**HEALTH AND SAFETY POLICY**

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

|  |
| --- |
| * **Name of School: St Oswald’s Catholic Primary School** * **Category of School: Voluntary Aided** * **School Number: 07/032** * **School Address: Chapel Lane, Longton, Preston PR4 5EB** |

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 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 B Wood | | Chair of Governors name: Mrs S O’Neill | |
|  | |  | |
| Date:  January 2024 | | Proposed Review date:  January 2025 | |

**Responsibilities**

|  |  |
| --- | --- |
| The responsibility for implementation and management of proper health and safety controls within the school is that of: | *Governing Body* |
| The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. (e.g. School Business Manager, Health & Safety Co-ordinator): | *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: | *School Business Manager – Fire Services and Other Emergencies*  Site Supervisor – Premises Issues and Out of Hours Arrangements |
| 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: | *School Business Manager* |
| The documented Health & Safety objectives and any associated action plan(s) can be found:  Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved. | *Location e.g. within the School Development Plan or in the minutes of Governors or Staff meetings.* |
| 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 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. | *School Business Manager*  *Class Teacher in relation to visits* |
| The significant findings of risk assessments will be reported to: | *Headteacher* |
| Action required to remove/control risks will be approved by: | *Headteacher* |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | *School Business Manager* |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | *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: | *School Business Manager*  *Health & Safety Governor* |

**School's Commitment**

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

1. draw up and implement appropriate health & safety procedures for the school;
2. share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
3. arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
4. 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;
5. identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
6. comply with appropriate directions given by the county council on health and safety requirements; and,
7. 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 is: | *School Business Manager* |
| Consultation with employees is provided via: | *Individual staff appraisals, review of documents, team meetings, ciculation of draft documents for consultation, monthly/annual health & safety meetings 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: | *Site Supervisor* |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | *School Business Manager* |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | *School Business Manager* |
| Any problems found with equipment should be reported to: | *School Business Manager via H&S Report Book* |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | *School Business Manager* |

**Information, Instruction and Supervision**

|  |  |
| --- | --- |
| The Health and Safety Law poster\* is displayed at: | *Staff Room* |
| Health and safety advice is available from: | *School Business Manager*  *Site Supervisor*  *LCC Team* |
| Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by: | *Members of SLT* |

\* 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: | *SLT team* |
| Job specific training will be provided by: | *SLT team* |
| Jobs requiring specific health & safety training are: | *First Aiders*  *Staff involved with moving and handling*  *Site Supervisor*  *Staff using ladders* |
| Training records are kept at/by: | School Business Manager |
| Training will be identified, arranged and monitored by: | *Headteacher and School Business Manager* |

**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: | *Sunshine Room*  *Kitchen*  *Y3/4 Corridor*  *Reception Corridor*  *Y1/2 Cloakroom*  *Green Room*  *Portable First Aid Kit - School Office*  *Grab Bag Emergency Kit- School Office* |
| The first aider(s) and appointed person(s) is/are: | *All staff are First Aid trained every 3 years*  *The last date was March 2023 / May 2023*  *Next training: March 2026* |
| All accidents and cases of work-related ill health are to be reported to: | *Headteacher* |
| Health surveillance is not required for any roles within the school. | *None* |

**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: | *Health & Safety Governor at least once a year* |
| 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: | *School Business Manager* |
| Responsible person(s) for investigating work-related causes of sickness absences: | *Headteacher* |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | *Headteacher*  *School Business Manager* |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | *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: | *School Business Manger* |
| Escape routes are checked by/every: | *Site Supervisor every day* |
| Fire extinguishers are maintained and checked by/every: | *JLA every 12 months* |
| Alarms are tested by/every: | *EFT Systems every 12 months* |
| The emergency evacuation procedure is tested by/every: | *Headteacher every term* |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | *Headteacher*  Critical Incident Team |

**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](https://schoolsportal.lancsngfl.ac.uk/corporate/web/view_sp.asp?siteid=3726&pageid=18222&e=e) | **Applicable ()** | **Details of where information about the school's arrangements can be found** |
| --- | --- | --- |
| Accident Reporting, Recording and Investigation | **()** | Arrangements Section of H&S Policy |
| Asbestos Management Plan | **()** | Arrangements Section of H&S Policy / Contractors File / Risk Assessments |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | **()** | Arrangements Section of H&S Policy |
| Catering | **()** |  |
| Cleaning/caretaking | **()** | Risk Assessments |
| Control of contractors | **()** | Arrangements Section of H&S Policy / Contractors File / Risk Assessments |
| Disability access (health & safety implications) | **()** | Arrangements Section of H&S Policy |
| Display Screen Equipment and Eye Tests | **()** | Arrangements Section of H&S Policy |
| Driving at Work | **()** | Arrangements Section of H&S Policy |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | **()** | Arrangements Section of H&S Policy |
| Emergency Procedures other than Fire e.g. flood, services failure | **()** | Arrangements Section of H&S Policy |
| Extended school and community use | **()** | Arrangements Section of H&S Policy |
| Falling Objects/Safe storage | **()** | Risk Assessments |
| Fire Safety | **()** | Fire Safety Log Book |
| First Aid | **()** | Arrangements Section of H&S Policy |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | **()** | Risk Assessments |
| Hot surfaces, scalds and burns | **()** | Arrangements Section of H&S Policy |
| Health & Safety Induction (checklist available on web site) | **()** | Arrangements Section of H&S Policy |
| Lettings to non-school groups | **()** | Lettings Policy |
| Manual Handling | **()** | Arrangements Section of H&S Policy |
| Minibuses |  |  |
| Mobile phones (the use of) | **()** | Mobile Phone Policy |
| Needles and needle stick injuries |  |  |
| Personal safety including lone working and violence and aggression | **()** | Risk Assessments |
| Play Equipment installations inspections | **()** | Arrangements Section of H&S Policy |
| Playgrounds and external areas | **()** | Risk Assessments |
| Ponds and Water features | **()** | Risk Assessments |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | **()** | Arrangements Section of H&S Policy |
| Pupil moving and handling (special needs) | **()** | Risk Assessments / Accessibility Plan |
| Pregnant employees and nursing mothers | **()** | Risk Assessments |
| Reporting of health & safety concerns/faults | **()** | Arrangements Section of H&S Policy |
| Shared use of buildings |  |  |
| Sharps e.g. broken glass either in school building or external grounds |  |  |
| Slips and trips | **()** | Risk Assessments |
| Stress | **()** | Arrangements Section of H&S Policy |
| Substances – COSHH | **()** | Arrangements Section of H&S Policy / COSHH Risk Assessments |
| Swimming pools |  |  |
| Vehicle and pedestrian traffic | **()** | Risk Assessments |
| Visitor and volunteers safety | **()** | Arrangements Section of H&S Policy |
| Waste storage and disposal |  |  |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | **()** | Arrangements Section of H&S Policy/ Water Risk Assessments |
| Work equipment and machinery | **()** | Risk Assessments |
| Working at height – ladders, access equipment etc. | **()** | Risk Assessments |
| Workplace Inspection | **()** | Arrangements Section of H&S Policy |
|  |  |  |
|  |  |  |

**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](https://schoolsportal.lancsngfl.ac.uk/index.asp)) | **Applicable ()** | **Details of where information about the school's arrangements can be found** |
| Administration of medication | **()** | Medication Policy |
| \*Educational Visits | **)** | Educational Visits Policy / Risk Assessments |
| Food safety and hygiene | **)** | Risk Assessment |
| Outdoor activities | **)** | Risk Assessment |
| PE Equipment | **()** | Risk Assessment |
| Pupil handling and restraint | **)** | Risk Assessment |
| Grounds maintenance activities | **)** | Arrangements Section of H&S Policy |
| Smoking | **)** | Smoke Free Policy |
| Special needs of pupils health & safety issues | **)** | Risk Assessment |
| Stage and drama activities | **()** | Risk Assessment |
| Supervision of pupils | **)** | Risk Assessment |
| Wearing of jewellery | **)** | Risk Assessment |
| Work experience | **)** | Arrangements Section of H&S Policy |
|  |  |  |
|  |  |  |

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](http://schoolsportal/sp_atoz/service.asp?u_id=2155&strSL=E).

COVID-19 Risk Assessment for St Oswald’s Catholic Primary School are available on request.