

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Francis of Assisi Catholic Primary School**
- **Voluntary Aided**
- **08080**
- **Blakehall, Digmaor, Skelmersdale, Lancashire, WN8 9AZ**

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 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 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 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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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". |
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Signed: <i>A Naylor</i>	Signed: <i>C. M. Eglin</i> On behalf of the Governing Body
Headteacher's name: Ann Naylor	Chair of Governors name: Cath Eglin
Date: May 2024	Proposed Review date: May 2025

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Mrs Ann Naylor Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:</p>	<p><i>Miss Jane Rimmer SBM</i></p>
<p>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:</p>	<p><i>HEALTH & SAFETY COMMITTEE COMPRISING OF: Mrs S Lamph (Deputy Head) Mr A Horridge (Governor) Mr P Maher (Governor) And also: Premises – Mr J Heyes (Site Supervisor) Fire safety – Miss C McDonald (Site Supervisor PT) Emergency plans – Mrs A Naylor Educational visits – Mrs R Wright</i></p>
<p>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:</p>	<p><i>MRS ANN NAYLOR - Headteacher Through the School Improvement Plan and reporting and monitoring through the Estates Committee</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Reports in minutes of Resources Governor meetings and School Office.</i></p>
<p>All employees within the school have a responsibility to:</p> <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>HEALTH & SAFETY COMMITTEE COMPRISING OF: <i>Mrs S lamph (Deputy Head)</i> <i>Mr A Horridge (Governor)</i> <i>Mr P Maher (Governor)</i> <i>Miss J Rimmer (SBM)</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Mrs A Naylor (Headteacher)</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p>HEALTH & SAFETY COMMITTEE COMPRISING OF: <i>Mrs S Lamph (Deputy Head)</i> <i>Mr A Horridge (Governor)</i> <i>Mr P Maher (Governor)</i> <i>Miss J Rimmer (SBM)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Mrs A Naylor (Headteacher)</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>HEALTH & SAFETY COMMITTEE COMPRISING OF: <i>Mrs S Lamph (Deputy Head)</i> <i>Mr A Horridge (Governor)</i> <i>Mr P Maher (Governor)</i> <i>Miss J Rimmer (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>HEALTH & SAFETY COMMITTEE COMPRISING OF: <i>Mrs S Lamph (Deputy Head)</i> <i>Mr A Horridge (Governor)</i> <i>Mr P Maher (Governor)</i> <i>Miss J Rimmer (SBM)</i></p>

St Francis of Assisi Catholic Primary 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>MRS KAREN BLAIR (UNISON)</i>
Consultation with employees is provided via:	<i>Staff meetings - weekly Review of policy & procedures – yearly Reporting to Governors - Termly Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, minutes from termly estates meetings.</i>

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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>ICT – MR DAVID GIBSON PLANT – MR JOHN HEYES</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>MISS JANE RIMMER – SCHOOL BUSINESS</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>MISS JANE RIMMER – SCHOOL BUSINESS MANAGER H&S COMMITTEE</i>
Any problems found with equipment should be reported to:	<i>ICT – MR DAVID GIBSON PLANT – MR JOHN HEYES & MISS JANE RIMMER</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>H&S COMMITTEE MISS JANE RIMMER</i>

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>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.</p>	<p><i>Location(s): STAFF ROOM</i></p>
<p>Health and safety advice is available from:</p>	<p><i>JANE RIMMER – School Business Manager</i></p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p><i>MISS CLAIRE LATHAM</i></p>

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.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p><i>HEAD/TEACHERS – MRS ANN NAYLOR SUPPORT STAFF – MISS CLAIRE LATHAM OFFICE STAFF – MISS JANE RIMMER CLEANERS – MR JOHN HEYES</i></p>
<p>Job specific training will be provided by:</p>	<p><i>HEAD/TEACHERS – MRS ANN NAYLOR SUPPORT STAFF – MISS CLAIRE LATHAM OFFICE STAFF – MISS JANE RIMMER CLEANERS – MR JOHN HEYES</i></p>
<p>Jobs requiring specific health and safety training are:</p>	<p><i>H&S TRAINING IS CARRIED OUT ON LCC TRAINING PLATFORM – ASTUTE. WE ALSO USE NATIONAL COLLGE PLATFORM FOR OTHER TRAINING.</i></p>

	<i>Eg: Site Supervisor - asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height. These will be achieved via eLearning/on the job training, fire safety etc.</i>
Training records are kept by:	<i>MISS JANE RIMMER (SBM) MISS CLAIRE LATHAM (SENDSCO)</i>
Training will be identified, arranged and monitored by:	<i>MISS CLAIRE LATHAM (SENDSCO) MISS JANE RIMMER (SBM) SLT</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>PRACTICAL KITCHEN, KS1 AREA, KS2 AREA, EYFS AREA, CARETAKERS ROOM.</i>
The first aider(s) and appointed person(s) is/are:	<i>SEE APPENDED LIST UPDATED TERMLY AND PUT UP IN SEVERAL LOCATIONS AROUND THE SCHOOL</i>
All accidents and cases of work-related ill health are to be reported to:	<i>FIRST AIDERS AND SCHOOL OFFICE STAFF MISS JANE RIMMER MRS CHERYL MOORE</i>

*Health surveillance is required for employees doing the following jobs within the school:	<i>ALL PREGNANCY RISK ASSESSMENTS ARE KEPT ON FILE</i>
Health surveillance will be arranged by:	<i>MISS JANE RIMMER (SBM)</i>
Health surveillance/records will be kept by/at:	<i>THE SCHOOL OFFICE</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>HEALTH & SAFETY COMMITTEE COMPRISING OF: MRS S LAMPH (Deputy Head) MR A HORRIDGE (Governor) MR P MAHER (Governor) JANE RIMMER (SBM) MRS JOHN HEYES (Site Supervisor)</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.	<i>MISS JANE RIMMER (SBM) – General workplace risk assessments LCC H&S OFFICER – 3 year Fire Risk Assessment MISS CARMEL MCDONALD – Fire Risk and General Fire Alarm checks & COSHH</i>
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:	<i>MRS ANN NAYLOR – Headteacher JANE RIMMER – (SBM)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>MRS ANN NAYLOR – Headteacher JANE RIMMER – (SBM)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>MRS ANN NAYLOR – Headteacher JANE RIMMER – (SBM)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>MRS ANN NAYLOR – Headteacher JANE RIMMER – (SBM)</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>MRS ANN NAYLOR – Headteacher JANE RIMMER – (SBM)</i>
Escape routes are checked by/every:	<i>MR J HEYES (Site Supervisor) MISS CARMEL MCDONALD (Site Supervisor PT)</i>
Fire extinguishers are maintained and checked by/every:	<i>JLA FIRE & SECURITY LTD (LCC CONTRACTOR)</i>
Alarms are tested by/every:	<i>ARGUS FIRE & SECURITY - Maintainance 6 monthly MISS CARMEL MCDONALD (Site Supervisor PT) – Fire alarms tested weekly</i>
The emergency evacuation procedure is tested by/every:	<i>MRS ANN NAYLOR Tested termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>MRS ANN NAYLOR – Headteacher (SEE SCHOOL EMERGENCY POLICY)</i>

Table of occupational health and safety topics/activities that apply

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 (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	✓	School Office - SBM Office
Asbestos management plan	✓	School Office (Certified LCC non asbestos site)
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	First Aid Policy
Cleaning/caretaking tasks	✓	Site Supervisors Room
Control of contractors	✓	School Office - SBM Office
Control of substances hazardous to health (COSHH)	✓	Staff Room
Disability access (health and safety implications)	✓	School Office - SBM Office
Display screen equipment and eye tests	✓	School Office - SBM Office
Driving at work		
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	School Office - SBM Office
Emergency procedures other than fire, for example flood, services failure	✓	School Office - SBM Office
Extended school and community use	✓	School Office - SBM Office
Finger traps (internal and external)	✓	School Office - SBM Office
Fire safety	✓	School Office - SBM Office
First aid	✓	School Office - SBM Office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	School Office - SBM Office
Health and safety induction (a checklist is available on the health safety and quality website)	✓	SBM Office & Staff Room
Infection control, including needles and needlestick injuries	✓	First Aid Policy
Lettings to non-school groups		
Manual handling	✓	School Office - SBM Office
Minibuses		

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 (√)	Details of where information about the school's arrangements can be found
Mobile phones (the use of)	✓	Staff handbook and E-Safety Policy – SBM Office & staff room
Personal safety including lone working and violence and aggression	✓	Policy
Play equipment installations inspections	✓	School Office - SBM Office
Playgrounds and external areas	✓	School Office - SBM Office
Ponds and water features		
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	School Office - SBM Office
Pupil moving and handling (special needs)	✓	School Office - SBM Office
Pregnant employees and nursing mothers	✓	School Office - SBM Office
Reporting of health and safety concerns/faults	✓	School Office - SBM Office
Severe weather including winter gritting	✓	School Office - SBM Office
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	✓	School Office/Site Supervisor
Stress	✓	School Office - SBM Office
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		
Visitor and volunteers' safety	✓	School Office – Safety, Contractors Manual
Waste storage and disposal	✓	School Office - SBM Office
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	SBM Office School Office/Site Supervisor Room
Work equipment and machinery	✓	SBM Office School Office/Site Supervisor Room
Working at height – ladders, access equipment etc	✓	SBM Office School Office/Site Supervisor Room
Workplace inspection (internal and external)	✓	SBM Office School Office/Site Supervisor Room

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	✓	School Office
*Educational visits	✓	Evolve website
Food safety and hygiene	✓	Kitchen
Outdoor activities	✓	EVC as above – H&S policy for PE
PE equipment	✓	SBM Office School Office – Premises Management Folder
Pupil handling and restraint		
Grounds maintenance activities	✓	SBM Office School Office
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	✓	Policy & signage around school
Special needs of pupils (health and safety issues)	✓	SEN Accessibility Policy
Stage and drama activities	✓	Hall risk assessment – SBM Office
Supervision of pupils	✓	H&S Policy
Technology rooms and equipment	✓	Policy
Wearing of jewellery	✓	PE Policy
Work experience	✓	Induction & Risk Assessment

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](#).