



Banks St Stephen's CE Primary School

“Belonging, Serving, Succeeding”

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

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| ○ Name of School | Banks St Stephen's CE Primary School |
| ○ Category of School | Voluntary Controlled Primary School |
| ○ School Number | 08077 |
| ○ School Address | Greaves Hall Avenue, Banks, Southport, PR9 8BL |

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 Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Head Teacher 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 Head Teacher should work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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.

Head Teacher: Joanne A. Owen	Chair of Governors: Thomas W. Cropper
Date: February 2021	Proposed Review date: February 2022

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Board of Governors
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Headteacher
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	Mrs J A Owen Mrs D Ousey (bursar) Mrs A Tennant (bursar/back-up DSL) Mr M Mussell (DHT/back-up DSL) Miss E McQuirk (H and S staff rep)
The Health & Safety improvement plans for the school will be developed and monitored by:	Mrs J A Owen and the SLT and monitored by the Governors
<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 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in the minutes of Governors and reported to staff at staff meetings and monitored by Governors to ensure they are achieved.

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:	Mrs J A Owen – Headteacher All staff whenever necessary
The significant findings of risk assessments will be reported to:	Mrs J A Owen

Action required to remove/control risks will be approved by:	Governors or Mrs J A Owen
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs J A Owen
Checking that implemented actions have removed/reduced the risks is the responsibility of:	All staff
Risk Assessments will be reviewed regularly (every 3 years) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	By whom : Mrs J A Owen Governors All staff whenever necessary

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Staff Handbook
Bodily Fluids (urine; blood; faeces; vomit)	√	Staff Room, Caretaking Stores
Catering	√	Kitchen
Cleaning/caretaking	√	School Office
Control of contractors	√	School Office
Disability access – H&S implications	√	School Office
Display Screen Equipment and eye tests	√	School Office
Electrical Safety	√	School Office
Emergency Procedures other than Fire e.g. flood, services failure	√	School Office
Extended school and community use	√	School Office
Falling Objects/Safe storage	√	School Office
Fire Safety	√	School Office – Fire Evacuation
First Aid	√	School Office
Gas safety	√	School Office
Hot surfaces, scalds and burns	√	School Office
Induction	√	School Office
Information communication	√	School Office. Staff and Governors meetings
Lettings to non school groups	√	School Office
Management and other Health and Safety responsibilities	√	School Office
Manual Handling	√	School Office
Mobile phones – use of	√	School Office
Monitoring	√	School Office
Needles and needle stick injuries	√	School Office
Personal safety including lone working and violence and aggression	√	School Office
Play Equipment installations inspections	√	School Office
Playgrounds and external areas	√	School Office

Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Ponds and Water features	√	School Office
Premises Management	√	School Office
Pupil moving and handling (Special needs)	√	School Office
Pregnant employees and nursing mothers	√	School Office
Reporting of H&S concerns/faults	√	School Office. Staff meetings.
Risk Assessment and hazard identification	√	School Office
Safety Committee	√	Governors
Security of premises	√	School Office
Slips and trips	√	Risk assessments
Stress	√	LCC Model Stress Policy EYFS staff supervision Currently rolling out supervision to whole staff
Substances – COSHH	√	School Office, Caretaking Stores
Temporary and supply staff	√	School Office
Training	√	School Office
Vehicle and pedestrian traffic	√	School Office
Visitor and volunteers safety	√	School Office
Waste storage and disposal	√	School Office
Water hygiene (Legionella, lead etc.)	√	School Office
Work equipment and machinery	√	School Office
Working at height – ladders, access equipment etc.	√	School Office
Workplace Inspection	√	School Office

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the <u>Schools Portal</u>)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	School Office
Educational Visits	√	School Office
Food safety and hygiene	√	School Office
Outdoor activities	√	School Office
PE Equipment	√	School Office
Pupil handling and restraint	√	School Office
Grounds maintenance	√	School Office
Pupil movement and flow	√	School Office
Science (where not covered by curriculum safety procedures set down in CLEAPS)		Curriculum Risk Assessments, School Office
Smoking	√	School Office
Supervision of pupils	√	School Office
Wearing of jewellery	√	School Office
Work experience	√	School Office

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [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:	Miss E. McQuirk
Consultation with employees is provided via:	Staff meetings, Circulation of draft documents for consultation, weekly agenda item on Health & Safety during staff 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 (if applicable).

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.

Is responsible for identifying all equipment/plant needing maintenance	Eric Wright Ltd
Is responsible for ensuring effective maintenance procedures are drawn up	Eric Wright Ltd
Is responsible for ensuring that all identified maintenance is carried out	Eric Wright Ltd
Any problems found with equipment should be reported to	Mrs Ousey or Mrs Tennant
Will check that new equipment meets any required health and safety standards before it is purchased	School Office

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Main entrance, School Hall, Kitchen
Health and safety advice is available from:	Headteacher LCC Portal (Health and Safety) LCC H and S Officer Richard Hills
Induction, supervision of trainees/work placements etc. will be monitored by:	Headteacher

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Headteacher/line manager as appropriate
Job specific training will be provided by:	Headteacher / line manager as appropriate
Specific jobs requiring special training are:	Cleaner Breakfast/After School Club Staff All staff require ladder training & Manual Handling Training Teachers and TAs - specific training depending on needs of pupils they support
Training records are kept at/by:	School Office Mrs Melling (SLT)
Training will be identified, arranged and monitored by:	Headteacher All staff as appropriate

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 boxes are available:	Staff Room and all classrooms	
The first aiders and appointed persons are listed on the right. Renewal date is in brackets.	E. Melling J. Yardley S. Moore M.Mussell S.Swift H. Sykes M.Richardson L.Fitch S. Marsh S.Jackson	All first aiders are trained in Paediatric first aid. Renewal date: Feb 2022
All accidents and cases of work-related ill health are to be reported to:	Headteacher	
Health surveillance is required for employees doing the following jobs within the school:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities. TA3/HLTA with mobility problems has needs assessed for certain tasks.	
Health surveillance will be arranged by:	Headteacher	
Health surveillance/records will be kept by/at:	Headteacher	

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>The Headteacher J Owen Staff representative E McQuirk Chair of Governors T Cropper H and S Governor R Sharples</p>
<p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>Headteacher Teachers</p>
<p>Is 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</p>	<p>Headteacher</p>
<p>Is responsible for investigating work-related causes of sickness absences.</p>	<p>Headteacher</p>
<p>Is responsible for acting on investigation findings to prevent recurrences.</p>	<p>Headteacher</p>

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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p>Headteacher</p>
<p>Escape routes are checked by/every:</p>	<p>All staff, daily</p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p>Eric Wright, as per contract</p>
<p>Alarms are tested by/every:</p>	<p>Mrs Winnard, weekly, and by Eric Wright as per contract</p>
<p>The emergency evacuation procedure is tested every:</p>	<p>Term</p>
<p>Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.</p>	<p>Headteacher</p>