



# **St. Mary's Catholic Primary School Health and Safety Policy 2021-2022**

**Vision: 'A Journey to Excellence'**

**We believe that each child is made in the image and likeness of God therefore we develop the 'whole child' to reach their individual potential. We have high expectations and celebrate success both academically and socially. We aim to provide an outstanding Catholic education so that we can make a valuable contribution to the community in which live and serve.**

## HEALTH AND SAFETY POLICY

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

- **St Mary's Roman Catholic Primary School**
- **Primary Academy – part of Romero Catholic Academy Trust**
- **LCC No: 14/503: DFE No: 888 2008**
- **Tong Lane, Bacup, OL13 9LJ**

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 an Academy, the Romero Catholic Academy Trust 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 Romero Catholic Academy Trust, the Headteacher and the Local Governing Body 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 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: Mrs Claire Mills	Chair of Governors name: Ms Frances McIlwaine
Date: September 2021	September 2022

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mrs Claire Mills, Headteacher
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):	Mrs Kim Rawlinson, School Business Manager
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:	Mrs Claire Mills, Headteacher (Fire Drills, Out-of-Hours arrangements) Mrs K Rawlinson, School Business Manager (Compliance) Mr David Hampson, Site Supervisor (Premises) Mrs Karen Burridge, HLTA (First Aid Co-ordinator and Training)
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:	Mrs C Mills, Headteacher
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/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; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>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.</li> </ol>	

\* Health & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

## 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>Nominated staff with specific leadership or subject leadership responsibilities.</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Mrs C Mills, Headteacher</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Mrs C Mills, Headteacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Mrs C Mills, Headteacher</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Mrs C Mills, Headteacher</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>Mrs C Mills, Headteacher (Curriculum)</p> <p>Mrs K Rawlinson, School Business Manager (Administrative)</p> <p>Mr D Hampson, Site Supervisor (Premises and COSHH)</p>

# 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:	Mrs K Rawlinson, School Business Manager Mr D Hampson, Site Supervisor Mrs K Burrige, HLTA
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation.

## 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:	Mr D Hampson, Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Mrs K Rawlinson, School Business Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mr D Hampson, Site Supervisor
Any problems found with equipment should be reported to:	School Office and logged by the reporting employee in maintenance book which is reviewed daily by Mr D Hampson, Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs K Rawlinson, School Business Manager

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Entrance Foyer / Staffroom
Health and safety advice is available from:	Mrs C Mills, Headteacher and Employee Representatives
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Senior Management Team Line Managers

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:	Senior Line Manager of Employee
Job specific training will be provided by:	Appropriate Line Managers
Jobs requiring specific health & safety training are:	Headteacher School Business Manager Site Supervisor Fire Wardens Designated staff – first aid training
Training records are kept at/by:	Mrs K Rawlinson, School Business Manager Mrs K Burridge, HLTA
Training will be identified, arranged and monitored by:	Mrs C Mills, Headteacher

## 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:	School Office Nursery Reception Key Stage 1 Corridor Key Stage 2 Exit
The first aider(s) and appointed person(s) is/are:	Mrs K Burridge, HLTA and designated first aid trained staff
All accidents and cases of work-related ill health are to be reported to:	Mrs K Rawlinson, School Business Manager
Health surveillance will be arranged by:	Mrs K Rawlinson, School Business Manager
Health surveillance/records will be kept by/at:	Mrs K Rawlinson, School Business Manager

## 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:	Mrs C Mills, 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 - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Mrs C Mills, Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Mrs C Mills, Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mrs C Mills, Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Mrs K Rawlinson, School Business Manager

## 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:	Mrs C Mills, Headteacher
Escape routes are checked by/every:	Mr D Hampson, Site Supervisor – daily
Fire extinguishers are maintained and checked by/every:	Casserley SLA – annually Regularly monitored by Mr D Hampson, Site Supervisor
Alarms are tested by/every:	Fire call points tested weekly by Mr D Hampson Casserley SLA – inspection and servicing – six-monthly
The emergency evacuation procedure is tested by/every:	Mrs C Mills, Headteacher – termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Mrs C Mills, Headteacher

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

<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>
Accident Reporting, Recording and Investigation	√	School Office
Asbestos Management	√	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Site Supervisor's Office
Catering	√	School Kitchen / Staffroom
Cleaning/caretaking	√	Site Supervisor's Office
Control of contractors	√	Contractor Sign In Book – Entrance Foyer
Disability access (health & safety implications)	√	School Office
Display Screen Equipment and Eye Tests	√	School Office
Driving at Work	√	School Office
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Compliance folder – School Office
Emergency Procedures other than Fire e.g. flood, services failure	√	School Emergency Policy – School Office
Extended school and community use	√	School Office
Falling Objects/Safe storage	√	Accident Reporting - School Office
Fire Safety	√	Fire Safety Policy – School Office
First Aid	√	Designated First Aid points, First Aid Co-ordinator
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Compliance folder – School Office
Hot surfaces, scalds and burns	√	Accident Reporting – School Office / First Aid Co-ordinator
Health & Safety Induction (checklist available on web site)	√	Senior Leadership Team
Infection Control	√	Site Supervisor's Office
Lettings to non-school groups	√	School Office

<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>
Manual Handling	√	School Office
Mobile phones (the use of)	√	School Office
Needles and needle stick injuries	√	Accident Reporting – School Office
Personal safety including lone working and violence and aggression	√	School Office
Play Equipment installations inspections	√	LCC Reports – School Office
Playgrounds and external areas	√	School Office
Ponds and Water features	√	School Office
Premises Management	√	School Office
Pupil moving and handling (special needs)	√	School Office
Pregnant employees and nursing mothers	√	Risk Assessments – School Office
Reporting of health & safety concerns/faults	√	School Office / Safety Representatives
Severe weather including winter gritting	√	School Office
Sharps e.g. broken glass either in school building or external grounds	√	School Policies – School Office
Slips and trips	√	Accident Reporting – School Office
Stress	√	HR Policies – School Office
Substances – COSHH	√	COSHH File – Site Supervisor’s Office
Vehicle and pedestrian traffic	√	School Office
Visitor and volunteers safety	√	School Office
Waste storage and disposal	√	Site Supervisor’s Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella Management File – Entrance Foyer
Work equipment and machinery	√	Maintenance Log – School Office
Working at height – ladders, access equipment etc.	√	School Office
Workplace Inspection	√	School Office

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

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	√	School Office
*Educational Visits	√	EVOLVE and School Office
Food safety and hygiene	√	School Kitchen and School Office
Outdoor activities	√	T:/Drive School Policies and Risk Assessments
PE Equipment	√	PE Co-ordinator and T:/ Risk Assessments
Pupil handling and restraint	√	Care and Control of Pupils Policy – T:/Drive
Grounds maintenance activities	√	Premises Files - School Office
Pupil movement and flow	√	T:/ Drive Risk Assessments and School Policies
School transport	√	EVOLVE and T:/ Drive Risk Assessments
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Science Co-ordinator and T:/ Risk Assessments
Smoking	√	School Policies - School Office
Special needs of pupils health & safety issues	√	SENCO and T:/ Drive School Policies
Stage and drama activities	√	T:/ Risk Assessments / EVOLVE
Supervision of pupils	√	T:/ Drive School Policies
Technology rooms and equipment	√	ICT Co-ordinator and T:/ Drive School Policies
Wearing of jewellery	√	Staff Handbook - T:/Drive and School Office
Work experience	√	T:/Drive Risk Assessments

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](#).