



Health and Safety Policy

January 2023

v1.9

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- Name of School: St. Francis of Assisi Catholic Primary School
- School Number: 08/080
- School Address: Blakehall, Skelmersdale WN8 9AZ

Based on the requirements of the Health and Safety at Work etc Act 1974
and associated Health and Safety and other Legislation

As a Voluntary Aided Schools the Governing Body is the employer and the Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

As the person(s) with overall responsibility for health and safety compliance within the school, I/we will, as far as is reasonable 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; and
- 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;
- ensure safe handling and use of substances
- review and revise this policy and arrangements as necessary at regular intervals

Signed:	Signed:
Head Teachers name: MRS ANN NAYLOR	Chair of Governors name: MISS CATH EGLIN
Date: 01.01.2023	Proposed Review date: January 2024

: : Responsibilities

The overall and final responsibility for health and safety within the school is that of:	MRS ANN NAYLOR
The day-to-day responsibility for ensuring this policy is put into practice is delegated to (Health & Safety Co-ordinator):	MRS ANN NAYLOR
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	<u>HEALTH & SAFETY COMMITTEE</u> MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) MR J HEYES (Site Supervisor)
The Health & Safety Objectives for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits etc. or other sources e.g. DfCS, Teachernet, other schools. These will be tailored to meet the needs of the school by:	MRS ANN NAYLOR Through the School Improvement Plan and reporting for monitoring through the Estates Committee
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the head teacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 	

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:	<u>HEALTH & SAFETY COMMITTEE</u> MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) MR J HEYES (Site Supervisor)
The significant findings of risk assessments will be reported to:	MRS ANN NAYLOR
Action required to remove/control risks will be approved by:	<u>HEALTH & SAFETY COMMITTEE</u> MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) MR J HEYES (Site Supervisor)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	MRS ANN NAYLOR
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<u>HEALTH & SAFETY COMMITTEE</u> MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) MR J HEYES (Site Supervisor)
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is soonest.	<u>HEALTH & SAFETY COMMITTEE</u> MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) MR J HEYES (Site Supervisor)

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Chair of Governors and/or his/her 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, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Occupational Health & Safety Topic/Activity	Applicable (✓)
Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	
Accident Reporting, Recording and Investigation	✓
Bodily Fluids (urine; blood; faeces; vomit)	✓
Catering	✓
Cleaning/caretaking	✓
Control of contractors	✓
Disability access – H&S implications	✓
Display Screen Equipment and eye tests	✓
Electrical Safety	✓
Emergency Procedures other than Fire e.g. flood, services failure	✓
Extended school and community use	✓
Falling Objects/Safe storage	✓
Fire Safety	✓
First Aid	✓
Gas safety	✓
Hot surfaces, scalds and burns	✓
Induction	✓
Information communication	✓
Lettings to non school groups	✓
Management and other Health and Safety responsibilities	✓
Manual Handling	✓
Minibuses	✓
Mobile phones – use of	✓
Monitoring	✓
Needles and needle stick injuries	✓
Personal safety including lone working and violence and aggression	✓
Play Equipment installations inspections	✓
Playgrounds and external areas	✓

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Ponds and Water features	√
Premises Management	√
Pupil moving and handling (Special needs)	√
Pregnant employees and nursing mothers	√
Reporting of H&S concerns/faults	√
Risk Assessment and hazard identification	√
Safety Committee	√
Safety Representatives	√
Security of premises	√
Shared use of buildings	√
Slips and trips	√
Stress	√
Substances – COSHH	√
Temporary and supply staff	√
Training	√
Transporting and storing chemicals	√
Vehicle and pedestrian traffic	√
Visitor and volunteers safety	√
Waste storage and disposal	√
Water hygiene (Legionella, lead etc.)	√
Work equipment and machinery	√
Working at height – ladders, access equipment etc.	√
Workplace Inspection	√

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	
Administration of medication	√
Educational Visits	√
Food safety and hygiene	√
Outdoor activities	√
PE Equipment	√
Pupil handling and restraint	√
Grounds maintenance	√
Pupil movement and flow	√
School transport	√
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√
Smoking	√
Special needs of pupils Health & Safety issues	√
Stage and drama activities	√
Supervision of pupils	√
Technology rooms and equipment	√
Wearing of jewellery	√
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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the schools portal at Extended Services and Educational visits.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	MR IAN FORSYTH (NUT) MRS KAREN BLAIR (UNISON)
Consultation with employees is provided via:	Circulation of draft documents for consultation, minutes from Termly Health & Safety meeting etc.

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 employer 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.

ICT – MR DAVID GIBSON PLANT – MR JOHN HEYES	Is responsible for identifying all equipment/plant needing maintenance
ICT – MR DAVID GIBSON PLANT – MR JOHN HEYES	Is responsible for ensuring effective maintenance procedures are drawn up
H&S COMMITTEE	Is responsible for ensuring that all identified maintenance is carried out
Any problems found with equipment should be reported to:	ICT – MR DAVID GIBSON PLANT – MR JOHN HEYES
H&S COMMITTEE	Will check that new equipment meets any required health and safety standards before it is purchased

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Location: STAFF ROOM
Health and safety advice is available from:	THE SCHOOL OFFICE
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	MISS CLAIRE LATHAM

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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	HEAD/TEACHERS – MRS ANN NAYLOR SUPPORT STAFF – MISS CLAIRE LATHAM OFFICE STAFF – MISS JANE RIMMER CLEANERS – MR JOHN HEYES
Job specific training will be provided by:	HEAD/TEACHERS – MRS ANN NAYLOR SUPPORT STAFF – MISS CLAIRE LATHAM OFFICE STAFF – MISS JANE RIMMER CLEANERS – MR JOHN HEYES
Specific jobs requiring special training are:	AS APPROPRIATE
Training records are kept at/by:	MISS JANE RIMMER (SBM) SCHOOL OFFICE
Training will be identified, arranged and monitored by:	SLT

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 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:	PRACTICAL KITCHEN, KS1, KS2, FS CARETAKERS ROOM, MENTORS OFFICE
The first aider(s) and appointed person(s) is/are:	SEE APPENDED LIST UPDATED TERMLY
All accidents and cases of work-related ill health are to be reported to:	FIRST AIDERS AND SCHOOL OFFICE STAFF
Health surveillance is required for employees doing the following jobs within the school:	ALL RISK ASSESSMENTS FOR PREGNANCY ON FILE
Health surveillance will be arranged by:	MRS ANN NAYLOR
Health surveillance/records will be kept by/at:	THE SCHOOL OFFICE

Monitoring

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

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments annually or in the event of any significant changes. This function is carried out by:</p>	<p><u>HEALTH & SAFETY COMMITTEE</u> MR A HORRIDGE (Governor) MRS SHARON LAMPH (Deputy Head) MR PATRICK MAHER (Governor) MR JOHN HEYES (Site Supervisor)</p>
MRS ANN NAYLOR (HEADTEACHER)	Is responsible for investigating accidents - e.g. slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary
MRS ANN NAYLOR MISS JANE RIMMER (SBM)	Is/are responsible for investigating work-related causes of sickness absences.
MRS ANN NAYLOR MISS JANE RIMMER (SBM)	Is/are responsible for acting on investigation findings to prevent recurrences.

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:	SEE FIRE RISK ASSESSMENT ACTION PLAN
Escape routes are checked by/every:	DAILY- MR JOHN HEYES
Fire extinguishers are maintained and checked by/every:	ANNUALLY – JLA FIRE & SECURITY LTD
Alarms are tested by/every:	TERMPLY – ARGUS FIRE & SECURITY
The emergency evacuation procedure is tested every:	FREQUENCY: TERMPLY
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	SEE SCHOOL EMERGENCY POLICY

Head Teacher's Responsibilities and Duties as Premises Manager of their School

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes; asbestos survey reports, associated plans, etc. In the case of schools within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Head Teacher. The Associate Head Teacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility.

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the school premises in compliance with the County Council's Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

- Asbestos
- Management of Contractors including Client duties required by the Construction, Design and Management Regulations
- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure Systems
- Security
- Water including the control of Legionella bacteria and lead in water
- Transport Safety
- Oil/Fuel Storage
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic Doors
- CDT Equipment
- Other premises issues as appropriate to the building

The Council's Property Group has arrangements in place for the inspection and maintenance in relation to many of the premises matters above. However, some schools do not subscribe to all or part of these arrangements. Where this is the case the Head Teacher, as the Premises Manager, is responsible for making suitable arrangements with competent contractors which must be to at least to the same standard as those operated by Property Group.

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County Council guidance and are made available to interested parties for their use including those using the premises out of school hours;
- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc working on site e.g. the Asbestos Survey Report;
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management Guidance and Record to the extent to which they may affect their work or responsibilities;
- Ensuring that communication and co-operation is established between all occupants if the school is shared with other users, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager, Head Teachers or Senior Designated Officer are required to undertake Health & Safety Competency training in the following areas:-

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a - Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness & Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene
- Mandatory H&S Competency 10d – Management of Asbestos
- Mandatory H&S Competency 10e – Electricity at work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all the competencies via the [Health, Safety and Wellbeing Learning and Development Pages](#)

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the school will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems & Audit) Team.