

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School St Anthony's Catholic Primary School**
- **Category of School Primary**
- **School Number 06053**
- **School Address St Anthony's Drive, Fulwood, Preston, PR2 3SQ**

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 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: R Ballard	Signed: P Thompson On behalf of the Governing Body
Headteacher's name: Mrs Rachel Ballard	Chair of Governors name: Mr Paul Thompson
Date: 01.09.2022	Proposed Review date: Autumn 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>Mr P Thompson (Chair of Governors) Mrs R Ballard (Headteacher)</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p>Mrs R Ballard (Headteacher)</p>
<p>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:</p>	<p>FIRE – Mrs R Ballard (Headteacher) LEGIONELLA - Mrs R Ballard (Headteacher) CURRICULUM – Mrs R Ballard (Headteacher) PLAY EQUIPMENT / PLAYGROUNDS - Mrs S Forbes & Miss E Clarke (KS Leaders), Mrs L Cartwright (School Business Manager) , Mr R Dancer (Site Supervisor), Miss D Leighton (Site Supervisor), Lancashire LEA EDUCATIONAL VISITS - Mrs V Berry (Deputy Headteacher) and Miss H Shaw (Ed Visits Leader) PREMISES – Mrs R Ballard (Headteacher), Mr R Dancer (Site Supervisor), Miss D Leighton (Site Supervisor), FIRST AID (including accident, near misses, first aid) – Mrs L Cartwright (School Business Manager) OUT OF HOURS ARRANGEMENTS AND LETTINGS – Mrs L Cartwright (School Business Manager) STRESS / WELLBEING – Mrs R Ballard (Headteacher), Mrs V Berry (Deputy Headteacher)</p>
<p>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:</p>	<p>Mrs R Ballard (Headteacher)</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><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.</p>	<p><i>Within the School Development Plan, in the minutes of Governors or Staff meetings.</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; and 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

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>Mrs R Ballard (Headteacher) – Buildings/Educational Visits Mrs R Ballard (Headteacher) – Curriculum / Stress / Wellbeing/Educational Visits Miss S Forbes– Early Years Mrs V Berry (ICT Co-ordinator) – ICT equipment Mrs R Ballard (Headteacher) – PE Visit Leaders – Educational Visits Mrs S Eshborn (DT Co-ordinator) – DT Mrs A Noonan (Science Co-ordinator) – Science Miss H Davies (Art Co-ordinator) – Art</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Mrs R Ballard (Headteacher)</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Mrs R Ballard (Headteacher)</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Mr P Thompson (Chair of Governors)</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Mrs R Ballard (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 R Ballard (Headteacher) – Buildings / Educational Visits Mrs R Ballard (Headteacher) – Curriculum / Stress / Wellbeing/Educational Visits Miss S Forbes (EYFS Teacher) – Early Years Mrs V Berry (ICT Co-ordinator) – ICT equipment</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:	<i>Mrs R Ballard (Headteacher)</i> <i>Mrs L Cartwright (School Business Manager)</i>
Consultation with employees is provided via:	<i>Staff Meetings</i> <i>Email</i> <i>Inset Days</i> <i>Annual Inspection of the Premises</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(s) for identifying all equipment/plant needing maintenance:	<i>Mr R Dancer (Site Supervisor) Miss D Leighton (Site Supervisor) Mrs L Cartwright (SBM)</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Mr R Dancer (Site Supervisor) Miss D Leighton (Site Supervisor) Mrs L Cartwright (SBM)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mr R Dancer (Site Supervisor) Miss D Leighton (Site Supervisor) Mrs L Cartwright (SBM)</i>
Any problems found with equipment should be reported to:	<i>Mr R Dancer (Site Supervisor) Miss D Leighton (Site Supervisor) Mrs L Cartwright (SBM)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mrs R Ballard (HT) Mr R Dancer (Site Supervisor) Miss D Leighton (Site Supervisor) Mrs L Cartwright (SBM)</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>School Office in the Main Entrance</i>
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Health and safety advice is available from:	<i>Mrs L Cartwright (SBM)</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Mrs L Cartwright (SBM) Miss S Forbes, Miss E Clarke, Mr T Martin & Miss H Davies (Team Leaders)</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 L Cartwright (SBM)</i>
Job specific training will be provided by:	<i>Mrs R Ballard (HT) Mrs L Cartwright (SBM)</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training SEN Pupils - Special / medical needs TA</i>
Training records are kept by:	<i>Mrs L Cartwright (SBM)</i>
Training will be identified, arranged and monitored by:	<i>Mrs R Ballard (HT) Mrs V Berry (DHT) Mrs L Cartwright (SBM)</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 box(es) is/are available:	Entrance to KS1 playground KS2 corridor, opposite staffroom Foundation Stage Area First aid bags are available for use on the playground and for educational visits
The first aider(s) and appointed person(s) is/are:	<p>Mrs K Martin (Paediatric) Mrs J Kelly (Emergency First Aid at Work)</p> <p>Miss E Clarke (Paediatric & Outdoor Level 6) Mrs C Livesey (Emergency First Aid at Work)</p> <p>Mr T Martin (Paediatric) Mr G Holme (Emergency First Aid at Work) Mrs E Eastham (Emergency First Aid at Work)</p> <p>Mr P Weir (Emergency First Aid at Work) Miss H Shaw (Emergency First Aid at Work & Outdoor Level 6) Miss H Davies (Outdoor Level 6) Mrs D Ibbotson (Emergency First Aid at Work)</p> <p>Mrs R Ballard (Outdoor Level 6) Mrs Berry (Paediatric)</p>
All accidents and cases of work-related ill health are to be reported to:	<i>Mrs R Ballard (HT)</i>
Health surveillance will be arranged by:	<i>Mrs R Ballard (HT)</i>
Health surveillance/records will be kept at:	<i>School Office</i>

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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 R Ballard (HT)</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>Mrs R Ballard (HT)</i>
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 R Ballard (HT)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs R Ballard (HT)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs R Ballard (HT)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs R Ballard (HT)</i> <i>Mrs L Cartwright (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 R Ballard (HT)</i>
Escape routes are checked by/every:	<i>Mr R Dancer (Site Supervisor), Miss D Leighton (Site Supervisor) and Class Teachers – daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Mr R Dancer (Site Supervisor) & Miss D Leighton (Site Supervisor)</i> <i>- monthly</i>

Alarms are tested by/every:	<i>Mr R Dancer (Site Supervisor) & Miss D Leighton (Site Supervisor)</i> - weekly:
The emergency evacuation procedure is tested by/every:	<i>All Staff - 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 R Ballard (HT)</i>

Table of Occupational Health & Safety Topics/Activities that apply

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: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Classroom file / Induction booklet, School Office
Asbestos Management Plan	√	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessment file (PPA room)
Cleaning/caretaking tasks	√	Site supervisor room (School Office)
Control of contractors	√	Electronic signing in system, contractors to complete Asbestos register (School Office)
Control of Substances Hazardous to Health (COSHH)	√	COSHH file Site Supervisor Room, School Office
Disability access (health & safety implications)	√	Equality policy, Policy File (School Website & PPA Room)
Display Screen Equipment and Eye Tests	√	Individual risk assessments undertaken and an on-line assessments (School Portal & School Office).
Driving at Work	√	On-line assessment (School Portal & PPA Room)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Visual Checks Annual PAT testing 5 year electrical test undertaken, (School Office)
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency Response Plan & Matrix approved Autumn 2020

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: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
		(School Office)
Extended school and community use	√	Lettings file/policy (School Office)
Fire Safety	√	Fire file (School Office)
First Aid	√	Class file (classrooms) / H&S file (School Office), First Aid bags (Corridors)
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Regular checks undertaken (School Office)
Health & Safety Induction	√	Briefing pack / induction booklets (School Office)
Lettings to non-school groups	√	Lettings Policy, Lettings Application Form (School Office)
Manual Handling	√	On-line assessment for new staff.
Mobile phones (the use of)	√	E Safety policy (School Website & PPA Room)
Personal safety including lone working and violence and aggression	√	Policy file (PPA Room)
Play Equipment installations inspections	√	Undertaken by LEA termly. Completed reports (School Office)
Playgrounds and external areas	√	Early Years risk assessment file Site Supervisor checklist, Playground Inspection reports (School Office).
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	School Portal

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: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Pupil moving and handling (special needs)	√	Personal Emergency Evacuation Plans (School Office)
Pregnant employees and nursing mothers	√	Risk Assessment (Schools Portal)
Reporting of health & safety concerns/faults	√	Staff meetings, Governors meetings
Severe Weather including winter gritting	√	Risk Assessment (PPA Room)
Sharps e.g. broken glass either in school building or external grounds	√	Risk Assessment (PPA Room)
Stress	√	Work-related Stress Policy & Guidance
Swimming pools	√	LA risk assessment for visits to the swimming pool (PPA Room).
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment (PPA Room)
Visitor and volunteers safety	√	Induction Booklets (School Office) Electronic Signing-in System.
Waste storage and disposal	√	Risk Assessment file (PPA Room).
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Site Supervisor trained, LEA involvement Water Hygiene file in office (School Office).
Work equipment and machinery	√	Site Supervisor trained
Working at height – ladders, access equipment etc.	√	On-line assessment for new staff. Risk Assessment file (PPA Room).
Workplace Inspection	√	Undertaken annually.

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 Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Medical file (School Office) / prospectus (School Website).
*Educational Visits	√	EVOLVE (School Portal)
Food safety and hygiene	√	Risk assessment file (PPA Room).
Outdoor activities	√	Risk assessment file (Staffroom)
PE Equipment	√	PE Equipment File (School Office).
Pupil handling and restraint	√	Safeguarding file (Headteacher's Office)
Grounds maintenance activities	√	LEA / Premises
Pupil movement and flow	√	Main entrance and link corridor projects undertaken Autumn 2014/Spring 2015.
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk Assessment file, CLEAPS file, (PPA Room).
Smoking	N/A	no smoking allowed on school premises
Special needs of pupils health & safety issues	√	Ongoing, care plans from health and LA, (School Office).
Stage and drama activities	√	Risk Assessment file (PPA Room).
Supervision of pupils	√	Induction Booklet & EVC policy where off-site
Technology rooms and equipment	√	Risk Assessment file (PPA Room).
Wearing of jewellery	√	Induction Booklet (School Office), Prospectus (School website)
Work experience	√	Work experience booklet (School Office).

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](#).