



St Peter and St Paul's RC Primary School Health & Safety Policy

St Peter and St Paul's R.C. Primary School
Pilkington Street
Bolton
BL3 6HP

Tel. (01204) 333030
email. office@sspp.stoccat.org.uk

To be reviewed: December 2025



Mission Statement

Holding God's hand we grow in faith together
We dream, believe, achieve
Following in the footsteps of Jesus we act with love,
We care for one another and our world

Our Core Values at SSPP

Love
Respect
Honesty
Compassion
Kindness
Forgiveness

ST PETER & ST PAUL'S RC PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

1.0 GENERAL STATEMENT

This policy statement supplements the health and safety policies which have been written by Bolton Metropolitan Council and Children Services. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the aims of St Peter & St Paul's RCP School.

The Governing Board / Head teacher recognises their responsibility for the health, safety and welfare of all staff, pupils and other persons visiting the school premises and on educational visits.

It is the policy of the Governing Board/ Headteacher, so far as is reasonably practicable:

- To maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health ;
- To establish and maintain a safe and healthy environment throughout the school;
- To establish and maintain safe working procedures among staff and pupils;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;
- To keep appropriate records;

This policy and the associated Guidance and Responsibilities will be reviewed annually, in the light of any changes to legislation or guidance which may have a bearing on this area of responsibility, or whenever events affect the policy.

Signed (Head)	Date
L Bates	December 2024
Signed (Governor)	Date
M Borszcz	December 2024

Policy review date: December 2025

2.0 SCHOOL RESPONSIBILITIES

Headteacher and Governors

Headteachers are responsible for the day-to-day Health and Safety management of schools and all staff directly employed by the school. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Headteachers must be aware of the arrangements governing visits and general contractors whilst on the school premises.

The Local Authority may give a warning notice to any maintained school (community, community special, foundation, foundation special, voluntary aided or voluntary controlled) in its area where the safety (not the health) of staff or pupils is threatened by, for example, a break down in discipline.

At St Peter & St Paul's RCP School, the governing board has total responsibility for all health and safety matters and control of premises. In some circumstances there may be staff employed by the Local Authority working on the school premises, the governing board has responsibility for these staff as visitors. The Local Authority will provide health and safety support and guidance.

Headteachers / Governors Roles

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand Headteachers' and governors' responsibilities under the Health and Safety at Work Act, and in relation to the roles and responsibilities of BMBC;
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the Local Authority's accident and incident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents and incidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in contracted schools are reported to the Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the school's health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states - "It shall be the duty of every employee whilst at work -

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work: and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

All employees:

- have a general responsibility for the application of the Authority's Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Headteacher, including the relevant parts of this statement, shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- shall resolve any health and safety problems any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority;
- shall propose to the Headteacher requirements for safety equipment and any additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Classroom Based Staff

The class teacher is responsible for the safety of pupils whilst in classrooms; this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc, they should discuss the problems with the Headteacher before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Headteacher any safety issues and hazards such as class sizes, condition of equipment;
- recommend additions and discuss improvements that can be implemented;
- ensure the safety of themselves and their pupils;
- carry out risk assessments of activities;
- ensure that all protective clothing, guards, screens, etc plus any special safety procedures are available;
- follow safe procedures and working practices;
- know the various safety procedures in their teaching areas including the location of any safety equipment
- ensure that all the procedures are followed:
- control and supervise the pupils and ensure that safety rules are followed and protective equipment is used:

- ensure that safety instructions are clear and understood and check frequently that they are being followed:

Site Manager

The site manager is a key member of the school staff in that he is often the first person to notice health and safety hazards. He should be the 'contact person' for reporting faults and liaising with contractors on site.

His role within the school's safety arrangements should be clearly defined and **all** staff made aware of this role.

Site managers should follow the health and safety guidance and methods of working detailed in the Section 3 of this health and safety manual.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water).

Pupils

Pupils are expected to:

- exercise personal responsibility for their safety and that of others;
- wear the clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, studded belts and other items considered dangerous);
- follow school rules which do not allow them to bring to school any means of ignition or any items considered dangerous;
- follow all the safety rules of the school and in particular the instructions of teaching and support staff given in an emergency;
- Only use equipment in the way it is intended to be used and when directed by a member of staff to do so.

NB: It is essential that all pupils and parents are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the school Reception on arrival at the school. Visitors should be required to observe the safety rules of the school. Visitors helping out in school should be made aware of the health and safety arrangements applicable to them by the member of staff to whom they are assigned. They should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the school Reception on arrival at the school and outside contractors working at St Peter & St Paul's RCP School are required to ensure safe working practices by their

employees under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use. They should be able to provide on request appropriate "Method Statements" for any activities or work they are undertaking.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Headteacher must take actions as are necessary to prevent persons in his/her care from risk of injury and inform Corporate Resources Services, or where the work has not been procured through Corporate Resources Services they should speak to their planning officer. For further information please refer to Section 3 of this manual - Contractors in Schools.

3.0 ARRANGEMENTS

The arrangements section of the health and safety manual has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters. The health and safety co-ordinator is:	Louise Bates
The Governor appointed for health and safety is:	Maria Borszcz and Damian Leonard
Consultation with staff, regarding health and safety is provided via:	Meetings with Union Reps, Health and Safety Committee, Ad hoc groups as required
Members of the health and safety committee are:	
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	Louise Bates
Copies of risk assessments are located :	School Network for trips and visits
Staff who have undergone training and are competent to carry out risk assessments are: Lesley Marsh	
Staff arranging visits can receive help and assistance to produce the relevant Risk Assessments from the Visits Co-ordinator, Louise Bates or Lesley Marsh	
Any hazards noted within the establishment/departmental environment must be reported to:	Health and Safety Co-ordinator Site Manager
The person responsible for initiating risk assessments of any hazard reported and for ensuring that control measures are implemented is:	Health and Safety Co-ordinator
Risk assessments will be reviewed on an annual basis by the Headteacher and staff responsible	
The Educational Visits Co-ordinator is:	Lesley Marsh
Educational visits risk assessments and paperwork are located in:	W Drive on network
The person responsible for ensuring staff specific risk assessments and PEEPS are conducted is :	Head teacher and SENCo
3.3 Emergency & Fire Arrangements	
The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher/ Deputy Headteacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.	
The priorities in an emergency situation are as follows:	
<ul style="list-style-type: none"> • to ensure the safety of all persons, their removal from danger, • their care and the application of first aid and medical treatment where appropriate; • to call the emergency services when appropriate; • to safeguard the premises and equipment, if this is possible without putting persons at risk. 	
The competent person responsible for monitoring the fire risk	Health and Safety Co-

assessment and liaising with the fire risk assessor is:	ordinator / Site Manager
Fire drills will be carried out by:	Site manager
Fire drills will be held on a termly basis by:	Site manager
Fire alarm points will be tested on a weekly basis by:	Site Manager
Means of escape will be checked on a daily basis by:	Site Manager
Fire fighting equipment will be checked on a weekly basis by:	Site Manager
Emergency lighting will be tested on a monthly basis by:	Site Manager
Records of tests, checks and drills will be held in/by:	Site Manager
Fire extinguishers will be serviced on an annual basis by:	Walker Fire Services
All staff should undertake fire training on an annual basis	
3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation	
Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident/incident report as soon as possible after the event for both employees and non-employees (including pupils, visitors etc) in accordance with the Accident Reporting Guidance document.	
Location of accident forms:	Main Office using Inventory
Persons responsible for accident forms:	First Aiders
Persons responsible for carrying out accident investigations is:	Head teacher
The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	Head teacher
Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.	
3.5 First Aiders - the following have received first aid training. .	
Lesley Marsh	Main Office
Alec Diggle	Year 3 and PE Coordinator
Kat Travis	EYFS Paediatric
Denise Brown Joanne Shaw	KS1
Warwick Campion Abi Crook Emma Harrison Sara Heys Audra Hodgkinson Helena O'Donoghue Ausra Rojek	KS2
Sarah Buckley Gabriella Palmas Pauline Shepherd	EYFS
Ann Heyes Vandna Patel	SMSA
Nicola Moores	
The person responsible for ensuring first aid qualifications are maintained is:	Head teacher

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Head teacher	
First aid boxes are kept in the following points in the education establishment	Main Office Disabled Toilet Early Years	
Travelling first aid boxes are located:	Main Office	
The location and contents of all first aid boxes will be checked on a:	Termly Basis	
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to	First Aiders	
The address and telephone number of the nearest medical centre/NHS GP is: Rupert Street Health Centre		
The address and telephone number of the nearest hospital with accident and emergency facilities is:		Royal Bolton Hospital Minerva Road Bolton
Occupational health provisions are available from the Local Authority please speak to the Headteacher regarding accessing this service.		

3.6 Pupils with medical/ special needs (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENDCo
The person responsible for ensuring pupil specific risk assessments and PEEPS are conducted is :	SENDCo
The person responsible for the supervision and storage of pupils medicines is:	Head teacher and First Aiders
3.7 Maintenance and premises	
All employees and governors must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Manager
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Manager
Defective furniture or equipment should be taken out of use immediately and reported to:	Site Manager
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First: Bolton Security Response Team 01204 336900
3.8 Health and safety training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Head teacher
Induction training should cover: <ul style="list-style-type: none"> • Health and Safety Policies: BMBC Departmental and School • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procedures for Hazardous Substances • Good Housekeeping • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity • Special Needs of Young Employees (e.g. Work Experience Placements) 	
The person responsible for organising health and safety training is:	Head teacher

3.9 Work Equipment	
The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Site Manager
Person(s) authorised to use:	Only those trained in the safe use
- Equipment for pupils with special educational needs The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	N/A
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	N/A
- Caretaking and cleaning equipment (including powered cleaning equipment, power and hand tools etc) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager Catering Manager
Person(s) trained and authorised to use are:	Site manger Cleaning staff Kitchen Staff
- Art and Design Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Art Coordinator
Person(s) authorised to operate and use is/are:	Depends on equipment
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	PE Coordinator and Sire Manager
Person(s) responsible for regular (daily) visual inspection is/are:	Depends on equipment –
Contractor responsible for annual full inspection and report is:	Physique Sportshall

3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing is/are:	Site Manager
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.	
The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows: <ul style="list-style-type: none"> - Art and Design - Caretaking and cleaning - Catering - Grounds maintenance 	Art Coordinator Site Manager Catering Manager Site Manager
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	
The person responsible for undertaking and updating the COSHH assessments is:	Art Coordinator Site Manager
3.13 Asbestos	
The person responsible for making arrangements for dealing with asbestos in compliance with the BMBC's policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	Site Manager
The asbestos management plan is held:	Allstaff W drive on network
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	Site Manager Head teacher
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Headteacher
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Mr Steven Arnfield Bolton Council
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, is:	Head teacher
3.16 Visitors	
On arrival all visitors should report with photo ID to:	Main office
Where they will be issued with: <ul style="list-style-type: none"> • A visitor badge • relevant health and safety information • and will sign in using Inventory. 	
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Site Manager Buildings Consultant – currently Lancaster Maloney Head teacher
The person in control of contractors whilst on site is:	Site Manager

3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the Head teacher/site manager who will arrange for remedial action or for an assessment to be made	
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to: who will arrange for them to be dealt with.	Site manager
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	Head teacher
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Staff room
The person responsible for updating it is:	Head teacher

Smoking

The Governing Board has prohibited smoking in the school, on its premises and in vehicles under its control.