

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- All Hallows Catholic High School
- Voluntary Aided
- LCC: 07/106, DfE: 4741, Archdiocese:253
- Crabtree Ave. Penwortham, Preston PR1 0LN

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 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: <i>Chris Horrocks</i>	Signed: <i>Bill McMahan</i> On behalf of the Governing Body
Head Teachers name: Mr C Horrocks	Chair of Governors name: Mr W McMahan
Date: February 2021	Proposed Review date: February 2022

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>C. Horrocks</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:</p>	<p><i>C. Thomas</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>C. Thomas - Assistant Headteacher D Jousiffe – Head of DT & Computing A Clitheroe - Head of Science D. Finch - Head of PE A Consiglio - EVC R Adamson - Premises Manager P. Martin - Site supervisor M. Courtney - Asst. Site supervisor</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>C Thomas</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>C. Thomas - Assistant Headteacher's office</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 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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>C.Thomas, Assistant Headteacher R Adamson, Premises Manager P.Martin, Site Supervisor M. Courtney, Asst. Site Supervisor A Consiglio, EVC A Clitheroe - Head of Science D Jousiffe – Head of DT & Computing D. Finch, Head of PE Catering Manager All other Line Managers</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>C. Thomas</i></p>
<p>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:</p>	<p><i>C.Thomas through all Line Managers, Site Supervisors, Cassidy & Ashton, Architects & Building Surveyors.</i></p>

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>Ben McMullen (staff), Mary Westgarth (catering) & Richard Adamson (site)</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.</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;
- 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>C Thomas D Jousiffe A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>C Thomas D Jousiffe A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>C Thomas D Jousiffe A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>

Any problems found with equipment should be reported to:	<i>Line Managers C Thomas</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Line Managers C Thomas</i>

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.	<i>Location(s): General Office, Staff Room Site Supervisors Office, D&T Technicians Room, Kitchens</i>
Health and safety advice is available from:	<i>C Thomas EVC Line Managers</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>B McMullen C Wallbanks Line Manager</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. 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:	<i>C. Thomas, Assistant Headteacher</i>
Job specific training will be provided by:	<i>C. Thomas, Assistant Headteacher</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring –</i>

	<p><i>H&S Team & on the job training</i> <i>COSHH – H&S Team & on the job training</i> <i>Management of Contractors – H&S eLearning & on-the-job training</i> <i>DSE – H&S eLearning</i> <i>Working at Height – H&S eLearning & on-the-job training</i> <i>Manual Handling - H&S Team & on-the-job training</i> Catering: food hygiene Child Protection – DSL (LCC), annual/updates (in house).</p>
Training records are kept at/by:	<p>Details: <i>Line Managers</i></p>
Training will be identified, arranged and monitored by:	<p>Name and contact details: <i>Line Managers, C Thomas, B McMullen, C Wallbanks</i></p>

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:	<p>Detail Location(s): <i>General Office</i> <i>PE Office</i> <i>Minibus</i></p>
The first aider(s) and appointed person(s) is/are:	<p>Name(s): <i>General Office: Paula Carroll-Hilton</i> <i>Others: Lavinia Colclough, Georgina Conlon, Alison Cooper, Marisa Donohoe, John Hennigan, Donna Pardon-Gallagher, Lucy Rostron, Carol Wallbanks, Kate Wilkinson, Craig Thomas, Richard Adamson, David Jousiffe, David</i></p>

	<p>Wallbanks, Anna Consiglio</p> <p><i>contact details or signpost to where up-to-date list is displayed:</i></p> <p><i>General Office and Staff Room</i></p>
All accidents and cases of work-related ill health are to be reported to:	<p>Name and contact details: <i>C Horrocks, C Thomas, R Dawson through Accident Log, and or through Line Managers</i></p>
<p>Health surveillance is not required for any roles within the school.</p> <p>If any Health surveillance should arise then see below:</p>	
Health surveillance will be arranged by:	<p>Name and contact details: <i>C Thomas, Line Manager</i></p>
Health surveillance/records will be kept by/at:	<p>Provide details: <i>C Thomas, Line Manager</i></p>

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.

<p>To check our working conditions and ensure our safe working practices are being followed, we will:</p> <ul style="list-style-type: none"> - Conduct workplace inspections. These are carried out by: 	<p><i>Name(s) and contact details:</i></p> <p><i>C Thomas, Premises Manager/ Site Supervisors, Line Managers.</i></p>
<p>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.</p>	<p>Name(s) and contact details: <i>C Thomas, EVC, Line Managers</i></p>
<p>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:</p>	<p>Name(s) and contact details: <i>R Dawson, C Thomas, Line Managers</i></p>

Responsible person(s) for investigating work-related causes of sickness absences:	Name(s) and contact details: <i>R Dawson, C Thomas, Line Managers</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	Name(s) and contact details: <i>C Thomas, Line Managers</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Name(s) and contact details: <i>R Dawson, C Thomas, Line Managers</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:	Name and contact details: <i>C Thomas</i>
Escape routes are checked by/every:	Name(s) and frequency: <i>Site Supervisors, Weekly</i>
Fire extinguishers are maintained and checked by/every:	Name(s) and frequency: <i>Pennine Fire & Safety, Annually,</i>
Alarms are tested by/every:	Name(s) and frequency: <i>Site Supervisor, weekly.</i> <i>Trident, Bi-Annually.</i>
The emergency evacuation procedure is tested by/every:	Name(s) and frequency: <i>C Thomas, termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Name and contact details: <i>C Horrocks</i>

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	✓	Staff Handbook, Accident Log Book
Asbestos Management Plan	✓	Premises Manager
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Guidance & Information for Site Supervisors & Cleaners
Cleaning/caretaking tasks	✓	Guidance & Information for Site Supervisors & Cleaners
Control of contractors	✓	Staff Handbook, CThomas, Site Supervisor
Control of Substances Hazardous to Health (COSHH)	✓	Art, DT and Science departments, Premises Manager
Disability access (health & safety implications)	✓	Accessibility Plan
Display Screen Equipment and Eye Tests	✓	CThomas, LCC H&S Website
Driving at Work	✓	Use of Minibus Procedure, C Thomas
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Guidance & Information for Site Supervisors & Cleaners, Building Maintenance Log, PAT Register
Emergency Procedures other than Fire e.g. flood, services failure	✓	Crisis Management Procedures
Extended school and community use	✓	Lettings Policy
Fire Safety	✓	Fire Risk Assessment, Fire Alarm Procedures, Building Maintenance Log
First Aid	✓	Staff Handbook, H & S Noticeboard
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Building Maintenance Log
Health & Safety Induction (checklist available on web site)	✓	Induction records – C Thomas
Infection Control including needles and needle stick injuries	✓	First Aid Procedures, Medical Room
Lettings to non-school groups	✓	Lettings Policy

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
Manual Handling	✓	Site Supervisors
Minibuses	✓	Use of Minibus Procedure, C Thomas
Mobile phones (the use of)	✓	Mobile phone policy
Personal safety including lone working and violence and aggression	✓	Risk Assessment, Premises Manager/Site Supervisors
Play Equipment installations inspections	✓	Premises Manager/Site Supervisors
Playgrounds and external areas	✓	Premises Manager/Site Supervisors, Improvement Form Reporting Procedure
Ponds and Water features	N/A	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Premises Manager/Site Supervisors, Building Maintenance Log, PAT Register, LEV Report
Pupil moving and handling (special needs)	N/A	
Pregnant employees and nursing mothers	✓	Risk Assessment, LCC H & S, C Thomas, Line Manager
Reporting of health & safety concerns/faults	✓	Staff Handbook, Reporting Procedure, Govs. H & S Committee
Severe Weather including winter gritting	✓	Premises Manager
Shared use of buildings	N/A	
Sharps e.g. broken glass either in school building or external grounds	✓	Science dept and Premises Manager
Stress	✓	Stress Policy, induction
Swimming pools	N/A	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Risk Assessment – C Thomas/Premises Manager
Visitor and volunteers safety	✓	General office, Staff Handbook, Safeguarding
Waste storage and disposal	✓	Site Supervisors, Waste Contractors compliance certificates

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
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Premises Manager – Risk Assessment, checking document
Work equipment and machinery	✓	Building Maintenance Log, LEV Report & Testing
Working at height – ladders, access equipment etc.	✓	Guidance & Information for Site Supervisors & Cleaners, H&S website, Site Supervisor training.
Workplace Inspection	✓	C Thomas, Line Managers, Premises Manager, Site Supervisors

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	✓	Medicines Policy, Year 7 information pack
*Educational Visits	✓	Staff Handbook, EVC coordinator
Food safety and hygiene	✓	Finance Officer's office, school kitchens
Outdoor activities	✓	PE dept, EVC coordinator
PE Equipment	✓	PE dept, dept handbook, DFI office
Grounds maintenance activities	✓	Premises Manager's Office
Pupil movement and flow	✓	Staff Handbook, pupil organiser
School transport	✓	Staff Handbook
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Science department inc. ACL office and preparation room
Smoking	✓	School handbook
Special needs of pupils health & safety issues	✓	SEN office.
Stage and drama activities	✓	Performing Arts dept, handbook, LCO office
Supervision of pupils	✓	Staff Handbook
Technology rooms and equipment	✓	DT dept, handbook, DJO office
Wearing of jewellery	✓	Staff Handbook, behaviour policy, pupil organiser

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](#).