

HEALTH AND SAFETY POLICY (October 2023)

Incorporating the Local Health and Safety Arrangements for:

OUR LADY OF LOURDES CATHOLIC PRIMARY & NURSERY SCHOOL

Kellet Road, Carnforth, Lancashire, LA5 9LS

School Number: 01/31

DfE Number: 888 3703



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".

Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
Date:	Proposed Review date:

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	Mrs Elizabeth Kendall (Headteacher)
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):	Mrs Elizabeth Kendall (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:	Premises – Mr Darren Lambert Fire Safety – Mrs Elizabeth Kendall Emergency Plans – Mrs Elizabeth Kendall Educational Visits – Mrs Elizabeth Kendall
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:	Mrs Elizabeth Kendall (Headteacher)
The documented Health & Safety objectives and any associated action plan(s) can be found: <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.	Within the School Development Plan or in the minutes of Governors meetings.
All employees within the school have a responsibility to:	
<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.

Risk assessments will be undertaken by:	Mr Edward Hart (Chair of Governors)
Risk assessments will be undertaken prior to the	Mrs Elizabeth Kendall

introduction of any new work tasks / activities that pose a significant risk to health and safety.	(Headteacher)
The significant findings of risk assessments will be reported to:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Mr Darren Lambert (Site Supervisor)
Action required to remove/control risks will be approved by:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Mr Darren Lambert (Site Supervisor)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Mr Darren Lambert (Site Supervisor)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Mr Darren Lambert (Site Supervisor)
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:	By Whom: All Staff as appropriate Overseen by: Mr Edward Hart (Chair of Governors) Mrs Elizabeth Kendall (Headteacher/EVC subject leader)

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 Elizabeth Kendall (Headteacher/SENCo/EVC/DSL) Mrs Alison Townley (Deputy Headteacher/Back up DSL) Mrs Dewar (PE) Miss Townson (EYFS) Miss Powell (Computing) Mrs Howard (Bursar) Mr Darren Lambert (Site Supervisor)
Consultation with employees is provided via:	Performance Appraisals Staff meetings Health & safety notices Medical advice, care plans, record keeping (Medical Room) Medical training Child Protection training EVC training PROPs meetings

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:	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Any problems found with equipment should be reported to:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)

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.	Staff Room School Office PPA Room Headteacher Office
Health and safety advice is available from:	Mrs Elizabeth Kendall (Headteacher/SENCo/EVC/DSL) Mrs Alison Townley (Deputy

	Headteacher/Back up DSL Mrs Dewar (PE) Miss Townson (EYFS) Miss Powell (Computing) Mrs Howard (Bursar) Mr Darren Lambert (Site Supervisor)
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher)

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:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher)
Job specific training will be provided by:	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher)
Jobs requiring specific health & safety training are:	SEN/Medical awareness – Mrs Elizabeth Kendall (SENCo) Use of equipment – Subject specific staff Cleaning equipment – Mr Darren Lambert (Site Supervisor) Use of Chemicals – Mr Darren Lambert (Site Supervisor)
Training records are kept at/by:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Training will be identified, arranged and monitored by:	Mrs Elizabeth Kendall (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:	Medical Room Staff room All Classrooms Box that goes outside for break and lunch times Portal box for school trips
The first aider(s) and appointed person(s) is/are:	All Staff are Paediatric First Aid trained – certificates displayed in Medical Room
All accidents and cases of work-related ill health are to be reported to:	Mrs Elizabeth Kendall (Headteacher)
*Health surveillance is required for employees doing the following jobs within the school:	Headteacher monitors the health and well-being of all staff
Health surveillance will be arranged by:	Mrs Elizabeth Kendall (Headteacher)
Health surveillance/records will be kept by/at:	Medical Room Reported to LCC as required

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 Elizabeth Kendall (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.	Mrs Elizabeth Kendall (Headteacher) Governing Body
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:	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher) Governing Body
Responsible person(s) for investigating work-related causes of sickness absences:	Mrs Elizabeth Kendall (Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mrs Elizabeth Kendall (Headteacher) Governing Body

Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Mrs Elizabeth Kendall (Headteacher) Governing Body
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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:	Mrs Elizabeth Kendall (Headteacher) Governing Body
Escape routes are checked by/every:	Mrs Elizabeth Kendall (Headteacher) Governing Body (Finance & Premises Committee walk the school at the end of every meeting)
Fire extinguishers are maintained and checked by/every:	Mrs Elizabeth Kendall (Headteacher) Governing Body (Maintained through LCC – Walker Fire)
Alarms are tested by/every:	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor) Every Term Alarms are also looked after Westmorland
The emergency evacuation procedure is tested by/every:	Mrs Elizabeth Kendall (Headteacher) Every Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Mrs Elizabeth Kendall (Headteacher) Governing Body

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	✓	Medical Room Mrs Elizabeth Kendall (Headteacher/SENCo)
Asbestos Management Plan	✓	School Office (Folder) Mrs Elizabeth Kendall (Headteacher/SENCo)
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Mrs Elizabeth Kendall (Headteacher/SENCo) Mrs Annie Atkinson (Senior Welfare) Welfare Staff
Cleaning/caretaking tasks	✓	Mr Darren Lambert (Site Supervisor)
Control of contractors	✓	Mrs Elizabeth Kendall (Headteacher)
Control of Substances Hazardous to Health (COSHH)	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Disability access (health & safety implications)	✓	Mrs Elizabeth Kendall (Headteacher)
Display Screen Equipment and Eye Tests	✓	Mrs Elizabeth Kendall (Headteacher)
Driving at Work	✓	Mrs Elizabeth Kendall (Headteacher)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Mrs Elizabeth Kendall (Headteacher) PROPs LCC – PAT testing
Emergency Procedures other than Fire e.g. flood, services failure	✓	Mrs Elizabeth Kendall (Headteacher) Mr Edward Hart (Chair of Governors) LCC Policy/Unavoidable Closure Policy)
Extended school and community use	✓	Mrs Elizabeth Kendall (Headteacher)
Fire Safety	✓	Mrs Elizabeth Kendall (Headteacher)
First Aid	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)

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
Health & Safety Induction (checklist available on web site)	✓	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor) School Office
Infection Control including needles and needle stick injuries	✓	Mrs Elizabeth Kendall (Headteacher) Medical Room
Lettings to non-school groups	N/R	
Manual Handling	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Minibuses	N/R	
Mobile phones (the use of)	✓	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Mrs Kerry Dewar (Computing – eSafety)
Personal safety including lone working and violence and aggression	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Play Equipment installations inspections	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Playgrounds and external areas	✓	Mr Darren Lambert (Site Supervisor)
Ponds and Water features	N/R	Mr Darren Lambert (Site Supervisor)
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Mr Edward Hart (Chair of Governors) Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Pupil moving and handling (special needs)	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Pregnant employees and nursing mothers	✓	Mrs Elizabeth Kendall (Headteacher)
Reporting of health & safety concerns/faults	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Severe Weather including winter gritting	N/R	
Shared use of buildings	✓	Mrs Elizabeth Kendall (Headteacher)

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
Sharps e.g. broken glass either in school building or external grounds	✓	
Stress	✓	
Swimming pools	N/R	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Gates Closed / CCTV Mrs Elizabeth Kendall (Headteacher) Mrs Howard (Bursar)
Visitor and volunteers safety	✓	Mrs Elizabeth Kendall (Headteacher) Mrs Howard (Bursar)
Waste storage and disposal	✓	Mr Darren Lambert (Site Supervisor)
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Mrs Elizabeth Kendall (Headteacher) Mrs Howard (Bursar) PROPS - LCC
Work equipment and machinery	✓	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)
Working at height – ladders, access equipment etc.	✓	Mr Darren Lambert (Site Supervisor)
Workplace Inspection	✓	Mr Edward Hart (Chair of Governors) Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor)

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	✓	Mrs Elizabeth Kendall (Headteacher) Mrs Alison Townley (Deputy Headteacher) Medical Room – Forms to be completed and filed
*Educational Visits	✓	Mrs Elizabeth Kendall (Headteacher/EVC)
Food safety and hygiene	✓	Mrs Elizabeth Kendall (Headteacher) Mrs Annie Atkinson (Senior Welfare) Mrs Jo Manning (Welfare)
Outdoor activities	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher/EVC)
PE Equipment	✓	Mrs Kerry Dewar (PE Subject Leader) Crown Equipment (PROPS-LCC)
Pupil handling and restraint	✓	Mrs Elizabeth Kendall (Headteacher/EVC)
Grounds maintenance activities	✓	Mrs Elizabeth Kendall (Headteacher) Mr Darren Lambert (Site Supervisor) PROPS-LCC
Pupil movement and flow	✓	Mrs Elizabeth Kendall (Headteacher) Mr Edward Hart (Chair of Governors)
School transport	N/R	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Smoking	N/R	No Smoking Site
Special needs of pupils health & safety issues	✓	Mrs Elizabeth Kendall (Headteacher/SENCo)
Stage and drama activities	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Supervision of pupils	✓	All Staff

		Overseen by: Mrs Elizabeth Kendall (Headteacher)
Technology rooms and equipment	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Wearing of jewellery	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)
Work experience	✓	All Staff Overseen by: Mrs Elizabeth Kendall (Headteacher)

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](#).