

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St William’s Catholic Primary School**
- **Primary School (Part of Blessed Edward Bamber Catholic Multi Academy Trust)**
- **02507**
- **St William’s Catholic Primary School, Garstang Road, Pilling, PR3 6AL**

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 school the board of trustees/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 will 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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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". |
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Signed:	Signed: On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
Date:	Proposed Review date:

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Heather Hogarth</i> Headteacher</p>
<p>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:</p>	<p><i>Heather Hogarth</i> Headteacher <i>Julie Learoyd</i> Business Manager</p>
<p>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:</p>	<p><i>Premises – H. Hogarth (Headteacher) T. Milsom (Site Supervisor)</i> <i>Fire safety – J. Learoyd (Business Manager)</i> <i>Emergency plans - H. Hogarth (Head)</i> <i>Educational visits – H.Hogarth (Head)</i></p>
<p>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:</p>	<p><i>Heather Hogarth (Headteacher)</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>School office in the premises folder</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; 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

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:	<i>Heather Hogarth (Headteacher)</i>
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	<i>Heather Hogarth (Headteacher)</i>
Action required to remove/control risks will be approved by:	<i>Heather Hogarth (Headteacher) Trust premises lead</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Heather Hogarth (Headteacher)</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Heather Hogarth (Headteacher) Trust premises lead</i>
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:	<i>Heather Hogarth (Headteacher)</i>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body their nominated representatives 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:	<i>Julie Learoyd (Business manager)- elected H+S representative</i>
Consultation with employees is provided via:	<i>Discussions both informal and formal</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;
- 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:	<i>Tracey Milsom (Site Supervisor)</i> <i>Heather Hogarth (Headteacher)</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Heather Hogarth (Headteacher)</i> <i>Julie Learoyd (Business Manager)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Julie Learoyd (Business Manager)</i>
Any problems found with equipment should be reported to:	<i>Heather Hogarth (Headteacher)</i> <i>Julie Learoyd (Business Manager)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Julie Learoyd (Business Manager)</i>

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>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.</p>	<p><i>Location(s)</i></p> <p>Staffroom for all staff to see it.</p>
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Health and safety advice is available from:	<i>Julie Learoyd (Business Manager)</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Heather Hogarth (Headteacher)</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. 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:	<i>Heather Hogarth (Headteacher)</i>
Job specific training will be provided by:	<i>Heather Hogarth (Headteacher)</i>
Jobs requiring specific health and safety training are:	<p><i>Health and Safety basics listed in the staff handbook.</i></p> <p><i>Asbestos plan available in the office</i></p> <p><i>Specific fire training completed every year (more regular when needed)</i></p> <p><i>Site Supervisor - asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height.</i></p> <p><i>Training modules available for all H+S elements on National College</i></p>
Training records are kept by:	<i>Julie Learoyd (Business Manager)</i>
Training will be identified, arranged and monitored by:	<i>Heather Hogarth (Headteacher)</i>

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:	<i>In all classrooms, playground corridor and in the kitchen. Extra resources are available in the main office in the roller shutter cupboard.</i>
The first aider(s) and appointed person(s) is/are:	<i>See list in the staffroom for details of when first aid certificates will run out. We currently have all but one member of staff trained.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Heather Hogarth (Headteacher) If reportable they are added on to Health and Safety online platform.</i>
Health surveillance is not required for any job roles within the school.	<i>Reassessed on an annual basis</i>

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>Tracey Milsom (Site supervisor) Heather Hogarth (Headteacher)</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	See Section: Health and safety risks arising from work activities for responsibility details

assessments) or in the event of any significant changes.	
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:	<i>Heather Hogarth (Headteacher)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Heather Hogarth (Headteacher)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Heather Hogarth (Headteacher)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Heather Hogarth (Headteacher)</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>Heather Hogarth (Headteacher)</i>
Escape routes are checked by/every:	<i>Heather Hogarth (Headteacher) Tracey Milsom (Site supervisor) Weekly checks recorded in fire file and on IAMCompliant</i>
Fire extinguishers are maintained and checked by/every:	<i>Carlisle Fire Services, annual checks if not before if damage is seen Heather Hogarth, (Headteacher) to check fire extinguishers on a monthly basis and reports this on IAMCompliant</i>
Alarms are tested by/every:	<i>Heather Hogarth (Headteacher) Tracey Milsom (Site supervisor) Weekly checks recorded in fire file and on IAMCompliant</i>
The emergency evacuation procedure is tested by/every:	<i>Termly led by Heather Hogarth (Headteacher)</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Termly led by Heather Hogarth (Headteacher)</i>

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	√	To be reported to Headteacher who then writes report on online Health and Safety platform.
Asbestos management plan	√	Office in the black mesh trays hung on the wall.
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	PPE equipment available and then all resources should be deposited in the sanitary bin.
Cleaning/caretaking tasks	√	Most staff only required to clean on short term basis. Cleaner aware of roles and responsibilities. Deep Clean twice a year
Control of contractors	√	Induction by Headteacher or Office Manager
Control of substances hazardous to health (COSHH)	√	Completed by Site Supervisor
Disability access (health and safety implications)	√	Ramp access checked
Display screen equipment and eye tests	√	Checks made when new items are set up
Driving at work	√	Julie Learoyd checks licence, MOT and car insurance
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Annual inspection, reported on IAMCompliant
Emergency procedures other than fire, for example flood, services failure	√	Lockdown practice completed every term
Extended school and community use		N/A at the moment
Finger traps (internal and external)	√	All checked and replaced in July 2024. Termly checks to check that they are all in good condition
Fire safety	√	Staff trained annually (more regularly if needed)
First aid	√	Staff lists and up to date training record for first aid in the staffroom

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
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		N/A as there is no gas in school
Health and safety induction (a checklist is available on the health safety and quality website)	√	All part of the induction. Visitors also have a short induction for some aspects of health and safety.
Infection control, including needles and needlestick injuries	√	Sharps bin for the children that have diabetes- these are kept out of reach and site of children
Lettings to non-school groups		N/A at the moment
Manual handling	√	Training available on National College
Minibuses		N/A at the moment
Mobile phones (the use of)	√	This is in the staff handbook and raised at staff meetings. Phones should be in cupboards and not used in the classroom other than the school mobile phone.
Personal safety including lone working and violence and aggression	√	Lone working policy
Play equipment installations inspections	√	Termly inspections that are recorded on IAMCompliant
Playgrounds and external areas		
Ponds and water features		N/A at the moment
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	
Pupil moving and handling (special needs)	√	Staff trained where needed
Pregnant employees and nursing mothers	√	Risk assessment created as soon as a pregnancy is disclosed. This is updated every 6 weeks if not sooner if required
Reporting of health and safety concerns/faults	√	Report to Julie Learoyd. If serious, it should be put on the online reporting platform for health and safety.
Severe weather including winter gritting	√	Sand available at both front and back of school.

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
		This is put down by the site supervisor. Dynamic risk assessments about whether it is safe for the children to be outside at breaktimes.
Shared use of buildings		N/A at the moment
Sharps, for example, broken glass in the school building or external grounds	√	Weekly checks of all the grounds Any dangerous materials removed and discarded in the correct way.
Stress	√	All staff has access to SOS app which offers counselling and GP referrals.
Swimming pools	√	We travel to Lancaster University Swimming Pool, we have no pool on site and no plans to have one.
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Pedestrian path with zebra crossing from the graveyard to school. Staff to monitor crossing before and after the school day. Cars are reversed into spaces if they are to be moved during the school day. Children can't access carpark as we have a high switch to open the door
Visitor and volunteers' safety	√	Visitors and volunteers are briefed when they come in to school. They are made aware of the evacuation procedures needed.
Waste storage and disposal	√	Waste is stored in Biffa bins and collected on a regular basis.
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Risk assessment available in the school office. Checks on a regular basis and reported on IA Compliant
Work equipment and machinery	√	Any issues to be reported to Julie Learoyd or Heather Hogarth

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
Working at height – ladders, access equipment etc	√	Ladders checked on a regular basis. Ladder taining available on National College
Workplace inspection (internal and external)	√	Completed by Tracey Milsom on a weekly basis

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 completed, paperwork and consent is obtained by parents
*Educational visits	√	Heather Hogarth is the EVC and is up to date with training
Food safety and hygiene	√	Staff that handle food on a regular basis are all up to date with their certificate. Training can be found on National College.
Outdoor activities	√	Risk assessed by staff leading the activity.
PE equipment	√	Large equipment checked on an annual basis. Any issues should be reported to Heather Hogarth as soon as possible
Pupil handling and restraint	√	Staff trained where necessary
Grounds maintenance activities	√	SLA with Lancashire County Council
Pupil movement and flow	√	Children all know importance of correct behaviour in the corridors. Staff monitor movements
School transport	√	Use of staff cars- see above for checks
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		N/A

Smoking	√	No smoking site
Special needs of pupils (health and safety issues)	√	Needs are identified and adapted to
Stage and drama activities	√	Stage only used at certain parts of the year. Staff know how to put up the stage and take it down safely and how to check it daily. Children aware of need to be safe whilst using the stage
Supervision of pupils	√	Correct ratios used at all times
Technology rooms and equipment	√	Wires checked carefully.
Wearing of jewellery	√	Children are encouraged not to wear jewellery. Risks are shared with parents
Work experience	√	Correct induction procedures are followed and staff handbook is given

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.