‘Growing together in the spirit of Christ’s love’

All Hallows Catholic High School

Health and Safety Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

Date: Autumn Term 2026

Review Date: Autumn Term 2027

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 of this template 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: Mrs A Cooper	Signed: On behalf of the Governing Body
Headteacher's name: Alison Cooper	Chair of Governors name: Lisa Kitto
Date: September 2026	Proposed Review date: September 2027

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	A Cooper
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:	D Finch
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:	*Head of DT & Computing* *Head of Science* *Head of PE* *EVC* *Operations Manager* *Premises Manager* *Asst. Site supervisor*
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:	*D Finch*
The proposed targets for 2026 – 2027 are: (1) To complete a review of record keeping to ensure compliance.	
All employees within the school have a responsibility to: 1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	*A Cooper Headteacher* *Assistant Headteacher* *Premises Manager* *Asst. Site Supervisor* *EVC* *Head of Science* *Head of DT* *Head of PE* *Catering Manager* *All other Line Managers*
The significant findings of risk assessments will be reported to:	*Through: all Line Managers, AHT, Premises Manager, Asst Site Supervisor Manager to the HT*
Action required to remove/control risks will be approved by:	*Line Managers, Premises Manager, AHT, DHT, HT*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*HOD, Line Managers, Premises Manager*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*AHT through Operations Manager (OM) and Premises Manager*
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:	*AHT through all Line Managers, Operations Manager, Premises Manager, Cassidy & Ashton, Architects & Building Surveyors.*

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 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:	*Alison Cooper (staff), & OM (catering, admin, site)*
Consultation with employees is provided via:	*Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.*

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- 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:	*Head of PE* *Head of DT* *Head of Science* *Head of Art* *OM* *Premises Manager* Assistant Site Supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Head of PE* *Head of DT* *Head of Science* *Head of Art* *OM* *Premises Manager* Assistant Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Head of PE* *Head of DT* *Head of Science* *Head of Art* *OM* *Premises Manager* Assistant Site Supervisor
Any problems found with equipment should be reported to:	*HOD* *Line Managers* *OM* *Premises Manager*

Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*OM/ Line Managers, HOD*

Information, instruction and supervision

The Health and Safety Law poster is displayed at: 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.	*Location(s)* Staff Room Premises Manager Office, D&T Technicians Room, Kitchens
Health and safety advice is available from:	OM EVC Line Managers
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	A Cooper DHT AHT's Line Managers HOD's

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:	*MNI*
Job specific training will be provided by:	*MNI via training agencies*
Jobs requiring specific health and safety training are:	*Premises Manager* *Asst Site Supervisors* *Cleaners* *Catering* *Asbestos Inspection & Awareness – H&S Team & on the job training* *Legionella & Water Monitoring – H&S Team & on the job training*

	COSHH – H&S Team & on the job training *Management of Contractors – H&S eLearning & on-the-job training* *DSE – H&S eLearning* *Working at Height – H&S eLearning & on-the-job training* *Manual Handling - H&S Team & on-the-job training* ***Catering: food hygiene***
Training records are kept by:	Details: Premises Manager OM *Line Managers*
Training will be identified, arranged and monitored by:	Name and contact details: *Line Managers, A Cooper,* DHT and OM

Safeguarding and Contractor Management

The school recognises that contractor activities must be managed in a manner that safeguards pupils as well as protecting health and safety. Contractors working on site must comply with the school's safeguarding procedures, visitor management arrangements and health and safety requirements.
Where work is undertaken on school premises during operational hours, appropriate risk assessments and control measures will be implemented to minimise risks to pupils, staff and visitors. The school will ensure that safeguarding checks are completed where required and that contractors are appropriately supervised or restricted from access to pupils in accordance with current safeguarding guidance and school procedures.

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:	*Detail location(s)* *Medical Room*

	PE Office *Minibus*
The first aider(s) and appointed person(s) is/are:	*Name(s) and contact details or signpost to where an up-to-date list is displayed. List in staffroom and general office.*
All accidents and cases of work-related ill health are to be reported to:	Name and contact details: *A Cooper, OM, school office*, *through Accident Log, and or through Line Managers*
Health surveillance is not required for any job roles within the school.	

First Aid Needs Assessment

The school will periodically review its first aid needs assessment to ensure that first aid provision remains appropriate to the size, nature and circumstances of the school's activities, the needs of pupils and staff, and any identified risks. Reviews will take place following significant changes to staffing, pupil needs, site arrangements or operational activities.

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:	*Name(s) and contact details: OM, Premises Manager, Site Supervisors, Line Managers.*
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.	Name(s) and contact details: *AHT, OM, Premises Manager, EVC, HOD's, Line Managers*
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:	Name(s) and contact details: *OM, Line Managers*
Responsible person(s) for investigating work-related causes of sickness absences:	Name(s) and contact details: OM*, Line Managers*

Responsible person(s) for acting on investigation findings to prevent recurrences:	Name(s) and contact details: *OM, Line Managers*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Name(s) and contact details: OM*, Line Managers*

Staff Wellbeing and Work-Related Stress

The Governing Body recognises its duty to protect the health, safety and welfare of employees, including risks associated with work-related stress and mental wellbeing. The school will seek to identify and reduce workplace stressors through effective communication, workload management, consultation with staff and appropriate risk assessment where concerns are identified.
Staff are encouraged to raise concerns regarding workload, wellbeing or work-related stress with their line manager, a member of the Senior Leadership Team or through established staff consultation processes. Appropriate support may include adjustments to working arrangements, access to occupational health services, wellbeing resources and employee support programmes where available.
The effectiveness of wellbeing arrangements will be monitored through regular dialogue with staff, absence data, staff surveys and other appropriate mechanisms.

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: *AHT, OM*
Escape routes are checked by/every:	Name(s) and frequency: *Premises Manager, Asst Site Supervisors, Weekly*
Fire extinguishers are maintained and checked by/every:	Name(s) and frequency: Pennine Fire & Safety, Annually,
Alarms are tested by/every:	Name(s) and frequency: *Premises Manager/Asst Site Supervisor, weekly.* *Trident, Bi-Annually.*
The emergency evacuation procedure is tested by/every:	Name(s) and frequency: *AHT, Premises Manager, termly*
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Name and contact details: *A Cooper*

Personal Emergency Evacuation Plans (PEEPs)

Where a pupil, member of staff, visitor or regular contractor may require additional support to evacuate the building safely in the event of an emergency, an individual Personal Emergency Evacuation Plan (PEEP) will be completed and reviewed regularly. PEEPs will take account of physical disabilities, medical needs, temporary injuries, sensory impairments and any other factors that may affect safe evacuation. Appropriate staff will be made aware of their responsibilities within any PEEP, and arrangements will be reviewed following any significant change in circumstances or building alterations.

Educational Visits

All educational visits and off-site activities will be planned, approved and monitored in accordance with the Outdoor Education Advisers' Panel (OEAP) National Guidance and Lancashire County Council requirements. The school will utilise the EVOLVE educational visits management system to support the planning, approval and recording of visits.
Appropriate risk assessments will be undertaken for all visits and activities, taking account of the needs of individual pupils, including those with SEND, medical conditions or other identified vulnerabilities. Approval procedures will be applied proportionately according to the nature, complexity and risk profile of the activity.
The Educational Visits Co-ordinator (EVC) will oversee compliance with relevant guidance, provide support to visit leaders and maintain appropriate records relating to educational visits and off-site activities.

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	✓	Staff Handbook, Accident Log Book
Asbestos management plan	✓	Operations/Premises Manager/General Office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	Guidance & Information for Premises Manager , Asst Site Supervisors & Cleaners
Cleaning/caretaking tasks	✓	Guidance & Information for Premises Manager, Asst Site Supervisors & Cleaners
Control of contractors	✓	Staff Handbook, OM, Premises Manager , Asst Site Supervisor
Control of substances hazardous to health (COSHH)	✓	Art, DT and Science departments, Premises Manager
Disability access (health and safety implications)	✓	Accessibility Plan
Display screen equipment and eye tests	✓	Operations Manager, LCC H&S Website
Driving at work	✓	Use of Minibus Procedure
Electrical safety, for example, 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, for example 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, Staff Noticeboard
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	Building Maintenance Log
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Induction records – Operations Manager/MNI
Infection control, including needles and needlestick injuries	✓	First Aid Procedures, Medical Room

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**
Lettings to non-school groups	✓	Lettings Policy
Manual handling	✓	Premises Manager, Asst Site Supervisors
Minibuses	✓	Use of Minibus Procedure
Mobile phones (the use of)	✓	Mobile phone policy
Personal safety including lone working and violence and aggression	✓	Lone working Policy
Play equipment installations inspections	✓	Operations Manager
Playgrounds and external areas	✓	Premises Manager, Improvement Form Reporting Procedure
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	Premises Manager/ Asst 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, Operations Manager, Line Manager
Reporting of health and safety concerns/faults	✓	Staff Handbook, Reporting Procedure, Govs. H & S Committee
Severe weather including winter gritting	✓	AHT, Premises Manager
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	✓	Science dept and Operations 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 – Operations Manager, Premises Manager
Visitor and volunteers' safety	✓	General office, Staff Handbook, Safeguarding
Waste storage and disposal	✓	Premises Manager, Asst Site Supervisors, Waste Contractors compliance certificates

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**
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 (internal and external)	✓	Line Managers, Operations Manager, Premises Manager, Asst Site Supervisors

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	✓	Medicines Policy, Year 7 information pack
*Educational visits	✓	Staff Handbook, EVC coordinator
Food safety and hygiene	✓	School kitchens
Outdoor activities	✓	PE dept, EVC coordinator
PE equipment	✓	PE dept, dept handbook, DTY office
Grounds maintenance activities	✓	Operations Manager's Office
Pupil movement and flow	✓	Staff Handbook
School transport	✓	Staff Handbook
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Science department inc. HOD office and preparation room
Smoking and Vaping	✓	School handbook
Special needs of pupils (health and safety issues)	✓	SEND 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

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.