



St. Luke's Catholic Primary School

Health and Safety Policy 2023-24

Academic Year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2016/17	E Murtagh	M Grealis		Pauline Stitt
2017/18	E Murtagh	M Grealis	G Fleming	Pauline Stitt
2018/19	E Murtagh	M Grealis	N Dunbar	Pauline Stitt
2019/20	E Murtagh	M Grealis	Mr D Fitzmaurice	Pauline Stitt
2021/22	E Murtagh	M Grealis	Mr D Fitzmaurice	Pauline Stitt
22-23				

Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
Apr 2018	Named governor	EMurtagh	June 2018
March 2019	Mr D Fitzmaurice	EMurtagh	March 2019
February 2020	Mr D Fitzmaurice	EMurtagh	March 2020
February 2022	Dates/ incident log RAG rating, Addition of legionella and asbestos management information	EMurtagh	March 2022



Jan 23	Dates & accident reporting techniques changed to electronic	E Murtagh	Feb 23
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St Luke's Catholic Primary

Health and Safety Policy

Mission Statement

As God's family we learn, love and laugh.
Together: Love one another, forgive one another
Work together, play together,
Worship together, be happy together.

HEALTH AND SAFETY POLICY STATEMENT

St. Luke's Catholic Primary School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this **responsibility**, it will **consider** its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.

The provisions in this Policy are intended to ensure that Health and Safety is

An integral part of the general process of risk management which the school operates. Thus, Health and Safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the School's management systems

The purpose of the Policy is to:

Provide the necessary authority and support for staff as they make their respective contributions to health and safety.

Set out duties and responsibilities.

Recognise the partnership necessary with the Diocese/ LA to ensure that all statutory duties in this field are met.

Emphasise the importance of keeping hazards under control by **assessing** operating risks.

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors.

Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions.

Staff should use equipment and working **m**ethods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

A Centrally held log system will enable all interested parties to track the process of any reported health and safety issues. A RAG rating will be applied, it will only move to green if all parties are satisfied that the incident/ issue has been fully addressed.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated herself to be the Health and Safety Co-ordinator and Mr G Murphy to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within their respective area. Collectively, the Governing Body requires Health and Safety to be **considered** in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment

2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, and Line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

Consultation

2.3 Employees with concerns should normally raise them with the Headteacher. School Bursar or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

2.4 Prior to commencing work for the School, Contractors will be vetted by Atkins on all aspects of Health and Safety. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control. The School will use the services of Atkins Management Company employed by the Diocese to undertake this role.

School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, Health and Safety partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

2.6 The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body via the Building and Maintenance Committee.

Any defects will be reported the caretaker and the bursar via email. The bursar will record the defect/damage on a spreadsheet. The spreadsheet will be updated when the work is completed and emails kept as another audit trail.

Where the accident falls within the LA accident reporting criteria, the incident must be recorded on the PRIME system

Accident / Incident Reporting

2.7 Every injury should be reported in the school accident books, located in the Mid-day Assistants First Aid Boxes and also the School Office. All accidents with accident slips will be sent home to parents via email and recorded in the accident log held electronically. An injury that needs medical attention will be recorded and parents informed.

2.8. Legionella Management

St Lukes Primary School will:

- Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- Avoid water stagnation which may encourage the growth of biofilm
- Maintain the cleanliness of the system and water in it
- Acting to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment. (annual inspection undertaken by Concept Environmental)

2.9. Asbestos Control St Lukes Primary School will:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up to date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos – (inspection completed by Eaton Environmental).
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action

- periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up to date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Training and Information


3.0 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Head teacher.

4. POLICY REVIEW

4.1 This Policy will be reviewed annually in the Spring term. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Policy approved by the FGB,

Signed: Chair of Governors 

Signed: Headteacher 

Date: 27.2.23