

Policy Title:	Health & Safety Policy	
Version:	Version 7 – May 2021	
Date of Issue:	Summer Term 2021	
Date of Review:	Summer Term 2022	
Author & Role	County Model Policy / C Harwood – SBM	
Ratified by:	Governors Policy Committee	
Policy Committee Responsibility:	Chair H McCann	Vice Chair W Blundell
Date:	May 2021	
Amendments / Comments	Generalised throughout – using roles instead of names.	
Outcome:	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 and details colleagues' responsibilities for Health and Safety in the workplace.	
Cross Reference:	Educational Visits Policy Emergency Planning Manual Handling Policy First Aid Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Chorley Astley Park School**
- **Community Special**
- **09/130**
- **Harrington Road, Chorley, Lancashire PR7 1JZ**

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 Schools' Portal.

As a Community School the County Council is the employer. The Governing Body 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 County Council, 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: Mr K Welsh	Chair of Governors name: Mrs W Blundell
Date: January 2021	Proposed Review date:

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher Governing Body
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g., School Business Manager, Health & Site Supervisor):	School Business Manager
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:	Premises – School Business Manager Fire – Site Supervisor Ed Visits – Mrs H Fisher
The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc.) will be developed and monitored by:	School Business Manager
The documented Health & Safety objectives and any associated action plan(s) can be found: <u>Note:</u> Any actions arising from those objectives should be documented e.g., as an action plan and monitored to ensure they are achieved.	School Development Plan – Premises, Health & Safety, and Accessibility

All employees within the school have a responsibility to:

1. Co-operate with the Headteacher 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. 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.

Health and Safety Risks Arising from Work Activities

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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	School Business Manager Class Risk Assessments by Class Staff
The significant findings of risk assessments will be reported to:	School Business Manager
Action required to remove/control risks will be approved by:	Mr K Welsh (Headteacher)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Governors' Health & Safety Committee
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mr K Welsh (Headteacher) / School Business Manager / Site Supervisor
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)	School Business Manager
COSHH Data Sheets are to be in place for all chemicals used in school	Site Supervisor
<p>There is currently an additional Risk Assessment which is ongoing and covers various aspects of the Covid-19 (Coronavirus) pandemic and school procedures. As this is a working document it will sit separately from this Health & Safety Policy.</p> <p>https://8887037.sharepoint.com/:w:/s/lt/EZIDQQxNYZINj_rkEAfIhMBqBFcBhTV1G-Qf4CaIpLvzq?e=UtlQ5C</p>	

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and 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:	School Business Manager
Consultation with employees is provided via:	Presentations to staff; one-to-one discussion; weekly briefings

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:	Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	School Business Manager – in conjunction with designated LCC staff
Responsible person(s) for ensuring that all identified maintenance is carried out:	School Business Manager / Site Supervisor
Any problems found with equipment should be reported to:	Becon

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Reprographics corridor
Health and safety advice is available from:	Schools' Portal
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Deputy Headteacher for staffing

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:	Deputy Headteacher for Staffing
Job specific training will be provided by:	Recommended online training – ie Astute Training (LCC)
Classroom roles requiring specific health & safety training are:	Manual Handling Midas (driving) First Aid Team Teach

	Health & Safety Modules (Astute)
Training records are kept by:	Deputy Headteacher for staffing
Training will be identified, arranged, and monitored by:	SLT

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.
- 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 boxes are available:	All classrooms and other main rooms
The first aiders and appointed persons are:	Ms W Lea Mrs E Webb Mrs G Jones All teaching staff and TAs are given First Aid training
All accidents and cases of work-related ill health are to be reported to:	Deputy Headteacher for Staffing / School Business Manager All staff accidents to be reported on the Oracle Self Service system
Health surveillance is required for employees doing the following jobs within the school:	DSE Users complete on-line self-assessment. Hanging displays – Ladder Safety

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:	Governors' Health & Safety Committee
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details.
COSHH Data Sheets to be kept for all chemicals on site:	Site Supervisor
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:	SLT
Responsible person(s) for investigating work-related causes of sickness absences:	SLT
Responsible person(s) for acting on investigation findings to prevent recurrences:	SLT
Responsible person(s) for the monitoring of any trends in accidents, incidents, and sickness absence:	SLT

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 and LCC Officer
Escape routes are checked by/every:	Site Supervisor - weekly:
Fire extinguishers are maintained and checked by/every:	LCC designated company - annually:
Alarms are tested by/every:	Site Supervisor - weekly:
The emergency evacuation procedure is tested by/every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher

Risk Assessments Available on All Staff SharePoint

https://8887037.sharepoint.com/f/s/allstaff/EjzcuL1xg39EicoudV-a2fgBP5Tu_QpduPpni_QkeoGm7Q?e=3QkgPS

Topic/Activity
Agile Working
Astley Park School Fire Risk Assessment
Cleaning Up Bodily Fluids
Cleaning Up Bodily Fluids Additional Guidance
Decanting products and chemicals
Driving at Work (LCC Business)
First Aid
Litter Picking
Lone working Site Staff
Nappy Changing & Soiled Clothing
PE Activity in School Hall
Roof Gutter Cleaning
School Dining Hall
School Food Technology Areas
Severe Weather, Including Winter Gritting
Stress in the Workplace
Transport & Vehicle Movement on Site
Use of Classrooms
Use of Glue Guns
Use of Glue Guns CLEAPSS Information
Use of ICT School Curriculum
Bringing animals into school
Car Parking
Clearing Drain Blockages
Contractors Onsite – Repairs
Dealing with Broken Glass and Glazing
Delivering Training
Premises Risk Assessment
Removing Graffiti
Roof Access
Lone Working Teaching & Other Staff
School Plays and Concerts
Storerooms
Corridors and Stairs
Swimming Lessons
Unblocking Toilets & Urinals
Waste Disposal
Home Visits
Offices Activities
Outdoor Events
Painting and Decorating
Risk of Infection to Staff
Use of Playground Equipment
Safety in the use of Inflatables
School Main Hall
Sharps & Needle stick Injuries Guidance
Storage and Removal of Furniture

Topic/Activity
Stripping & Polishing Floors
Use of Crutches
Use of Ladders
Use of Playground and Fitness Trails
Power Washer – use of
Use of Step Stools
Use of Step Ladders
Window Cleaning
Work Equipment Offices
Young Persons at Work

