

St Joseph's Catholic Primary School - Wesham
Health & Safety : Statement of Responsibility 2025

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Groups Involved In Discussion	Headteacher Governors All Staff

Mission Statement



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.

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.

Through Christ's love, we embrace our sense of community, our faith, our children, our families and our opportunities to learn.

"Aspire not to have more, but to be more"

Saint Oscar Romero

Revision History

Document Revision	Reason For Change	Date	Date Of Next Review
V1	New linked to BEBCMAT Policy	28.01.2025	

Head Teacher responsibility:

Have responsibility for ensuring our compliance with health and safety legislation and delegates the responsibility for implementation to ensure that those who have been assigned specific responsibilities in each academy for health and safety and premises responsibilities have been identified, this has been communicated, and adequate training or instruction has been given. They will ensure that:

- Sufficient competent persons are in place;
- They actively lead the implementation of our health and safety policy;
- They monitor their staff to ensure that they work safely, arrange increased supervision for new and young workers;
- Safe systems of work are developed and implemented;
- Risk assessments are completed, recorded and regularly reviewed;
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- They communicate and consult with staff on health and safety issues;
- They encourage staff to report hazards and raise health and safety concerns;
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented;
- Premises, plant and work equipment are maintained in a safe condition;
- Statutory examinations are planned, completed and recorded;
- Personal protective equipment is provided, staff instructed in its use and that records are kept;
- Adequate arrangements for fire and first aid are established;
- Any safety issues that cannot be dealt with are referred to the BEBCMAT trust estates manager for action;
- Welfare facilities provided are maintained in a satisfactory state;
- Health surveillance is carried out and records are kept;
- Contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- Health and safety notices are displayed;
- Agreed safety standards are maintained particularly those relating to housekeeping;
- BEBCMAT health and safety rules and procedures are followed by all.

Delegated Academy Competent Persons will ensure that in their areas of control:

- they implement our health and safety policy;
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers;
- they communicate and consult with staff on health and safety issues;
- BEBCMAT health and safety rules and procedures are followed by all;
- they encourage staff to report hazards and raise health and safety concerns;
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- any safety issues that cannot be dealt with are referred to the Health and Safety Team for action;
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner;
- safe systems of work are developed and implemented;
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported;
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement;
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- risk assessments are completed, recorded and regularly reviewed, with any changes being brought to the attention of staff who may be affected;
- contractors engaged are competent, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures;
- health and safety notices are displayed;
- agreed safety standards are maintained particularly those relating to housekeeping.

Employees:

All employees must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Comply with the BEBCMAT health and safety policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress sensibly and safely for their particular working environment or occupation;

- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- Use all safety equipment and/or protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor;
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- Report all accidents whether an injury is sustained or not;
- Attend as requested any health and safety training course;
- Observe all laid down procedures for processes, materials and substances used;
- Report all instance of absenteeism;
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Pupils/Students

Pupils/Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.