St. John the Baptist R.C. Primary

Health and Safety Policy December 2025

OUR MISSION STATEMENT

" Love One Another "

St John the Baptist RC Primary School is a place of learning in which each individual is encouraged to fulfil their own unique potential. We try always to remember that everyone is special and should be treated with respect.
Our Catholic faith touches every part of our school life and we try to be a community which has Jesus at the heart of all we do.

Incorporating the Local Health and Safety Arrangements for:

○ **Category of School**	**Primary – Voluntary Aided**
○ **School Number**	**12007**
○ **School Address**	**St John's Road, Padiham, Lancs, BB12 7BN**

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 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 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 health 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 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:	Signed: On behalf of the Governing Body
Head Teachers name: Mrs Kathleen McKeating	Chair of Governors name: Vacant position at present
Date: December 2025	Proposed Review date: December 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mrs Kathleen McKeating And The Governing Body
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):	Mrs Keeley Porter School Business Manager and Site Supervisor: Mr Stephen Tobin
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	Mrs Kathleen McKeating – Headteacher Mrs Keeley Porter School Business Manager and Site Supervisor: Mr Stephen Tobin – Fire Safety Mrs J Sethi EVC
The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Mrs Kathleen McKeating H&S Governor: Mr Joe Galvin
The documented Health & Safety objectives and any associated action plan(s) can be found: <u>Note</u>: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	The main school office – notes from Annual H&S visit.

All employees within the school have a responsibility to:

1. Co-operate with the Head Teacher 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; and
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
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.	*Headteacher,* *Class Teachers (Curriculum)* *Business Manager (General building & premises)*
The significant findings of risk assessments will be reported to:	*Head Teacher or another member of SLT*
Action required to remove/control risks will be approved by:	*Head Teacher or another member of SLT*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Head Teacher or another member of SLT*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Head Teacher or another member of SLT* *Mrs Keeley Porter – School Business Manager* *Mr Stephen Tobin - Site Supervisor*
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:	*Head Teacher* *Class Teachers* *School Business Manager*

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or his/her/their nominated representative(s) 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 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; and,
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 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:	*Mrs Lisa Baird – Deputy Head* *Mrs Pauline Barker – Assistant Headteacher*
Consultation with employees is provided via:	*SLT weekly meetings.* Staff meetings Staff Memo

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;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- 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 Teacher/Deputy Head or Mr Stephen Tobin (Site Supervisor)	Mrs Keeley Porter School Business Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Head Teacher or another member of SLT Mr Stephen Tobin (Site Supervisor)	*Mrs Keeley Porter*
Responsible person(s) for ensuring that all identified maintenance is carried out:	Head Teacher or another member of SLT Mr Stephen Tobin (Site Supervisor)	*Mrs Keeley Porter*
Any problems found with equipment should be reported to:	Head Teacher or another member of SLT Mr Stephen Tobin (Site Supervisor) Mrs Melvin (School Business Manager)	*Mrs Keeley Porter*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Head Teacher or another member of SLT, Mr Stephen Tobin, Mrs Melvin	*Mrs Keeley Porter*

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Location(s): Front Entrance Main Staffroom Back of Main Kitchen Door PTA /Parish Kitchen
Health and safety advice is available from:	*Mrs Keeley Porter* LCC
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	HEADTEACHER: Teachers SENCO: Teaching Assistants Mrs Baird: NQT's and Work Experience Students ASSISTANT HEAD: Student Teachers EYFS Manager: Student TA's *Mrs Keeley Porter*: Office Staff
Health & Safety in shared premises (where applicable)	NA

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	HEAD Teacher: Teachers SENCO: Teaching Assistants Deputy: NQT's and Work Experience Students Assistant Head: Student Teachers EYFS Manager: Student TA's *Mrs Keeley Porter*: Office Staff
Job specific training will be provided by:	HEAD Teacher: Teachers SENCO: Teaching Assistants Deputy: NQT's and Work Experience Students Assistant Head: Student Teachers EYFS Manager: Student TA's *Mrs Keeley Porter:* Office Staff
Jobs requiring specific health & safety training are:	HEAD Teacher: Teachers SENCO: Teaching Assistants Deputy: NQT's and Work Experience Students Assistant Head: Student Teachers

	EYFS Manager: Student TA's *Mrs Keeley Porter*, Office Staff
Training records are kept at/by:	HEAD Teacher: Teachers SENCO: Teaching Assistants Deputy: NQT's and Work Experience Students Assistant Head: Student Teachers EYFS Manager: Student TA's *Mrs Keeley Porter*: Office Staff
Training will be identified, arranged and monitored by:	HEAD Teacher: Teachers SENCO: Teaching Assistants Deputy: NQT's Assistant Head: Student Teachers EYFS Manager: Student TA's Deputy: Work Experience Students *Mrs Keeley Porter*: Office Staff

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.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available:	Main Hall – PTA/PARISH KITCHEN (mounted on the wall) Main Corridor: x 2 EYFS: Bathroom (On top of Filing Cabinet) Staff Room School Kitchen: Mounted on the Wall
DFIB	Located in the main hall adjacent to the servery hatch
The first aider(s) and appointed person(s) is/are:	Mrs Justine Taylor Mrs Claire Earnshaw Mrs Lisa Baird Mrs Kathleen McKeating Mrs Clare Hall Mrs Collins Miss Lisa Barnes Mrs Dowson Mrs Barker
All accidents and cases of work-related ill	Mrs Kathleen McKeating - Head Teacher

health are to be reported to:	
Health surveillance* is required for employees doing the following jobs within the school:	DSE Conditions affecting ability to perform role Manual Handling
Health surveillance will be arranged by:	Occupational Health via SLA Mrs Kathleen McKeating - Head Teacher
Health surveillance/records will be kept by	Mrs Kathleen McKeating - Head Teacher

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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: Mr Stephen Tobin, Governing Body, Business Manager, Head Teacher Mrs Kathleen McKeating Business Manager Site Supervisor
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Mrs Kathleen McKeating – Head Teacher Business Manager
Responsible person for investigating work-related causes of sickness absences.	Mrs Kathleen McKeating - Head Teacher
Responsible person for acting on investigation findings to prevent recurrences.	Mrs Kathleen McKeating - Head Teacher
Responsible person for the monitoring of any trends	Mrs Kathleen McKeating - Head

in accidents, incidents and sickness absence.	Teacher Business Manager

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 Kathleen McKeating with assistance from Lancashire Health & Safety Team Annual Report
Escape routes are checked by/every:	Mr Steven Tobin (Site supervisor) - Daily (informally) Monthly – formally (Fire Safety Log Book)
Fire extinguishers are maintained and checked by/every:	Lancashire Fire and Safety Team Annual Check Site Supervisor - monthly
Alarms are tested by/every:	Site Supervisor – weekly Westmoreland Fire and Safety 6 Monthly Check
The emergency evacuation procedure is tested every:	Mr Steven Tobin (Site Supervisor) and Mrs Kathleen McKeating (Head Teacher) Termly or half termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Mrs Kathleen McKeating - Head Teacher Business Manager

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school) Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Accident Reporting, Recording and Investigation	✓	First Aid Accident Books, all serious accidents are logged electronically with LCC/oracle Risk Assessment for cleaning up sick Log First Aid Incidents on CPOMS.
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Designated bin in Kitchen yard, Sharps box for needles,

		Risk assessment for cleaning up fluids
Catering	✓	LCC managed kitchen
Cleaning/caretaking	✓	Site Supervisor Folder
Control of contractors	✓	Managed by PROP
Disability access – H&S implications	✓	Accessibility Plan
Display Screen Equipment and eye tests	✓	Risk Assessment Folder
Driving at Work	✓	Risk Assessment H&S Website
Electrical Safety	✓	Annual PAT report – PAMS, 5 year electricity safety, regular visual inspections
Emergency Procedures other than Fire e.g. flood, services failure	✓	EMERGENCY PREPAREDNESS PLAN
Extended school and community use	✓	Lettings policy, employers liability insurance
Falling Objects/Safe storage	✓	Generic risk assessment of sore rooms and classrooms
Fire Safety	✓	Wardens appointed and trained – staff completed online fire safety. Fire Risk Assessment
First Aid	✓	First aiders displayed on main corridor and advertised in school prospectus
Gas safety	✓	Certificate of Compliance
Hot surfaces, scalds and burns	✓	Risk Assessments cooking
Induction	✓	Personnel files
Information communication	✓	Minutes of staff meetings and memos
Lettings to non-school groups	✓	Lettings policy
Management and other Health and Safety responsibilities	✓	H&S Policy
Manual Handling	✓	Personnel files
Minibuses	NA	
Mobile phones – use of	✓	Reference in Staff Handbook, E-safety and EYFS policies
Needles and needle stick injuries	✓	Sharp box, protective needles used for Diabetic child to reduce risk of injury First Aid Policy
Performance Monitoring	✓	Workplace Inspections
Personal safety including lone working and violence and aggression	✓	Risk assessment Folder
Play Equipment installations inspections	✓	H & S folder – crown safety reports
Playgrounds and external areas	✓	H & S folder – Playground Inspection reports
Ponds and Water features	NA	
Premises Management	✓	PAMS – Certificate of

		Compliance
Pupil moving and handling (Special needs)	✓	SEND POLICY
Pregnant employees and nursing mothers	✓	Personnel files and H&S Folder Risk Assessments
Reporting of H&S concerns/faults	✓	H&S Folder
Risk Assessment and hazard identification	✓	Risk Assessment Folder teacher area
Safety Committee	NA	
Safety Representatives	✓	H&S Policy
Shared use of buildings	✓	Lettings Policy
Slips and trips	✓	Appropriate signage used during cleaning tasks. Risk Assessments
Stress	✓	Occupational Health Risk Assessment
Substances – COSHH	✓	Site Supervisor folder, COSHH posters alongside all chemical storage and Safety Data sheets
Swimming pools	NA	Swimming Risk Assessment
Temporary and supply staff	✓	Supply teacher information sheet
Training	✓	Personnel files – Appraisal, CPD file
Transporting and storing chemicals	NA	
Vehicle and pedestrian traffic	NA	
Visitor and volunteers safety	✓	Induction, Visitors electronic sign in, visitors badge
Waste storage and disposal	✓	Sita – General Waste, Cannon Hygiene
Water hygiene (Legionella, lead etc.)	✓	Legionella File Risk Assessment
Work equipment and machinery	✓	Caretaker File
Working at height – ladders, access equipment etc.	✓	Caretaker log – ladder safety checks, ladder safety training - online
Workplace Inspection	✓	H&S Buildings Management File

Table of Non- Occupational Health and Safety Topics/ Activities that apply

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Administration of medication	✓	Policy on the Website
*Educational Visits	✓	Evolve
Food safety and hygiene	✓	Certificates displayed in kitchen area
Outdoor activities	✓	Risk Assessments
PE Equipment	✓	Crown Gymnasium - PAMIS
Pupil handling and restraint	✓	Behaviour Policy
Grounds maintenance	✓	Buildings file - LCC
Pupil movement and flow	✓	School policy
School transport	NA	
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Risk Assessments H&S Website
Smoking	✓	LCC No smoking policy
Special needs of pupils Health & Safety issues	✓	Policy on the Website
Stage and drama activities	✓	Risk Assessments – additional fire drill/evacuation plan
Supervision of pupils	✓	Staff Ratio Risk Assessment
Technology rooms and equipment	✓	Risk Assessment
Wearing of jewellery	✓	Prospectus on the Website
Work experience	✓	Induction Staff Handbook

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.

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:	Mrs Melvin – School Business Manager Mrs L Baird – NASWT
Consultation with employees is provided via:	✓ Weekly staff meetings ✓ Weekly briefings for all staff ✓ Half termly meeting with lunchtime supervisors ✓ Monthly meetings with Teaching Assistants ✓ Regular discussions with Site Supervisor ✓ Memo's to staff

Safety representatives

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