



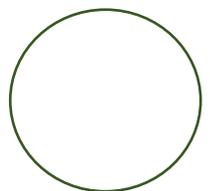
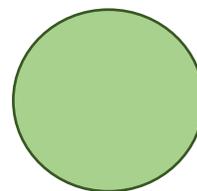
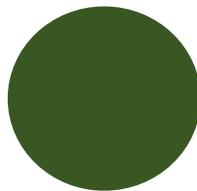
# Trinity and St. Michael's Health and Safety Policy

"Don't withhold good from someone who deserves it, when it is in your power to do so."  
Proverbs 3 Verse 27

Do everything in



1 Corinthians 16:13-14





## Introduction

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. School policy is in line with Lancashire Authority's recommended health and safety policy and practice.

School subscribes to the Authority Health and Safety Services to ensure on-going access to advice and health and safety updates.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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
- 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.



## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Claire Procter (Headteacher)</p>
<p>The authorised member of staff with day-to-day Claire Procter (Acting Headteacher) responsibility for ensuring this policy is put into practice (Health &amp; Safety Co-ordinator) is:</p>	<p>Claire Procter (Headteacher)</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>Premises: Carole Rigby (Business Manager) Tracy Wilson (Site Supervisor) EVC – Gwynan Hughes Julie Lawrenson (Administrative Officer)</p>
<p>The Health &amp; Safety Objectives* for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;S management support and audit visits; advice from the Diocese Total Property Management (TPM), Local Authority &amp; DfE.</p>	<p>Objectives identified by nominated H&amp;S governor(s) in consultation with Headteacher and Business Manager. Monitored and reviewed throughout the year by Governor Resources committee.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the HeadTeacher and her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> </ol>	
<p>The Conditions of Employment of Teachers provide 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.</p>	

\* Health & Safety Objectives are set when required for improvements in the management of health & safety within the school.

These will relate to the issues within the school as identified by sources outlined above. The progress towards meeting the objectives will be monitored and reviewed throughout the year to ensure they are achieved.



## Health and Safety Risks Arising from Work Activities

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 & audits will be undertaken by:	General premises: Governor Resources Committee Other risk assessments: Relevant lead persons
The significant findings of risk assessments will be reported to:	Business Manager (who liaises with Head Teacher) EVC (where appropriate)
Action required to remove/control risks will be approved by:	Head Teacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Business Manager, Site Supervisor & relevant nominated person
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Head Teacher in liaison with Business Manager or other nominated persons
Risk Assessments will be reviewed when an element of the work activity changes significantly or when advised by the County Council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Risk assessments will be carried out and reviewed by relevant nominated staff or governors

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher and Governing Body's nominated representative 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 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



## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher and Governing Body's nominated representative 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 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
- 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 (p4 & p5):



The most comprehensive source of up-to-date information and guidance on all areas of Health & Safety is via the Lancashire Schools Portal.

*The following indicates where information about school's specific arrangements can be found:*

Occupational Health & Safety Topic/Activity	Location of Information (RA= Risk Assessment File)
Accident Reporting, Recording and Investigation	Online HS1 form (LCC/RIDDOR reportable) In-house KS1 & KS2 Accident Books (minor & first aid incidents)
Asbestos	Asbestos Survey (Office); DBE Portal & TPM File (office)
Bodily fluids (urine, blood, faeces, vomit)	RA (Personnel)
Catering	Mellors Catering Ltd (Catering Manager's Office)
Caretaking	Tenons Ltd file (Site Supervisor's Storeroom)
Control of Contractors	RA (Premises)
Covid-19	Various Risk Assessments (School Website, ParentApp, School Office)
Display Screen Equipment and eye tests	RA (Personnel)
Electrical Safety	DBE Portal & TPM File (Office)
Emergency Procedures (eg Evacuation, Shelter, Lockdown, Flooding, COSHH)	Emergency Plan ( <i>Stored electronically</i> : Senior Team, Office, Chair of Gobs & T&L Staff; <i>Hardcopy</i> : School Office Safe & Emergency Grab Box)
Equipment installations inspections (kitchen, play equip, hoists etc)	DBE Portal & TPM File (Office)
Extended school and community use	Lettings File (Office)
Fire Safety	Fire Log Book (Office); DBE Portal & TPM File (office)
First Aid	First Aid Policy; RA (Personnel); Administering of Medication Policy
Gas Safety	DBE Portal & TPM File (office)
Information Communication	E-Safety Policy & Social Media Policy
Manual Handling	Physical Intervention File (Head's Office)



<b>Occupational Health &amp; Safety Topic/Activity</b>	<b>Location of Information (RA= Risk Assessment File)</b>
Mobile Phones (use of)	E-Safety Policy
Needles and needle stick injuries	RA (Curriculum)
Playgrounds and external areas	Site Supervisor's Checklists (Office)
Premises Management	Premises Management Statement of Compliance (LCC PAMS Portal)
Pupil moving and handling (Special needs)	Policies File
Pregnant employees	RA (Personnel)
Reporting of H&S concerns/faults	Defects Report Book (Office)
Safety Committee	Governors Resources Committee
Security of premises	(G4S) Security Systems File (Office)
Stress	RA File (Personnel)
Storing chemicals (COSHH)	Tennons Ltd (Site Supervisor's Store) RA File & Mellors Catering (Kitchen Office) RA File
Vehicle and pedestrian traffic	RA (Premises)
Waste storage and disposal	School Office
Water hygiene (Legionella, lead etc.)	Checks & treatment Log (Office); DBE Portal & TPM File (office)
Working at height – ladders, access equipment etc.	RA File (Premises)
Workplace Inspection	Governors H&S Audit Documents & Action Plan (Office)

The school will also consider 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. Also, attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.



## 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.
- Employees are expected to alert line managers with regard to any risk of ill health as a direct result of work activities, to ensure that appropriate arrangements can be made to address the issue.

The first aid boxes are available in:	Staff room drawer (to right of sink) Infant Cloakroom (detachable wall mounted)
The person responsible for maintaining supplies is:	Gemma Hart in liaison with Carole Rigby (Business Manager)
Trained First Aiders:	Always a high number of trained staff (including paediatric) up-to-date list displayed in staff room (18 trained staff at September 2023)
All accidents requiring written record and also cases of work-related ill health are to be reported to:	Head Teacher
Health surveillance is required for employees doing the following jobs within the school:	DSE user Pregnant Staff

## 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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out annually by: Review all risk assessments regularly and also in the event of any significant changes. This function is carried out by:	Nominated Governors Nominated Governors Business Manager Head Teacher Relevant staff nominated by HT
Person responsible for investigating accidents (before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary)	Head Teacher or Senior Member of Staff
Person responsible for investigating work-related causes of sickness absences.	Head Teacher or Senior Member of Staff



## 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:	Head Teacher
Escape routes are checked daily by:	Site Supervisor
Fire extinguishers are maintained and checked annually:	Pennine Fire and Safety Ltd
Alarms are tested weekly:	Site Supervisor
Support of Disabled staff / Pregnant Staff	Headteacher and Senior Staff
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc. ( <i>Arrangements fully documented in TSM's Emergency Plan</i> )	Headteacher

Related Documents: Safeguarding & Child Conditions Policy; First Aid Policy; Educational Visits Policy, Severe Weather Response Plan, Emergency Plan

Reviewed January 2027  
By: Gwynan Hughes