

Together we 'Love, Learn, Respect and Appreciate'

Health and Safety Policy 2024/25

Health and Safety Policy		
Approved by	Governing Body	December 2024
Next Review Due	December 2025	

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St Oswald's Catholic Primary School

Health, Safety and Welfare Policy

This section details our arrangements for the effective management of health and safety.

A copy of our current general statement of Health, Safety and Welfare Policy can be found in Part 1. This sets out our commitment to provide and maintain safe workplace conditions for our staff, pupils and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our staff, initially through our induction process and our Staff Health and Safety Handbook. We will also monitor progress towards these objectives at Senior Leadership Team level and we will review them annually in consultation with our staff, Governors and other interested parties including Warrington Borough Council.

The policy is supported by our health and safety management system that details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

We have appointed Adele Partridge (HSinCare) as our external risk management advisor and she is responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves.

We are aware that all teachers and staff within St Oswald's Catholic Primary School are individually and collectively responsible for health and safety. Therefore, specific responsibilities for health and safety have been assigned to key personnel such as the Senior Leadership Team. We have appointed the Headteacher, Sharon Orwin, as the person responsible for the day-to-day management of this part of our school. He will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of all our staff.

We recognise that the key to successful health and safety management is to ensure each staff member is competent to carry out their responsibilities. To this end we have developed and implemented a training matrix that clearly defines training needs of each individual, based on the results of our risk assessments and job tasks. Each individual's training requirements are supported by general responsibilities contained in the Staff Handbook for Health and Safety and individual work instructions for specific tasks and processes.

1 Health, Safety and Welfare Policy Statement.

ST OSWALD'S CATHOLIC PRIMARY SCHOOL

The health and safety of all the people who work or learn at St Oswald's Catholic Primary School is of fundamental importance. We aim to provide a safe, secure and positive working environment for everyone. The governing body takes responsibility for protecting the health and safety of all pupils, members of staff and visitors.

Under the overall direction of the Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of staff, our pupils, their parents, visitors and anyone else that may be affected by our activities. St Oswald's Catholic Primary School works in partnership with the Local Authority to ensure all statutory duties in this field are met.

St Oswald's Catholic Primary School will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout St Oswald's Catholic Primary School. Involve staff in health and safety decisions through consultation and co-operation.
8. Maintain workplaces under our control in a condition that is safe and without risk to health.
9. Regularly review compliance with the policy and the management system that support it.
10. Provide sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute to their own health and safety at work.

Our Health, Safety and Welfare Policy complies with the requirements of the **Health and Safety at Work etc. Act 1974** and will be subject to regular review at least annually or when there are any significant changes.

Overall responsibility for Health and Safety in St Oswald's Catholic Primary School rests with the School Governing body, led by the Chair of Governors:

Signed: ...Fr Dave Heywood..... Chair of Governors

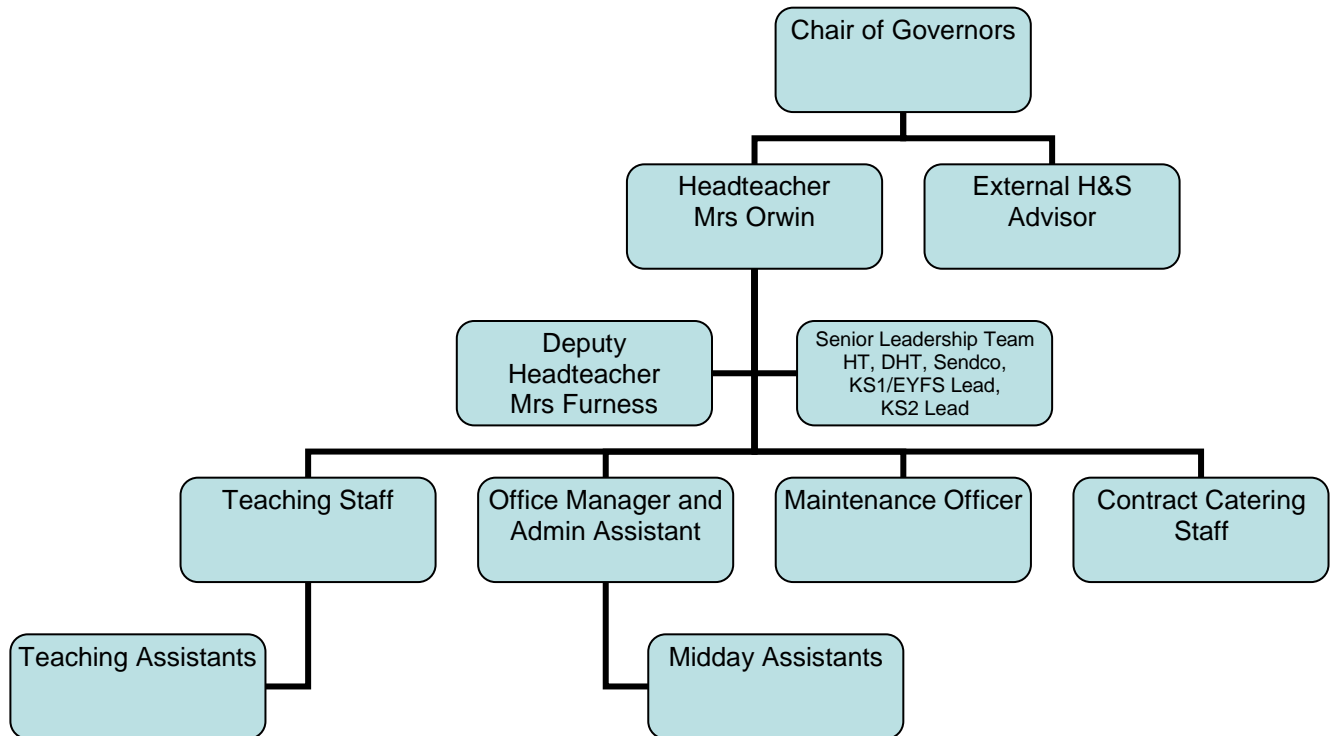
Signed: ...Sharon Orwin..... **Headteacher**

Dated:.....19.12.2024

2 – Health, Safety and Welfare Policy Organisation

School Organisation Structure

The simple organisational chart below shows the school's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this policy.



Policy Organisation

In accordance with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, ST OSWALD'S CATHOLIC PRIMARY SCHOOL recognises and accepts the responsibilities as an employer for providing a safe and healthy work place and working environment for all of its employees, pupils and visitors.

The overall responsibility of Health and Safety issues rests with the Governing Body. The Headteacher together with the Senior Leadership Team (SLT) will ensure as far as is reasonably practicable that this responsibility is met.

Chair of Governors

The Governing Body has an overall responsibility for health and safety in the school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All responsibilities are, for the purpose of day-to-day management, delegated to the Headteacher.

Governors will ensure that they:

- Approve the school statement of safety policy (this document).
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the school, the LA or an enforcement agency such as the Health and Safety Executive and monitor the corrective action measures resulting from such reports.
- Reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues and provide adequate resources to ensure Health and Safety Legislation Compliance is achievable.
- Inform the Children & Young People's Services Directorate or Archdiocese of any issue, having significant health and safety implications, which cannot be resolved satisfactorily without their support and involvement.

The Health and Safety Governors will present verbal reports to Governor Meetings on a termly basis.

Headteacher

The Headteacher has the overall responsibility for the school's health and safety system and implementation of the policy, and reporting to the Chair of Governors. The Headteacher ensures the school has in place the appropriate organisation and methods for the implementation of the Health, Safety and Welfare Policy and for making all persons aware of their responsibilities. She is responsible for the implementation of the school's safety policies, standard operating procedures and documents, H&S regulations and approved codes of practice. She will take responsibility for the day to day health & safety management of school activities internally and for activities taking place outside school premises. In addition to the above she will:

- Implement the health and safety management system to enable the school to operate safely and comply with Health and Safety Regulations and best practice.
- Provide termly reports on health and safety to the Governors and keep the COG updated with any significant health and safety failings and the results of any safety-related investigations.
- Set a personal example by following all health and safety rules and regulations.
- Provide strong leadership with a visible and active commitment to ensure health and safety organising and planning.
- Establish downward communication systems and management structures.
- Appoint responsible persons to organise, plan, implement, measure, review and audit the School Health, Safety and Welfare Policy and procedures.
- Appoint responsible person/s to assist with health and safety implementation.
- Ensure that the school has access to adequate and competent health and safety advice and expertise.
- Consulting with the Maintenance Officer regarding schedule of works, including hazards, timescales, etc. that may impact on the school.

- Keeping the schools Risk Register up to date and assisting staff to complete further assessments for work carried out.

Senior Leadership Team

The Senior Leadership Team report to and deputise for the Headteacher in their absence. The Divisions that they cover are as indicated in the management structure detailed above. They are responsible for:

- Making themselves familiar with the requirements of the current Health, Safety & Welfare Policy.
- Delivering health and safety leadership.
- Establishing strategies to implement policies and integration into the School operation.
- Approving the Health and Safety Plan for improvement and reviewing progress.
- Having active participation, involvement, compliance and consultation with all employees in the management and planning of health and safety.
- Ensuring health and safety compliance, training and competences are adequately met and to ensure that Divisions are resourced and supported.
- Ensuring that the correct emphasis is maintained on health and safety matters by all managers and ensure that correct standards of safe working is adopted by all employees and learners with appropriate resources allocated to achieve this.
- Complying with other legislative health and safety requirements within the Equality Act 2010 covering equal opportunities and disability discrimination.

All managers have a duty to ensure that the School Health, Safety & Welfare Policy is brought to the attention of all employees and that employees are aware of their duties and responsibilities.

The SLT have a duty to ensure that the Health, Safety and Welfare Policy and arrangements that have been made are converted into actions and working practices and health and safety notices are kept up-to-date and prominently displayed.

Business Manager

The Business Manager supports the Headteacher and Deputy Headteacher by co-ordinating the Safety Management System procedures, working alongside the Maintenance Officer to keep the school environment in a safe condition.

The Office Manager will be responsible for the dissemination of policies, standard operating procedures, guidance documents, H&S regulations and approved codes of practice by:

- Working alongside the Maintenance Officer to ensure workplace inspections are undertaken to maintain health and safety standards.
- Ensures that the arrangements for fire, first aid, accidents and emergencies are implemented
- Assist the Headteacher to complete the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
- Arranging for annual inspection and testing of the Fire Detection, fire sprinkler, firefighting, emergency lighting equipment and Fire Alarm systems by authorised contractor.
- Arranging contractors to maintain assets within the school to keep them functioning efficiently, i.e. connected with the BMS, Auto Doors etc.
- The Governors and Senior Leadership Team are provided with regular reports on health and safety performance, including recommendations for improvements as detailed in regularly H&S Action Plans.

Maintenance Officer

Maintenance Officer ensures School premises, including their services, are maintained in accordance with current legislation, Approved Codes of Practice and Guidance to provide, so far as is reasonably practicable, a safe and healthy place for employees, pupils and visitors. The responsibility for the facilities risk assessment e.g. buildings access and services lies with the Maintenance Officer as do the Fire Risk Assessments.

The Maintenance Officer will be responsible for the implementation of policies, standard operating procedures, guidance documents, H&S regulations and approved codes of practice by:

- Consulting with the Headteacher and Deputy Headteacher regarding schedule of works, including hazards, timescales, etc. that may impact on the school.
- Preparing risk assessments and method statements for any works that are carried out, and risk control measures are put in place and monitored.
- Reviewing Contractor controls by annual review of contractors including documentation checks prior to authorising their works.
- Ensuring that contractors are competent for the work they carry out, operate an effective permit to work system, and to monitor contractor's performance.
- Monitoring the compliance with the Control of Legionella risk assessments, arranging for remedial actions to be undertaken in on receipt of updated reports.
- Maintaining security arrangements to always keep the building secure by having suitable Locking Up procedures in place, inspected security gates and fences for functionality and reporting suspected unauthorised access to the Headteacher if a threat is recognised.
- Carrying out workplace inspections to maintain health and safety standards in internal and external areas. Keep records to evidence each inspection.
- Maintaining safety across the school premises and regularly update the Headteacher of site hazards which require remedial attention.

External Visits Co-Ordinator

The External Visits Co-ordinator is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the Health, Safety and Welfare Policy, and in particular:

- Co-ordinate all residential and day trip visits ensuring they comply with WBC guidance in relation to such things as ratios, risk assessments etc.
- Keeping staff and volunteers fully informed of the External Visit arrangements in compliance with the LA guidelines and statutory requirements.
- Setting up processes to show that sufficient information relating to transport arrangements have been obtained prior to the EV risk assessment being carried out.
- Sharing safety information from the visit location with others involved with planning the trip.
- Organising first aid arrangements for the visit, and medical details for staff and pupils have been assessed prior to the EV risk assessment being carried out.
- Ensure that emergency arrangements have been assessed for each visit and that the School Headteacher (or delegated Senior Team Leader) is aware of such arrangements.

Teaching and Support Staff

No safety policy is likely to be successful unless it actively involves each member of staff. Staff have a statutory duty to take reasonable care of their own health and safety, of others around them and to cooperate with the institution so as to enable it to carry out its own responsibilities successfully. Individual employees are to:

- Set an example in safe behaviour and maintain a constant and continuing interest in health and safety.
- Be familiar and comply with the Health, Safety and Welfare Policy and procedures.
- Cooperate with line managers and observe safety rules where applicable to them

- Ensure that the operations under their control are conducted in accordance with the relevant regulations, approved codes of practice and School procedures, following the appropriate risk assessments and safe systems of work.
- Communicate and raise concerns about health and safety with their direct line managers and/or the co-ordinator for Health and Safety seeking competent advice.
- Attend and participate in identified health and safety training when appropriate.
- Ensure that they and their visitors and/or pupils take reasonable care for the health and safety of themselves and others.
- Report any medical condition that could affect their working environment or others.
- Wear provided safety equipment and use appropriate safety devices.
- Not to interfere with or misuse anything provided in the interest of health and safety.
- Make constructive suggestions as to areas needing improvement.
- Be familiar with programmes of action to implement appropriate health and safety standards and monitor those standards.
- Observe any rules or procedures necessary for the health of employees and safe execution of work activities.
- Ensure that all pupils receive appropriate information where necessary.
- Notify SLT or Maintenance Officer about any hazard identified.
- Report any accident, incident or near miss to SLT.

Fire Wardens

If the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of staff, pupils and visitors from our school immediately, and to ensure that their designated area has been cleared.

Key duties of fire wardens include:

- to assist in implementing and improving effective emergency procedures in your workplace;
- to help prevent emergencies by monitoring the adequacy of the fire risk control measures;
- to raise awareness with other staff about the fire hazards that exist within the school;
- to lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area;
- to inform the Headteacher of fire hazards within the school that have not been fully addressed particularly during a fire drill.

Fire wardens must update their training every three years. Fire wardens should also check on a regular basis that fire exits are clear at all times.

First Aiders

The school will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The school must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Key duties of First Aiders include:

- Completing relevant training course approved by the Health and Safety Executive (HSE).
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.
- Keeping appropriate records to show what type of accident has occurred and treatment provided.
- Looking after the first-aid equipment e.g. restocking the first-aid containers
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First Aiders must familiarise themselves with the School First Aid Policy and regularly update Care Plan for pupils with on-going medical needs.

Pupils

We aim for many of our pupils to gain an understanding of the importance of health and safety through their learning experiences. In developing skills to participate there are expectations on the learner:

- To co-operate with School staff in matters in relation to health and safety.
- To wear the Personal Protective Equipment they are provided with.
- To follow safety measures and safe systems of work in their activity, to the best of their ability
- To refrain, where possible, from conduct which puts at risk themselves or any other person.
- To set a personal example by being encouraged to follow rules and regulations at School.

School Health & Safety Committee

The School Health and Safety Committee meets at least once a term and the meetings are chaired by the Headteacher.

The purpose of the Committee is to stimulate the interest of all members of the School in the prevention of accidents and to make recommendations to the Governors Premises Health & Safety Committee.

This is the forum for Staff, including Managers, Trade Union Representatives and the co-ordinator for Health and Safety to raise and communicate health and safety and resolve any concerns. All minutes of meetings are recorded and copies distributed to the members of the Governors Premises Health & Safety Committee.

Governors Health & Safety Committee

The Premises Health and Safety Committee meets once a term and a schedule is forwarded to all members at the commencement of the academic year. The minutes of meetings are recorded and copies are distributed to all Committee members. The Committee has the following functions;

- To consider information, statistics, reports, health and safety training and risk assessments, relating to Health, Safety and Welfare matters affecting the School generally, and to make recommendations or observations to Management accordingly.
- To make recommendations to Management regarding the effective application and development of the Health and Safety Policies of the School.
- To review health and safety aspects of new initiatives and changes of procedure.
- To consider training at all levels (i.e. Managers, Safety Representatives, and other employees).
- Look into the effects of new health and safety legislation, enforcing authority reports and information releases.
- To carry out inspections of a specific workplace by nominated committee members when necessary.

Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The school employs the services of an external consultant, Adele Partridge, CMIOSH and OSCHR Registered Consultant to provide Health and Safety Competent Person advice. The role of the health and safety consultant is to promote a positive health and safety culture in the school. The primary responsibility is for ensuring that risks are controlled and that the school is successfully meeting safety standards. The health and safety consultant will advise and support the Headteacher and SLT on matters of safety, health and welfare and will be involved with:

- Organising the risk register and maintain suitable risk assessments for activities being carried out in conjunction with the H&S Co-Ordinator.
- Undertaking annual inspections to ensure that policies, procedures and working practices are being suitably implemented.
- Providing reports to the Headteacher on an annual basis to show effectiveness and suitability of the Safety Management Systems within the school.
- Reviewing maintenance records to show that statutory compliance is suitably managed and feeding back findings on an annual basis.
- Monitoring accident data and assisting the School Business Manager with investigation of accidents in conjunction with appropriate school staff.
- Assisting the Headteacher with review of safety policies and procedures relevant to the smooth running of the school.

Adele Partridge will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no less than twelve monthly intervals.

3 SCHOOLS HEALTH, SAFETY & WELFARE MANAGEMENT SYSTEM

The Health, Safety & Welfare System

The School Health, Safety and Welfare Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in the HSG65 "Managing for Health and Safety" the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents is available to staff via the School network and policy files stored in the staff room.

The Health, Safety & Welfare Plan

The Health, Safety and Welfare Policy will promote active performance measurement against established standards from which improvements will be made which will be linked back to the Health and Safety plan. The Senior Leadership Team is responsible for ensuring delivery of the plan.

The plan supplements the on-going health and safety activities of the School setting out the principle health and safety improvement activities to take place in a specific, measurable, achievable, realistic and timely manner.

The plan involves the inclusion of everyone participating in its maintenance and development providing strong leadership, active effective management and collective ownership and tackling risk priorities.

Performance monitoring

Throughout the school, delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies and objectives into practical ways of providing a service.

The co-ordinator for Health and Safety will monitor performance using active and reactive processes.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees
- Identification on noncompliance via audits and inspections
- Evaluation of the effectiveness of accident, incident reports and subsequent investigations
- Monitoring of the operation and inclusion of policy and procedure
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures

Reactive monitoring consists of:

- Accident, incident and near miss analysis
- Analysis of ill-health situations with appropriate recommendations
- Responses to insurance claims and subsequent lessons learned
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

The auditing framework analyses the level of achievement and monitors the performance standards to determine that the policy is designed to meet its strategic aims and objectives. Performance reporting makes the accountability process transparent and encourages the development within the organisation of a 'culture' of continuous improvement.

Audit

The School adopts adherence to a regular annual programme of health and safety audits to help to identify, monitor and eradicate any potential health and safety risks associated with unsuitable equipment, processes, procedures, and the environment associated with the work. The complete audit process is fully documented, with recommendations and proposals to improve on any findings.

The audit of the health, safety and welfare management system is structured and carried out by competent auditors. An auditing framework will assist in prioritising a systematic approach and the use of key performance indicators will allow benchmarking for future audits and as a tool against monitoring where the standard should be.

Performance indicators will include:

- Completion and review of risk assessments
- Actions implemented from risk assessments
- Numbers of employees trained in core Health and Safety
- Numbers of accidents, incidents and near misses reported
- Number of RIDDOR reportable injuries

The Governors regularly receive reports on health and safety so that the governing body is made aware of the strengths and weaknesses of health and safety performance and also examines a report on the School accident and incident statistical trends within this school over time.

Review

The School systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Plan will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice & Policy development is an important activity of the Headteacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

Arrangements for Health and Safety at Work

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The 2009 poster displays optional boxes where details of any worker health and safety representatives and other health and safety contacts can be added. It is not a legal requirement to include this information but it may be helpful to workers for the information to be supplied.

The poster 'Health and Safety Law' – 'What You Should Know' is displayed in the main corridor where it can be read by our employees, visitors and contractors.

Information on the poster states who has overall responsibility for health and safety within St Oswald's Catholic Primary School and the name of any safety representatives that have been identified.