



Preesall Fleetwood's Charity CE School Health and 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:



- **Name of School – Preesall Fleetwood’s Charity School**
- **Category of School – Voluntary Aided**
- **School Number - 02020**
- **School Address – Mill Street, Preesall, 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 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 of this template 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: Christine Hallett
Date: 9/5/23	Proposed Review date: 9/5/24

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Victoria Gladwin Head teacher Christine Hallett Chair of Governors</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>Victoria Gladwin Head teacher</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>Names and Designations eg Premises – Lisa Walker, Site Supervisor Fire safety – Victoria Gladwin Head teacher Emergency plans – Victoria Gladwin Head teacher Educational visits – Victoria Gladwin Head teacher</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>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</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>Buildings Folder in the Head teacher's office Minutes of Resources Committee Meetings</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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 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.	<i>All staff</i>
The significant findings of risk assessments will be reported to:	Victoria Gladwin Head teacher
Action required to remove/control risks will be approved by:	Victoria Gladwin Head teacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Victoria Gladwin Head teacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Victoria Gladwin Head teacher
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:	Victoria Gladwin Head teacher Lisa Walker Site Supervisor

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:	Jane Lewis H&S Governor
Consultation with employees is provided via:	Weekly staff memos Staff meetings Emails to staff

Safety Representatives

Issue No: 11
Issued by: H&S Team

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:	<i>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</i>
Any problems found with equipment should be reported to:	<i>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Victoria Gladwin Head teacher Lisa Walker Site Supervisor</i>

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	Staffroom Noticeboard
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Health and safety advice is available from:	Victoria Gladwin Head teacher Lisa Walker Site Supervisor Laura Adams Bursar
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Victoria Gladwin Head teacher
Health and safety in shared premises (where applicable) is managed by:	Victoria Gladwin Head teacher. Fleetwood Town Community Trust – holiday clubs Laura Sandham School of Dance Risk assessments in place Copy of H&S policy shared with group.

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:	Victoria Gladwin Head teacher
Job specific training will be provided by:	Victoria Gladwin Head teacher
Jobs requiring specific health and safety training are:	H&S General School First Aid Sports Activities Outdoor Education including Forest School Food Hygiene Premise Cleaning Pupil restraint and Handling Training available on Astute Learning platform http://lccschools.astute-elearning.com or LCC portal Staff CPD record kept/training

	updated as requirements by H&S team.
Training records are kept by:	Laura Adams Bursar
Training will be identified, arranged and monitored by:	Victoria Gladwin Head teacher

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:	First Aid room
The first aider(s) and appointed person(s) is/are:	List in office/in first aid room
All accidents and cases of work-related ill health are to be reported to:	Victoria Gladwin Head teacher Laura Adams Bursar
Health surveillance is not required for any job 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>Name and Designation</i> LCC H&S Advisor Victoria Gladwin Head teacher
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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 Victoria Gladwin Head teacher
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:	Victoria Gladwin Head teacher
Responsible person(s) for investigating work-related causes of sickness absences:	Laura Adams Bursar
Responsible person(s) for acting on investigation findings to prevent recurrences:	Victoria Gladwin Head teacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Laura Adams Bursar Victoria Gladwin Head teacher

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:	Victoria Gladwin Head teacher Lisa Walker Site Spervisor
Escape routes are checked by/every:	Lisa Walker Site Supervisor every week
Fire extinguishers are maintained and checked by/every:	JLA Every 12 months
Alarms are tested by/every:	Lisa Walker Site Supervisor Every week
The emergency evacuation procedure is tested by/every:	Victoria Gladwin Head teacher Lisa Walker Site Supervisor Each term
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Victoria Gladwin Head teacher

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 Health, Safety and Quality team website:	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	yes	School office
Asbestos management plan	yes	School office in the Asbestos Management Folder
Bodily fluids (urine; blood; faeces; vomit) and biological agents	yes	Schools portal
Cleaning/caretaking tasks	yes	Site Supervisor's folder in school office
Control of contractors	yes	School office
Control of substances hazardous to health (COSHH)	yes	Folder in school office
Disability access (health and safety implications)	yes	Accessibility policy
Display screen equipment and eye tests		Schools portal
Driving at work	no	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	yes	Online Safety Policy PAT testing by LCC – record in office Schools portal
Emergency procedures other than fire, for example flood, services failure	yes	Emergency Policy – School office
Extended school and community use	yes	Risk assessment Extended services policy Lettings Policy/SLA
Finger traps (internal and external)	yes	
Fire safety	yes	Folder in school office
First aid	yes	Records in school office/information in first aid room
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	yes	Schools portal/PAMS Servicing contractor
Health and safety induction (a checklist is available on the health safety and quality website)	yes	H&S file in HT's office
Infection control, including needles and needlestick injuries	yes	Schools portal

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 Health, Safety and Quality team website:	Applicable (✓)	Details of where information about the school's arrangements can be found
Lettings to non-school groups	yes	Lettings policy – website/school office
Manual handling	yes	Manual Handling policy
Minibuses	no	
Mobile phones (the use of)	yes	Acceptable use of IT policy – school office
Personal safety including lone working and violence and aggression	yes	Schools portal – H&S website
Play equipment installations inspections	yes	Inspection visits record Site Supervisor's folder in school office
Playgrounds and external areas	yes	Record of checks – Site Supervisor's folder in school office
Ponds and water features	yes	Risk assessment – school office
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	yes	Schools portal – H&S website
Pupil moving and handling (special needs)	no	
Pregnant employees and nursing mothers	no	
Reporting of health and safety concerns/faults	yes	PAMS – school office
Severe weather including winter gritting	yes	Winter Gritting policy – school office
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	yes	Schools portal
Stress	yes	Stress Policy – Schools portal
Swimming pools	no	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	yes	Risk assessment – school office
Visitor and volunteers' safety	yes	Information for visitors/volunteers – HT's office
Waste storage and disposal		
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	yes	Folder in school office- regular monitoring visits

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 Health, Safety and Quality team website:	Applicable (✓)	Details of where information about the school's arrangements can be found
Work equipment and machinery	no	
Working at height – ladders, access equipment etc	yes	Training log in office H&S website
Workplace inspection (internal and external)	yes	
<i>-add more as required</i>		

Table of non-occupational health and 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	yes	Medicine policy – website/school office
*Educational visits	yes	Lancashire Evolve website
Food safety and hygiene	yes	Portal / certificates in staff CPD file
Outdoor activities	yes	Risk assessments in staff share
PE equipment	yes	Risk assessments in staff share
Pupil handling and restraint	yes	Behaviour policy
Grounds maintenance activities	yes	Portal
Pupil movement and flow	yes	
School transport	no	N/A
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	no	Risk assessments in staff share
Smoking	yes	Not permitted on site – school policy
Special needs of pupils (health and safety issues)		Specific individual care plans
Stage and drama activities	yes	Risk assessments in staff share
Supervision of pupils	yes	
Technology rooms and equipment	no	N/A
Wearing of jewellery	yes	Uniform information on website
Work experience	yes	Portal
<i>-add more as required</i>		

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](#).