



# HEALTH AND SAFETY POLICY

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed:	Signed:  On behalf of the Governing Body
Headteacher's name: Charlotte Hartley	Chair of Governors name: Kath Slaughter
Date: 07-09-18	Proposed Review date: 07-09-19



## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Premises Manager: C Hartley</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Premises Manager: C Hartley</i>
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	<i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy H&amp;S Governor: D Robinson ASC: H Dawson</i>
The Health & Safety objectives for the school will be developed and monitored by:	<i>Premises Manager: C Hartley H&amp;S Governor: D Robinson</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

## Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy H&amp;S Governor: D Robinson Class teachers</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Premises Manager: C Hartley</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Premises Manager: C Hartley</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy H&amp;S Governor: D Robinson</i></p>
<p>Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>Premises Manager: C Hartley H&amp;S Governor: D Robinson</i></p>

**School's Commitment**

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

**Consultation with employees**

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Premises Manager: C Hartley</i>
Consultation with employees is provided via:	<ul style="list-style-type: none"> <li>• <i>Memos</i></li> <li>• <i>Policies</i></li> <li>• <i>Meetings</i></li> </ul>

**Safety Representatives**

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

### Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy H&amp;S Governor: D Robinson</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Premises Manager: C Hartley</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy</i>
Any problems found with equipment should be reported to:	<i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Premises Manager: C Hartley Site Supervisor: H Goldsworthy</i>

### Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staffroom School entrance</i>
Health and safety advice is available from:	<i>Premises Manager: C Hartley</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	<i>Premises Manager: C Hartley</i>

## Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Premises Manager: C Hartley</i>
Job specific training will be provided by:	<i>Premises Manager: C Hartley</i>
Jobs requiring specific health & safety training are:	<i>Use of ladders / working at height Manual handling Use of chemicals</i>
Training records are kept at/by:	<i>Premises Manager: C Hartley SBM: R Stansfield</i>
Training will be identified, arranged and monitored by:	<i>Premises Manager: C Hartley SBM: R Stansfield</i>

## Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<i>KS2: outside staffroom Headteacher's office KS1 building Nursery</i>
The first aider(s) and appointed person(s) is/are:	<i>List outside staffroom List in Nursery kitchen</i>

All accidents and cases of work-related ill health are to be reported to:	<i>Premises Manager: C Hartley</i>
Health surveillance will be arranged by:	<i>Premises Manager: C Hartley</i>
Health surveillance/records will be kept by/at:	<i>Premises Manager: C Hartley</i>

### **Performance Monitoring**

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	<i>Premises Manager: C Hartley Site Supervisor: H Goldworthy H&amp;S Governor: D Robinson</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	<i>Premises Manager: C Hartley</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Premises Manager: C Hartley</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Premises Manager: C Hartley</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Premises Manager: C Hartley</i>

### **Emergency Procedures - Fire and Evacuation**

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Premises Manager: C Hartley</i>
Escape routes are checked by/every:	<i>Site Supervisor: H Goldworthy Daily</i>



Fire extinguishers are maintained and checked by/every:	<i>Contractors appointed through Property Services of Lancashire</i>
Alarms are tested by/every:	<i>Site Supervisor: H Goldworthy Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Premises Manager: C Hartley Site Superiviser: H Goldworthy Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Premises Manager: C Hartley</i>

**Table of Occupational Health & Safety Topics/Activities that apply**

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	Premises Manager
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Premises Manager / Site supervisor
Catering	LCC / School office
Cleaning/caretaking	Premises Manager / Site supervisor
Control of contractors	Premises Manager / Site supervisor
Disability access (health & safety implications)	Premises Manager / Equality Policy
Display Screen Equipment and Eye Tests	Premises Manager
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Statement of Compliance
Emergency Procedures other than Fire e.g. flood, services failure	Emergency Plan / Premises Manager
Extended school and community use	Premises Manager
Falling Objects/Safe storage	Premises Manager
Fire Safety	Risk assessment/Statement of Compliance
First Aid	First Aid Policy
Hot surfaces, scalds and burns	First Aid Policy
Health & Safety Induction (checklist available on web site)	Premises Manager
Manual Handling	Policy
Mobile phones (the use of)	Use of mobile phones Policy
Personal safety including lone working and violence and aggression	Lone Working Policy
Play Equipment installations inspections	Inspection reports
Playgrounds and external areas	Site Supervisor file
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Premises Manager
Pupil moving and handling (special needs)	
Pregnant employees and nursing mothers	

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Details of where information about the school's arrangements can be found</b>
Reporting of health & safety concerns/faults	Premises Manager / Site supervisor
Sharps e.g. broken glass either in school building or external grounds	Premises Manager / Site supervisor
Slips and trips	Premises Manager
Stress	Premises Manager/Headteacher
Substances – COSHH	Premises Manager / Site supervisor
Vehicle and pedestrian traffic	Premises Manager
Visitor and volunteers safety	Premises Manager
Waste storage and disposal	Premises Manager / Site supervisor
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Premises Manager / Site supervisor
Work equipment and machinery	Premises Manager / Site supervisor
Working at height – ladders, access equipment etc.	Premises Manager / Site supervisor
Workplace Inspection	Premises Manager / Site supervisor/H&S Governor

**Table of Non-Occupational Health & Safety Topics/Activities that apply**

Curriculum and other non-occupational activities (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication		
*Educational Visits		
Food safety and hygiene		
Outdoor activities		
PE Equipment		
Pupil handling and restraint		
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Special needs of pupils health & safety issues		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery		
Work experience		

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).