HEALTH AND SAFETY POLICY

Reviewed & Updated October 2023

Incorporating the Local Health and Safety Arrangements for:

- **St Joseph's Withnell**
- **Voluntary Aided Catholic Primary**
- **09023**
- **St Joseph's Bury Lane Withnell Chorley PR6 8SD**

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 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 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 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;
- 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: On behalf of the Governing Body
Headteacher's name: Katie Cunliffe	Chair of Governors name: Cath Jones
Date: October 2023	Proposed Review date: October 2024

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	*Katie Cunliffe – Headteacher on behalf of the Governors*
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:	*Carol Wilsdon* *School Bursar / Head & Safety coordinator for H/T*
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:	*Katie Cunliffe Head teacher* *Carol Wilsdon* *Health & Safety co-ordinator* *Karen Bretherton - Site Supervisor*
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:	*School Governing Body* *Katie Cunliffe Head teacher* *Carol Wilsdon School Bursar*
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	*Minutes of Governors* *or Staff section on Teams,* *School Development Plan*

All employees within the school have a responsibility to:

1. Co-operate with the headteacher and 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

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.	*Carol Wilsdon* *Health & Safety co-ordinator* *Subject Leaders – Subject Risk assessments* *Overseen by head teacher*
The significant findings of risk assessments will be reported to:	*Katie Cunliffe Head teacher and Governing body*
Action required to remove/control risks will be approved by:	*Katie Cunliffe Head teacher*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Katie Cunliffe Head teacher*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Name and Designation*
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:	*Carol Wilsdon* *Health & Safety co-ordinator* *Overseen by Head teacher*

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or her 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:	*Katie Cunliffe Head teacher* *Or Amy Wilkinson Deputy head*
Consultation with employees is provided via:	review of documents with personnel involved, team meetings, circulation of draft documents for consultation, Safety meeting sections of staff meetings. Hard copies of all documents are on the school office electronic copies on Teams

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:	*Katie Cunliffe Head teacher*
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Katie Cunliffe Head teacher*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Carol Wilsdon H&S Co-ord.* *Karen Bretherton Site supervisor*
Any problems found with equipment should be reported to:	*Carol Wilsdon H&S Co-ord.* *Karen Bretherton Site supervisor*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Katie Cunliffe Headteacher*

Information, instruction and supervision

The Health and Safety Law poster is displayed at: 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.	*Back of staff room door*
Health and safety advice is available from:	Carol Wilsdon School Office
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Katie Cunliffe Headteacher Amy Wilkinson Deputyhead

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:	Katie Cunliffe Headteacher Carol Wilsdon
Job specific training will be provided by:	Katie Cunliffe Headteacher
Jobs requiring specific health and safety training are:	*All staff to undertake Health and Safety training available through Schools Portal.* *Role / Job training needs for special roles to be assessed on the training matrix and also undertaken on portal or courses booked as needed*
Training records are kept by:	Carol Wilsdon School Office
Training will be identified, arranged and monitored by:	Katie Cunliffe Headteacher Carol Wilsdon School Office

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:	Art store cupboard Grab bag in school office
The first aider(s) and appointed person(s) is/are:	*Notices around school identify First Aiders :* *Carol Wilsdon – First aid at work* *Sam Bailey – First aid* *Beatriz Saura* *Debee Millar -Paediatric First Aid* *Faye Aldridge- Paediatric First Aid*
All accidents and cases of work-related ill health are to be reported to:	*Katie Cunliffe Headteacher*
Any Health surveillance will be arranged by:	*Katie Cunliffe*
Health surveillance/records will be kept by	*Katie Cunliffe*

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:	*Katie Cunliffe Headteacher*

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 eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	*Katie Cunliffe Headteacher*
Responsible person(s) for investigating work-related causes of sickness absences:	*Katie Cunliffe Headteacher*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Katie Cunliffe Headteacher* And School Governing Body
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Katie Cunliffe Headteacher*

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:	Katie Cunliffe Headteacher Carol Wilsdon H&S Co-ord.
Escape routes are checked by/every:	*Karen Bretherton Site supervisor:*
Fire extinguishers are maintained and checked by/every:	*Visual checks weekly by Site supervisor. Service checks completed by JLA (LCC appointed contractors)*
Alarms are tested by/every:	*checks weekly by Site supervisor. Service checks completed by EFT (LCC appointed contractors)*
The emergency evacuation procedure is tested by/every:	*Head teacher and bursar termly*
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	*Katie Cunliffe Headteacher* *Carol Wilsdon H& S Co-ord.*

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	y	RIDDOR Website
Asbestos management plan	y	Policy file in school office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	y	Policy file in school office
Cleaning/caretaking tasks	√	Schools Portal H &S section / C.O.S.H.H file
Control of contractors	√	Contractor signing in book at office
Control of substances hazardous to health (COSHH)	√	Schools Portal H &S section
Disability access (health and safety implications)		Schools Portal H &S section
Display screen equipment and eye tests	√	Schools Portal H &S section
Driving at work	√	Schools Portal H &S section
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Policy file in school office
Emergency procedures other than fire, for example flood, services failure	√	Policy file in school office
Extended school and community use	N/A	Schools Portal H &S section
Finger traps (internal and external)	√	Policy file in school office
Fire safety	√	Policy file in school office
First aid	√	Policy file in school office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Policy file in school office
Health and safety induction (a checklist is available on the health safety and quality website)	√	Policy file in school office
Infection control, including needles and needlestick injuries	N/A	
Lettings to non-school groups	√	Schools Portal H &S section
Manual handling	N/A	
Minibuses	√	Schools Portal H &S section

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)	√	Schools Portal H &S section
Personal safety including lone working and violence and aggression	√	Policy file in school office
Play equipment installations inspections	√	Policy file in school office
Playgrounds and external areas	√	Policy file in school office
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Policy file in school office
Pupil moving and handling (special needs)	N/A	
Pregnant employees and nursing mothers		Schools Portal H &S section
Reporting of health and safety concerns/faults		
Severe weather including winter gritting	√	Policy file in school office
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	√	Policy file in school office
Stress		Schools Portal H &S section
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Policy file in school office
Visitor and volunteers' safety	√	Policy file in school office
Waste storage and disposal	√	Policy file in school office
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Policy file in school office
Work equipment and machinery	√	Policy file in school office
Working at height – ladders, access equipment etc	√	Policy file in school office
Workplace inspection (internal and external)	√	Policy file in school office

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	√	Policy file in school office
*Educational visits	√	EVOLVE Policy file in school office
Food safety and hygiene		
Outdoor activities	√	Policy file in school office
PE equipment	√	Policy file in school office
Pupil handling and restraint		Schools Portal H &S section
Grounds maintenance activities	Y	LCC Contract
Pupil movement and flow		
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		Schools Portal H &S section
Smoking	√	Policy file in school office
Special needs of pupils (health and 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.

*Note: Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.