


St Joseph's Catholic Primary School - Wesham

Health & Safety Policy 2025/2026

Policy Author	Louise Freeman
Groups Involved In Discussion	Headteacher Governors All Staff
<p style="text-align: center;">Mission Statement</p>  <p style="text-align: center;">St Joseph's Catholic Primary School is a welcoming Christ centred community where God's love is present in all that we think say and do.</p> <p style="text-align: center;">Our school is a safe, happy place where every child is cherished, respected and valued. We inspire and guide each other to be the best we can be.</p> <p style="text-align: center;">Through Christ's love, we embrace our sense of community, our faith, our children, our families and our opportunities to learn.</p> <p style="text-align: center;">"Aspire not to have more, but to be more"</p> <p style="text-align: center;">Saint Oscar Romero</p>	

Revision History

Document Revision	Reason For Change	Date	Date Of Next Review
V1	New Policy in line with Trust Statement	10.12.2025	

THIS IS THE HEALTH AND SAFETY STATEMENT OF

St Joseph's Catholic Primary School

Our statement of intent is:

- Implement the requirements of BEBCMAT's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYC/BEBCMAT in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide clear instructions, information, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

Signed:



Headteacher

Signed:

Chair of Governors

Date: 10.12.2025

Review date: 10.12.2026

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Mrs Louise Freeman (Head Teacher)

Mr G Lawrenson (Chair of Governors)

Day-to-day responsibility for ensuring this policy is put into practice:

Mr D Windle (Site Supervisor)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name: Mr G Lawrenson

Responsibility: Health & Safety Governor

Name: Mrs Ann Gilfoyle

Responsibility: First Aid, Fire Safety and EVC

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The school has appointed a designated competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The designated competent person is:

Dale Barton NYES Health and Safety Service
07788 564533

ORGANISATIONAL CHART

Headteacher

Senior Office Administrator

Site Supervisor

Office Administrator

Cleaner

Breakfast Club Supervisor

Breakfast Club Assistants

Senior Teacher

Teachers

Teaching Assistants

Senior Welfare Assistant
(Lunchtime)

Welfare Assistant (Lunchtime)

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

Mrs Gilfoyle and the staff member undertaking activity

The findings of the risk assessments will be reported to:

Mrs Freeman (Headteacher) and relevant staff

Action required to remove/control risks will be approved by:

Mrs Freeman

The person responsible for ensuring the action required is implemented is

Mrs Gilfoyle and the staff member undertaking activity

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Mrs Gilfoyle

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Ann Gilfoyle (HLTA/ Senior Administrative Assistant)

Daniel Windle (Site Supervisor)

Lauren Lowthian (Senior Welfare Assistant – Lunchtime)

Kelly Wyke (Senior Teacher and staff governor)

Consultation with employees is provided by:

Agenda item on staff weekly meetings

Staff briefing and noticeboard

Training Days

Network Meetings with the Trust (BEBCMAT)

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

**Mr Windle
In house Cleaning
LCC Catering**

Ensuring effective maintenance procedures are drawn up is the responsibility of:

**Mrs Freeman
Mrs Gilfoyle**

The person responsible for ensuring that all identified maintenance is implemented is:

Mr Windle

Problems with plant/equipment should be reported to:

Mrs Gilfoyle

Checking plant and equipment health and safety standards before purchase is the responsibility of:

**Mrs Gilfoyle
LCC Catering**

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

Mr Windle - In House Cleaning
LCC Catering

The person(s) responsible for undertaking COSHH assessments is/are:

Mr Windle - In House Cleaning
LCC Catering

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Mrs Gilfoyle
LCC Catering

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Mrs Freeman
LCC Catering

Checking that substances can be used safely before they are purchased is the responsibility of:

Mr Windle
LCC Catering

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Heads Office and Staffroom

**Supervision of young workers and trainees will be arranged/
undertaken/monitored by:**

Mrs Freeman

**Ensuring that our employees working at locations under the control of other
employers, are given relevant health and safety information is the responsibility
of:**

Mrs Freeman

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction - Mrs Freeman

Job specific training will be provided by:

**National College
BEBCMAT
NYES Health and Safety Service**

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

In Health & Safety Document Management electronic file kept by Mrs Freeman and Mrs Gilfoyle

Training will be identified, arranged and monitored by:

Mrs Freeman & Mrs Gilfoyle

ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

KS1 Corridor
Kitchen
Corridor Outside Staffroom
In each classroom

The first aiders are:

All staff are Work place emergency first aid trained, in addition staff in EYFS & KS1 are paediatric First Aid trained.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

In the staffroom
From January 2026 electronically held via Microsoft forms

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC Health and Safety section is:

Mrs Freeman

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
NYES Property Solutions Condition Survey
Prioritised programme of risk assessment
Boiler room annual inspection
Gulleys and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance

The person responsible for investigating accidents is:

Mrs Gilfoyle

The person responsible for investigating work-related causes of sickness absences is:

Mrs Freeman
BEBCMAT Occupational health

The person responsible for acting on investigation findings to prevent a recurrence is:

Mrs Freeman
BEBCMAT Occupational health

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Mrs Freeman

The Asbestos Risk Management file is kept in:

Admin Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Admin Office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Mrs Freeman and the Establishment Administrator

Asbestos risk assessments will be undertaken by:

Mrs Gilfoyle

Visual inspections of the condition of ACM's will be undertaken by:

Mr Windle

Records of the above inspections will be kept in:

Admin Office

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Mr Windle
Mr Lawrenson

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Mr Windle

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder – Caretakers room

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Mrs Freeman

Risk assessments for working at height are to be completed by:

Mr Windle and Mrs Gilfoyle

Equipment used for work at height is to be checked by and records kept in:

Establishment Governor
Mr Lawrenson

Establishment Management File

ARRANGEMENTS

MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Mrs Freeman

Risk assessments for manual handling tasks are to be completed by:

Mr Windle and Mrs Gilfoyle

Equipment used for manual handling is to be checked by and records kept in:

Establishment Governor
Mr Lawrenson

Establishment Management File

Risk assessments for manual handling tasks are to be completed by:

Mr Windle and Mrs Gilfoyle

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Evolve, Mrs Freeman (HT), Mrs Gilfoyle (EVC Coordinator) and Governors (for residential trips)

The Educational Visits Co-ordinator(s) is/are:

Mrs Gilfoyle

Risk assessments for off-site visits are to be completed by:

Class Teacher (Group Leader)

Policy, Procedures & Guidance for Educational Visits are kept in:

Staffroom, shared school folder on network

Details of off-site activities are to be logged onto Evolve by:

Class teachers

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mrs Freeman

Escape routes are checked by/every:

Site Supervisor & Teachers

Daily

Fire extinguishers are maintained and checked by/every:

Carlisle City Fire Protection
Visually Inspected

Annually
Termly

Alarms are tested by/every:

Mr Windle
Westmorland Fire & Safety

Weekly
Bi-Annually

Emergency evacuation will be tested:

Termly

APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

BEBCMAT Policy and Guidance Handbook

Emergency Response Guide

Safeguarding Policy

Safeguarding Audit

Lockdown Procedure

Disaster Recovery Procedure

Educational Visits Policy

Display Screen Equipment Procedure

Emergency Procedures

Events Procedure

Fire Safety Procedure

First Aid and Medicines Procedures

First Aid at Work Procedure

Intimate Care Procedure

Laptop and Tablet Procedure

Lettings Procedure

Lone Working Procedure

Lunchtime Welfare Assistant Procedure

Missing Child Procedure

Nappy Changing Procedure

Snow and Ice Procedure

Gritting Plan

Use of Chemicals at Work Procedure

Use of Sunscreens Procedure

Working at Height Procedure