



Preesall Fleetwood's Charity CE School Health & Safety Policy

Our School Vision Statement

'You are the light of the world. A school built on a hill cannot be hidden.'
Matthew 5:14 (adapted)

We will do our best, be kind, share ourselves with our community and shine from our hill, out into the world. At Fleetwood's Charity, we create a happy caring environment based on Christian Values, where we value every child and encourage them to strive for their highest standards of achievement. We ensure that our young people go into the world as confident, independent, responsible citizens with a love for learning.

Our Vision Statement pays homage to our belief that there is something potentially wonderful in each individual, and that this is something to be proud of and share with others.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Fleetwood's Charity School**
- **VA Maintained**
- **02020**
- **Mill Street, Preesall, Poulton le Fylde, FY6 0NN**

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 Foundation or Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day 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 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: On behalf of the Governing Body
Headteacher's name: Victoria Gladwin	Chair of Governors name: David Sanders
Date: 28/09/21	Proposed Review date: September 2022

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Head Teacher</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Bursar Health and Safety Governor</i>
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:	<i>Head Teacher</i>
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:	<i>Head Teacher Bursar</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and 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 & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses.

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>Head Teacher</i>
The significant findings of risk assessments will be reported to:	<i>All staff</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher</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>Head Teacher</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:	<i>Head Teacher</i>
Consultation with employees is provided via:	<i>Appraisals, review of documents, team meetings, via staff share on the network.</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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Caretaker/Cleaning staff/Bursar</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Bursar</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Bursar</i>
Any problems found with equipment should be reported to:	<i>Bursar</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Bursar</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Office & Staff Room</i>
Health and safety advice is available from:	<i>Bursar</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Head Teacher</i>

* 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 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 arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Head Teacher</i>
Job specific training will be provided by:	<i>Head Teacher</i>
Jobs requiring specific health & safety training are:	<i>Use of ladders Use of hazardous chemicals Asbestos Legionella</i>
Training records are kept at/by:	<i>Bursar for school employees</i>
Training will be identified, arranged and monitored by:	<i>Bursar for school employees</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>First Aid room</i>
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The first aider(s) and appointed person(s) is/are:	<i>List in First Aid Room and Office and staff Room</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Head Teacher</i>
*Health surveillance is not required for any roles within the school.	

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>Head Teacher and Surveyor</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.	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>Head Teacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Head Teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Head Teacher</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:	<i>Head Teacher</i>
Escape routes are checked by/every:	<i>Head Teacher, Weekly:</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC, six monthly:</i>
Alarms are tested by/every:	<i>Caretaker, Weekly:</i>
The emergency evacuation procedure is tested by/every:	<i>Head Teacher, Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Head Teacher</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	y	School Office / Schools' Portal
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	y	Schools' Portal
Catering	y	Schools' Portal
Cleaning/caretaking	y	Schools' Portal
Control of contractors		
Disability access (health & safety implications)	y	
Display Screen Equipment and Eye Tests	y	Schools' Portal
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		
Emergency Procedures other than Fire e.g. flood, services failure	y	Schools' Portal
Extended school and community use	y	School Office
Falling Objects/Safe storage	y	Training received – Nov 2020
Fire Safety	y	School Office
First Aid	y	School Office / First Aid Room
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		
Hot surfaces, scalds and burns	y	First Aid training completed
Health & Safety Induction (checklist available on web site)	y	Headteacher
Lettings to non-school groups	y	Letting Policy
Manual Handling	y	Training received – Nov 2020
Minibuses		
Mobile phones (the use of)	y	Acceptable Use of IT Policy
Needles and needle stick injuries		
Personal safety including lone working and violence and aggression	y	Staff training – Nov 2020
Play Equipment installations inspections	y	LCC

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 web site, link below: Health, Safety & Quality web site		
Playgrounds and external areas	y	Caretaker / LCC
Ponds and Water features	y	Risk Assessment
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	y	Schools' Portal
Pupil moving and handling (special needs)	y	Staff Training – July 2021
Pregnant employees and nursing mothers	y	Schools' Portal
Reporting of health & safety concerns/faults	y	School Office / H&S Governor
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	y	Caretaker
Slips and trips	y	H&S Governor
Stress	y	Schools' Portal
Substances – COSHH	y	Training by H&S advisor
Swimming pools	y	YMCA
Vehicle and pedestrian traffic	y	LCC
Visitor and volunteers safety	y	Visiting Volunteer Policy
Waste storage and disposal		
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	y	School Office / IWS
Work equipment and machinery		
Working at height – ladders, access equipment etc.	y	Staff Training – Nov 2020
Workplace Inspection	y	LCC

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

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication		
*Educational Visits		
Food safety and hygiene		
Outdoor activities		
PE Equipment		
Pupil handling and restraint		
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		
Special needs of pupils health & safety issues		
Stage and drama activities		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery		
Work experience		

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](#).