

St Patrick's Catholic Primary School

The Catholic Diocese of Lancaster

Our Mission Statement:

"Sharing Our Faith, Inspiring Education, Achieving Our Dreams"

"Go, therefore, make disciples of all nations.
And look, I am with you always; yes, to the end of
time." (Matthew 28:19-20)



Health & Safety Policy

At St Patrick's Catholic Primary School, we celebrate that we are all unique and loved by God. With Christ at the centre of all we do, we strive to unlock each child's potential to become the individual they are created to be. We are working together to build a community built on love, faith, forgiveness and service.

Approved by _____ J. Murphy _____ (Headteacher) Date: ___ October 2025 _____

Approved by Governing Body/Committee: Resources _____ Date: ___ October 2025 _____

Next review date: _ October 2026 _____

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: St Patrick's Catholic Primary School**
- **Category of School: Voluntary Aided**
- **School Number: 01059**
- **School Address: Littledale Avenue, Heysham, Morecambe, Lancashire LA3 2ER**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Aided School, the governing body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The governing body and the Headteacher should work in partnership to meet these responsibilities.

As the 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 healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".

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Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Miss Julie Murphy	Chair of Governors name: Mrs Theresa Moore
Date: October 2025	Proposed Review date: October 2026

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. Headteacher</p>	<p><i>Miss J Murphy</i> <i>Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><i>Miss J Murphy</i> <i>Miss L Hunter</i> <i>Mr J Allen</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><i>Premises – J Allen, Site Supervisor</i> <i>Fire safety – J Murphy Headteacher</i> <i>Emergency plans – J Murphy/J Allen</i> <i>Educational visits – J Murphy/L Hunter</i></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>J Murphy – Headteacher</i> <i>G Austin – H & S Governor</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented e.g. as an action plan and monitored to ensure they are achieved.</p>	<p><i>In the School Office</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and safety risks arising from work activities

We will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Miss J Murphy (Headteacher)</i></p> <p><i>Miss L Hunter (Assistant Headteacher)</i></p> <p><i>Mr J. Allen (Site Supervisor)</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Miss J Murphy (Headteacher)</i></p> <p><i>Mr G Austin (H & S Governor)</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Miss J Murphy (Headteacher)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Miss J Murphy (Headteacher)</i></p> <p><i>Mr G Austin (H & S Governor)</i></p> <p><i>Mr J Allen (Site Supervisor)</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Miss J Murphy (Headteacher)</i></p> <p><i>Mr G Austin (H & S Governor)</i></p> <p><i>Mr J Allen (Site Supervisor)</i></p>
<p>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:</p>	<p><i>Miss J Murphy (Headteacher)</i></p> <p><i>Mr G Austin (H & S Governor)</i></p> <p><i>Mr J Allen (Site Supervisor)</i></p>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Miss J Murphy (Headteacher)</i> <i>Miss L Hunter (Assistant Headteacher)</i>
Consultation with employees is provided via:	Staff Meetings Appraisals

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Any problems found with equipment should be reported to:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>In the School Office</i> <i>In the staffroom</i>
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Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	<i>Miss J Murphy (Headteacher)</i>

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Miss J Murphy (Headteacher)</i>
Job specific training will be provided by:	<i>Miss J Murphy (Headteacher)</i>
Jobs requiring specific health and safety training are:	<i>Mr J. Allen (Site Supervisor)</i> <i>Mr Steve Orritt (LCC Prop Group)</i> <i>LCC H & S Services</i>
Training records are kept by:	<i>Miss J Murphy (Headteacher)</i> <i>Miss L Hunter (Assistant Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Training will be identified, arranged and monitored by:	<i>Miss J Murphy (Headteacher)</i> <i>Miss L Hunter (Assistant Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- Ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- Ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid boxes are available:	<i>Classrooms First Aid area Accessible Toilet</i>
The first aider(s) and appointed person(s) is/ar	<i>Paediatric First Aid:</i> <i>L Hunter; C Fletcher; L Westworth; D Fagan, A Barska, C Downing, T Pilgrim</i> <i>Emergency First Aid at Work:</i> <i>B Jones; M Peters; S Slaney; J Mace, Mrs M Brownlee, Mrs A Bilby</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Miss J Murphy (Headteacher)</i> <i>Miss L Hunter (Assistant Headteacher)</i>
Health surveillance is not required for any job roles within the school.	

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: <ul style="list-style-type: none"> • conduct workplace inspections. <p>These are carried out by:</p>	<i>Governors - Health and Safety Committee Mr J Allen (Site Supervisor)</i> <i>Steve Orritt (LCC Prop Group)</i>
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	<i>LCC H & S Services</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and safety risks arising from work activities for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Miss J Murphy (Headteacher)</i> <i>Mr G Austin (H & S Governor)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Miss J Murphy (Headteacher)</i> <i>Mr G Austin (H & S Governor)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Miss J Murphy (Headteacher)</i> <i>Mr G Austin (H & S Governor)</i>

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Miss J Murphy (Headteacher)</i> <i>Mr G Austin (H & S Governor)</i>
Escape routes are checked by/every: week	<i>Miss J Murphy (Headteacher)</i> <i>Mr J. Allen (Site Supervisor)</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC designated team</i>
Alarms are tested by/every:	<i>Westmorland Services through LCC</i>
The emergency evacuation procedure is tested by/every:	<i>Miss J Murphy (Headteacher)</i>

	<i>Miss L Hunter (Assistant Headteacher)</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Miss J Murphy (Headteacher)</i> <i>Miss L Hunter (Assistant Headteacher)</i>

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	<i>Accident forms are kept in the First Aid area and in every classroom. For further information ask at school office.</i>
Asbestos management plan	√	<i>Folder in the School Office</i>
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	<i>Staff server</i>
Cleaning/caretaking tasks	√	<i>Site Supervisor's filing system</i>
Control of contractors	√	<i>Contractors file in School Office</i>
Control of substances hazardous to health (COSHH)	√	<i>Site Supervisor's filing system</i>
Disability access (health and safety implications)	√	<i>Accessibility policy</i>
Display screen equipment and eye tests	√	<i>Staff server</i>
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	<i>PAT testing is done annually – up to date certificate is available at the school office</i>
Emergency procedures other than fire, for example flood, services failure	√	<i>Emergency procedures policy/document in office</i>
Extended school and community use	√	<i>Only school's own after school clubs</i>
Finger traps (internal and external)	√	<i>Finger trap door guards are fitted on all internal doors</i>
Fire safety	√	<i>Fire Safety file in the School Office</i>
First aid	√	<i>Up to date certificates are displayed in the Accessible toilet.</i>

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	<i>Buildings file in office including certificate</i>
Hot surfaces, scalds and burns	√	<i>Cold to touch hobs fitted in both kitchens</i>
Induction	√	<i>Staff Handbook</i>
Information communication	√	<i>Staff server</i>
Management and other Health and Safety responsibilities	√	<i>Health & Safety Policy</i>
Manual Handling	√	<i>Staff server</i>
Infection control, including needles and needlestick injuries	√	<i>No needles other than DT needles on site (stored securely)</i>
Lettings to non-school groups		N/A
Minibuses		N/A
Mobile phones (the use of)	√	<i>Acceptable Use Policy</i>
Personal safety including lone working and violence and aggression		
Play equipment installations inspections	√	<i>LCC Inspection reports</i>
Playgrounds and external areas	√	<i>Playground checks (LCC)</i>
Ponds and water features		N/A
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	<i>In The School office</i>
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	√	<i>LCC guidance</i>

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Reporting of health and safety concerns/faults	√	<i>To H&S advisor, buildings surveyor, PAMS and RIDDOR as required</i>
Severe weather including winter gritting	√	<i>School office</i>
Shared use of buildings		N/A
Stress	√	<i>Monitored and support as required</i>
Swimming pools	√	<i>Pupils visit Salt Ayre swimming pool – staff and pupils are led by their staff and follow the Sports Centre's H&S procedures in their pool.</i>
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	<i>Monitored by PCSO, use of A signs, cones, zig zag lines outside school</i>
Visitor and volunteers' safety	√	<i>Induction meeting</i>
Waste storage and disposal	√	<i>Hazardous /biological via contractor</i>
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	<i>See monitoring file kept in the school office</i>
Work equipment and machinery	√	<i>Contractors monitor and check kitchen equipment. Arranged via LCC</i>
Working at height – ladders, access equipment etc	√	<i>Ladder Health & Safety training</i>
Workplace inspection (internal and external)	√	<i>Ongoing</i>

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

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	<i>Medicines folder and safe storage</i>
Educational visits	√	<i>Evolve used</i>
Food safety and hygiene	√	<i>2 teachers with food Hygiene</i>
Outdoor activities	√	<i>Risk assessed and Evolve</i>
PE equipment	√	<i>Inspected by contractors</i>
Pupil handling and restraint	√	<i>Refer to positive handling policy</i>
Grounds maintenance activities	√	<i>LCC contractors</i>
Pupil movement and flow	√	<i>Monitored /behaviour policy</i>
School transport	√	<i>Approved companies only</i>
Smoking	√	<i>Smoke free and vape free policy</i>
Special needs of pupils (health and safety issues)	√	<i>Individual EHCPs, IEPs and care plans as required</i>
Stage and drama activities	√	<i>No stage in school</i>
Supervision of pupils	√	<i>Monitored constantly</i>
Technology rooms and equipment	√	<i>Stored securely</i>
Wearing of jewellery	√	<i>Only studs allowed in uniform policy and removed for PE</i>
Work experience	√	<i>Unifrog/Staff server</i>

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](#).