HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Holy Family Catholic Primary School**
- **School Address: 59 Whitby Avenue, Ingol, Preston, PR2 3YP**

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 day-to-day 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 health 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 J Westray	Chair of Governors name: Mrs Stephanie Dixon
Date:	Proposed Review date: January 2020

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	*Name & Designation* Mrs J Westray 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):	*Name & Designation* Mrs J Westray Headteacher
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:	*Names & Designations* Mrs J Westray Headteacher
The Health & Safety will be developed and monitored by: Mrs J Westray Headteacher	

All employees within the school have a responsibility to:

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 & 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.

- raising health & safety awareness by using the County Council's e-learning courses.

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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Mrs J Westray Headteacher
The significant findings of risk assessments will be reported to:	Mrs J Westray Headteacher
Action required to remove/control risks will be approved by:	Mrs J Westray Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs J Westray Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mrs J Westray Headteacher
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:	Mrs J Westray Headteacher

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 L Morrison* *Teacher*
Consultation with employees is provided via:	*Annual health & safety meeting etc.*

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:	Mrs J Westray Headteacher
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Mrs J Westray Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mrs J Westray Headteacher
Any problems found with equipment should be reported to:	Mrs J Westray Headteacher
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs J Westray Headteacher

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	*Location(s): Corridor to staff room*
Health and safety advice is available from:	*Mrs J Westray*
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	*Mrs J Westray*

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:	*Name & Designation* Mrs J Westray Headteacher
Job specific training will be provided by:	*Name & Designation* Mrs J Westray Headteacher
Jobs requiring specific health & safety training are:	*List the training and method of provision* Mrs J Westray Headteacher
Training records are kept at/by:	*Name & Designation* Mrs J Westray Headteacher
Training will be identified, arranged and monitored by:	*Name & Designation* Mrs J Westray 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:	*Detail location(s)* *In the dark area*
The first aider(s) and appointed person(s) is/are:	*Jenny Pointer* *Dawn Dyas* *Hayley Oates* *Lindsey Morrison*
All accidents and cases of work-related ill health are to be reported to:	Mrs J Westray Headteacher
Health surveillance is not required for any roles within the school.	

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 J Westray 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:	*Name & Designation* Mrs J Westray Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	*Name & Designation* Mrs J Westray Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mrs J Westray Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Name & Designation* Mrs J Westray 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:	*Name & Designation* Mrs J Westray Headteacher
Escape routes are checked by Site Supervisor	*Yes*
Fire extinguishers are maintained and checked by/every:	*Name, Designation and frequency:* Arranged by LCC every 12 months(ChurchesFire)
Alarms are tested by/every:	*Name, Designation and frequency: S. Patel – every week*
The emergency evacuation procedure is tested by/every:	Mrs J Westray Headteacher - termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	*Name & Designation* Mrs J Westray Headteacher

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity 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		
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		
Catering		
Cleaning/caretaking		
Control of contractors		
Disability access (health & safety implications)		
Display Screen Equipment and Eye Tests		
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		
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 e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		
Hot surfaces, scalds and burns		
Health & Safety Induction (checklist available on web site)		
Lettings to non-school groups		
Manual Handling		
Minibuses		
Mobile phones (the use of)		
Needles and needle stick injuries		
Personal safety including lone working and violence and aggression		
Play Equipment installations inspections		

Occupational Health & Safety Topic/Activity 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**
Playgrounds and external areas		
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers		
Reporting of health & safety concerns/faults		
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds		
Slips and trips		
Stress		
Substances – COSHH		
Swimming pools		
Vehicle and pedestrian traffic		
Visitor and volunteers safety		
Waste storage and disposal		
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		
Work equipment and machinery		
Working at height – ladders, access equipment etc.		
Workplace Inspection		

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		
*Educational Visits		
Food safety and hygiene		
Outdoor activities		
PE Equipment		
Pupil handling and restraint		
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
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.

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