DSE, Risk Management, Safer Recruitment, Asbestos Management, Accident Reporting, Fire Safety, Legionella Awareness, Working at Height Office Staff: DSE Welfare/ Extended Provision Staff: Food Hygiene These will be achieved via the National College website/on the job training.
Training records are kept by <i>(with support from the National College website):</i>	<i>Stuart Aris, Deputy Headteacher</i>
Training will be identified, arranged and monitored by <i>(in addition to the Trust training requirements identified on the National College website):</i>	<i>Kelly Hannah, Headteacher</i>

10. Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<ul style="list-style-type: none"> - <i>Each Classroom</i> - <i>Admin corridor</i> - <i>Dining Hall</i>
The first aider(s) and appointed person(s) is/are:	<i>Detailed on posters in corridor</i>
All accidents and cases of work-related ill health are to be reported as following:	<i>Kelly Hannah, Headteacher</i>

See MECMAT Accident and Reporting Policy	
*Health surveillance is not required for any job roles within the school.	

11. Performance monitoring

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

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>Bill Woods, Site Supervisor</i>
Review all risk assessments regularly (<i>at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.</i>	See Section: Health and safety risks arising from work activities for responsibility details
Responsible person(s) for investigating low level accidents (Category D in the Trust Accident and Reporting Policy) and near misses (Category E) as needed	<i>Kelly Hannah, Headteacher</i>
Responsible person for investigating more serious Injuries i.e. those needing treatment off-site, hospitalisation or a fatality (Category C or above in the Trust Accident and Reporting Policy)	MECMAT Trust Estates Lead, John Entwistle
Responsible person(s) for investigating work-related causes of sickness absences:	MECMAT Trust Estates Lead, John Entwistle
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Kelly Hannah, Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence in school:	<i>Lynsdey Newsham, SBM</i>
Responsible person(s) for reporting any investigations and findings to the Trust/Diocese (as requested):	MECMAT Trust Estates Lead, John Entwistle

12. Emergency procedures – Fire, Evacuation and Lockdown

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

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Kelly Hannah, Headteacher</i>
Escape routes are checked by/every:	<i>Bill Woods, Site Supervisor, weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>Bill Woods, Site Supervisor, monthly</i>
Alarms are tested by/every:	<i>Bill Woods, Site Supervisor, weekly</i>

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

Table of occupational health and safety topics/activities that apply in this school

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (Ö)	Details of where information about the school's arrangements can be found <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Accident reporting, recording and investigation	Ö	Staff Hub LCC Portal
Asbestos management plan	Ö	Staff Hub Contractor File Asbestos Bags
Bodily fluids (urine; blood; faeces; vomit) and biological agents	Ö	Staff Hub LCC Portal
Cleaning/caretaking tasks	Ö	SBM Office Staff Hub
Control of contractors	Ö	Staff Hub Contractor File
Control of substances hazardous to health (COSHH)	Ö	Staff Hub LCC Portal
Disability access (health and safety implications)	Ö	Staff Hub School Website
Display screen equipment and eye tests	Ö	Staff Hub LCC Portal
Driving at work	Ö	Staff Hub
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	Ö	Staff Hub LCC Portal
Emergency procedures other than fire, for example flood, services failure	Ö	Staff Hub
Extended school and community use	Ö	Staff Hub
Finger traps (internal and external)	Ö	Staff Hub
Fire safety	Ö	Staff Hub Fire Safety File
First aid	Ö	Staff Hub
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	Ö	Staff Hub LCC Portal
Health and safety induction (a checklist is available on the health safety and quality website)	Ö	Staff Hub LCC Portal
Infection control, including needles and needlestick injuries	Ö	Staff Hub LCC Portal
Lettings to non-school groups	Ö	Staff Hub LCC Portal
Manual handling	Ö	Staff Hub LCC Portal
Minibuses	Ö	Staff Hub LCC Portal
Mobile phones (the use of)	Ö	Staff Hub
Personal safety including lone working and violence and aggression	Ö	Staff Hub LCC Portal

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (Ö)	Details of where information about the school's arrangements can be found <i>e.g. staff accessible drive/ folder, iAM Compliant</i>
Play equipment installations inspections		
Playgrounds and external areas	Ö	Staff Hub LCC Portal
Ponds and water features		
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	Ö	Staff Hub Premises Management File
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	Ö	Staff Hub LCC Portal
Reporting of health and safety concerns/faults	Ö	Staff Hub LCC Portal
Severe weather including winter gritting	Ö	Staff Hub LCC Portal
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	Ö	Staff Hub LCC Portal
Stress	Ö	Staff Hub LCC Portal
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		
Visitor and volunteers' safety	Ö	Staff Hub LCC Portal
Waste storage and disposal	Ö	Staff Hub LCC Portal
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Ö	Staff Hub Water File LCC Portal
Work equipment and machinery		
Working at height – ladders, access equipment etc	Ö	Staff Hub LCC Portal
Workplace inspection (internal and external)	Ö	Staff Hub LCC Portal

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 (Ö)	Details of where information about the school's arrangements can be found
Administration of medication	Ö	Staff Hub
*Educational visits (Reportable and Local/Sporting events)	Ö	Staff Hub Evolve
Food safety and hygiene	Ö	Staff Hub
Outdoor activities	Ö	Staff Hub
PE equipment	Ö	Staff Hub LCC Portal
Pupil handling and restraint	Ö	Staff Hub
Grounds maintenance activities	Ö	Staff Hub LCC Portal
Pupil movement and flow	Ö	Staff Hub
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Ö	Staff Hub
Smoking	Ö	Staff Hub LCC Portal Code of Conduct
Special needs of pupils (health and safety issues)	Ö	Staff Hub Website
Stage and drama activities		
Supervision of pupils	Ö	Staff Hub
Technology rooms and equipment		
Wearing of jewellery	Ö	Staff Hub Website
Work experience	Ö	Staff Hub

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](#).