



## Health and Safety Policy

This policy is monitored for effectiveness by the School Business Manager and is reviewed annually, or where necessary in light of changes to the law or statutory guidance

<p><b>Other Information:</b></p> <p>Links to risk assessments Links to statutory checks</p> <p>Updated 10/05/22 – sections legionella, lone working.</p>	
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\_\_\_\_\_  
Headteacher Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Chair of Governors Signature

Date \_\_\_\_\_

## Section 1 - Health and Safety Policy Statement

The board of governors recognises and accepts its shared responsibility with the Local Authority, for providing a safe and healthy working environment for all personnel that attends as pupils, are employed in and visit Ladybridge Community Primary School, whether it is for pursuance of their employment or other activities.

It is school policy to ensure that every reasonable step is taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work.

The governing body will approach this by;

- i. Providing and maintaining safe buildings, facilities and grounds to ensure a safe environment for all.
- ii. Assessing and controlling risk as part of the day-to-day management of school activity
- iii. Provision of adequate welfare facilities
- iv. Provision of sufficient information, instruction, training and supervision to ensure all personnel are able to perform their various tasks safely and efficiently
- v. Making safe arrangements for the use, handling, storage and transportation of articles, materials and substances
- vi. Provision and maintenance of plant, equipment and safe working practices, systems of work and safe access to it
- vii. Periodic review of the safety policy as school activities and the associated risks change

The Headteacher will take overall responsibility for health and safety on behalf of the governing body. He will facilitate and support all necessary action to the various health and safety functions, including the delegation of specific tasks to staff as deemed appropriate.

The Headteacher will ensure that all staff;

- a. Are familiar with first aid provisions
- b. Are aware of procedure in case of fire
- c. Know the arrangements for reporting and investigating accidents or incidents
- d. Maintain and adopt good housekeeping practices
- e. Are fully aware of their responsibilities for health and safety in school

The Governing Body will take all necessary measures to meet with Health and Safety regulations in association with the schools Health and Safety advisor.

The Governing Body recognises that no Health and Safety Policy will be successful unless it actively involves its employees. In order to encourage and support such involvement the Governors will co-operate fully in the appointment of safety representatives by recognised trade unions from amongst the staff and will facilitate appropriate training to equip them to carry out their functions.

All employees within school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- I. Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- II. Reporting to the relevant person any incident that has led, or could have led, to damage or injury
- III. Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

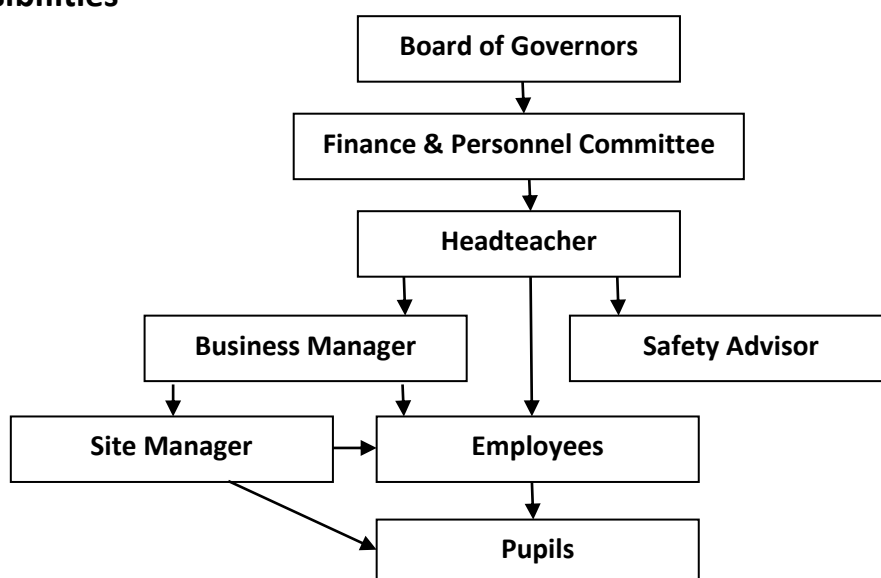
In line with the safety organisation set out in section 2 of this policy, it is the responsibility of all personnel to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

The policy will be reviewed as necessary and amended to incorporate improvements and relevant statutory changes which become effective.

## Section 2 – Safety Organisation

1. The objectives of Ladybridge Community Primary School health and safety policy are to: promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
2. Ensure that places and methods of work are safe and healthy through the arrangements set out in section 3 and others that are adopted from time to time as appropriate to changing circumstances
3. Protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
4. Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
5. Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
6. Ensure that awareness with regard to all aspects of safety is fostered by all personnel
7. Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
8. Ensure that full and effective consultation on all matters is encouraged

## Responsibilities



Responsibilities of individuals within the school are as follows:

**Board of Governors** - The ultimate responsibility for all aspects of health and safety at work within Ladybridge Community Primary School rests with the board of governors.

**Finance & Personnel committee** - The committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

**Headteacher (Colin Watson)** - The Headteacher is responsible for the effective implementation of the safety policy and day to day management of Health and Safety. In the Headteacher's absence, the Deputy Headteacher will fulfil this role.

**Safety Advisor (MD Safety Management)** - The safety advisor is advisor to the Headteacher and Governing Body on health, safety and welfare within Ladybridge Community Primary School.

**Bolton Council** – whilst the school does not subscribe to the Local Authority Health and Safety SLA, as employers, the Local Authority are responsible for ensuring that Health and Safety within school is adequate. They check this by undertaking Health and Safety audits.

**Business Manager (Cheryl Taylor)** - The Business Manager is responsible for encouraging staff, through regular monitoring, to implement health and safety arrangements. She is to advise all personnel in meeting their individual responsibilities with regard to health and safety at work and for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise accordingly so that the associated risks are assessed and any precautions deemed necessary are implemented.

**Site Manager (John Walton)** – The Site Manager is responsible for ensuring that statutory regulations relating to

premises are met i.e. statutory checks. He is responsible for encouraging staff to meet their individual obligations, and for ensuring that the buildings and premises meet required standards. Where any new process, operation or substance is introduced into the area of their responsibility, they are to liaise accordingly so that the associated risks are assessed and any precautions deemed necessary are implemented.

**Teachers and supervisors** - The responsibility of applying safety procedures on a day-to-day basis rests with all teachers, supervisors and staff. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary.

**Employees and pupils** - Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with teachers and supervisors, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

**Safety representative** - It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

**Contractors** - It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

## Risk assessments

Responsibility for assessing and controlling risks rests with all personnel within the school.

However, risk assessment and training shall be performed in consultation with the safety adviser.

The school will ensure that a risk assessment procedure is available that details:

- The risk areas that require documentation and the model assessment templates to be used,
- The risk evaluation methods applied and the persons to be involved in the assessment.
- The process for agreeing and introducing additional corrective actions,
- The process for sharing the details of risk assessments with those at risk,
- The risk assessment register requirements and its review process.

## Terms of reference of the safety committee

Under section 2(7) of the Health and Safety at Work Act 1974, the Finance & Personnel committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- assistance in risk assessment and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

## Section 3: Safety arrangements

### Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Ladybridge Community Primary School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all employees to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures

developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to, and exit from, them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others. Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their headteacher.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## **Specific arrangements for health and safety**

### **Accident reporting**

The School adheres to Bolton Council 'Reporting Accidents and Incidents' guidance. Any adult accident or injury is to be reported to the Headteacher by the person or persons involved in the accident, or by the teacher, first-aider or member of the senior management team, and entered into the accident report log. Accident logs are held in the SBM office. The Headteacher is to ensure that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).

Any pupil accident, injury or near miss is to be reported on the CPOMS system, with the appropriate persons being notified (i.e. Headteacher, Deputy Headteacher, Teacher, SBM, Site Manager, Office Staff). All injuries above neck level are to be reported to Office Staff to enable them to contact parents/carers.

### **Access to Site**

Always use correct routes of access/egress. Do not use short cuts; they can result in serious accidents. Site access is available via two pedestrian entrances and one vehicular entrance. The car park entrance is for vehicles only; staff and visitors should not walk through the car park entrance to gain access but should use one of the pedestrian entrances.

### **Accident investigation**

- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Headteacher/SBM.
- The Headteacher is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- All contractors must ensure that accidents involving their personnel are reported to the Headteacher/SBM of the school, as well as their own reporting chain.

### **Asbestos**

The primary aim is to ensure that the premises are safe in respect of any asbestos present. An asbestos survey is kept on site. All contractors who wish to work on site (and whose work will involve the fabric of the building) will be asked to review and sign the survey before any works proceed. The school will undertake 6 monthly checks of asbestos and record the findings accordingly. Should any work relating to asbestos become necessary, a specialist provider will be consulted.

## **Building**

The building and premises will be regularly monitored to ensure the fabric of the building and site is in good repair. Any repairs will be actioned within a reasonable timeframe. Refer to the Premises Management Policy for further details.

## **Contractors**

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Headteacher.

The School will ensure a formal vetting of the contractor safety standards is undertaken and will apply a consistent approach by using a questionnaire as part of the appointment process. On induction, concerns relating to site safety rules, asbestos and school hazards etc. will be signed off and records of the induction will be maintained as part of vetting arrangements.

## **Covid-19**

All staff have been given a copy of the risk assessment. Staff and pupils should follow the recommendations in these documents. School will stay abreast of, and implement local and national guidance. Additional hand sanitizing facilities have been installed. Floor markings have been installed to encourage social distancing.

## **Defective tools and equipment**

- All defects found in handtools, power tools or any other equipment must be reported immediately to the teacher, who in turn will inform the School Business Manager of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been actioned.

## **Electrical equipment**

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been actioned.

## **Emergency services**

- Fire, police or ambulance services can be contacted by dialing 999 and asking for the service required.
- First-aiders are on call within the school during working hours. If an ambulance is needed, inform them of the postcode for the Beaumont Arms Pub (BL3 4NX), as the school postcode takes them to the Walkway where they cannot gain access.

## **Fire prevention**

- Fire procedures are available for all personnel to read. They cover all aspects of fire prevention.
- A 'Fire Evacuation Plan' is displayed in all classrooms as a printed notice. A 'Fire Action' sign (yellow) is clearly displayed in each room identifying the nearest evacuation route. Staff are to discuss the fire alarm with pupils during the first week of the new academic year.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire (see Fire Evacuation Plan).
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training, fire equipment servicing and fire alarm testing are to be carried out in accordance with current legislation.
- An annual fire risk assessment will be undertaken with all recommendations being carried out within recommended timescales.

## First Aid

The school has a First Aid risk assessment in place. First Aid provision is in place in relation to staffing levels (FAW & PFA) and also first aid boxes and equipment. Signs are in place around school to show how first aid provisions/ first aiders can be accessed. A defibrillator is kept in the main school office.

## Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

- Accidents can be prevented by following the guidelines listed below:
- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

## Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are in place by the monitoring and maintenance of systems. School appoints a competent person to undertake a risk assessment; competence is verified by confirming the company is a member of the Legionella Control Association. Records are maintained of any maintenance, water treatments or disinfection. The risk assessment will be reviewed on a two yearly cycle, or if there is a significant change to the water system..

## Lone Working

All personnel who attend site out of hours or on a lone basis **must** have prior permission from the Headteacher. It is the responsibility of the lone worker to organise a 'buddy' system (making sure at least one other person is aware of their attendance on and off site). The School has implemented a WhatsApp Lone Worker Group, details of how to use the group are provided in the Lone Worker Policy.

## Machinery

All personnel controlling the use of machinery must be familiar and comply with the following legislation:

- Factories Act 1961: Safety (General Provisions)
- HSW Act and the Management of Health and safety at work regulations 1999
- Safety in the use of abrasive wheels (HSE)
- Provision and use of work equipment regulations 1998 as applied to wood working machinery
- Operations at Unfenced Machinery Regulations 1938
- Lifting Operations and lifting equipment regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

## Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

## Ladders

When using access equipment, such as ladders, etc, the correct equipment is to be used for the job to be undertaken. Under no circumstance should staff take 'short cuts' such as climbing on chairs/tables etc. Stepladders should always be used and supported by an assistant. All staff have been given a copy of the Working at Heights risk assessment.

## Other Statutory Regulations:

School will undertake and keep a record of all necessary checks in relation to statutory regulations. The Site Manager will specifically arrange:

- Emergency lighting – this will be checked and recorded on a visual weekly basis by the site manager. The site manager will arrange for a specialist provider to undertake and provide reports for the 6 monthly and 12 monthly checks.

- Gas soundness tests – these will be undertaken by a specialist provider on a 12 monthly basis who will also provide a report.
- All gas appliances will be serviced and checked on a 12 monthly cycle.
- Glazing risk assessment – this was undertaken in April 2019 and is due for renewal in 2028. All recommendations have been completed.
- Electrical inspections – a five yearly inspection will be undertaken on the main electrics within school (last completed April 2019). PAT testing will be undertaken on a two yearly cycle. FAT testing will be undertaken annually.
- Air conditioning units and air handling equipment – these will be inspected/serviced on an annual basis.
- Sports equipment / play frames – this will be undertaken on an annual basis and all recommendations undertaken within time scales.
- DEC – this will be undertaken on an annual basis with the certificate being displayed in A3 format in the entrance foyer.
- Roof Safety System – this will be inspected annually.
- The Deputy Head Teacher (in conjunction with the Site Manager) will undertake:

Accessibility plan – this will be reviewed on a three yearly cycle. All recommendations will be undertaken in accordance with urgency and budget allocation.

## **Out-of-school visits and activities**

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document entitled 'Procedure for school visits and out-of-school activities'.

## **Parking and Traffic Management**

The car park is for staff parking/school deliveries only. Parents should park outside of the school grounds.

## **Pregnant Employees**

An individual risk assessment will be undertaken for pregnant employees, detailing any changes in working pattern/arrangements that may be required to ensure their health and safety.

## **Reporting procedures**

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher. Such reports are to be recorded.

## **Safe working procedures**

All personnel must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be disseminated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

## **Security**

School has implemented several procedures to ensure the safety of employees, pupils and visitors:

- Signing in procedures/registers for staff, pupils, visitors and contractors
- ID badges for staff, visitors and contractors – to be worn at all times



- Relevant DBS clearance checks for staff, visitors and contractors
- Clearly defined perimeters and access gates
- Secure building access control for staff
- Security lighting
- CCTV system
- Appropriate evacuation/invacuation procedures

## **Skin infections and hand care**

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

## **Smoking**

Smoking is not permitted in the school or the school grounds. This includes the use of vapour / e-cigarettes.

## **Stress**

All personnel are aware of school policies and relating procedures such as whistleblowing, worklife balance, anti-harrasment, employment, etc. Policies are kept electronically on the All Staff drive, with hard copies available in the Headteachers room. Should staff have any concerns which are causing them stress, they should speak with their line manager. However, if this causes them concern, the Headteacher/Deputy Headteacher/SBM is always available to speak with.

## **Students/Work Experience/Young Persons**

- All work placement/students should be signed in and out of the building.
- It is the duty of all personnel within the school to ensure the health and safety of all work placement/students to the school.
- Work placement/students should not be left unsupervised at any time with children.
- Work placements/students are often still in full/part time education themselves and as such all personnel should be aware that it is their responsibility to ensure they take the appropriate actions to comply with safeguarding.

## **Substance Misuse**

The school is committed to ensuring the health and safety of employees and pupils and recognises the risks that may be caused by the misuse of alcohol, drugs and other substances. The use of certain drugs is illegal under the Misuse of Drugs Act 1971, and members of staff becoming aware of such usage should report to the Headteacher.

The Headteacher will take whatever action he considers appropriate, which may include involving the police.

## **Use of harmful substances**

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Headteacher. All COSHH data sheets are kept in the Site Manager's room.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Headteacher.

## **Use of vehicles**

Only those persons authorised and in possession of the appropriate license and insurance are to transport passengers in vehicles on school business.

## **Violence**

Staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken if they are subjected to abuse, threats or violence from parents, children and visitors to school premises, and in exercising their duties off site.

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on school premises.

## **Visitors**

- All visitors should be signed in and out of the building.
- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied.

## **Welfare**

Health, safety and welfare are basic requirements at work, and can be divided into four broad categories: the working environment, welfare facilities, workplace safety and housekeeping. Governors will ensure staff wellbeing by providing adequate working conditions such as heating, ventilation, lighting, sanitary facilities, drinking water, and food heating equipment i.e. microwave and kettle. Premises will be maintained in a good condition and to a high standard of cleanliness.

## **Working at Height**

A detailed Working at Height risk assessment is available and shared with all staff. It is the duty of all staff to ensure they adhere to Working at Height guidance. Only correctly trained personnel are to access the roof and must use the safety harness system.

## **Working Time**

Contracted working hours are as stipulated in individual contracts of employment and in association with relevant standards i.e. Teachers Pay and Conditions.

Health and safety information and advice are available on all aspects of health, safety and welfare from the Headteacher or Business Manager.

**Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.**

## Ladybridge Primary School

Should you need advice or assistance in school, your nominated persons are:

<b>First Aiders:</b>	John Walton Kathryn Cooper
<b>Paediatric First Aiders:</b>	Megan Laithwaite Jean Whittam Amy Briscoe Vikki Hughes Claire Ibrahim Savita Kalyan <u>Steph Broughton</u>
<b>Health and Safety Responsible person:</b>	Colin Watson
<b>Health and Safety Representatives:</b>	Cheryl Taylor John Walton
<b>Health and Safety Governor:</b>	Edward Woo
<b>Fire Incident Controllers:</b>	Colin Watson Tracey Hall
<b>Designated Child Protection Co-ordinators:</b>	Colin Watson Tracey Hall
<b>Site Manager:</b>	John Walton