



Holy Cross

CATHOLIC HIGH SCHOOL

Health and Safety Policy

Incorporating the Local Health and Safety Arrangements for:

- **Holy Cross Catholic High School**
- **Voluntary Aided**
- **09/103 (888/4742)**
- **Myles Standish Way, Chorley, Lancashire, PR7 3LS**

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:

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| <ul style="list-style-type: none"> ● 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; | <ul style="list-style-type: none"> ● 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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Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Mr I Gaughan	Chair of Governors name: Mr S Sands
Date: November 2023	Proposed Review date: November 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Headteacher</p>
<p>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:</p>	<p>Mrs S Cooper</p>
<p>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:</p>	<p>Mrs S Cooper Mrs A Holding</p>
<p>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:</p>	<p>Governors, Headteacher, Mrs S Cooper, Mrs A Holding</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p>Mrs S Cooper Mrs A Holding</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; 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.	Mrs S Cooper/Mrs A Holding/Staff member involved in activity
The significant findings of risk assessments will be reported to:	Headteacher/Department Head
Action required to remove/control risks will be approved by:	Headteacher/Mrs S Cooper
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher/Mrs S Cooper
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Headteacher/Department Head or another nominated person as appropriate.
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: Mrs S Cooper Mrs A Holding Staff member involved in activity

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.

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:	Mrs S Cooper/Mr G Thurston
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Mrs S Cooper/Mr G Thurston
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mrs S Cooper/Mr G Thurston/Head of Department
Any problems found with equipment should be reported to:	Mrs S Cooper/Mr G Thurston/Mrs A Holding
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs S Cooper/Mr G Thurston

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	The reception area
Health and safety advice is available from:	Mrs S Cooper/Mr A Holding
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Mrs S Cooper/Mrs A Holding/Miss R Moore/Mrs S Henderson

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:	Mrs S Cooper
Job specific training will be provided by:	Head of Department
Jobs requiring specific health and safety training are:	Science/CDT/PE/Site supervision. Applicable courses will be attended by those personnel that require it
Training records are kept by:	Mrs A Holding
Training will be identified, arranged and monitored by:	Heads of Department

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:	In the main reception and sports reception
The first aider(s) and appointed person(s) is/are:	Mrs P Waller – Senior First Aider List of other first aiders is kept updated by Mrs A Holding
All accidents and cases of work-related ill health are to be reported to:	Mrs P Waller/Mrs S Cooper
Health surveillance is required for employees doing the following jobs within the school:	Not currently applicable
Health surveillance will be arranged by:	Mrs S Cooper/Mrs A Holding
Health surveillance/records will be kept by/at:	Mrs A Holding

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 A Holding/Site Supervisors
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 S Cooper/Mrs A Holding
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:	Mrs S Cooper/Mrs A Holding
Responsible person(s) for investigating work-related	Mrs S Cooper/Mrs A Holding

causes of sickness absences:	
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher and Senior Leadership Team
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Mrs S Cooper

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 A Holding
Escape routes are checked by/every:	Site Supervisor/daily
Fire extinguishers are maintained and checked by/every:	Marlow Fire and Security/annually
Alarms are tested by/every:	Site supervisors/weekly
The emergency evacuation procedure is tested by/every:	Headteacher/Every term
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Mrs S Cooper

Date agreed by governors: November 2023

Date for review: November 2024

Appendix

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 :	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	Mrs P Waller
Asbestos management plan	Reception
Bodily fluids (urine; blood; faeces; vomit) and biological agents	Mrs A Holding
Cleaning/caretaking tasks	Andron
Control of contractors	Mrs A Holding
Control of substances hazardous to health (COSHH)	Mrs A Holding – Science, Design and Technology, Art, caretakers
Disability access (health and safety implications)	Mrs A Holding
Display screen equipment and eye tests	Mrs A Holding
Driving at work	Mrs A Holding
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	Mr G Thurston
Emergency procedures other than fire, for example flood, services failure	Headteacher, Business Manager, Evac Pack
Extended school and community use	Lettings policy
Finger traps (internal and external)	N/A
Fire safety	Mrs A Holding
First aid	Mrs P Waller
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	Mr G Thurston
Health and safety induction (a checklist is available on the health safety and quality website)	Mrs A Holding
Infection control, including needles and needlestick injuries	Mrs A Holding
Lettings to non-school groups	Lettings policy

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 :	Details of where information about the school's arrangements can be found
Manual handling	Mrs A Holding
Minibuses	Mr G Thurston
Mobile phones (the use of)	Mr P Morris
Personal safety including lone working and violence and aggression	Mrs A Holding
Play equipment installations inspections	Mr G Thurston/Miss A Dent
Playgrounds and external areas	Mr G Thurston
Ponds and water features	Mr G Thurston
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	Mr G Thurston
Pupil moving and handling (special needs)	Mrs E Dempsey
Pregnant employees and nursing mothers	Mrs A Holding
Reporting of health and safety concerns/faults	Mrs A Holding/Mrs S Cooper
Severe weather including winter gritting	Mr G Thurston/Mrs A Holding
Shared use of buildings	Mr I Gaughan
Sharps, for example, broken glass in the school building or external grounds	N/A
Stress	Mrs A Holding
Swimming pools	Reception
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Mr G Thurston
Visitor and volunteers' safety	Mr G Thurston
Waste storage and disposal	Head of Department/Mr G Thurston
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Mr G Thurston
Work equipment and machinery	Head of Department/Mr G Thurston
Working at height – ladders, access equipment etc	Mr G Thurston/Mrs A Holding
Workplace inspection (internal and external)	Mrs A Holding

Table of non-occupational health and safety topics/activities that apply

Curriculum and other non-occupational activities	Details of where information about the school's arrangements can be found
Administration of medication	Mrs P Waller
*Educational visits	Mrs K Hitchen/Mrs A Holding
Food safety and hygiene	Mellors
Outdoor activities	Mrs A Holding
PE equipment	Miss A Dent
Pupil handling and restraint	Mr P Morris
Grounds maintenance activities	Mr G Thurston
Pupil movement and flow	Mr P Morris/Mr G Lindley
School transport	Mr P Morris
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Mrs L Prescott/Science Technician
Smoking	Mr G Thurston/Mrs A Holding
Special needs of pupils (health and safety issues)	Mrs A Holding/Mrs E Dempsey/Mrs M Hardman
Stage and drama activities	Mrs A Holding/Mr G Thurston
Supervision of pupils	Mr P Morris/Mr G Lindley
Technology rooms and equipment	Miss R Moore/Mrs H Johnson
Wearing of jewellery	Mr P Morris
Work experience	Mrs K Hitchen/Mrs C Love

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](#).