



## **Banks St Stephen's CE Primary School**

**“Belonging, Serving, Succeeding”**

### **HEALTH AND SAFETY POLICY**

**Incorporating the Local Health and Safety Arrangements for:**

- **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 Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the 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
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;

- tasks and ensure the provision of adequate training;
- maintain safe and healthy 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;

- 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: Joanne A. Owen	Chair of Governors name: Richard Sharples
Date: January 2022	Proposed Review date: February 2023

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>Board of Governors</p>
<p>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 &amp; Safety Co-ordinator etc):</p>	<p>Headteacher</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>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)</p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Mrs J A Owen (Head Teacher)</p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><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.</p>	<p>School Office</p>
<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.

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.	<i>Mrs J A Owen – Headteacher All staff whenever necessary</i>
The significant findings of risk assessments will be reported to:	<i>Mrs J A Owen</i>
Action required to remove/control risks will be approved by:	<i>Governors or Mrs J A Owen</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs J A Owen</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>All staff</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 a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>By whom : Mrs J A Owen Governors All staff whenever necessary</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 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:	Emma McQuirk
Consultation with employees is provided via:	Weekly staff briefings Staff meetings Circulation of staff meeting minutes ,documentation and policies

## 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:	Eric Wright Ltd
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Eric Wright Ltd
Responsible person(s) 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
Responsible person(s) to 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:  <u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent	Main entrance, School Hall, Kitchen
--	-------------------------------------

position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
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 arranged/ undertaken / monitored by:	Headteacher

## 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:	Headteacher/line manager as appropriate
Job specific training will be provided by:	Headteacher/line manager as appropriate
Jobs requiring specific health & safety 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 Miss Squibb (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 box(es) is/are available:	Staff Room and all classrooms
The first aider(s) and appointed person(s) is/are:	<p>M.Mussell S.Swift H. Sykes M.Richardson Donna Douglas Jane Coulton Kelsey Jones Lynne Robinson Sophie Brown Sonya Robinson Helen O'Brien Emma McQuirk Lesley Smith Leanne Borrows</p> <p>Up to date displayed in the staff room. All first aiders are trained in Paediatric first aid.</p> <p>Renewal date: Feb 2025</p>
All accidents and cases of work-related ill health are to be reported to:	<i>Headteacher</i>
*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.

## 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>The Headteacher J Owen Chair of Governors R Sharples Vice Chair T W Cropper</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.	Headteacher Teachers
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:	Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Headteacher</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:	Headteacher
Escape routes are checked by/every:	All staff, daily
Fire extinguishers are maintained and checked by/every:	Eric Wright, as per contract
Alarms are tested by/every:	Mrs Winnard, weekly, and by Eric Wright as per contract

The emergency evacuation procedure is tested by/every:	Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher

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

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	√	School Office/Staff room
Asbestos Management Plan	√	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	School Office, Caretaking stores
Cleaning/caretaking tasks	√	School Office
Control of contractors	√	School Office
Control of Substances Hazardous to Health (COSHH)	√	School Office, Caretaking Stores
Disability access (health & safety implications)	√	School Office
Display Screen Equipment and Eye Tests	√	School Office
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	School Office
Emergency Procedures other than Fire e.g. flood, services failure	√	School Office
Extended school and community use		School Office
Fire Safety	√	School Office – Fire Evacuation
First Aid	√	School Office
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		
Health & Safety Induction (checklist available on web site)	√	School Office
Infection Control including needles and needle stick injuries	√	School Office
Lettings to non-school groups		
Manual Handling	√	School Office
Minibuses		
Mobile phones (the use of)	√	School Office

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	√	School Office
Play Equipment installations inspections	√	School Office
Playgrounds and external areas	√	School Office
Ponds and Water features	√	School Office
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	School Office
Pupil moving and handling (special needs)	√	School Office
Pregnant employees and nursing mothers	√	School Office
Reporting of health & safety concerns/faults	√	School Office
Severe Weather including winter gritting	√	School Office
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	√	School Office
Stress	√	LCC Model Stress Policy EYFS staff supervision Currently rolling out supervision to whole staff
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	School Office
Visitor and volunteers safety	√	School Office
Waste storage and disposal	√	School Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	School Office
Work equipment and machinery	√	School Office
Working at height – ladders, access equipment etc.	√	School Office
Workplace Inspection	√	School Office

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>

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

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
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 activities	√	School Office
Pupil movement and flow	√	School Office
School transport	√	School Office
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	School Office
Smoking	√	School Office
Special needs of pupils health & safety issues	√	School Office
Stage and drama activities	√	School Office
Supervision of pupils	√	School Office
Technology rooms and equipment	√	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.

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