

# HEALTH AND SAFETY POLICY

**Incorporating the Local Health and Safety Arrangements for:**

- **Name of School: St Mary & St Andrew’s Catholic Primary School including Newhouse out of School Club in all aspects.\***
- **Category of School: Voluntary Aided Primary School**
- **School Number: 06047**
- **School Address: Station Lane, Barton, Preston, Lancashire PR3 5DY**

\*Where the term ‘School’ is used, this is inclusive of Newhouse After School Club

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 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 persons with responsibility for the implementation and management of proper 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 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>Sarah Roach</i>	On behalf of the Governing Body <i>Jo Hayhurst</i>
Headteacher's name: Mrs Sarah Roach	Chair of Governors name: Mrs Jo Hayhurst
Date: April 2023	Proposed Review date: Spring Term 2024

## Responsibilities.

**School added note: following the national lockdowns in response to the Coronavirus global pandemic of 2020-2021, additional health and safety measures for all members of the school community have been considered. This includes, but is not exhaustive: staff, pupils, visitors, wider community, buildings and environment considerations. All of the above have been considered in regularly reviewed and updated Risk Assessments not recorded here but managed and recorded on the school's website and internal intranet.**

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Mrs Sarah Roach - Head Teacher</i>
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	<i>Mrs Sarah Roach - Head Teacher</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>Mr Roger Rhodes, Site Manager - Premises Mrs Sarah Roach – Head Teacher/EVC - All other (Including Fire Safety, Emergency Plans, Educational Visits)</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>Mrs Sarah Roach – Head Teacher Mr. Michael Hartley – H&amp;S Governor</i>
The documented Health & Safety objectives and any associated action plan(s) can be found:  <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.	<i>Within the Minutes of the Head Teacher &amp; H&amp;S Governor Regular Management Meetings</i>
All employees within the school have a responsibility to:	
<ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and 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;</li> </ol>	

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

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 prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p> <p>Risk assessments will be undertaken by:</p>	<p><i>Mrs Sarah Roach - Head Teacher with overall responsibility</i>  <i>Mrs Helen Bisby - Foundation Stage Classroom and Inclusive Outdoor Area</i>  <i>Mr Roger Rhodes – Little used water outlets, fire alarm call points, fire escape &amp; fire doors, play installation. All manually checked frequently</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Mrs Sarah Roach – Head Teacher</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Mrs Sarah Roach – Head Teacher</i>  <i>Mr. Michael Hartley – H&amp;S Governor</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Mrs Sarah Roach – Head Teacher</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Mrs Sarah Roach – Head Teacher</i>  <i>Mr. Michael Hartley – H&amp;S Governor</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>Mrs Sarah Roach – Head Teacher</i>  <i>Mr. Michael Hartley – H&amp;S Governor</i></p>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher and Governing Body (represented by the H&S Governor) or their representatives 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 for the school is:	<i>Mrs Helen Bisby – EYFS lead</i>
Consultation with employees is provided via:	<i>Review of documents, weekly staff meetings and newsletters, notices in the staff room</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 for identifying all equipment/plant needing maintenance:	<i>Mr Roger Rhodes – Site Supervisor</i>
Responsible person for ensuring effective maintenance procedures are drawn up:	<i>Mrs Sarah Roach – Head Teacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mrs Sarah Roach – Head Teacher</i>
Any problems found with equipment should be reported to:	<i>Mrs Sarah Roach – Head Teacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mrs Sarah Roach – Head Teacher</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 position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.	<i>Staff Room</i>
Health and safety advice is available from:	<i>Mrs Sarah Roach – Head Teacher Mrs Sam Hodson Brown – LCC H&amp;S Advisor</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Mrs Sarah Roach – Headteacher. These responsibilities may be delegated to senior staff where appropriate.</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. 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>Mrs Sarah Roach – Head teacher</i>
Job specific training will be provided by:	<i>Mrs Sarah Roach – Head teacher</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection &amp; Awareness Legionella &amp; Water Monitoring Working at Height Manual Handling Display Screen Usage Fire Safety</i>
Training records are kept at/by:	<i>Mrs Sarah Roach – Head Teacher Health &amp; Safety Folder in Head Teacher's Office</i>
Training will be identified, arranged and monitored by:	<i>Mrs Sarah Roach – Head teacher</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 boxes are available:	<i>Classrooms, school office, dining room, school hall</i>
The first aiders are:	<i>Mrs Jenny Hand Miss Georgia Halstead Mrs Jackie Downing</i>

All accidents and cases of work-related ill health are to be reported to:	<i>Mrs Sarah Roach – Head Teacher</i>
Health surveillance is not required for any roles within the school.	N/a
Health surveillance, should it become required, will be arranged by:	<i>Mrs Sarah Roach – Head Teacher</i>
Health surveillance/records, should they become required, will be kept by:	<i>Mrs Sarah Roach – Head Teacher</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>Mrs Sarah Roach – Head Teacher Mrs Jo Hayhurst – Chair of Governors Mr. Michael Hartley – H&amp;S Governor</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
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>Mrs Sarah Roach – Head Teacher Mr. Michael Hartley – H&amp;S Governor Mr Roger Rhodes – Site Supervisor</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs Sarah Roach – Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs Sarah Roach – Head Teacher</i>

Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs Sarah Roach – Head Teacher Mr. Michael Hartley – H&amp;S Governor</i>
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## 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>Mrs Sarah Roach – Head Teacher</i>
Escape routes are checked by/every:	<i>Mr Roger Rhodes – Site Supervisor / monthly</i>
Fire extinguishers are maintained and checked by/every:	<i>JYL / Annually</i>
Alarms are tested by/every:	<i>Mr Roger Rhodes – Site Supervisor / weekly Fire Alarm &amp; Security Alarm - serviced 6 monthly– Westmorland</i>
The emergency evacuation procedure is tested by/every:	<i>Mrs Sarah Roach – Head Teacher / Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Mrs Sarah Roach – Head Teacher</i>



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

### Note following abbreviations:

**H&SM&M** – Health & Safety Maintenance & Monitoring Folder in the Head Teacher’s Office.

**BF** – Buildings Folder in the Head Teacher’s Office.

**GH&S** – General Health & Safety Folder in the Head Teacher’s Office.

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: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	In the First Aid Box in the School Office
Asbestos Management Plan	√	Very Low Risk. 5 yearly survey In H&SM&M
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessment in GH&S
Catering	√	Food Preparation Equipment serviced every 6 months – PAMS Kitchen Ventilation System Cleaning annually – PAMS Food Hygiene Certificates - Kitchen
Cleaning/caretaking tasks	√	Site Supervisor’s File - Site Supervisor’s Office
Control of contractors	√	Contractors File in Head Teacher’s Office
Control of Substances Hazardous to Health (COSHH)	√	Site Supervisor’s File - Site Supervisor’s Office
Disability access (health & safety implications)	√	With SENCO
Display Screen Equipment and Eye Tests	√	Possibly relevant to Head Teacher and Bursar. Both given the option of eye tests.
Driving at Work	√	Rarely done. Risk Assessment in GH&S
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	PAT testing annually – PAMS Electrical Safety Reports 5 yearly – H&SM&M
Emergency Procedures other than Fire e.g. flood, services failure	√	School Emergency/Lockdown Plans - GH&S
Extended school and community use	√	Providers familiar with School rules.

<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>
Falling Objects/Safe Storage	√	Annual walkthrough with LCC H&S Rep. H&S Rep report in GH&S
Fire Safety	√	Fire Alarms & Emergency Lighting, checked weekly - log in Site Supervisors Office Fire Alarms & Emergency Lighting Serviced 6 monthly – PAMS Fire Fighting Equipment checked annually – H&SM&M Termly evacuation practice – log in HT office Fire Risk Assessment (A&B) – annual - H&SM&M (C&D) – 3 yearly - H&SM&M Servicing of Oil Boilers 3 monthly - PAMS
First Aid	√	First Aid boxes in strategic positions First Aiders: Mrs. Garner, Mrs. Weepman
Gas safety	N/A	No Gas
Health & Safety Induction (checklist available on web site)	√	Covered in Staff Induction. Staff training certificates in GH&S Contractors in Site Rules for Contractors in Contractors File - Head Teachers Office
Hot surfaces, scalds & burns	√	Hot water tap in staff room displays warning. All other school taps non-boiling.
Infection Control including needles and needle stick injuries	√	Guidelines in GH&S
Lettings to non-school groups	√	School Lettings Policy - Bursar
Manual Handling	√	Covered in Staff Induction.
Minibuses	N	

<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>
Mobile phones (the use of)	√	Covered in Online Access & Safety Policy – H&S Governor
Personal safety including lone working and violence and aggression	√	Risk Assessment - GH&S
Play Equipment installations inspections	√	Termly Inspection Report by LCC – H&SM&M
Playgrounds and external areas	√	Termly Inspection Report by LCC – H&SM&M
Ponds and Water features	N/A	Risk Assessment in GH&S
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	General Guidelines.
Pupil moving and handling (special needs)	√	With SENCO
Pregnant employees and nursing mothers	N/A	
Reporting of health & safety concerns/faults	√	Via Staff meetings or in person to Head Teacher or Site Supervisor. Guidelines displayed in Staff Room.
Severe Weather including winter gritting	√	Risk assessment in GH&S.
Shared use of buildings	N/A	
Sharps e.g. broken glass either in school building or external grounds	√	Litter Picking Risk Assessment in GH&S
Stress	√	H&S Objective to mitigate and monitor stress – Head Teacher & H&S Governor Mgt Meetings Minutes. Risk Assessment in GH&S.
Swimming pools	N/A	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	School Crossing Patrol daily. Children educated in routines if vehicles need to come onto school grounds. Risk Assessment GH&S.
Visitor and volunteers safety	√	Main door controls. Visitors required to check in and wear and display school id when children present.

<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>
		Visitors also made aware of H&S guidance as appropriate.
Waste storage and disposal	√	Waste Disposal Risk Assessment in GH&S and Site Supervisor's office. General waste stored in lidded containers and removed by Council weekly.
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Monthly Water Temperature Monitoring Reports – PAMS Monthly Legionella Out of Parameter Testing - PAMS 10 yearly Lead in Water Monitoring Report – PAMS Annual Risk Assessment & Sampling - PAMS TMV testing 6 monthly report – PAMS Servicing of Oil Boilers 3 monthly - PAMS
Work equipment and machinery	Y	Food Preparation Equipment serviced every 6 months – PAMS Annual Gymnastic Equipment Maintenance – H&SM&M
Working at height – ladders, access equipment etc.	√	Appropriate Risk Assessments in GH&S
Workplace Inspection	√	Annual Workplace Inspection Report – H&SM&M Termly Playground Inspection Report by LCC – H&SM&M Monthly Keyholder & Security Patrols – PAMS Annual walkthrough with LCC H&S Rep. H&S Rep report in GH&S

## 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	√	Policy on school website or contact Bursar Individual Parental Agreements for School to Administer Medicine held by Bursar.
*Educational Visits	√	Risk Assessments for EVs in Head Teacher's Office Head Teacher is EVC
Food safety and hygiene	√	See Catering above.
Outdoor activities	√	Outdoor Activities and Use of Playground Equipment & Fitness Trails Risk Assessments in GH&S
PE Equipment	√	Annual Gymnastic Equipment Maintenance Report – H&SM&M
Pupil handling and restraint	N/A	Previous LCC School Advisor advice has been not to restrain children. Some staff have previously had restraint training.
Grounds maintenance activities	√	Various appropriate Risk Assessments in GH&S
Pupil movement and flow	√	Taken into consideration in Risk Assessments for off-site visits
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Miss Dunn – Early Years.
Smoking	N/A	This is a no smoking site
Special needs of pupils health & safety issues	√	SENCO discussion with parents. Taps fitted in KS1 Classrooms.

Stage and drama activities	√	Portable, stackable stage used twice a year. Children advised how to get on and off. School Plays, Concerts & Presentation Risk Assessment in GH&S
Supervision of pupils		
Technology rooms and equipment	√	
Wearing of jewellery	√	Children only allowed to wear ear studs.
Work experience	√	

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](#).