

HEALTH & SAFETY POLICY

(inc Premises Management)

2026 - 2027

Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure.

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STATEMENT OF INTENT

The School Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety under both civil and criminal law. As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged. In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.
In compliance with the Health and Safety at Work etc. Act 1974, this Schools Governing Body will ensure, so far as is reasonably practicable, that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training, and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for this policy to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned. This policy, together with the organisational structure of responsibilities and arrangements contained within it, will be reviewed annually. In addition to this general health and safety policy the school has several policies which relate directly to specific areas of health and safety. These detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.

1.0 Organisation and Responsibilities

Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to this health and safety policy and the procedures and standards it sets out.
- Reviewing the school's health and safety policy annually and implementing any new arrangements where necessary.
- Monitoring, reviewing, and evaluating the school's health and safety performance.
- Providing appropriate resources within the school's budget to meet statutory requirements and the local authority health and safety policy, procedures, and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the school is unable to manage from its own budget and ensuring appropriate follow-up actions are taken.
- Seeking specialist advice on health and safety which the school may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the school via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.
- Receiving a termly report from the Premises Committee covering accidents and incidents, RIDDOR reports, the health and safety action log, risk assessment reviews, and the outcomes of fire drills and emergency practices.

Responsibilities of the Health and Safety Governor

The Health and Safety Governor is an important role in the management of health and safety within the school. A guide to the responsibilities of the Health and Safety Governor can be found as Appendix 3.

Training for school governors is available at the NGA Learning Link

e-learning collection on Compliance: Health and Safety.

NOMINATED HEALTH & SAFETY GOVERNOR: Mr R Cahill

Responsibilities of the Head Teacher

Overall responsibility for the day-to-day management of health and safety in accordance with this policy rests with the Head Teacher. As manager of the school and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of resources. The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors, and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to represent members.
- Reporting to the governing body any hazard or risk the school cannot manage from its own budget, and ensuring that follow-up action is taken.
- Confirming to the governing body each term that the statutory and recommended checks listed at 5.0 have been completed and that records are available for inspection.

The Head Teacher may choose to delegate certain tasks to other members of staff within the school. It should be clearly understood that the delegation of certain duties will not relieve the Head Teacher from the overall responsibility for health and safety within the school.

In the absence of the Head Teacher, the statutory duty for health and safety passes to the Deputy Headteacher. The governing body will be notified of the arrangement in force at each meeting.

The task of overseeing health and safety on the site has been delegated by the Headteacher to:

SITE MANAGER: Mr M Jones

Health & Safety Checklist

- The Health & Safety Checklist is the key document used to ensure site safety & compliance
- The Health and Safety Checklist is managed by Mrs L Barmby Office Manager
- The checklist is monitored & reviewed by Mr. T Collins (Head) & Mr. R Cahill (H&S Governor).
- The completed checklist and any actions arising from it will be retained with the school's health and safety records and reported to the Premises Committee each term.

Responsibilities of Teaching Staff / Non-Teaching Staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE, etc., and ensure that all staff for which they are responsible are aware of and make use of such guidance.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their management.
- Resolve health, safety, and welfare problems that members of staff refer to them and inform the Head or other individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe to use and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of Employees

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the reporting arrangements.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to

use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

1.5 Safeguarding and Child Protection

The governing body recognises that the health, safety and welfare of pupils cannot be managed separately from safeguarding. This policy should be read alongside the school's Child Protection and Safeguarding Policy, the Staff Behaviour Policy, and the school's arrangements for supporting pupils with medical conditions.

The governing body will ensure that:

- the designated safeguarding lead (DSL) is a member of the senior leadership team and has the time, funding, training and resources to carry out the role;
- all staff read Part One of Keeping Children Safe in Education and confirm in writing that they have done so;
- all governors and trustees receive appropriate safeguarding and child protection training, including online safety, at induction, with refresher training at least every three years;
- the governing body reviews the school's safeguarding arrangements at least annually, including the single central record and the operation of safer recruitment;
- any health and safety incident that also raises a safeguarding concern is referred to the DSL without delay and recorded on the school's safeguarding record as well as the accident record.

The named governor with oversight of safeguarding is Michael O'Doherty. The named governor with oversight of health and safety is Mr R Cahill.

2.0 Policy Review

The Head Teacher / individual with delegated responsibility for health and safety 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.

Risk assessments and procedures should be reviewed, when necessary, at least once per year or sooner if there are any significant changes. Workplace inspections should be undertaken on a regular basis and be integrated into the day-to-day management of the school.

Governors are required to take steps to ensure that they are kept informed of Bury Council's advice and guidance on health and safety matters. To ensure that health and safety is a regular, termly, item on the agenda of relevant meetings.

2.1 Controls Assurance Statement

The governing body will confirm annually, and record in the minutes, that it has received assurance on each of the following:

- the health and safety policy has been reviewed and approved, and the date of the next review is recorded;
- the fire risk assessment is current and the actions arising from it are complete or scheduled;
- the asbestos register and asbestos management plan are current, and the last condition check has been recorded;

- the legionella risk assessment is current, the responsible person is named, and testing and treatment records are up to date;
- the electrical installation condition report is current and remedial actions are complete or scheduled;
- the gas safety inspection and any other gas appliance checks are current;
- the fixed wire testing schedule is on track;
- statutory examination and testing of pressure systems, lifting equipment and local exhaust ventilation is up to date;
- the school's premises management tasks spreadsheet (Appendix 5) shows no overdue items;
- accident and incident data, RIDDOR reports and near-miss trends have been reviewed;
- all health and safety training, including first aid, paediatric first aid and safeguarding, is current for the staff who require it;
- the school's position against the Department for Education's School Estate Management Standards has been considered.

Where assurance cannot be given on any item, the governing body will record the reason, the action required, the person responsible and the deadline.

3.0 Health and Safety Governance Arrangements

The school needs to ensure that appropriate arrangements for governance are in place with regards to health and safety. These arrangements should include regular meetings of a specific health and safety group or a group / committee that has health and safety issues as standing agenda item, in addition to a named governor for health and safety.

- accident and incident statistics and trends;
- RIDDOR reportable incidents;
- the health and safety action log and outstanding actions;
- the risk assessment register and any assessments overdue for review;
- the outcomes of fire drills and emergency practices;
- contractor and premises compliance;
- staffing and training compliance, including first aid and paediatric first aid cover;
- the controls assurance items listed at 2.1;
- any matter referred by the Head Teacher.

The appointed Health and Safety Governor undertakes the monitoring visits described in Appendix 3.

4.0 Arrangements

a) Competent Person(s)

School health & safety advice is given by: Mr Baker (Bury) 0161 253 5143; Mr Collins Head (Premises Management Trained); Mr Jones Site Manager (Bury Premises Management Team).

Details of competency requirements and sources of competent advice can be found in Appendix 2.

b) Fire

The school will ensure that a fire evacuation drill is completed regularly and will record the date, time taken to evacuate and any other relevant details in the fire log. The fire log will be kept up to date. School also holds fire alarm checks and fire door (means of escape) checks, emergency lighting checks, fire extinguisher checks, & contractor visits. If disabled people are regularly on site, arrangements will be put in place to evacuate safely.

The school will maintain a Personal Emergency Evacuation Plan (PEEP) for any pupil, member of staff or regular visitor who may need assistance to evacuate the building. PEEPs will be drawn up by the Site Manager with the person concerned, their family or line manager, and the SENCO or DSL where relevant, will be held with the school's emergency arrangements, and will be reviewed at least annually or when the person's needs change.

The school will carry out and record a fire drill at least once each term, will record the evacuation time, and will report the outcome. The school will also test emergency lighting and alarms at the intervals set out in Premises Management Tasks, and will hold at least one lockdown or invacuation practice each academic year.

The Headteacher / Governing body will ensure a fire risk assessment is completed and Information on the selection of a competent Fire Risk Assessor can be found in Appendix 1.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. All staff are responsible for ensuring evacuation routes and doors are always kept clear. For further details please see the school's fire procedures (website).

c) Health and safety reporting procedure

The school must implement a system for recording, investigating, and taking appropriate action for injuries, illness (including stress related ill-health), violence, dangerous occurrences and near misses and situations where health and safety risks are not appropriately managed.

Reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting. Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be completed using the HSE's online reporting system.

The Council must be informed whenever a RIDDOR report is submitted. There is an option to receive a copy of the report during the online reporting procedure, this must be chosen, and a copy of the report should be held at the school with a copy forwarded to the Council via email to HSS@bury.gov.uk. The headteacher is responsible for ensuring that all reported situations are investigated appropriately, that RIDDOR reports are submitted when required, and that a copy of each RIDDOR report is forwarded to the Council.

d) Administering of Medicines

The school must follow DfES guidance on the dispensing of medicines within their school. See the school Allergy Safety, Medicines & Care Plan Policy (website). Further guidance can be found in the DfE guidance on supporting pupils at school with medical conditions.

e) First Aid

A first aid needs assessment is carried out and regularly reviewed. A list of all first aiders is available from the school office. The School Designated First Aider is Mrs K Ramsbottom. First aid kits are located around school. Portable kits are available for off-site trips and visits.

Because the school includes an Early Years Foundation Stage provision, including Reception, the statutory framework for the Early Years Foundation Stage requires that at least one person holding a current full paediatric first aid certificate is on the premises and available at all times when children are present, and that such a person accompanies children on outings. The school will maintain a register of staff holding a current full paediatric first aid certificate and will risk assess cover arrangements to ensure this requirement is met during staff absence.

The school's first aid needs assessment will be reviewed annually and whenever there is a significant change to the school's activities, workforce or pupil medical needs. In line with HSE guidance, the assessment will take account of the mental health of employees and will assess the risk of life-threatening bleeding.

The school will maintain at least one suitably stocked first aid kit, will tell all staff where kits are located, and will name the person responsible for checking and restocking them each term.

f) Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions. See the school Care Plan Agreement (website).

Health care plans are reviewed at least annually, and sooner if a pupil's needs change, and are shared with the staff who need them. The named person responsible for maintaining them is Mr. S Barker.

g) Display Screen Equipment (DSE)

The duties under the Display Screen Equipment Regulations require the employer to assess the risks to the health and safety of its employees from the use of DSE. All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment. A template DSE Self-Assessment Form is available from the HSE.

The school must provide furniture and equipment that enables the necessary set-up and adjustments covered by the assessment document to be made. The school may delegate completion of the assessment to the individual to complete as this will ensure that they have the relevant knowledge needed for work at a DSE workstation. Free eye and eyesight tests and support with purchasing of corrective appliances such as glasses where specifically required for DSE use must be made available to these staff.

h) Training

The Head Teacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them. All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

The school will maintain a training matrix recording, for each member of staff, the health and safety training completed, the date completed and the date the next refresher is due. The matrix will be reviewed each term and reported to the Premises Committee.

i) Managing Contractors

The school-based person appointed to liaise with & monitor contractors on site is Mr M Jones. The school must have appropriate arrangements in place for the control of Contractors that they engage. This will include arrangements for the: appropriate selection, including ensuring that pre-work checks are carried out to verify the contractor has the appropriate insurances and competencies to carry out the works; provision of appropriate information (e.g. on asbestos containing materials at the school and emergency arrangements); supervision and monitoring of the works undertaken by the contractor.

All contractors will report to the school office on arrival, sign the contractor register, and be issued with a visitor badge. Contractors working unsupervised in areas where pupils are present, or in

regulated activity, will be subject to the vetting arrangements set out in Keeping Children Safe in Education.

No contractor will begin work until they have been briefed on the school's asbestos register and have signed to confirm the briefing. Hot works will be carried out only under a permit-to-work issued by the Site Manager, with a fire watch maintained after works cease.

The school will obtain evidence of contractor competence, insurance, and where applicable accreditation before work begins, and will retain it with the contract records. The named person responsible for contractor management is Mr M Jones.

j) Asbestos

See Asbestos Management Plan (school office). The Asbestos Contractors will ensure that:

- The asbestos register is developed by a competent surveyor (see Appendix 2) and is subsequently maintained with any changes recorded. Any limitations and where additional surveying is required should be clear within the register e.g. any areas or materials that could not be accessed including (but not limited to) materials that may be within structures but not accessible on the surface of them.
- Any person who is to undertake works on the site must provide evidence that they have undertaken asbestos awareness training (see Appendix 2). They must use the asbestos register to identify asbestos containing materials which could be disturbed during the work that they will carry out. This must be done in conjunction with a member of school staff who has knowledge of the register and the building. Work must be designed so that it can be carried out safely without anyone facing uncontrolled risks of exposure to asbestos. The person undertaking the work and the school representative must sign a declaration confirming that these checks have been undertaken before any work that disturbs the materials in question takes place.
- Materials identified in the asbestos survey must be assessed by school representatives in conjunction with the competent surveyor with decisions made on how to manage each material (e.g., remove under controlled circumstances; seal/encapsulate under controlled circumstances; leave in situ, and design activities so that the materials do not get disturbed or damaged; undertake regular checks that materials have not become damaged; undertake checks whenever unplanned events such as leaks or structural damage occur which may damage materials).
- The school has an Asbestos Management Plan which details how asbestos materials will be managed by the school. This will include how regularly and when the materials are checked; who will undertake the checks; when and how the register and material assessments are updated; arrangements for ensuring that asbestos materials are identified before anyone carries out work; and what to do if a material becomes damaged.

The Asbestos Register is available from the school office on request/Site Manager).

k) Electrical Installations

Arrangements need to be in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

The date of the most recent electrical installation condition report is (Scheduled October Half Term). Remedial actions will be reported.

l) Electrical Appliances

The school will have all portable appliances inspected and tested by a competent person as per the 'Statutory and Recommended Checks' table. All staff will visually inspect electrical equipment before use for obvious defects. Details of the PAT Test contract can be found as Appendix 4. Frequency of portable appliance tests should be in line with HSE guidance.

m) Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed (within science - these are covered by CLEAPSS Hazards). To produce a COSHH Risk Assessment for a substance a Manufacturers Safety Data Sheet (MSDS) must be obtained. These are available from manufacturers (usually through product suppliers) and it is the school's responsibility to obtain any relevant MSDS. A copy of the MSDS and COSHH risk assessment will be available in the location where the chemicals are used / stored.

Any person using these chemicals must ensure that they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE). Staff must not bring any hazardous chemicals onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Local Exhaust Ventilation (LEV) e.g., fume cupboards, dust extraction in CDT etc. The school must have arrangements in place to appropriately manage LEV systems. The requirements are: review of equipment by competent person; maintenance and servicing; annual testing. Appendix 2 covers competency. See also x) Health Surveillance.

The named person responsible for COSHH management is Mark Jones. Records are held and are reviewed.

n) Legionella

School will ensure that:

- A legionella risk assessment is undertaken by a competent assessor and that it identifies any corrective actions (e.g., removal of dead pipe runs, unused water cylinders, etc.), any testing and treatment that is needed; any maintenance schedules such as bleeding/running off or flushing water systems at regular intervals.
- A competent person is identified, and that appropriate training is provided to them so that they can undertake their role.
- That the testing, treatment, and maintenance schedules are fully and properly implemented, and records are kept.

The school has a legionella risk assessment which is available from the school office on request/Site Manager. Further guidance from the HSE is available on the HSE legionnaires' disease pages.

o) Health and Safety Monitoring and Inspections

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the Site Manager. A general inspection of the site, which is documented, is carried out termly by the Site Manager. The Health and Safety Governor will ensure that inspections of the school and safety management systems are reviewed regularly and report back to both the relevant sub-committee and full governing body meetings.

Findings from the Site Manager's termly inspection, the Health and Safety Governor's review, and any contractor or specialist report will be recorded in a single action log held by the Site Manager.

Each entry will name the action, the person responsible, the deadline, and the date completed. The action log will be a standing item for the Premises Committee and will be reported to the full governing body each term.

Any matter the school cannot resolve within its own budget will be reported by the Head Teacher to the governing body, and by the governing body to the local authority or other body as appropriate, in line with the Statement of Intent.

The governing body will receive an annual health and safety report setting out accident statistics and trends, RIDDOR reportable incidents, inspection findings, outstanding actions, and the results of fire drills and emergency practices.

p) Manual Handling

The school completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils, they will have access to appropriate guidance on moving and handling techniques along with the use of any specific equipment they may be required to use, such as hoists and slings.

q) Lone Working

The school accepts that some roles, including the Site Manager and staff working outside school hours, involve working alone. Lone working will be permitted only where a suitable and sufficient risk assessment is in place. That assessment will identify:

- which roles and tasks involve lone working, and at what times;
- who is the named point of contact for a lone worker, and how contact is maintained;
- check-in and check-out arrangements, including what happens if a check-in is missed;
- the tasks that must not be carried out alone, including work at height, work on electrical installations, and any task the risk assessment identifies as requiring a second person;
- arrangements for access to the building outside school hours and for securing the site afterwards.

Lone workers will be given a means of summoning help and will be told what to do in an emergency. A register of lone working will be maintained by sight manager and reviewed annually.
Further guidance from the HSE is available on its lone working pages.

r) Offsite and Educational Visits

The school should follow Bury Council Educational Visits and Activities Guidance, with reference to OEAP National Guidance. Use should also be made of the online visit approval service (contact through school office) to access template risk assessments and national guidance.

The Head Teacher has appointed Amy Smith as Educational Visits Coordinator (EVC). The EVC is responsible for reviewing and approving visit risk assessments and for ensuring that the correct approval route is followed before a visit takes place.

Visits will be recorded on the school's visit approval system. The governing body can request a summary of visits approved, any incidents arising, and any visits where approval conditions were varied.

No visit will proceed unless a risk assessment and the appropriate approval have been completed and the visit leader is satisfied that the ratios and supervision arrangements are adequate.

s) Infection Control

UK Government guidance on infection control in educational settings should be followed, including the guidance on health protection in schools and other childcare facilities. Guidance on the control of respiratory infections, including COVID-19, can be found in the current UK Government guidance for schools.

t) Work Equipment and Procurement Arrangements

All work equipment will be purchased from reputable suppliers. Before purchase the following considerations must be given:

- The installation requirements
- Safety considerations (noise, vibration, emissions, guarding)
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment. All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment. PPE is a last resort in terms of managing risk, therefore the school should consider other risk control measures such as elimination of the risk through not undertaking the task or substitution for an alternative task. Procurement of equipment and/or services must follow Bury Council approved procurement arrangements. Where the school chooses not to apply these arrangements it must have alternative arrangements in place which are to at least an equivalent standard. Health and safety implications must be considered when procuring equipment, materials, and services.

u) Radioactive Sources

The need for use of radioactive sources in science will be reviewed and a decision will be made as to either safely dispose of the sources or to maintain them and employ the services of an independent radiological protection adviser (as required by the Ionising Radiations Regulations 2019). The UK Health Security Agency will be contacted: for advice and services around disposal of radioactive sources, or for radiological protection advice and services. Contact details for the UK Health Security Agency are provided in Appendix 2.

v) Risk Assessments

Risk assessments are completed for significant risks and appropriate risk management arrangements must be put in place in line with the risk assessment findings. These cover curriculum-based activities in school, school visits and the running of the school buildings and grounds. Responsibility for carrying out risk assessment rests with the relevant managers within each department of the school. Note that assessments are best carried out collaboratively with those who undertake the roles and tasks in question and staff within each school department should be able to have appropriate input.

The school will maintain a Risk Assessment Register listing every risk assessment in place, the named owner of each, the date it was completed, and its review date.

The following assessments are reviewed at least annually, and sooner if there is a significant change: whole-school health and safety risk assessment; fire risk assessment; educational visits; manual handling; lone working; work at height; COSHH; asbestos; legionella; and playground equipment.

Risk assessments are working documents and will be viewed by staff carrying out the activity. Risk Assessments will be regularly reviewed or whenever there is a significant change to the activity/task /personnel or following an accident. Specific risk assessments relating to individuals, e.g., a member of staff or young person/pupil are held on that person's file and will be undertaken by their line manager or teacher as required.

w) Work at Height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment. The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

x) Health Surveillance

The school must take account of the health surveillance requirements associated with certain areas of work (e.g., contact with wood dust) and have appropriate arrangements in place. See also m) COSHH. Anyone who is regularly exposed to wood dust is required to undertake health surveillance. Further guidance is available from the HSE on health surveillance and wood dust.

y) Winter Arrangements

Schools must have appropriate arrangements in place to control hazards associated with Winter weather.

z) Allergy Safety

The school is committed to the safety and wellbeing of pupils with allergies. Allergy safety is treated as a whole-school responsibility and a health and safety matter rather than solely an aspect of managing medical conditions. The school will:

- maintain and publish a separate Allergy Safety Policy, adopted by the governing body and reviewed annually;
- hold an Individual Healthcare Plan for every pupil with a diagnosed allergy, drawn up with the pupil's parents or carers, the school nurse or trained staff, and the pupil where appropriate, and reviewed at least annually;
- maintain two in-date spare adrenaline auto-injectors on site, held in [named location], with a named member of staff responsible for checking expiry dates each term;
- ensure a sufficient number of staff are trained in recognising anaphylaxis and administering an adrenaline auto-injector, and that at least one trained member of staff is on site at all times when pupils are present;
- ensure that a trained member of staff accompanies pupils with an allergy on educational visits, and that the pupil's auto-injector travels with them;
- ensure that catering staff are briefed on allergens in school meals and that allergen information is available to parents and carers;

- ensure that the school transport and admissions arrangements do not discriminate against pupils with allergies;
- include allergy awareness in staff induction and in the annual health and safety training cycle.

5.0 Statutory and Recommended Checks

This table details the statutory and recommended checks that must be in place within the school. Some of the checks will form part of the work responsibilities of school managers/staff and others will require the engagement of specialist contractors. Our Lady of Grace uses an electronic spreadsheet to record due dates - Premises Management Tasks (Appendix 5).

Check	Check	Check	Check
Access Equipment including ladders + stepladders	Emergency Standby Generators	Lifting Equipment used for lifting people (e.g., lifts and hoists)	Stage Sound Equipment
Air Conditioning	Equipment & Machinery	Lifting Equipment	Stage Lighting Equipment
Asbestos	Fire (incl. Fire Risk Assessment)	Lifts (Goods & Passenger)	Swimming Pool
Automatic Doors & Access Systems	First Aid	Lightning Conductors	Temporary Accommodation (e.g., Portakabin)
Building Structural Surveys	Fume Cupboards	Local Exhaust Ventilation Systems (LEV)	Ventilation Systems
Catering Equipment & Ventilation System	Gas Installations, Pipework & Equipment (Boilers)	Oil - storage of fuel oil - & oil-fired boilers	Waste Management
CCTV	Gates Barriers and Fencing	Playground Equipment including Adventure Play Equipment	Window Cleaning
Chemicals Safety (COSHH)	Glazing	Pottery Kilns	Winter Arrangements
Contractors	Grounds Maintenance & Tree Management	Pressure Systems & Compressors	Working at Height
Design Technology & Workshop Equipment & Machinery	Gymnasium & PE Equipment	Radon	Electromagnetic Fields
Drainage	Health & Safety Information & Communication	Risk Assessments	Emergency Arrangements (other than Fire)
Electrical Installations + PAT	Housekeeping	Security - Alarm System, Keyholder Service etc	Legionella and Water Hygiene Management (including Lead in Water)

		Shared Premises and/or Hiring Out of School Buildings/Facilities	

The school has checked its location against the UK Health Security Agency's radon map and is not in a radon-affected area. No radon monitoring is required, and this position will be rechecked every five years or if the premises change.

Appendix 1 — Health and Safety Procedures, Arrangements and Guidance

The Health and Safety Policy identifies core requirements for health and safety management. Consideration should be given to areas where more detailed arrangements may be helpful.

The school's detailed arrangements cover the following areas:

- Fire
- Accident Reporting
- First Aid (HSE and DfE requirements)
- Managing Medical Conditions
- DSE
- Control of Contractors
- Asbestos Management
- COSHH
- Legionella Prevention
- Manual Handling & Lone Working
- School Journey and Visits
- Work Equipment (Including PPE)
- Risk Assessment
- Stress Policy
- Work at Height Guidance
- Allergy Safety
- Safeguarding and Child Protection
- Emergency Evacuation (including PEEPs)
- Educational Visits and the EVC role

Further guidance is available from the HSE on classroom risk checklists, slips and trips in educational establishments, on-site vehicle movements, selecting and managing contractors, manual handling and managing work-related stress; and from the DfE on good estate management for schools and school building design and maintenance.

Additional information and guidance is available from the DfE publication 'Health and Safety: responsibilities and duties for schools', and from the HSE education pages.

Appendix 2 — Required Competencies H&S Advice & Consultancy Services

This appendix sets out the competency requirements for occupational safety and health consultants, asbestos surveyors and asbestos awareness training, fire risk assessment consultants, and thorough examination and testing of local exhaust ventilation. It directs the school to the Occupational Safety and Health Consultants Register (OSHCR) and confirms that only consultants on the register, or qualified to join it, should be engaged

Appendix 3 — Health and Safety Governor Responsibilities

The Head Teacher is usually the responsible 'person in charge of the workplace' but the governing body is responsible for setting the policy and agreeing strategy and procedures to implement that policy. In health and safety matters schools are mainly concerned with: accident reporting and investigation; fire hazards and safety; regular checking and maintenance of electrical installations and appliances; site maintenance and cleaning; and safety training and awareness.

The governing body needs to be satisfied that the school is monitoring safety in the playground, fire drills, school journeys, school transport, vehicle movement on the school site, contractors working on site, practical subject areas, waste disposal, maintenance of equipment, repairs, letting parts of the premises, and asbestos sealing and removal.

The governing body can include the duty to monitor health and safety procedures in the terms of reference of the premises committee or can designate one governor to have specific responsibilities for it. The Health and Safety Governor should:

- Work with the school health and safety representative to ensure that the school has a health and safety policy and has decided appropriate health and safety procedures and practices to be undertaken by the school.
- Work with the school's health and safety representative to make regular termly health and safety inspections of the school premises.
- Keep the governing body informed of health and safety issues.
- Keep informed by reading new materials and information relating to health and safety matters received into the school or published in educational health and safety publications.
- Attend appropriate training.
- Report the outcome of each termly inspection to the full governing body, including any actions arising and their deadlines.
- Confirm to the governing body, at least annually, that the controls assurance items at have been considered.

Appendix 4 — Portable Appliance Testing Contract

Contractor details: Bexan Limited, Bexan House, 16 Charlbury Way, Oldham, OL2 6PD. Contact: Gillian Kirkby, Office Manager. Tel: 01706-846-111. E-mail: gill.kirkby@bexan.com.

Following a full tender process, the contract for the inspection, testing and labelling of portable electrical appliances has been awarded to Bexan Limited. All engineers are checked by the Disclosure & Barring Service (DBS) to an enhanced level and carry enhanced DBS photo identification badges. When a visit has been arranged, the relevant contact at the establishment will be notified of which engineer will be attending. All engineers wear a corporate uniform and drive liveried vehicles. After completion, Bexan will provide certification of completion along with an electronic register report of the test results.

The contractor will be required to test appliances in line with guidance issued by the Health and Safety Executive or as agreed with individual establishments. The 'Code of Practice for In-service Inspection and Testing of Electrical Equipment' guidance is industry guidance provided by the Institution of Engineering and Technology (IET), which takes account of the HSE's view that promotes a proportionate risk-based approach when assessing the safety of electrical equipment.

Benefits of using this contract: a competitive testing price fixed for the duration of the contract; and assurance that the contractor has been checked on health & safety, financial standing, insurances, and ability to meet requirements.

For further information please contact Corporate Procurement on 0161 253 5744 or by emailing corporateprocurement@bury.gov.uk

Appendix 5 — Premises Management Due Dates Spreadsheet

SERVICE	COMPANY DETAILS	Term	Last Done	DUE	NOTES
Energy Efficiency Certificates (Dfe)	Bury Council		Sep-25	Sep-26	Bury Council send out
LEGIONELLA	Integrated Water System - 0345 600 6028 Wayne Jennings - 0161 253 5000	At least 6 monthly	Ongoing	Autumn 2026	Mark Jones confirmed weekly flushing is taking place.
LEGIONELLA / INFREQUENTLY USED OUTLETS FLUSH RECORDS	Areas to flush: 1. Boiler Room Tap 2. Early Years shower 3. Both Y5 classrooms - hot taps	Weekly	09/10/2026	weekly	Completed by M Jones / Caretaker
FIRE ALARM (2571390)	Chubb - 0344 879 1755 - Contract No: 2571390	1 yr	01/01/2026	Jan-27	
ASBESTOS	Dave Winterbottom 0161 253 5000 Martin Stott - 0161 253 5255	1 yr	Apr-26	Apr-27	Every 6 months, dates may change
Boiler service	M A Anderton - 07976404997/01204 861528	1 yr	Oct-25	10.10.26	Email sent 09/09/26
Frost Check	M A Anderton - 07976404997/01204 861528	1 yr	28/10/2025	Oct-26	Email sent 09/09/26
EYFS Boiler service	M A Anderton - 07976404997/01204 861528	1 yr	Oct-25	Oct-26	Email sent 09/09/26
DINING TABLES	Sico - 01303 234044	1 yr	Oct-26	Oct-27	Bury Council Responsibility
PAT TESTING	Bexan - 0161 213 0417	1 yr	01/11/2025	Nov-26	09/08/26 Awaiting Quote
CHUBB CONTRACT- Intruder Alarm number 1156975	Chubb - 0344 879 1755	1 yr	01/07/2026	01/07/2027	
SPORTSAFE	Sportsafe - 01206 795265	1 yr	01/08/2026	Aug-27	Booked 22/09/26
Kitchen Extractor Fan cleaning	Northern Shire F.M Ltd - 01772331999	6 monthly	Dec-25	Dec-26	Bury Council Responsibility
AIR COND SERVICE	Koolit - Andy Smith 07811 252 222	5 Yearly	Jun-23	Jun-28	Report sent 2/6/23 done every 5 years
Barrier & Gates Service	ASD	1 yr	Sep-26	Sep-27	
5YR ELECTRICAL CHECK	Quartzelec - 0161 877 6666	5 yr	Sep-26	Sep-27	Quartzelec Booked for 26/10/26
Accessibility (The equality Act 2010)	School reviews this - SEND	Rolling	Spring 2026	2027	
AIR COND TM44 INSPECTION	Koolit- andy Smith 07811 252 222	5yrs		Feb-28	
PHOTOCOPIERS	Midshires, Siemens (new contract July 202	5 yrs	Jul-23	Jul-28	
Glazing	Casserly management 0161-787 6197	One off		ADHOC	13.02.24 TC spoke to Cassley - no further action required
Tree Survey	Rowbottoms	1yr	May-24	Adhoc	