



Health & Safety Policy

Lytham St Annes High (LSA) School is committed to safeguarding & promoting the welfare of young people and expects all staff & volunteers to share this commitment.

Intention

This policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other legislation.

The Governing Body of Lytham St Annes High School is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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”.

Reviewed with amendments June 2020

1 Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Headteacher</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is:</p>	<p>Business Manager Health & Safety Co-ordinator</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>Business Manager</p> <p>Site Staff (Including Snr First Aiders)</p> <p>Health & Safety Co-ordinator</p> <p>Heads of Departments</p> <p>Educational Visits Co-ordinator</p> <p>YMCA (Community use operator and strategic partner)</p> <p>Lancashire County Council School and Residential Care Catering</p> <p>RCCN (Cleaning Contractor)</p> <p>All staff</p>
<p>The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. D f E, Teacher net, other schools, HSE) will be developed and monitored by:</p>	<p>Headteacher</p> <p>Business Manager</p> <p>Health & Safety Co-ordinator</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the students 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. 	

2 Health and Safety Risks Arising from Work Activities

So far as is reasonably practicable, all areas of risk will be assessed and adequate control measures put in place to ensure the health and safety of all employees, students, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	<p><i>Heads of Department</i></p> <p><i>Senior Support Managers</i></p> <p><i>Health & Safety Co-ordinator</i></p>
The significant findings of risk assessments will be reported, as required, to:	<p><i>Headteacher</i></p> <p><i>Senior Leadership Team</i></p> <p><i>Safeguarding Team/Health & Safety/Resources Committee</i></p> <p><i>Full Governing Body</i></p>
Action required to remove/control risks will be approved by:	<p><i>Headteacher</i></p>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<p><i>Headteacher</i></p> <p><i>Business Manager</i></p> <p><i>Head of Department/Senior Support Manager or other nominated person as appropriate</i></p> <p><i>Health & Safety Co-ordinator</i></p>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<p><i>Headteacher</i></p> <p><i>Business Manager</i></p> <p><i>Head of Department/Senior Support Manager or other nominated person as appropriate</i></p>
Risk Assessments will be reviewed regularly or when an element of the work activity changes significantly, whichever is sooner, or when advised by the Local Authority. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<p><i>Head of Department / Senior Support Manager and agreed by the Health & Safety Co-ordinator.</i></p>

3 School's Commitment

To meet their Health & Safety obligations, the /Governing Body/Head Teacher 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, students, 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; and,
- 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
- 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 below.

4 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:	Union based representatives
Consultation with employees is provided via:	Staff training sessions School Staff Bulletin Daily briefing document Weekly staff verbal briefing (Wednesday am) All staff emails Health & Safety notices School notice boards Face to face verbal communication

5 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 Head Teacher/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 meetings, as appropriate, where Health & safety are discussed

6 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.

Is responsible for identifying all equipment/plant needing maintenance	Senior Leadership Team Site Manager/Team Heads of Departments/Senior Support Managers Health & Safety Co-ordinator All staff
Is responsible for ensuring effective maintenance procedures are drawn up	Property Building Surveyor LCC Contractors
Is responsible for ensuring that all identified maintenance is carried out	Senior Leadership Team Site Manager/Team Heads of Departments/Senior Support Managers Other qualified/responsible members of staff
Any problems found with equipment should be reported to	Senior Leadership Team Site Manager/Team Heads of Departments/Senior Support Managers Health & Safety Co-ordinator
Will check that new equipment meets any required health and safety standards before it is purchased	Business Manager Site Team Heads of Departments/Senior Support Managers Health & Safety Co-ordinator

7 Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Main Reception
Health and Safety advice is available from:	Headteacher Business Manager Health & Safety Co-ordinator Site Manager/Team Heads of Department/Senior Support Managers LCC Health & Safety Team
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Heads of Departments/Senior Support Managers HR Manager
Health & Safety in shared premises (where applicable)	<i>The Head Teacher/Deputy Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.</i>

8 Competency for tasks and training

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.

Induction training will be provided for all employees by:	<i>Heads of Department/Senior Support Manager</i>
Job specific training will be provided by:	<i>Heads of Department/Senior Support Manager Other qualified/responsible members of staff</i>
Jobs requiring specific health & safety training are:	<i>Staff Recruitment</i> <i>Risk Assessments</i> <i>Educational Visits Co-ordination</i> <i>First Aid</i> <i>PEEP Assessments</i> <i>Evacuation Chair Users</i> <i>Workplace assessments and DSE assessments</i> <i>Site Staff & Cleaning</i> <i>Science Staff</i> <i>Technology Staff</i> <i>PE Staff</i> <i>Art Staff</i> <i>EPA Staff</i> <i>Catering (LCC)</i> <i>Cleaning (RCCN)</i> <i>Use of reasonable force</i> <i>Y.M.C.A</i>
Training records are kept at/by:	<i>HR Manager/Assistant</i> <i>Catering and Cleaning records are held by the appropriate contractors</i>
Training will be identified, arranged and monitored by:	<i>Statutory Notices/Changes in Legislation</i> <i>LCC Health & Safety Team</i> <i>Senior Leadership Team</i> <i>Safeguarding Team</i> <i>Heads of Departments/Senior Support Managers</i> <i>Staff Appraisal System</i> <i>Schools' Portal</i> <i>Post-incident feedback</i>

9 Accidents, first aid and work-related ill health

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 boxes are available:	<i>Can be sourced in key locations around the school</i>
The first aiders and appointed persons are:	<i>An up to date list is located in the Health & Safety section on the schools x drive</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Any qualified first aider</i> <i>Note</i> <i>Senior First Aiders are P Tozer & Andrew Wright (As at June 2016)</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Any employee who requires a specific risk assessment to be completed (including a PEEP) recognising that their duties may need to be modified to take account of their changing capabilities.</i>
Health surveillance will be arranged by:	<i>The Headteacher, with responsibilities delegated to nominated, suitably trained, qualified and experienced persons</i>
Health surveillance/records will be kept by/at:	<i>HR Dept./Personnel files</i>

* E.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

10 Performance Monitoring

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (three yearly is</p>	<p><i>Name(s) and contact details:</i></p> <p>Health & Safety Co-ordinator</p>
<p>Recommended for task risk assessments and 3 yearly for COSHH assessments) and in the event of any significant changes. This function is carried out by:</p>	<p>Risk Assessment authors (Heads of Department/Senior Support Managers) Health & Safety Co-ordinator</p>
<p>Who is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>Headteacher (or someone nominated by the Headteacher) Health & Safety Co-ordinator</p>
<p>Who is/are responsible for investigating work-related causes of sickness absences?</p>	<p>Heads of Department/Senior Support Managers HR Manager Health & safety Co-ordinator Headteacher</p>
<p>Who is/are responsible for acting on investigation findings to prevent recurrences?</p>	<p>The Headteacher, with responsibilities delegated to nominated, suitably trained, qualified and experienced persons</p>
<p>Those responsible for the monitoring of any trends in accidents, incidents and sickness absence are:</p>	<p>Health & Safety Co-ordinator/Senior First Aiders HR Manager Attendance Team/College Leaders/Pastoral Leader Heads of Department/Senior Support Managers</p>

11 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:	Headteacher & Governors delegated to the Health & Safety Co-ordinator
Escape routes are checked:	All staff on a daily basis
Fire extinguishers are maintained and checked by/every:	Site staff member with additional responsibilities for fire compliance, and the designated qualified and approved contractors employed to carry out inspections, and maintenance and repairs as required.
Alarms are tested by/every:	Site staff on a weekly basis and by approved contractor during maintenance periods
The emergency evacuation procedure is tested every:	Termly (Min 3 per year, and after every activation caused either by a smoke, heat detector or manual call point being set off in an potential emergency situation.
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Headteacher & Governors Safeguarding Team (and Critical Incident Team)

APPENDIX A

Occupational Health & Safety Topic/Activity Information and Guidance is available on the Lancashire Schools Portal	Applicable (<input type="checkbox"/>)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Y	H & S File Accident Reporting & Records
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Y	Safe Systems of Work & Risk Assessments
Catering	Y	LCC Catering Department
Cleaning/caretaking	Y	RCCN Risk Assessments
Control of contractors	Y	Contractors on Site/Fire Evacuation Procedures
Disability access – H&S implications	Y	PEEP Records
Display Screen Equipment and eye tests	Y	Use of I.T. Equipment Risk Assessment DSE assessments
Electrical Safety	Y	PAT Testing records
Emergency Procedures other than fire e.g. flood, services failure	Y	Critical Incident Plan
Extended school and community use	Y	Site Managers Documentation
Falling Objects/Safe storage	Y	Site Risk Assessments
Fire Safety	Y	Fire Evacuation, Fire Risk Assessment Procedures
First Aid	Y	First Aid Risk Assessments & Procedures
Gas safety	Y	Site Manager Documentation
Hot surfaces, scalds and burns	Y	Risk Assessments
Induction	Y	H/R Induction Policy
Information communication	Y	Staff Bulletins, Staff and Pupil Notices etc.
Lettings to non-school groups	Y	School Bookings terms & Conditions
Management and other Health and Safety responsibilities	Y	Head teacher/Business Manager/Department Head or other nominated person as appropriate:
Manual Handling	Y	Risk Assessment for manual Handling
Minibuses	Y	Mini Bus users Policy
Mobile phones – use of	Y	Behaviour Management Policy
Needles and needle stick injuries	Y	Risk Assessment
Performance Monitoring	Y	Appraisals Policy
Personal safety including lone working and violence and aggression	Y	Risk Assessment Lone Working

Playgrounds and external areas	Y	Playground & External Areas Risk Assessment
Ponds and Water features	Y	Science Risk Assessments
Premises Management	Y	Site Manager Documentation
Pregnant employees and nursing mothers	Y	New and Expectant Mothers Assessments
Reporting of H&S concerns/faults	Y	Emailing & Verbal Reporting
Risk Assessment and hazard identification	Y	Site Risk Assessment
Shared use of buildings	Y	Fire & Departmental Risk Assessments
Slips and trips	Y	Risk Assessments
Stress	Y	School Stress Policy
Substances – COSHH	Y	Schools X Drive Site Risk Assessment
Temporary and supply staff	Y	Visitors on Site and Other Adults on Site Policies
Training	Y	Training Records
Transporting and storing chemicals	Y	Schools Site Risk Assessment
Vehicle and pedestrian traffic	Y	Warning Systems and Signage
Visitor and volunteers safety	Y	Other Adults On Site Policy & Induction Policy and Signage
Waste storage and disposal	Y	Site Risk Assessment
Water hygiene (Legionella, lead etc.)	Y	Site Risk Assessment
Work equipment and machinery	Y	Site Risk Assessment
Working at height – ladders, access equipment etc.	Y	Site Risk Assessment
Workplace Inspection	Y	H & S File Risk Assessment

APPENDIX B

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (<input type="checkbox"/>)	Details of where information about the school's arrangements can be found
Administration of Medication	Y	Medical Policy
Educational Visits	Y	Educational Visits Policy
Food safety and hygiene & Food technology	Y	Food safety & Hygiene Procedure L.C.C & Food Technology Risk Assessments
Outdoor activities	Y	PE Risk Assessments
PE Equipment	Y	Equipment Maintenance Records
Student handling and restraint	Y	Use of reasonable force policy
Grounds maintenance	Y	Contractors own Risk assessments for use of vehicles and equipment.
Student movement and flow	Y	Student Movement & Flow Risk Assessment
School transport	Y	Mini Bus Risk Assessments
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	Y	Science Risk Assessments
Smoking	Y	Behaviour Policy
Special needs of pupils Health & Safety issues	Y	Student Care Plans
Stage and drama activities	Y	School Plays & Presentation Risk Assessment
Supervision of pupils	Y	Behaviour Management Policy
Technology rooms and equipment	Y	Technology Risk Assessments
Wearing of jewellery	Y	Dress Code in Student School Planner / PE risk Assessments
Work experience	Y	Careers Coordinators Risk Assessments

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.