

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Deepdale Community Primary School**
- **Community School**
- **06604/8882187**
- **DPCS, St. Stephen’s Road, Preston, PR1 6TD.**

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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".</li> </ul> |
|---|--|

Signed: <div style="text-align: center; margin-top: 10px;"><i>Nawal Mirza</i></div>	Signed: <div style="text-align: center; margin-top: 10px;"><i>Helen Almond</i></div>
Headteacher's name: Nawal Mirza	Chair of Governors name: Helen Almond
Date: October 2023	Proposed Review date: October 2024

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Nawal Mirza Headteacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p>Ryan Scott SBM</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p>Antonio Barbosa/ Timothy Townsend (Site Supervisors) – Premises Issues</p> <p>Ryan Scott (SBM) Fire Safety and Other Emergencies and Educational Visits.</p> <p>Nawal Mirza (Headteacher) Educational Visits</p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Ryan Scott School Business Manager</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p>Office Data Server within Health and Safety Folder.</p> <p>Health and Safety Folder in SBM 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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</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.	Relevant senior or subject leader for the task or the relevant individual leading that task.
The significant findings of risk assessments will be reported to:	Nawal Mirza Headteacher
Action required to remove/control risks will be approved by:	Nawal Mirza Heatacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Ryan Scott SBM
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Ryan Scott SBM
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:	Ryan Scott SBM

## 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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	Peter Peake Class Teacher
Consultation with employees is provided via:	Friday Staff Briefings Email 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 headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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 Supervisors
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Nawal Mirza Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Ryan Scott SBM
Any problems found with equipment should be reported to:	Ryan Scott SBM
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Ryan Scott SBM

## Information, instruction and supervision

The Health and Safety Law poster is displayed	Board in main entrance area.
Health and safety advice is available from:	Ryan Scott School Business Manager
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Nawal Mirza Headteacher Ryan Scott SBM

## 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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	Ryan Scott SBM
Job specific training will be provided by:	LCC – bought in.
Jobs requiring specific health and safety training are:	Relevant training will be identified at appointment and then will be delivered either via e-learning, staff led training or through bought in training.
Training records are kept by:	Ryan Scott SBM
Training will be identified, arranged and monitored by:	Headteacher

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	Every classroom and main office.
The first aider(s) and appointed person(s) is/are:	Up to date list in every classroom, office and hall.
All accidents and cases of work-related ill health are to be reported to:	Nawal Mirza Headteacher

## 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>Ryan Scott</i> <i>SBM</i> Site Supervisors
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.	See Section: <b>Health and safety risks arising from work activities</b> for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Ryan Scott</i> <i>SBM</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Ryan Scott</i> <i>SBM</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Ryan Scott</i> <i>SBM</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Ryan Scott</i> <i>SBM</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:	Ryan Scott SBM
Escape routes are checked by/every:	<i>Site Supervisors</i> <i>Weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>JLA</i> <i>Every six months</i>
Alarms are tested by/every:	Site Supervisors Weekly
The emergency evacuation procedure is tested by/every:	SLT Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Ryan Scott SBM

## Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	✓	School Business Manager
Asbestos management plan	✓	School Business Manager
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	School Business Manager
Cleaning/caretaking tasks	✓	Site Supervisors/ Clearing Supervisor
Control of contractors	✓	School Business Manager
Control of substances hazardous to health (COSHH)	✓	School Business Manager
Disability access (health and safety implications)	✓	School Business Manager
Display screen equipment and eye tests	✓	School Business Manager
Driving at work	✓	School Business Manager
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	School Business Manager
Emergency procedures other than fire, for example flood, services failure	✓	School Business Manager
Extended school and community use	x	
Finger traps (internal and external)	✓	School Business Manager
Fire safety	✓	School Business Manager
First aid	✓	School Business Manager
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	School Business Manager
Health and safety induction (a checklist is available on the health safety and quality website)	✓	School Business Manager
Infection control, including needles and needlestick injuries	✓	School Business Manager
Lettings to non-school groups	x	
Manual handling	✓	School Business Manager
Minibuses	x	



<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable</b> (√)	<b>Details of where information about the school's arrangements can be found</b>
Mobile phones (the use of)	✓	School Business Manager
Personal safety including lone working and violence and aggression	✓	School Business Manager
Play equipment installations inspections	✓	School Business Manager
Playgrounds and external areas	✓	Site Supervisors
Ponds and water features	x	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	School Business Manager
Pupil moving and handling (special needs)	✓	SENCO
Pregnant employees and nursing mothers	✓	School Business Manager
Reporting of health and safety concerns/faults	✓	Headteacher
Severe weather including winter gritting	✓	School Business Manager
Shared use of buildings	x	
Sharps, for example, broken glass in the school building or external grounds	✓	School Business Manager
Stress	✓	Headteacher
Swimming pools	x	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	School Business Manager
Visitor and volunteers' safety	✓	School Business Manager
Waste storage and disposal	✓	School Business Manager
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	School Business Manager
Work equipment and machinery	✓	School Business Manager
Working at height – ladders, access equipment etc	✓	School Business Manager
Workplace inspection (internal and external)	✓	School Business Manager

### Table of non-occupational health and 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 Business Manager
*Educational visits	✓	Headteacher
Food safety and hygiene	✓	Catering Manager
Outdoor activities	✓	School Business Manager
PE equipment	✓	PE Subject Leader
Pupil handling and restraint	✓	Headteacher
Grounds maintenance activities	✓	School Business Manager and Site Supervisors
Pupil movement and flow	✓	Headteacher
School transport	x	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Science Curriculum Team
Smoking	x	
Special needs of pupils (health and safety issues)	✓	SENCO
Stage and drama activities	✓	School Business Manager
Supervision of pupils	✓	Headteacher
Technology rooms and equipment	✓	Network Manager
Wearing of jewellery	✓	School Business Manager
Work experience	✓	School Business Manager

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](#).