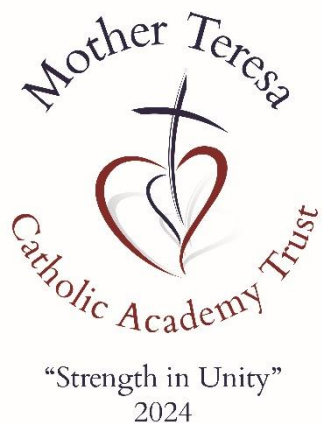




Health & Safety Policy

September 2025

St Francis Catholic Primary School

Date approved by Governors	September 2025
Review Date	1st September 2026
Body Responsible for Review	Full Board / LGB

Mother Teresa Catholic Academy Trust VISION & VALUES

VISION

"STRENGTH IN UNITY" - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

Our vision is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children in unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare, through staff meetings, staff briefings and our open-door policy
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at the school is held by The Mother Teresa Catholic Academy Trust who will:

- Monitor both compliance with, as well as the effectiveness of this policy
- Provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- Identify a lead Director for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students and others affected by the organisation.

The duties of the Trust include the duty to monitor and regularly review the Health & Safety Policy for the individual Trust schools.

Headteacher – Mrs Rhona Miccoli

The responsible manager for the premises is St Francis Catholic Primary School who will act to:

- Develop a safety culture throughout the school/premises/organisation
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Ensure all new staff are given the appropriate Health and Safety Induction
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety

- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Ensure staff are aware of relevant and up to date information with respect to health and safety. Information can be found on the school Health and Safety Notice Board in the staffroom and relevant information is emailed to staff through our staff briefing or Arbor Mail
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

Governing Body

The school Governors have a responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of their school. Each governor has a clear role in supporting and holding the school to account.

Governors are responsible for overseeing the management of the school and will:

- Monitor compliance of health & Safety policies
- Termly monitor and review local health and safety arrangements.
- Work alongside the Trustees to provide guidance and support on matters of Health & Safety
- Ensure that health and safety has a high profile
- Consult and advise staff regarding health and safety requirements & arrangements
- Use professional business/industry experience to support, inform and constructively challenge decisions
- Assign a lead Health & Safety Governor – Mr Ichim, who will actively monitor and promote health and safety across the school by raising matters with the Headteacher, as necessary. Attend site termly and review health & safety management. They will complete a Health & Safety Management Review during the site walk with the Health & Safety Manager and then upload it to Governor Hub.

Designated Safeguarding Lead (DSL) – Mr Robert Maxfield

The designated Safeguarding Lead is a person appointed to take lead responsibility for child protection issues in school. They are supported by the Headteacher, who is the Deputy Designated Safeguarding Lead. Arrangements regarding child protection are set out in the St Francis Safeguarding and Child Protection Policy.

All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Read the Health and Safety Policy and make note of amendments when notified.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within their school or that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those new staff.
- Not interfering with Health and Safety arrangements or misusing equipment provided.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to Health & Safety Manager, Headteacher or Caretaker/Site Manager.
- Supporting the school/premises/organisation health and safety arrangements
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Will wear appropriate footwear that enables them to safely move quickly if necessary and does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children and no flip flops or similar style shoes are permitted due to risk to the wearer and the children safety. The school also recommends the staff do not wear open toe sandals, if they do, they do this at their own risk.
- Keeping the premises tidy and not obstructing fire exits or routes.

The Trust will ensure that legislation from the Health & Safety at Work etc Act 1974 will be adhered to.

Caretaker – Mr Galanakis

The Caretaker will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Health & Safety Manager (School Business Manager) or Headteacher in association with RBWM Health and Safety Advisor.

Working with the School Business Manager, the Caretaker is responsible for undertaking health and safety related duties (checks) on behalf of, and under the direction of the Headteacher.

These are detailed below:

- Local management of legionella - Flushing
- Local management of COSHH
- Local management of fire fighter equipment, emergency lighting and fire doors
- Local management of steps and ladders
- Local management of contractors
- Local management of site security in partnership with the Headteacher
- Local management of flammable liquids
- Carry out routine inspections and complete checklists on a regular systematic basis as instructed by the Headteacher and in co-ordination with the Health & Safety Manager
- Co-ordinate the resolutions to the defects listed via the Buildings and Health and Safety Log Book
- Understanding of work at height principles. Management of hazards and control measures as per working at height risk assessments

School Health & Safety Manager- Mrs Sarah Farrell

The School Health & Safety Manager will manage and co-ordinate Health & Safety matters, systems, and procedures. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They work within their level of competence and seek appropriate guidance and direction from the Headteacher as required under the guidance of RBWM Health and Safety advisor -Mr Daniel Houston

The Health & Safety Manager will support the staff with regards to Health & Safety at work. The Health & Safety Manager is expected to promote safety culture throughout the school and carry out Health & Safety duties appropriate to his/her role in accordance with current guidance and legislative requirements.

The Health & Safety Manager will support the Governors and Headteacher to fulfil their statutory responsibilities for keeping children, staff, governors, and visitors safe by:

- Working closely with the Trust Health and Safety advisor – Mr Paul Fettel, to provide advice and guidance to staff, and Governors
- Coordinating the administration and implementation of Health and Safety policies and procedures

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- Working with the Caretaker and Headteacher to ensure a consistent approach to Health and Safety within the School.
 - Monitoring the training requirements and records of training with help from the Senior Administrator – Mrs Lynne Ringshaw and Headteacher

The Health & Safety Manager is responsible for undertaking and monitoring a wide range of typical health and safety related duties within the school. These include but are not limited to:

- Maintain, review and improve the Schools Health and Safety Management operations
- To facilitate, assess, review, monitor and maintain good records for:
- Fire and emergency procedures
- Provision of Health and Safety information to staff, pupils, contractors and visitors
- Identification of hazards and risk management with help from Caretaker and staff
- Management of the Health and Safety training plans for the school including identifying and facilitating appropriate courses with help from the Headteacher
- Welfare arrangements including First Aid provision in association with the Schools First Aid Lead.
- All aspects of building and site safety arrangements.
- Risk assessment management and co-ordination of the schools' risk assessment records recorded, equipment is checked in association with the Senior Administrator.
- Near miss reporting
- Ensure the school display correct Health and Safety Information for children, staff, and visitors, including contractors
- Complete PEEPS for visitors, contractors, and supply teachers, with support from the SENCo

All Teachers & Supervisors

Teaching staff are responsible for the day-to-day local management of Health & Safety within their own classrooms, acting on behalf of the Headteacher, with support and guidance from the Caretaker and Health & Safety Manager. They will ensure that Staff are provided with adequate safety information, and they will manage all integral and specific risks relating to teaching and learning. They will ensure that all activities are periodically risk assessed, termly inspections are carried out, and necessary controls are implemented.

Their responsibilities include:

- Weekly checking of equipment to ensure it is safe (Visual)
- Ensure safe use of equipment by adults and children

- Reminding children of safe behaviour in class and around the school
- Be vigilant when on playground and lunch duty and proactively support children behave in a safe manner, especially when playing outside
- To follow the schools trip guidance from our trip co-ordinator -Mrs Giovanna Thomas when planning and risk assessing any internal or external trip
- Carryout risk assessment for all hazardous activities within the curriculum, such as using soil, tools, contact with pets, and any other activities that could cause an injury.
- Ensure compliance with overall school policies and procedures
- Raise reactive breakdowns and Health & Safety issues using the Buildings and Health Safety Logbook and completing near miss reports on Medical Tracker
- New staff attend the new staff induction meeting and receive our Induction Booklet and are briefed on Health & Safety processes within the workplace by their Phase Leaders
- Record any concerns re Health and Safety using the Buildings and Health and Safety Logbook
- Ensure volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day, i.e. when they are leaving the site and sign out of school using the inventory system.
- Keep classrooms, stock cupboard, PE stores and corridors clear, tidy and safe.
- Ensure final Fire exit doors are kept closed when rooms are not occupied and during Fire Evacuations.

Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Health & Safety Representative – Mr Robert Maxfield

The premises health and safety representative will represent the staff about their health and safety at work. He is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Fire Safety Co-ordinators

The Fire Safety Coordinators are the Caretaker and Health & Safety Manager acting as competent persons for the fire safety on the premises on behalf of the Headteacher. They will attend Fire warden Training and are responsible for the local management and upkeep of the Fire Safety Manual. They carry out the termly fire alarm tests and report the results to the Headteacher. Any concerns will be actioned. Evidence of this processes is retained.

The day-to-day fire safety duties are carried out by the Caretaker and Health and Safety Manager. They will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. The Fire Safety Coordinators will ensure that the fire safety manual (Fire File) contents are reviewed, and actions taken are monitored. They will carry out the annual internal fire risk assessment on behalf of the Headteacher and arrange for the external fire risk assessment to be carried out every three years or as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

The Headteacher, Health and Safety Manager and Caretaker will complete a course in Fire Warden and Fire Awareness Training through Smartlog annually.

Personal Emergency Evacuation Plan Manager (SENDCo) – Mr Chris Whatley

The school SENDCo is the Personal Emergency Evacuation Plan Manager, their responsibilities are as follows:

- Assess if any of our children need a PEEP
- Complete PEEPS, with support from class teacher, parents and other relevant agencies.
- Ensure parents have signed and are in agreement of the PEEP
- Review the effectiveness of the PEEP during and after any evacuation (including drills) – add notes to the PEEPS and sign to show they have been reviewed.
- Review PEEPs on an annual basis, or earlier if the needs of the evacuee change.

Legionella Competent Person

The Caretaker and Health and Safety Manager are the nominated competent person for Legionella on the premises and act on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are to be retained. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Health & Safety Advisor as required. The Caretaker and Health and Safety Manager will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), and Risk Assessments. They will advise the

Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users.

The Caretaker and Health and Safety Manager will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially- Mr Paul Fettel and every three years thereafter/ or as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

Asbestos Management

The Caretaker and Health and Safety Manager are the nominated responsible persons who acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan.

The Health and Safety Manager will ensure that all staff have a reasonable awareness of asbestos management and dangers, through training on Smartlog. The Health and Safety Manager is competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. The Health and Safety Manager will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Health & Safety Advisor from RBWM as required.

They will attend training annually and all training records are to be retained.

Accident Investigator – Mrs Rhona Miccoli

The responsible Accident Investigator is the Headteacher.

The on-site trained accident investigator (trained by the MTCAT) will lead on all accident investigations in accordance with MTCAT guidance. They will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate guidance and direction from MTCAT or RBWM Health and Safety Advisor.

The Caretaker/ Health and Safety Manager will support and monitor the on-site accident investigations. They will collate information, report trends and action requirements on behalf of, and under direction of the Headteacher. This information will be reported to governors. They are to work within their level of competence and seek appropriate direction and guidance from the Headteacher.

First Aid & Medical Lead

- Please see our First Aid Policy - attached

Health & Safety Assistance & Advice

Health & Safety Advisor is the competent source of safety guidance for the school as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from MTCAT or RBWM Health & Safety Advisor must be sought.

SENDCo – Mr Chris Whatley

The SENDCo staff members will fulfil Health and Safety Admin duties and his/her responsibilities are as follows:

- Consult with teachers, parents and medical personnel attending to the child
- Work with the Headteacher, Teacher, Health and Safety Manager, Caretaker to prepare and review risk assessments specific to the child in question.
- Evidence discussions and meetings between staff, parents and medical personnel involved.
- Ensure resource of provision for disabled pupils forms part of a whole school commitment to narrowing the attainment gap between pupils with SEND those without.
- Organise short- and long-term interventions to deliver learning programmes and interventions developed on an individual needs' basis. In addition, some home-school interventions may be appropriate.

Senior Mental Health & Wellbeing Lead (SMHL) – Mrs Rhona Miccoli

The SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing Policy.

They will undertake the Designated Mental Health Leader Course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and pupils.

They will promote the schools Mental Health & Wellbeing Policy and work with the governors and Trust to regularly review and update the policies where appropriate. Please see our Wellbeing Policy attached.

Core Contractors & Hired in Contractors

These Contractors must adhere to the schools safeguarding and health & safety policies and procedures. They will be vetted by the Health and Safety Manager annually and their performance monitored throughout the year. They must meet the Trusts minimum insurance requirements.

Risk Assessments will be created by these Contractors. All Risk Assessments and associated control measures are then to be approved by the Headteacher and Health and Safety Manager prior to implementation. All service and maintenance records must be provided to the Trust if requested as evidence of their works.

Extra-Curricular Third-Party Providers

Third-Party Providers for extra academic activities or cultural activities, before and after school clubs and activities outside of school grounds.

Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the Headteacher or their delegated member of Staff prior to implementation.

They will be vetted by the school annually and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Companies must:

- Have their own safeguarding policy.
- Have up-to-date Safer Recruitment training.
- Carry out all the necessary pre-employment checks for every member of staff including: Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role.
- Have all relevant qualifications applicable to the service they are providing.
- Read and understand the school Safeguarding policy.
- Public Liability Insurance.
- Employers Liability Insurance for those who are not self-employed.
- Relevant first aid qualification suitable to the activity.
- Read and understand the school Health and Safety policy.

Lettings

The Trust has overall responsibility for the security and management of its school premises. However, due to the presence of RAAC at St Francis we are unable to let any section of our school. we will review this section of our Health and Safety Policy when things change.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

The Buildings and Health and Safety log book is reviewed on a regular basis by the Health and Safety Manager and Caretaker. This ensures procedures are carried out at the correct intervals and can be reviewed by the Trust. The Buildings and Health and Safety Log Book includes:

- Planned Preventative Maintenance for all school and plant equipment
- Statutory Insurance Inspections
- Premises Services Schedule
- Regular in-house Health & Safety Checks
- Premises Management Policy
- Site Inspections
- COSHH Information
- DSE Workstation Assessment via Smartlog and logged on Smartlog
- Legionella Information
- PAT testing
- Ladders, Steps & Trolleys Training
- Fire Safety Review
- Incident Rate Monitoring and Trend Analysis found on Medical Tracker
- Asbestos management in Asbestos Folder

Accidents involving adults

Any Major (needing hospital or external treatment) or minor accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded on medical tracker.

The Senior Administrator will ensure that all records of accidents/Incidents are recorded on Medical Tracker This can then be used to report to the Safety Committee.

If any Major accident, incident, or injury to members of staff should occur then these events will be reported to the Headteacher, and MTCAT.

If the school believes it needs to submit a RIDDOR report then they will ALWAYS consult the Chief Executive Officer, and the Schools Health and Safety consultant.

Accidents involving child or children

- All accidents involving children are reported on medical tracker. This automatically reports to parents.
- All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The Schools trained accident investigator, Health and Safety Manager is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident to be able to implement appropriate measures to prevent reoccurrence.
- External users of the School Premises, such as hirers or community/extended service/third party users, must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report. Incidents related to external user's own organised activities should be reported by them in line with their own reporting procedures.

Arrangements regarding First Aid are set out in the First Aid Policy and arrangements for supporting pupils for medical conditions are set out in the Managing Medical Needs.

Violent Incidents

Violent, aggressive, threatening, or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Francis Catholic Primary School any acts of violence or aggression will be reported to the Headteacher immediately and may be reported to the Police. All violent acts will be investigated, recorded, and submitted to governors and Chief Executive Officer.

Near Miss Reporting

Near miss reporting is the responsibility of all staff. Near miss reporting is recorded on Medical Tracker. All members of staff are obliged to report an instance or situation that could represent the possibility of an accident/injury to the Health and Safety Manager or Caretaker. All recorded near misses will be investigated and retained on file showing any conclusions and amendments clearly signed and dated as appropriate. The Health and Safety Governor -Mr Ichim will assess all near miss reports on a termly basis on behalf of the Local Governing Body.

Premises hirers and community/extended service/third party users must record all accidents and near misses to school staff and this information will be added to the school records.

Managing Medical Needs Policy

Arrangements regarding medicines are set out in this policy. Please see attached document

Asbestos Management

Asbestos Management on site is controlled by the Health and Safety Manager outlined in the asbestos management plan. The Caretaker and Health and Safety Manager will attend an Asbestos awareness (including the management of asbestos) annually through SmartLog as will the Headteacher.

The Asbestos Register is located in Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors must review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.

Under no circumstances are Contractors or Staff to drill or affix anything to the fabric of the building that may disturb materials without first checking the Asbestos Register and / or obtaining approval from the Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher, Health and Safety Manager and/or caretaker who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and /or Health and Safety Manager.

For any project or refurbishment works in areas containing asbestos, the asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly. Asbestos Awareness will form part of the annual training through SmartLog.

Child Protection

Arrangements regarding child protection are set out in the Safeguarding and Child Protection Policy. St Francis School also have a Child friendly Child on Child Abuse Policy which all children and staff are familiar with.

All visitors will sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor.

Contractors on Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. Contractors must complete a rigorous vetting process carried out by the Health and Safety Manager before they can be added to the approved contractor register. These documents include Health & Safety Policy, Insurances, Risk Assessment's, Method Statements, COSHH assessments, Employee/Company Licenses and Qualifications, DBS checks, Equipment & Maintenance Records and Environmental checks.

All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken. A RAMS (Risk Assessment Method Statement) review is completed by the Trust and/or School competent person before works commence.

Contractor performance monitoring is carried out throughout the works and any issues raised with the Trust.

All Contractors must report to Reception, where they will be asked sign in using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction Brief which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.

Contractors will try not to carry out any work during the time that children are present in school without the direct permission of key staff such as the Headteacher or Health and Safety Manager. Contractors working at a time that children are present can carry out their duties with permission of the Headteacher. If there is any risk to the staff or children, the contractor will cordon off the necessary work area. The decision of this precaution is ultimately the school's decision, and if this is not possible the work will not be completed.

All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises. Any member of staff can instruct a contractor to stop working on site if they feel their other staff or children's safety is at risk.

No tools will be left unattended by any member of staff or contractor.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the class teacher. Teachers should use the appropriate codes of practice and safe working procedural guidance for the subject in question (Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and local council requirements as appropriate.

Subject teachers are responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

Dogs on School Grounds

No dogs are allowed on school grounds

Only assistance dogs and dogs being used for educational purposes are generally allowed onto the school premises and only at the discretion of the Headteacher.

Defect Reporting

Any defects found must be reported via the Buildings and Health and Safety Logbook

All defects need to be reported in the Logbook in

our front office. School staff who have appropriate systems may e-mail the Caretaker with defect concerns but then follow up by entering the logbook.

The Caretaker and Health and Safety Manager will review this log regularly, prioritise concerns and action.

The Headteacher/ H/S Governor will review the Buildings and Health and Safety Logbook during the termly health & safety monitoring meeting held with the Caretaker and Health and Safety Manager.

Display Screen Equipment

All users, those using a display screen for continuous periods of an hour or more per day must complete workstation assessments through SmartLog.

DSE will form part of the annual Health & Safety Training to all staff.

Electrical Safety

The Headteacher will ensure through the Caretaker and Health and Safety Manager that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing / inspection can only be carried out by a competent person / contractor
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported via Buildings and Health and Safety Logbook and immediately taken out of use until repaired or replaced.

- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher and it has been PAT tested prior to use
- New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty.
- All electrical equipment will be inspected / tested under the following regime:
Fixed Appliances - annually
IT & Double Insulated Equipment - annually
All earthed equipment and other portable items - annually
- All new school purchased electrical equipment will be PAT tested in line with the schools PAT testing regime
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a Contractor and Risk Assessed by the Caretaker.
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Plug adapters are not to be used on site.
- All coiled extension leads must only be used temporally and must be fully extended when in use.
- Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually
- Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead
- Where extension leads are in use, only 1 extension lead permitted per classroom.
- Where extension leads are in use, only 1 extension lead permitted per single or double socket.
- Where extension leads are in use, these are not to be overloaded.
- It is not permitted to join extension leads together.
- The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment
- Appropriate cable management will be implemented as part of any project works.

Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported in the Buildings and Health and Safety Logbook and attended to as soon as possible.

The school also uses an external PAT tester, arranged through T-Squared.

Electrical Safety forms part of the Annual Health & Safety Training to all Staff through SmartLog and updates are shared through staff briefings.

Emergency Procedures

General emergency procedures must be carried out in accordance with the School Emergency Plan.

The School Emergency Plan covers how to activate the Emergency Plan in school. The Plan lists roles and responsibilities; the action plan; support organisations; How to close the school in the event of inclement weather; information and protocols for bomb threats and government advice for direct attacks against the school; and emergency contacts.

Please see attached Emergency Plan.

Emergency Evacuation Procedures for Vulnerable People

To ensure the safe evacuation of vulnerable people, special procedures are required. To ensure a safe, assisted, evacuation for any vulnerable person, a **Personal Emergency Evacuation Plans** should be put in place. PEEPs are to be completed, provided and exercised as follows:

- Staff. Consultation with new Staff members will take place during staff induction periods. The responsibility to conduct this rests with the SENCo who will evaluate new staff and authorise a PEEP for those that require it. The PEEP is required by to be authorised by the Headteacher and will be kept in the Fire Safety folder in the main office.
- Children. PEEPs for child/pupil/students attending the school is the responsibility of the SEN Co-ordinator. Each child/pupil/student will have a written assessment detailing the needs of the individual, and this will be kept by the attending staff responsible for that child/pupil/student, the SEN co-ordinator and in the fire safety folder.

Fire Safety

The school's arrangements regarding fire safety are set out in the school's Fire Safety Procedure. The fire safety co-ordinators are the competent persons for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site. At this School it is the Caretaker and Health and Safety Manager.

The Headteacher will ensure, through the fire safety co-ordinator, that:

- All staff complete fire safety training annually, this will be available on Smartlog.

Fire safety procedures are readily available for all staff to read, these will be on the Health and Safety Notice board in the staff Room.

- Fire safety information is provided to all staff at induction and periodically thereafter through Arbor Mail E-mail and Staff Briefing.
- Fire safety notices are posted in the key areas of the building close to fire points.
- Evacuation routes and assembly points are clearly identified.
- Staff are made aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly/muster point in the event of fire.
- All staff are familiarised with the flammable potential of materials and substances that they may use and exercise maximum care in their use, especially with, those marked flammable, through regular refresher training and reminder memos.
- Full school Fire Evacuations are run on a termly basis and the times and any issues are logged in a report by the Health and Safety Manager, these are communicated to staff via staff meetings, and staff briefings.
- Fire alarm testing, fire-fighting equipment, fire escapes and emergency lighting are all tested and logged monthly by the Caretaker.
- Fire alarm and Detection system service are regularly checked (annually). Firefighting equipment checked (annually). Emergency lighting is checked (annually). All by competent Contractors.
- The Fire Risk Assessment externally carried out by a Fire Risk Assessor initially and every three years thereafter
- All identified fire doors will undergo annually a fire door & fire exit door inspection to ensure all fire doors within the buildings meet specified fire safety standards.
- All areas of the school are covered by the Fire Alarms Systems which divides the school in to map zones by classroom number. In the event of an evacuation the trained Fire Marshals will head towards the muster point for the school.
- St Francis Catholic Primary School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc

First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and clearly signposted in the first aid room, on the Health & Safety Notice Board.

Managing Medical Needs Policy contains details relating to First Aid.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (eg. boilers, lifting equipment, fire extinguishers, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by locally arranged contractors on regular intervals and recorded.

Records of inspections are kept by the Health and Safety Manager.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

Good Housekeeping

Tidiness, cleanliness, and efficiency are essential factors in the promotion of good health and safety.

The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Cleaning Routines

The school is divided into areas for daily cleaning. The Health and Safety Manager manages the cleaning company. Any issues of cleanliness must be reported to the Health and Safety Manager as soon as is practical by email or in the Buildings and Health and Safety Logbook.

Hazardous Substances

Hazardous substances, materials, chemicals, and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the Health and Safety Manager and Caretaker.

The COSHH risk assessments are available from the Health and Safety Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance, including cleaning products, unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is in the cleaner's cupboards and the Caretakers office for this premises. These locations are to always remain locked.

Dishwasher tablets and washing up liquid is stored locally within the kitchen area of the staff room. The Caretaker, Cleaners and Lunchtime Staff will ensure the cleaning cupboards are always locked when not in use.

Flammable Liquids are stored in Flammable liquid store in the caretaker's garage and managed by the Caretaker in accordance with the Flammable Liquids Risk Assessment.

Cleaning products will only be purchased through the school ordering system and authorised by the Headteacher. Hazardous Substances and COSHH will form part of the staff induction and the Annual Health & Safety training to all staff.

Hot Drinks

Arrangements for the safe management of Hot Drinks are set out in the staff induction. Hot drinks beyond the staff rooms require a lid with the cup. Staff are not permitted to carry an open cup or mug containing a hot drink. Staff are encouraged to report incidents where this is seen. No hot drinks are permitted in classrooms or playgrounds unless they have screwed on lids.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported in the Buildings and Health and Safety Logbook.

Documented monitoring and inspections of individual teaching spaces will be carried out annually by all teaching staff via completion of the classroom audit issued to all staff by the Head Teacher. The information from these check lists are collated into one then issued to be actioned and recorded.

The Headteacher will meet termly with the Caretaker and the Health and Safety Manager, in this meeting the Headteacher will review all system/technical checks and the management checks to ensure systems have been maintained.

Periodic detailed inspections of the premises' safety management system will be carried by the school Health and Safety Governor. These documented inspections will examine all areas and a Health & Safety Report will be completed. Defects identified during the inspection and audit are to be reported to the Caretaker, Health and Safety Manager, and the school Headteacher, who will arrange for the appropriate remedial actions to be taken.

Kitchens

The main kitchen area is only to be used by authorised staff, in accordance with the identified safe working procedures. The Kitchen is run by the Catering Manager and has two members of staff. The kitchen is opened by the catering manager at 9am and closes at 2pm every weekday.

All catering activities in the main kitchen are to have a thorough risk assessment in place, due to the High-risk nature of this area of the school, to prevent injury and possible accident. These assessments are made by Cater Link and shared with the Health and Safety Manager and/or Senior Administrator.

The servicing for the main kitchen is the responsibility of school, however it is essential that users of the kitchen inform school of any issues.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.

Legionella Management

Legionella management on site is controlled by the Legionella Competent Persons, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These are checked monthly by the Caretaker and the Health and Safety Manager quarterly by the Headteacher.

The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the Trust Legionella competent person – Mr Paul Fettel and Health and Safety Governor- Mr Ichim - who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter

Lone Working

All staff are aware that lone working has risks involved. All staff are aware that another adult must be informed that they are lone working in school. This is to ensure that someone is aware that they are in school. Where possible the Head Teacher should approve lone working.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager/caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Sun Protection Policy

The school's sun protection guidance is shared with parents when required. It just outlines the importance of ensuring their child has a sun hat and sun cream has been applied at home. Most sun creams can last the whole school day.

Staff will ensure that children use the shaded areas of our school grounds and at times restrict the length of time that children are out in the sun.

Moving and Handling

All staff must complete the annual Manual Handling Awareness training on Smartlog. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

The Caretaker is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements at periods not exceeding three years.

Midday supervisors are also expected to carry out regular moving and handling and details of how to do this are shared with staff.

All staff will be given access and asked to read the HSE guidance concerning Moving and Handling- 'Manual Handling at Work a Brief Guide' can be found on staff room Health and Safety Board and must adhere to the recommendations.

New and Expectant Mothers

The Headteacher will carry out risk assessments wherever any employee notifies the school that they are pregnant. These risk assessments will be reviewed regularly and in appropriate intervals in accordance with the New & Expectant Mother's needs and on their return to work.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and/or GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and/or GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child/pupil/student. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and/or GP as this must be investigated promptly.

School Visits to External Sites.

The group leader has the responsibility for any educational visits away from normal classroom environment.

For trips and residential activity, Teaching staff must undertake a preliminary visit for the purpose of creating a risk assessment. All Risk assessment forms must be submitted at least one week prior to the date of travel. These Risk assessments are to be checked and signed off by the Headteacher.

All non-staff accompanying children on a school trip/ residential, such as parents, carers, helpers, and visitors, are to have completed a DBS with school.

Physical Intervention

Arrangements regarding physical intervention are set out in the Positive Handling Policy, this can be found in the staffroom and shared with staff via SmartLog.

Provision of Information

The Headteacher and Health and Safety Manager will ensure that Health & Safety information systems are established so that all Staff are periodically provided with information regarding Health & Safety on the premises. These systems are:

- Annual Health & Safety Training to all Staff
- New Staff Induction
- Regular training through SmartLog on relevant Health and Safety Areas
- Additional online training with The National College when required
- Health & Safety noticeboard
- Use of email
- Staff Meetings
- Weekly Staff Briefings
- Policies shared in the staff room.

Local Health & Safety advice is available from the Caretaker, Health and Safety Manager and the Schools appointed Health & Safety Advisor can provide both general and specialist advice.

The Health & Safety Law Poster is displayed in the staff room and photocopying room.

Risk Assessment

General Risk Assessment management will be co-ordinated by the Headteacher, Caretaker and Health and Safety Manager and must be undertaken for all areas where hazards are identified or perceived. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant. Risk Assessments will be carried out by those Staff with the appropriate knowledge and understanding in each area of work.

- Statutory Risk Assessments will be created by the Headteacher, Caretaker, and Health and Safety Manager
- Subject risk assessments will be created by Class Teacher
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the provider and reviewed / approved by the Senior Administrator.

All Risk Assessments and associated control measures are then to be approved by the Headteacher or their delegated member of Staff prior to implementation.

Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically.

The Caretaker, Health and Safety Manager and Headteacher will complete a risk assessor course carried out by the Health & Safety Consultant 3 yearly.

Mental Health & Wellbeing

The school strives to support all staff members on maintaining a healthy work / life balance. It is recognised that mental health and wellbeing is not solely an isolated or individual issue, but one that may have both work as well as personal causes, and pressure arising from work can have as much impact on an employee's mental health & wellbeing as personal issues. It is also recognised that, even when in the same situation, different people may experience different levels of stress and react in different ways. Therefore, the level and type of support required by individuals may differ significantly and the school offers a variety of mechanisms to support in identifying and controlling stress.

Information and arrangements are set out in the Wellbeing Policy.

Should a member of staff be unwell, and away from work for any length of time, they are encouraged to keep lines of communication open with their Line Manager.

Should a member of staff be feeling unwell, they are asked to telephone the Headteacher as soon as possible before they are due to start work. A return-to-work meeting with the Headteacher and Sickness Absence Form is provided for the staff member to complete following a certified leave of sickness.

Supporting pupils

As part of the school's commitment to promoting positive mental health and wellbeing for all pupils, the school offers support to all pupils by:

- Raising whole school awareness of mental health and wellbeing during assemblies, PSHE and through the curriculum
- Providing pupils with opportunities to provide feedback on any elements of school life that impacts negatively on mental health and wellbeing
- Offering support for parents and pupils with the school's Family Wellbeing Lead
- Offering internal interventions

- ELSA Sessions with trained ELSA

Traffic Management

The Church car park is set aside for staff parking, and authorised visitors or contractors. There are two disabled parking spaces but not easily seen due to the deterioration of markings in the car park.

The school operates an electronic gate system which can only be opened a pin code on the school gate and our main school entrance is accessed using a key fob, or by a member of office staff allowing access. The main gate can be controlled by the main office, with access granted via a phone system and dedicated CCTV.

The pedestrian gate is for the use of any personnel walking into the school. The pedestrian gate is unlocked by a Senior Leadership member at 08.40 to enable access to the school for parents and pupils and shut at 8:50.

The pedestrian gates are reopened at 15.20 to allow parents to access the school to pick up pupils and shut at 15:30 Access between 08:50 and 15.20 through the bell and phone system and dedicated CCTV and authorised by the office staff.

Training

Health and Safety training will be provided and recorded for all new staff through SmartLog

The Health and Safety Manager and Senior Administrator on behalf of the Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training regarding their safety at work.

All Staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety Policy
- Annual Health & Safety training to all Staff through SmartLog
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant Health & Safety change
- Specific training commensurate to their own role and activities if required
- Annual refresher training, if relevant to their role

Health & Safety training records are held by the Senior Administrator who is responsible for recording and chasing all Health & Safety training requirements.

Trees & Branches Risk and Management

The school recognises that trees within the school grounds should be subject to appropriate management.

Tree Surveys are undertaken by a competent person (Arboriculturist) every two years or as soon as reasonably possible where there is a change in risk which may affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable. For the on-going care, inspection, and maintenance of the trees, the Caretaker and Health and Safety Manager will conduct a termly visual inspection. Any issues found will be immediately reported to the Headteacher for necessary action to be taken by a competent contractor, who will immediately act to cordon off the area and seek appropriate advice.

Visitors

All visitors must initially report to the school office where they will be provided with the key health, safety, and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors will be expected to sign in and out upon entrance and exit and will be issued with a red Visitor Lanyard to wear visibly during their time on site.

Where possible, prior to the visitor's attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.

Work at Height

Work at height is always to be undertaken in accordance with guidance given in. The caretaker will manage all tasks that require working at height.

The Caretaker and Health and Safety Manager is the Competent Persons for Work at Height on the premises who have completed training on

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out termly inspections of all on-site ladders, stepladders
- Remove access equipment from use if defective or considered inappropriate for use

All other Staff are not permitted to use any other access equipment for Work at Height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at Height on the School premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment

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- Any Staff working at height must be appropriately trained to use the access equipment
 - Staff are not to improvise or use alternative access methods of their own choice
 - Use of any furniture, including tables and chairs, is forbidden for any work at height. No other equipment except the school's step stools, step ladders or a ladder must be used
 - Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks
 - The Caretaker and Health and Safety Manager may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
 - Any safety concerns about a work at height task must be raised prior to work starting
 - Access equipment used on site such as ladders and stepladders must only be those provided by the School and are never to be lent to, or borrowed from, third parties or Contractors
 - Contractors working at height are to be appropriately supervised and must only use their own access equipment
 - No member of staff will be allowed on the school roof.
 - No member of staff is allowed to work at height while lone working

RELATED POLICIES

- Managing Medical Needs
- Positive Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Emergency Plan
- Fire Procedures
- First Aid Policy
- Wellbeing Policy
- Lock-Down and Bomb Threats
- Intimate Care Policy

BACKGROUND INFORMATION

This document is a statement of the Health & Safety Policy for St Francis Catholic Primary School. It was developed by the Governors in consultation with Headteachers, Staff and the Mother Teresa Catholic Academy Trust.

Signed:	Date:	Review Date:
Mr Jason Elwell Chair of Governors		01.09.2026