



## HEALTH AND SAFETY POLICY

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

- **Name of School** Elm Tree Community Primary School
- **Category of School** Special Needs Primary (SEMH)
- **School Number** 08/138
- **School Address** Elmers Wood Road, Tanhouse, Skelmersdale, Lancashire, WN8 6SA

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 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: <i>David Lamb</i>	Signed: <i>Dianne Hodgson</i>
	On behalf of the Governing Body
Headteacher's name: David Lamb	Chair of Governors name: Dianne Hodgson
Date: Autumn Term 2023	Proposed Review date: Autumn Term 2024

## 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><i>Name &amp; Designation</i> David Lamb, Headteacher Harry Cartwright, School Manager</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><i>Name &amp; Designation</i> Harry Cartwright, School Manager Garry Howarth, Site Manager Kevin Tierney, Site Supervisor</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><i>Names &amp; Designations</i> Premises – Garry Howarth, Site Manager Fire Safety – Garry Howarth, Site Manager Emergency Plans – Garry Howarth, Site Manager Educational Visits – Jane Brownbill, Pupil Support Manager</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><i>Name &amp; Designation</i> Dave Lamb, Headteacher Harry Cartwright, School Manager</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>Online via secured Google Drive and via minutes during Governors, Staff and Senior Management Team meetings.</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:	<i>Name &amp; Designation</i> Garry Howarth, Site Manager Harry Cartwright, School Manager All Staff (where appropriate)
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	<i>Name &amp; Designation</i> Harry Cartwright, School Manager
Action required to remove/control risks will be approved by:	<i>Name &amp; Designation</i> David Lamb, Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name &amp; Designation</i> Harry Cartwright, School Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name &amp; Designation</i> Garry Howarth, Site Manager All Staff
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>Name &amp; Designation</i> Harry Cartwright, School Manager

## 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:

- 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:	<i>Names &amp; Designations</i> Senior Leadership Team
Consultation with employees is provided via:	Individual staff appraisals Review of documents Team meetings Circulation of draft documents for consultation Monthly/annual health & safety meetings Staff notice boards in staff room H&S newsletters

## 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:	<i>Names &amp; Designation</i> Garry Howarth, Site Manager Site Staff
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names &amp; Designation</i> Garry Howarth, Site Manager Site Staff
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names &amp; Designation</i> Garry Howarth, Site Manager Site Staff
Any problems found with equipment should be reported to:	<i>Name &amp; Designation</i> Garry Howarth, Site Manager Site Staff
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name &amp; Designation</i> Garry Howarth, Site Manager Site Staff

## Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health &amp; 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 the Health &amp; Safety Law leaflet.</p>	<p><i>Location(s)</i> Main entrance</p>
<p>Health and safety advice is available from:</p>	<p><i>Name &amp; Designation</i> Anitia Bailey / Designated LCC Health &amp; Safety Officer LCC Health &amp; Safety Team (01772 538877)</p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p><i>Name &amp; Designation</i> Senior Leadership Team</p>

## 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.

<p>Induction training will be provided for all employees by:</p>	<p><i>Name &amp; Designation</i> Senior Management and Senior Leadership Team</p>
<p>Job specific training will be provided by:</p>	<p><i>Name &amp; Designation</i> Specific Persons LCC E-Learning</p>
<p>Jobs requiring specific health &amp; safety training are:</p>	<p>Asbestos – Harry Cartwright, Garry Howarth Water – Harry Cartwright, Garry Howarth To be delivered by LCC</p>
<p>Training records are kept at/by:</p>	<p><i>Name &amp; Designation</i> Jordan Calderbank, HR Manager</p>
<p>Training will be identified, arranged and</p>	<p><i>Name &amp; Designation</i></p>

monitored by:	Senior Management and Senior Leadership Team
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## 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>Detail location(s)</i> In every classroom Staff Room School Canteen
The first aider(s) and appointed person(s) is/are:	<i>Name(s)</i> Keeley Wainwright Kate Davies Jane Brownbill  First aider list in Staff Room
All accidents and cases of work-related ill health are to be reported to:	<i>Name &amp; Designation</i> Jordan Calderbank, HR Manager
*Health surveillance is required for employees doing the following jobs within the school:	All staff health surveillance carried out by Jordan Calderbank via LCC Occupational Health Team
Health surveillance will be arranged by:	<i>Name &amp; Designation</i> Jordan Calderbank, HR Manager
Health surveillance/records will be kept by/at:	<i>Name &amp; Designation</i> Jordan Calderbank, HR Manager

## 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>Name &amp; Designation</i> Garry Howarth, Site Manager Kevin Tierney, Site Supervisor School Governors
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: Health and Safety Risks Arising from Work Activities for responsibility details
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:	<i>Name &amp; Designation</i> Senior Leadership Team where appropriate
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name &amp; Designation</i> Senior Leadership Team
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name &amp; Designation</i> Senior Leadership Team
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name &amp; Designation</i> Dave Lamb, Headteacher School Governors

## 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>Name &amp; Designation</i> Garry Howarth, Site Manager Harry Cartwright, School Manager
Escape routes are checked by/every:	<i>Name, Designation and frequency:</i> Garry Howarth, Site Manager, Weekly Site Supervising Team, Weekly
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> Garry Howarth, Site Manager, Weekly

	Walkers Fire, Yearly
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> Garry Howarth, Site Manager Weekly Site Supervising Team, Weekly
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> Garry Howarth, Site Manager and Harry Cartwright, School Manager, every ¼
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Name &amp; Designation</i> Dave Lamb, 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	√	Information available on LCC's Schools' Portal and School Shared Drive
Asbestos Management Plan	√	Information available on LCC's Schools' Portal and School Shared Drive
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Information available on LCC's Schools' Portal and School Shared Drive
Cleaning/caretaking tasks	√	Information available on LCC's Schools' Portal and School Shared Drive
Control of contractors	√	Information available on LCC's Schools' Portal and School Shared Drive
Control of Substances Hazardous to Health (COSHH)	√	Information available on LCC's Schools' Portal and School Shared Drive
Disability access (health & safety implications)	√	Information available on LCC's Schools' Portal and School Shared Drive
Display Screen Equipment and Eye Tests	√	Information available on LCC's Schools' Portal and School Shared Drive
Driving at Work	√	Information available on LCC's Schools' Portal and School Shared Drive
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Information available on LCC's Schools' Portal and School Shared Drive
Emergency Procedures other than Fire e.g. flood, services failure	√	Information available on LCC's Schools' Portal and School Shared Drive
Extended school and community use	N/A	Information available on LCC's Schools' Portal and School Shared Drive
Fire Safety	√	Information available on LCC's Schools' Portal and School Shared Drive
First Aid	√	Information available on LCC's Schools' Portal and School Shared Drive
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Information available on LCC's Schools' Portal and School Shared Drive
Health & Safety Induction (checklist available on web site)	√	Information available on LCC's Schools' Portal and School Shared Drive
Infection Control including needles and needle stick injuries	√	Information available on LCC's Schools' Portal and School Shared Drive
Lettings to non-school groups	N/A	Information available on LCC's Schools' Portal and School Shared Drive
Manual Handling	√	Information available on LCC's Schools' Portal and School Shared Drive
Minibuses	√	Information available on LCC's Schools' Portal and School Shared Drive
Mobile phones (the use of)	√	Information available on LCC's Schools' Portal and School Shared Drive

<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	√	Information available on LCC's Schools' Portal and School Shared Drive
Play Equipment installations inspections	√	Information available on LCC's Schools' Portal and School Shared Drive
Playgrounds and external areas	√	Information available on LCC's Schools' Portal and School Shared Drive
Ponds and Water features		Information available on LCC's Schools' Portal and School Shared Drive
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Information available on LCC's Schools' Portal and School Shared Drive
Pupil moving and handling (special needs)	√	Information available on LCC's Schools' Portal and School Shared Drive
Pregnant employees and nursing mothers	√	Information available on LCC's Schools' Portal and School Shared Drive
Reporting of health & safety concerns/faults	√	Information available on LCC's Schools' Portal and School Shared Drive
Severe Weather including winter gritting	√	Information available on LCC's Schools' Portal and School Shared Drive
Shared use of buildings		Information available on LCC's Schools' Portal and School Shared Drive
Sharps e.g. broken glass either in school building or external grounds	√	Information available on LCC's Schools' Portal and School Shared Drive
Stress	√	Information available on LCC's Schools' Portal and School Shared Drive
Swimming pools		Information available on LCC's Schools' Portal and School Shared Drive
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Information available on LCC's Schools' Portal and School Shared Drive
Visitor and volunteers safety	√	Information available on LCC's Schools' Portal and School Shared Drive
Waste storage and disposal	√	Information available on LCC's Schools' Portal and School Shared Drive
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Information available on LCC's Schools' Portal and School Shared Drive
Work equipment and machinery	√	Information available on LCC's Schools' Portal and School Shared Drive
Working at height – ladders, access equipment etc.	√	Information available on LCC's Schools' Portal and School Shared Drive
Workplace Inspection	√	Information available on LCC's Schools' Portal and School Shared Drive

### 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	√	Information available on LCC's Schools' Portal and School Shared Drive
*Educational Visits	√	Information available on LCC's Schools' Portal and School Shared Drive
Food safety and hygiene	√	Information available on LCC's Schools' Portal and School Shared Drive
Outdoor activities	√	Information available on LCC's Schools' Portal and School Shared Drive
PE Equipment	√	Information available on LCC's Schools' Portal and School Shared Drive
Pupil handling and restraint	√	Information available on LCC's Schools' Portal and School Shared Drive
Grounds maintenance activities	√	Information available on LCC's Schools' Portal and School Shared Drive
Pupil movement and flow	√	Information available on LCC's Schools' Portal and School Shared Drive
School transport	√	Information available on LCC's Schools' Portal and School Shared Drive
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Information available on LCC's Schools' Portal and School Shared Drive
Smoking	√	Information available on LCC's Schools' Portal and School Shared Drive
Special needs of pupils health & safety issues	√	Information available on LCC's Schools' Portal and School Shared Drive
Stage and drama activities	√	Information available on LCC's Schools' Portal and School Shared Drive
Supervision of pupils	√	Information available on LCC's Schools' Portal and School Shared Drive
Technology rooms and equipment	√	Information available on LCC's Schools' Portal and School Shared Drive
Wearing of jewellery	√	Information available on LCC's Schools' Portal and School Shared Drive
Work experience	√	Information available on LCC's Schools' Portal and School Shared Drive

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](#).