

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

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| o Name of School | Archbishop Temple School, A Church of England Specialist College |
| o Category of School | Secondary |
| o School Number | 06112 |
| o School Address | St Vincent's Rd, Fulwood, Preston, PR2 8RA |

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 Foundation or Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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:

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| <ul style="list-style-type: none"> • 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 3 yearly review by the county council; | <ul style="list-style-type: none"> • 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". |
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Signed:	Signed: On behalf of the Governing Body
Headteacher's name: J Siddle	Chair of Governor's name: J Astley
Date: October 2019	Proposed Review date: October 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>School Business Manager</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p><i>Facilities Manager</i></p>
<p>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</p>	<p><i>Facilities Manager - premises issues, out-of-hours arrangements</i></p> <p><i>School Business Manager- fire safety and other emergencies</i></p> <p><i>EVC - Director of Pupils -educational visits</i></p>
<p>The Health & Safety Objectives of Implementing a better system of DSE monitoring, and improving fire safety for improvement for the school as identified by H&S management support and audit visits and fire audit visits;. These will be tailored to meet the needs of the school by:</p>	<p><i>School Business Manager</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 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 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide 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. 	

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.

Risk assessments will be undertaken by:	<i>Sectional Lead for each Department (H&S)</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>School Business Manager</i>
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 fire risk assessments and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>School Business Manager</i>

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 below.

Occupational Health & Safety Topic/Activity	Details of where information about the school's arrangements can be found
Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	
Accident Reporting, Recording and Investigation	Pastoral Manager
Asbestos Management Plan	Facilities Manager
Bodily Fluids (urine; blood; faeces; vomit)	School Business Manager
Cleaning/caretaking	Facilities Manager
Control of contractors	Facilities Manager
Control of Substances Hazardous to Health (COSHH)	Head of Science
Disability access – H&S implications	School Business Manager
Display Screen Equipment and eye tests	School Business Manager
Diving at Work	Facilities Manager
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Facilities Manager
Emergency Procedures other than Fire e.g. flood, services failure	School Business Manager
Extended school and community use	School Business Manager
Fire Safety	School Business Manager
First Aid	Pastoral Manager
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Facilities Manager
Health & Safety Induction (checklist available on website)	School Business Manager
Infection Control including needles and needle stick injuries	Pastoral Manager
Lettings to non school groups	School Business Manager
Manual Handling	School Business Manager
Minibuses	Facilities Manager
Mobile phones (the use of)	Deputy Head/Director of Pupils
Monitoring	School Business Manager
Personal safety including lone working and violence and aggression	Facilities Manager
Play Equipment installations inspections	Facilities Manager
Playgrounds and external areas	Facilities Manager
Ponds and Water features	Facilities Manager

Premises Management (see Premises Management Guidance & Records on Health & Safety website)	Facilities Manager
Pregnant employees and nursing mothers	School Business Manager
Pupil moving and handling (special needs)	Facilities Manager
Reporting of H&S concerns/faults	Attendance Officer/School Business Manager
Severe Weather including winter gritting	Facilities Manager
Shared use of buildings	Facilities Manager/School Business Manager
Sharps e.g. broken glass either in school building or external grounds	Facilities Manager
Stress	School Business Manager
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Facilities Manager
Visitor and volunteers safety	School Business Manager
Waste storage and disposal	School Business Manager
Water hygiene (Legionella, lead etc.)	Facilities Manager
Work equipment and machinery	Facilities Manager
Working at height – ladders, access equipment etc.	Facilities Manager
Workplace Inspection	School Business Manager/Staff union rep.

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Details of where information about the school's arrangements can be found
Administration of medication	Pastoral Manager
*Educational Visits	EVC – Director of Pupils
Food safety and hygiene	Catering Manager
Outdoor activities	EVC
PE Equipment	Head of PE/ Facilities Manager
Pupil handling and restraint	Director of Pupils
Grounds maintenance	Facilities Manager
Pupil movement and flow	Director of Pupils
School transport	School Business Manager
Science (where not covered by curriculum safety procedures set down in CLEAPS)	Head of Science
Smoking	School Business Manager
Special needs of pupils health & safety issues	SENCO
Stage and drama activities	Head of Performing Arts
Supervision of pupils	SLT
Technology rooms and equipment	Head of Technology
Wearing of jewellery	Director of Pupils

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](#).

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:	Victoria Coxon NASUWT
Consultation with employees is provided via:	Termly Health & Safety Meetings

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 Head Teacher/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 for identifying all equipment/plant needing maintenance	Facilities Manager
Responsible person for ensuring effective maintenance procedures are drawn up	Facilities Manager
Responsible person for ensuring that all identified maintenance is carried out	Facilities Manager
Any problems found with equipment should be reported to	Facilities Manager
Responsible person to check that new equipment meets any required health and safety standards before it is purchased	School Business Manager

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Staffroom notice board and Reception
Health and safety advice is available from:	School Business Manager/Union Rep
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	School Business Manager/Assistant Headteacher

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	School Business Manager/Assistant Headteacher
Job specific training will be provided by:	School Business Manager/Heads of Department/ Facilities Manager
Specific jobs requiring special training are:	Work at Height DSE Science Technician Technology Technician
Training records are kept at/by:	School Business Manager/Heads of Department
Training will be identified, arranged and monitored by:	School Business Manager/Heads of Department

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:	Reception Technology classrooms Science classrooms/ Prep room (including eye wash stations) PE changing rooms Minibus Kitchen
The list of first aider(s) and appointed person(s) is available:	Reception Main Office Kitchen

All accidents and cases of work-related ill health are to be reported to:	Pastoral Manager
Health surveillance is required for employees doing the following jobs within the school:	Lifting Working at height Science Technician DSE
Health surveillance will be arranged by:	School Business Manager
Health surveillance/records will be kept by/at:	School Business Manager

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments annually or in the event of any significant changes. This function is carried out by:</p>	<p>School Business Manager</p> <p>School Business Manager/ Facilities Manager</p> <p>School Business Manager/Facilities Manager</p>
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Pastoral Manager
Is/are responsible for investigating work-related causes of sickness absences.	School Business Manager
Is/are responsible for acting on investigation findings to prevent recurrences.	School Business Manager/Heads of Department

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:	School Business Manager
Escape routes are checked by/every: Day	Facilities Manager
Fire extinguishers are maintained and checked by/every:	Facilities Manager annually
Alarms are tested by/every:	Facilities Manager weekly Ace Security annually
The emergency evacuation procedure is tested every:	School Business Manager every term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	School Business Manager