



Brindle St. Joseph's Health & Safety Policy

Date: November 2024

Next review: September 2025

Mission						
Together we love, learn, follow Jesus						
Vision						
At St Joseph's Catholic Primary School, through an open and generous heart, we learn together as a family in faith, following the gospel values of love.						
Values						
Hope	Thankfulness	Collaboration	Compassion	Friendship	Resilience	Empathy
		Creativity	Justice	Respect		

Incorporating the Local Health and Safety Arrangements for:

St Joseph's Catholic Primary School

09/032

Bournes Row, Hoghton, Lancashire, PR5 0DQ

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 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".



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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><i>Headteacher</i></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><i>Headteacher</i></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><i>Premises – Mr A Byrne, Bulloughs, Site Supervisor</i> <i>Fire Safety – Headteacher</i> <i>Emergency Plans – Mrs N Cox, School Business Support Officer and Headteacher</i> <i>Educational Visits – Visit Leaders, Mrs N Cox & Headteacher</i></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><i>Chair of the Finance / H&S Committee</i></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>Location e.g. within the School Development Plan or 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 	



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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>Members of teaching staff where appropriate.</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.	<i>Mrs N Cox, School Business Support Officer Headteacher</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher</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>Mrs N Cox, School Business Support Officer in conjunction with LCC Health & Safety Team Headteacher</i>



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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>None at time of updating policy</i>
Consultation with employees is provided via:	<i>Agenda item for staff meetings</i>



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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.

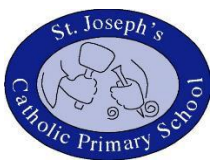
Safety Representatives functions are to:-

- 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>Premises – Mr A Byrne, Bulloughs, Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Headteacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Headteacher</i>
Any problems found with equipment should be reported to:	<i>Mrs N Cox, School Business Support Officer Headteacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Headteacher</i>



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Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><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.</p>	<p><i>Main office corridor</i></p>
<p>Health and safety advice is available from:</p>	<p><i>LCC Health & Safety Team via Mrs N. Cox, School Business Support Officer</i></p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p><i>Headteacher</i></p>
<p>Health & Safety in shared premises (where applicable) is managed by:</p>	<p><i>Headteacher, and the Nursery Manager/s, will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.</i></p>

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.

<p>Induction training will be provided for all employees by:</p>	<p><i>Headteacher Mrs N Cox, School Business Support Officer</i></p>
<p>Job specific training will be provided by:</p>	<p><i>Appropriate line manager or Headteacher</i></p>
<p>Jobs requiring specific health & safety training are:</p>	<p><i>Asbestos Inspection & Awareness – H&S Team & online training Legionella & Water Monitoring – H&S Team & online training</i></p>



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	<i>COSHH – H&S Team Management of Contractors – H&S eLearning DSE – H&S eLearning Working at Height – H&S</i>
Training records are kept at/by:	<i>Mrs N Cox, School Business Support Officer</i>
Training will be identified, arranged and monitored by:	<i>Headteacher</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:	<i>Outside Cl 4/5; Outside Cl R/1; Accessible toilet and "Grab Bag" outside school office</i>
The first aider(s) and appointed person(s) is/are:	<i>Miss M Bottomley Mrs N Cox Miss D Dewhurst Mrs J Edgerley Mrs J Murray Miss E Ollerton Mrs H Shaw Mrs S Wilmer Mrs J Edgerley (Paediatric First Aid) Miss E Ollerton (Paediatric First Aid)</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Headteacher</i>



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Health surveillance will be arranged by:	<i>Headteacher Mrs N Cox, School Business Support Officer</i>
Health surveillance/records will be kept by/at:	<i>Staff files</i>

Performance Monitoring

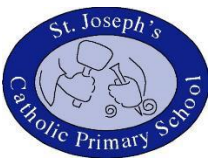
The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

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>Members of the Finance / H&S Committee</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.	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:	<i>Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>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>Headteacher</i>
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Escape routes are checked by/every:	<i>Mr A Byrne, Bulloughs, Site Supervisor as part of weekly checks</i>
Fire extinguishers are maintained and checked by/every:	<i>J.L.A Fire & Security Ltd (LCC appointed contractor, annually)</i>
Alarms are tested by/every:	<i>Mr A Byrne, Bulloughs, Site Supervisor in rotation as part of weekly checks</i> <i>EFT, LCC appointed contractor, annually</i>
The emergency evacuation procedure is tested by/every:	<i>Termly by the whole school, overseen by the headteacher</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Headteacher</i>



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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	Yes	Forms on Oracle for reporting accidents H&S Law posters
Asbestos Management Plan	Yes	File in office and annual inspection by LCC
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Yes	
Cleaning/caretaking tasks	Yes	Site Supervisor role description in H&S / Premises file
Control of contractors	Yes	Contractors File in school office
Control of Substances Hazardous to Health (COSHH)	Yes	Site Supervisor copy & school office copy
Disability access (health & safety implications)	Yes	LCC Health & Safety website
Display Screen Equipment and Eye Tests	Yes	Copies available from the school office
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Yes	PAT testing carried out annually, certificate stored in school H&S / Premises file in school office
Emergency Procedures other than Fire e.g. flood, services failure	Yes	Emergency Plan reviewed annually or when needed
Extended school and community use		Lettings Policy
Fire Safety	Yes	Non-technical Risk Assessment updated annually
First Aid	Yes	Training courses provided as required
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Yes	Carried out by LCC approved contractors
Health & Safety Induction (checklist available on web site)	Yes	Provided to new staff and visitors as needed as part of induction process
Lettings to non-school groups	Yes	Lettings Policy



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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
Mobile phones (the use of)	Yes	Staff Code of Conduct and Acceptable Use Policy; training updated annually
Personal safety including lone working and violence and aggression	Yes	Lone Working Policy
Play Equipment installations inspections	Yes	Playground inspections carried out by LCC Grounds Maintenance
Playgrounds and external areas	Yes	Playground inspections carried out by LCC Grounds Maintenance
Reporting of health & safety concerns/faults	Yes	Staff meetings and as required to headteacher or school office staff
Severe Weather including winter gritting	Yes	Severe weather / Winter gritting policy; details of gritting kept by Site Supervisor
Stress	Yes	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Yes	Vehicle Movement Risk Assessment
Visitor and volunteers safety	Yes	Briefing document / induction programme
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Yes	H&S Safety / Premises File in school office
Working at height – ladders, access equipment etc.	Yes	Certificates of completion kept in H&S Safety / Premises File in school office
Workplace Inspection	Yes	H&S Committee minutes following termly walk round and issues raised at termly governors' meeting



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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	Yes	Medication inc inhalers Policy
*Educational Visits	Yes	Evolve
Food safety and hygiene	Yes	LCCG
Outdoor activities	Yes	Risk Assessments
PE Equipment	Yes	Annual inspection carried out by LCC approved contractor and certificate kept in H&S / Premises File in school office
Grounds maintenance activities	Yes	LCC
Smoking	Yes	No Smoking Policy
Work experience	Yes	Verbal information given on induction

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](#).