

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: St Chad's Catholic Primary School**
- **Category of School: Primary – Voluntary Aided**
- **School Number: 09/054**
- **School Address: Blackburn Road, Chorley, PR6 8LL**

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 Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

*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 day-to-day 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.

(*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 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;
- 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: J Riley	Signed: Keith Rollins On behalf of the Governing Body
Headteacher's name: Mr John Riley	Chair of Governors name: Keith Rollins
Date: March 2023	Proposed Review date: December 2024

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Mr John Riley (Headteacher) & The Governing Body</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Mr John Riley (Headteacher) with support from Sarah Wright (DHT)</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>Premises: Ken Murphy (Site Supervisor) Fire: John Riley (HT) Ed Visits: John Riley (HT)</i>
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & 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:	<i>John Riley (HT)</i>
All employees within the school have a responsibility to: 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.	

Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by: 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>General: John Riley (HT)</i> <i>Curriculum: Subject leaders</i>
The significant findings of risk assessments will be reported to:	<i>John Riley (HT)</i>
Action required to remove/control risks will be approved by:	<i>John Riley (HT)</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>John Riley (HT)</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>General: John Riley (HT)</i> <i>Curriculum: Subject leaders</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>General: John Riley (HT)</i> <i>Curriculum: Subject leaders</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>John Riley (HT)</i>
Consultation with employees is provided via:	<i>Staff meetings Shared drive Notice board Appraisals Memos Training</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>All staff Ken Murphy: Site supervisor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>John Riley (HT)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>John Riley (HT)</i>
Any problems found with equipment should be reported to:	<i>Ken Murphy: Site supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>John Riley (HT)</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Entrance office</i>
Health and safety advice is available from:	<i>Health, Safety and Quality Team</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>John Riley (HT) With support from Karen Southworth (Bursar)</i>

Health & Safety in shared premises (where applicable) is managed by: - delete if premise is not shared	<i>John Riley (HT)</i> 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.
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* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, 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 arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>John Riley (HT)</i> <i>With support from Karen Southworth (Bursar)</i>
Job specific training will be provided by:	<i>John Riley (HT) with assistance from H&S Team</i>
Jobs requiring specific health & safety training are:	<i>John Riley (HT)</i> <i>Ken Murphy (Site Supervisor)</i> <i>All staff (Risk assessments)</i>
Training records are kept at/by:	<i>John Riley (HT)</i>
Training will be identified, arranged and monitored by:	<i>John Riley (HT)</i>

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>School entrance</i>
The first aider(s) and appointed person(s) is/are:	<i>All staff – see displayed list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>John Riley (HT)</i>
*Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any roles within the school. * delete as appropriate	<i>DSE users</i>
Health surveillance will be arranged by:	<i>John Riley (HT)</i>
Health surveillance/records will be kept by/at:	<i>John Riley (HT)</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>John Riley (HT)</i> Keith Rollins (Governor) Ken Murphy (Site Supervisor)
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
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips,	<i>John Riley (HT)</i>

trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	<i>John Riley (HT)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>John Riley (HT)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>John Riley (HT)</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>John Riley (HT)</i>
Escape routes are checked by/every:	<i>Ken Murphy (Site Supervisor) Monthly</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC : Annually</i>
Alarms are tested by/every:	<i>Ken Murphy (Site Supervisor) Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Ken Murphy (Site Supervisor) Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>John Riley (HT)</i>

Table of Occupational Health & 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	yes	Accident book
Bodily Fluids (urine; blood; faeces; vomit)	yes	HSE - Infection control guidance
Control of contractors	yes	LCC Property services – school signing in procedures
Disability access – H&S implications	yes	Disability Equality Scheme
Display Screen Equipment and eye tests	yes	Risk assessment file
Electrical Safety	yes	Health and Safety file
Emergency Procedures other than Fire e.g. flood, services failure	yes	Risk assessment file - Emergency Prep Matrix
Extended school and community use	yes	Lettings Policies
Falling Objects/Safe storage	yes	Risk assessment file
Fire Safety	yes	Fire Safety File
First Aid	yes	H&S General File
Gas safety	yes	Premises file
Hot surfaces, scalds and burns	yes	Risk assessment file & First Aid Procedures
Induction	yes	H&S General File
Information communication	yes	Meeting minutes
Lettings to non school groups	yes	Lettings policy
Management and other Health and Safety responsibilities	yes	Policy
Manual Handling	yes	Risk assessment file
Minibuses	yes	Trip risk assessments
Monitoring	yes	Premises file
Personal safety including lone working and violence and aggression	yes	Risk assessment file
Play Equipment installations inspections	yes	Premises file – external areas checklist

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
Playgrounds and external areas	yes	Premises file – external areas checklist
Ponds and Water features	yes	CLEAPS
Premises Management	yes	Pamis, Premises File, Statement of Compliance
Pupil moving and handling (Special needs)	yes	SENCO, Risk assessment file, child's file
Pregnant employees and nursing mothers	yes	Risk assessment file
Reporting of H&S concerns/faults	yes	Premises File – annual workplace inspection – daily checklists
Risk Assessment and hazard identification	yes	Risk assessment file
Safety Committee	no	
Safety Representatives	yes	H&S Policy
Security of premises	yes	Statement of Compliance
Shared use of buildings	no	
Slips and trips	yes	Risk assessment file
Stress	yes	Stress management policy
Substances – COSHH	yes	COSHH file
Temporary and supply staff	yes	Signing in procedure – LTA policy and procedures
Training	yes	H&S General File
Transporting and storing chemicals	yes	COSHH file
Vehicle and pedestrian traffic	yes	Trip risk assessments

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 Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	yes	Medication File - office
Educational Visits	yes	Education Visits File
Food safety and hygiene	yes	Risk assessment file
Outdoor activities	yes	Risk assessment file, Education Visits File
PE Equipment	yes	Premises File, Risk assessment file
Pupil handling and restraint	yes	H&S General File – handling training
Grounds maintenance	yes	LCC Grounds Maintenance
Pupil movement and flow	Yes	Informal procedures that pupils and staff are clearly informed
School transport	yes	See Risk Assessments for trips
Science (where not covered by curriculum safety procedures set down in CLEAPS)	yes	Risk assessment file
Smoking	yes	Non-smoking premises – LCC regulation
Special needs of pupils Health & Safety issues	yes	Risk assessment file, H&S General File – handling training
Supervision of pupils	yes	Education Visits File
Wearing of jewellery	yes	Brochure, newsletter updates
Work experience	yes	Risk assessment in place for each session

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](#).