

St Veronica's RC Primary School



Not just a school; a family.

Health & Safety Policy

The Mission Statement of

St Veronica's RC Primary School

Secure in the love of Jesus, we

Try to do our best.

Valuing all God's family, we recognise that

Each one of us is special.

Respecting everything God has made, we use

Opportunities to explore and learn.

Never overlooking the needs of others, we

Include everyone, helped by our

Caring, friendly, Catholic community.

Always forgiving, we

Share and celebrate the life of Jesus

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Veronica's RC Primary School**
- **8883615**
- **Raven Avenue, Helmshore BB4 4EZ**

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 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, 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: Julie Cawtherley	Signed: Peter Hough On behalf of the Governing Body
Headteacher's name: Helen Sullivan 7 Julie Cawtherley	Chair of Governors name: Peter Hough
Date: 24 th November 2025	Proposed Review date: November 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of the Executive Head Teacher and Acting Head Teacher.	<i>Executive Head Acting Head Teacher</i>
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.	<i>Bursar</i>
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:	<i>Premises – Executive Head Teacher Acting Head Teacher Fire safety – Bursar Emergency plans – Executive Head Teacher Acting Head Teacher Educational visits – Bursar</i>
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:	<i>Executive Head Teacher Acting Head Teacher</i>
Documented health and safety objectives and any associated action plan(s) can be found:	<i>Bursar Office</i>
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

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.	<i>Executive Head Teacher Acting Head Teacher</i>
The significant findings of risk assessments will be reported to:	<i>Bursar Claire Holt</i>
Action required to remove/control risks will be approved by:	<i>Claire Holt</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Bursar Claire Holt</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Bursar</i>
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:	<i>Executive Head Teacher Acting Head Teacher</i>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/Julia Haworth 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:	<i>Bursar</i>
Consultation with employees is provided via:	<i>Document circulated at Staff Meeting in December. Bursar to note any comments made about the document and any further actions needed.</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;
- 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:	<i>Casserleys</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Casserleys</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Casserleys</i>
Any problems found with equipment should be reported to:	<i>Casserleys</i> <i>Bursar</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Bursar</i>

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.	<i>Staff Room</i>
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Health and safety advice is available from:	<i>Bursar</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Bursar</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. 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:	<i>Julia Haworth</i>
Job specific training will be provided by:	<i>Appropriate Body</i>
Jobs requiring specific health and safety training are:	<i>First Aider who will receive First Aid Training as and when necessary</i>
Training records are kept by:	<i>Bursar</i>
Training will be identified, arranged and monitored by:	<i>Bursar</i>

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:	<i>Staff Toilet KS2, KS1 corridor</i>
The first aider(s) and appointed person(s) is/are:	<i>J H P</i> <i>D D P</i> <i>D S R P</i> <i>J G P</i> <i>F S</i> <i>J C</i> <i>T L P</i> <i>B W P</i> <i>M H P</i> <i>H S</i> <i>P = Peadiatric FA</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i> <i>Bursar</i>

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:	<i>LCC Appointed H&S Officer</i> <i>Bursar</i> <i>Executive Head Teacher</i> <i>Acting Head Teacher</i>
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.	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i>
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:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i> <i>Bursar</i> <i>Any First Aider</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i> <i>Bursar</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i>

	Bursar
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i> <i>Bursar</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:	<i>LCC Debbie Tonge</i> <i>Bursar</i>
Escape routes are checked by/every:	<i>LCC Debbie Tonge</i>
Fire extinguishers are maintained and checked by/every:	<i>Casserleys</i>
Alarms are tested by/every: Month	<i>Site Supervisor - Minster</i>
The emergency evacuation procedure is tested by/every: half term	<i>Bursar</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Executive Head Teacher</i> <i>Acting Head Teacher</i> <i>Bursar</i>

