

Reviewed: May 2021
Review period: 5 years (2026)

Bacup and Rawtenstall Grammar School



Health & Safety Policy

Bacup and Rawtenstall Grammar School 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 an Academy the Governing Body is the employer and 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 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 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;
- 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: Alan Porteous	Chair of Governors name: Malcolm White
Date:	Review date: Summer 2026

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>Headteacher</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 & Safety Co-ordinator etc):</p>	<p>School Business Manager / Site Manager</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>Premises – Site Manager Fire Safety – School Business Manager / Site Manager Emergency Plans - Senior Leadership Team Educational Visits – EVC/ Senior Leadership Team</p>
<p>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. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>School Business Manager</p>
<p>The documented Health & 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>I Drive> Health and Safety folder. School Business Manager.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 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

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.	Site Manager School Business Manager Head of Department(s)
The significant findings of risk assessments will be reported to:	Headteacher School Business Manager Site Manager
Action required to remove/control risks will be approved by:	Governors Health and Safety Committee Headteacher School Business Manager Site Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Governors Health and Safety Committee Headteacher School Business Manager Site Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Governors Health and Safety Committee Headteacher School Business Manager Site Manager
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:	Headteacher School Business Manager Site Manager Head of Departments SLT link.

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:	School Business Manager Site Manager
Consultation with employees is provided via:	Individual staff appraisals Review of documents Staff briefings Induction Health and Safety training Circulation of documents

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 Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Site Manager School Business Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Manager School Business Manager
Any problems found with equipment should be reported to:	Site Manager School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Site Manager

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 position in each workplace e.g. in the school's Reception area, or to give employees a copy of	Outside main staff room (lower basement corridor)
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the Health & Safety Law leaflet.	
Health and safety advice is available from:	School Business Manager Site Manager School Nurse HR Officer
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Line Manager HR Officer

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:	Line Manager HR Officer
Job specific training will be provided by:	Line Manager HR Officer
Jobs requiring specific health & safety training are:	Individual aspects identified on H&S Training matrix for Teachers Support staff Site team Catering Science Technicians Food Technician Technology Technician Music Technician Art Technician School Business Manager PE Technician Head of Science
Training records are kept at/by:	HR Officer
Training will be identified, arranged and monitored by:	Line Manager as part of the appraisal process

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:	School Nurse General Office Sixth Form Office Catering Food Technology Premises Office
The first aider(s) and appointed person(s) is/are:	School Nurse A full list of first aid trained staff is available from the HR Officer
All accidents and cases of work-related ill health are to be reported to:	School Nurse Headteacher School Business Manager
*Health surveillance is not required for any roles within the school.	OHU and well-being support available to all employees
Health surveillance will be arranged by:	HR Officer
Health surveillance/records will be kept by:	HR Officer

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:	School Business Manager Site Manager Head of Department
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment);	School Business Manager Site Manager Head of Departments for specific

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.	curriculum and support areas.
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:	School Business Manager Site Manager School Nurse
Responsible person(s) for investigating work-related causes of sickness absences:	Headteacher School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Headteacher School Business Manager

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 School Business Manager Site Manager
Escape routes are checked by/every:	Site Manager weekly / monthly
Fire extinguishers are maintained and checked by/every:	Unifire/ annually
Alarms are tested by/every:	Site Team / weekly
The emergency evacuation procedure is tested by/every:	Whole school / termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher / Senior Leadership Team

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Induction checklist / School Nurse
Asbestos Management Plan	√	I drive > Health and safety folder/ Site Manager / School Business Manager
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	I drive > Health and safety folder
Catering		I drive > Health and safety folder/ Catering Manager
Cleaning/caretaking tasks	√	I drive > Health and safety folder
Control of contractors	√	I drive > Health and safety folder/ Site Manager / School Business Manager
Control of Substances Hazardous to Health (COSHH)	√	Site Manager / Science Faculty Manager
Disability access (health & safety implications)	√	PEEPS/ SENDCO
Display Screen Equipment and Eye Tests	√	I drive > Health and safety folder/ School Business Manager
Driving at Work	√	I drive > Health and safety folder
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	I drive > Health and safety folder/ Site Manager
Emergency Procedures other than Fire e.g. flood, services failure	√	I drive > Health and safety folder
Extended school and community use	√	School Business Manager/ Site Manager
Fire Safety	√	I drive > Health and safety folder I drive> Policies and Procedures
First Aid	√	I drive > Health and safety folder/ School Nurse / Induction
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Site Manager
Health & Safety Induction	√	HR Officer
Infection Control including needles and needle stick injuries	√	I drive > Health and safety folder/ School Nurse

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Lettings to non-school groups	√	School Business Manager/ Site Manager
Manual Handling	√	I drive > Health and safety folder/ HR Officer (training) / School Business Manager/ Site Manager
Minibuses	√	I drive > Health and safety folder/ Site Manager
Mobile phones (the use of)	√	Not considered necessary to undertake role in school. I drive > Health and safety folder> Home Visits risk assessment/ Educational Visits Risk Assessments
Personal safety including lone working and violence and aggression	√	I drive > Health and safety folder
Play Equipment/ outdoor seating installations inspections	√	Daily checklist by Site Team held by Site Manager
Playgrounds and external areas	√	I drive > Health and safety folder
Ponds and Water features	√	I drive > Health and safety folder
Premises Management	√	School Business Manager / Site Manager
Pupil moving and handling (special needs)	√	I drive > Policies (Positive Handling Policy)
Pregnant employees and nursing mothers	√	HR Officer
Reporting of health & safety concerns/faults	√	Health and Safety Law poster. Induction/ HR Officer/ School Business Manager / Site Manager
Severe Weather including winter gritting	√	I drive > Health and safety folder> Grounds/ Ste Manager / School Business Manager
Sharps e.g. broken glass either in school building or external grounds	√	I drive > Health and safety folder> Grounds / Site Manager / School Business Manager
Slips and trips	√	I drive > Health and safety folder
Stress	√	I drive > Health and safety folder/ HR Officer

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	I drive > Health and safety folder
Visitor and volunteers safety	√	I drive > Health and safety folder
Waste storage and disposal	√	I drive > Health and safety folder
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Site manager / School Business Manager
Work equipment and machinery	√	I drive > Health and safety folder
Working at height – ladders, access equipment etc.	√	I drive > Health and safety folder
Workplace Inspection	√	Undertaken by Governors Health and safety Committee termly. Minutes/ actions stored by School Business Manager and reviewed by FGB.

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

Curriculum and other non-occupational activities	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	I drive> Policies / School Nurse
*Educational Visits	√	I drive> Policies / School Business Manager
Food safety and hygiene	√	Catering manager/ Head of Food Technology External advice from Food service Options
Outdoor activities	√	PE Department I drive > Health and safety folder
PE Equipment	√	Site Manager
Pupil handling and restraint	√	I drive > Policies (Positive Handling Policy)/ Deputy Headteacher
Grounds maintenance activities	√	I drive > Health and safety folder/ Site Manager
Pupil movement and flow	√	I drive > Health and safety folder
School transport	√	I drive > Policies (minibus)
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	I drive > Health and safety folder
Smoking	√	I drive > Policies
Special needs of pupils health & safety issues	√	EHC plans/ PEEPS - SENDCO
Stage and drama activities	√	I drive > Health and safety folder Site Manager – lighting checks
Supervision of pupils	√	I drive > Policies- Behaviour Policy
Technology rooms and equipment	√	I drive > Health and safety folder/ Head of Technology/ Food/Textiles
Wearing of jewellery	√	Staff Code of Conduct
Work experience	√	I drive > Health and safety folder/ Work Experience coordinator