



HEALTH AND SAFETY POLICY

Date policy reviewed:

November 2023

Approver Name and Date:

Governing Body

Next review date:

November 2024

Incorporating the Local Health and Safety Arrangements for:


- **Name of School** **BURSCOUGH VILLAGE PRIMARY SCHOOL**
- **Category of School** **COMMUNITY**
- **School Number** **08016**
- **School Address** **COLBURNE CLOSE, BURSCOUGH ,LANCS, L40 4LB**

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 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 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: Belinda Matchett On behalf of the Governing Body
Headteachers name: Miss Anna Smith	Chair of Governors name: Mrs B Matchett
Date: 23 rd November 2023	Proposed Review date: November 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Headteacher Miss Anna Smith</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>Mrs Victoria Newsome School Business 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>Headteacher Miss Anna Smith</p> <p>Mrs Victoria Newsome School Business Manager</p>
<p>The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:</p>	<p>Headteacher Miss Anna Smith</p> <p>School Business Manager Mrs Victoria Newsome</p> <p>Deputy Headteacher Mrs L Swift</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p>Location: Resources Minutes, Health and Safety Documents – One Drive and Action Plan.</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. 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.	<i>All employees and contractors working on site reviewed by SLT.</i>
The significant findings of risk assessments will be reported to:	Miss A Smith, Mrs L Swift, and Mrs V Newsome.
Action required to remove/control risks will be approved by:	Miss A Smith, Mrs L Swift, and Mrs V Newsome.
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Miss A Smith, Mrs L Swift, and Mrs V Newsome.
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Miss A Smith, Mrs L Swift, and Mrs V Newsome.
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Miss A Smith, Mrs L Swift, and Mrs V Newsome.

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; 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	Applicable (√)	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	√	School's H&S Policy, AF forms & minor injury
Bodily Fluids (urine; blood; faeces; vomit)	√	H& S guidance file & risk assessments
Catering	√	Kitchen records
Cleaning/caretaking	√	Policy
Control of contractors	√	Risk assessment, contractors files
Disability access – H&S implications	√	Equalities policy/Website
Display Screen Equipment and eye tests	√	Risk assessment
Electrical Safety	√	School's H&S Policy/Contractors
Emergency Procedures other than Fire e.g. flood, services failure	√	Fire Evacuation Policy/Fire Safety/Lock down procedure, Emergency plan
Extended school and community use	√	Before/After School Club policy & procedures
Falling Objects/Safe storage	√	Risk Assessment/Health and safety guidelines
Fire Safety	√	Fire evacuation Policy, Risk Assessments
First Aid	√	Policy, Risk Assessments
Gas safety	√	Certificate of Compliance & Fire Risk Assessment
Hot surfaces, scalds and burns	√	H& S guidance file
Induction	√	Policy, One Drive
Information communication	√	Policy, Office staff, website
Lettings to non school groups	√	Lettings Policy
Management and other Health and Safety responsibilities	√	Policy & H&S premises meetings
Manual Handling	√	Policy /Risk assessment/ E-learning
Minibuses		NA
Mobile phones – use of	√	Mobile Phone Policy – Safeguarding/ Acceptable use of technology
Monitoring	√	Audit, minutes of risk assessments
Needles and needle stick injuries	√	H& S guidance file
Personal safety including lone working and violence and aggression	√	Risk assessment
Play Equipment installations inspections	√	Risk assessment
Playgrounds and external areas	√	Risk assessment

Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Portal/HT
Ponds and Water features	√	Risk Assessment
Premises Management	√	Statement of compliance- checked annually
Pupil moving and handling (Special needs)	√	Risk assessment/Team teach
Pregnant employees and nursing mothers	√	Risk assessment/ LCC policy
Reporting of H&S concerns/faults	√	School's H & S Policy
Risk Assessment and hazard identification	√	Policy
Health and Safety Committee/Resources	√	Governors' Minutes
Safety Representatives	√	Minutes of Governors' meetings
Security of premises	√	Policy
Shared use of buildings	√	Policy /risk assessment
Slips and trips	√	H& S guidance file
Stress	√	Policy/Risk Assessment
Substances – COSHH	√	School's H & S Policy / Register
Swimming pools	√	WLSSP policy & Sports risk assessment
Temporary and supply staff	√	Policy/Risk Assessment
Training	√	Policy
Transporting and storing chemicals	√	COSHH
Vehicle and pedestrian traffic	√	Risk assessment & statement in policy -School Travel Plan
Visitor and volunteers safety	√	Staff handbook & Security Policy
Waste storage and disposal	√	H& S guidance
Water hygiene (Legionella, lead etc.)	√	Water management file/training
Work equipment and machinery	√	Risk Assessment
Working at height – ladders, access equipment etc.	√	Risk Assessment/Training & policy
Workplace Inspection	√	H&S Audit – reported to governors

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
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Administration of medication	√	School Policy
Educational Visits	√	School Policy/Evolve/ Governor reports
Food safety and hygiene	√	School Policy
Outdoor activities	√	Risk Assessment
PE Equipment	√	Risk Assessment/PE Safety Book
Pupil handling and restraint	√	Care & Control Policy, Behaviour Policy
Grounds maintenance	√	LCC
Pupil movement and flow	√	Risk assessment
School transport	√	Policy Intranet–Schools Portal Evolve, Risk assessments
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Risk Assessments
Smoking and Vaping	√	School Policy
Special needs of pupils Health & Safety issues	√	School Policy/Website
Stage and drama activities	√	Risk assessment
Supervision of pupils	√	Risk Assessment
Technology rooms and equipment	√	Equipment Risk Assessment
Wearing of jewellery	√	Staff Handbook/PE policy/uniform
Work experience	√	Policy -

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:	Rachel Beevers
Consultation with employees is provided via:	<i>Emails, Individual staff appraisals, Review of documents, Staff/Team meetings, Circulation of draft documents for consultation, Health & Safety meetings, e learning modules, weekly briefings, staff meetings</i>

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.

Is responsible for identifying all equipment/plant needing maintenance	Miss A Smith, and Mrs V Newsome.
Is responsible for ensuring effective maintenance procedures are drawn up	Miss A Smith, and Mrs V Newsome.
Is responsible for ensuring that all identified maintenance is carried out	<i>Miss A Smith and Mrs V Newsome</i>
Any problems found with equipment should be reported to	<i>Miss A Smith and/or Mrs V Newsome</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Mrs V Newsome</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Staff room Entrance to School
Health and safety advice is available from:	<i>Miss A Smith and Mrs V Newsome H and S Advisor – bought in service# David Canavan - Governor</i>
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	<i>Miss A Smith, Mrs V Newsome and Mrs L Swift</i>

* 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:	<i>Miss A Smith, Mrs L Swift or Mrs V Newsome.</i>
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Job specific training will be provided by:	<i>LCC –E-learning modules or Safeguarding training company and first aid companies, Headteacher and Deputy Headteacher</i>
Specific jobs requiring special training are:	<i>Ladder training, Premises management, First Aid, Legionella Awareness and Asbestos Training, COSHH. e.g. Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training</i>
Training records are kept at/by:	<i>In office and One Drive – updates regularly</i>
Training will be identified, arranged and monitored by:	<i>Miss A Smith, Mrs L Swift or Mrs V Newsome, Governors</i>

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:	<i>In all classes and the main school office</i>
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details: Miss A Smith, Mrs L Swift or Mrs V Newsome</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Miss A Smith in the first incidence and reported on Oracle/RIDDOR by Mrs V Newsome</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>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 – HT or DHT to complete with member of staff.</i>

Health surveillance will be arranged by:	<i>Miss A Smith or Mrs V Newsome</i>
Health surveillance/records will be kept by/at:	<i>Miss A Smith and Mrs V Newsome on One drive/</i>

* 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 regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.</p>	<p>Health & Safety Premises Committee (Resources)</p> <p>Mr D Canavan and Mrs V Newsome. Termly reports to Health & Safety Premises Committee (Resources).</p> <p>Health & Safety Premises Committee (Resources)</p>
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:	Miss A Smith
Responsible person(s) for investigating work-related causes of sickness absences:	Miss A Smith/Mrs L Swift
Responsible person(s) for acting on investigation findings to prevent recurrences:	Miss A Smith/Mrs L Swift
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Miss A Smith / Mrs V Newsome / Health & Safety Premises Committee (Resources) D Canavan (H and S governor)

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:	<i>Miss A Smith</i>
Escape routes are checked by/every:	<i>Staff and Miss A Smith- daily Weekly as part of the checks – Mrs C Huxtable</i>

Fire extinguishers are maintained and checked by/every:	12 month checks external contractor.
Alarms are tested by/every:	<i>Mrs C Huxtable</i> – weekly checks Solidstate- 6 month checks
The emergency evacuation procedure is tested every:	<i>Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Miss A Smith