



**MOOR PARK  
PRIMARY SCHOOL  
AND NURSERY**

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**HEALTH & SAFETY POLICY**

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March 2023

*'Moor Park Primary is a Happy, Caring School Where Everyone Matters'*

<b>Policy</b>	Health & Safety policy
<b>Blackpool Council model policy</b>	None available <i>Blackpool procedures and guidance followed</i>
<b>Reviewed by</b>	Deborah Makin
<b>Date</b>	March 2023
<b>Approval level</b>	Full Governing Body
<b>Adopted</b>	May 2023
<b>Next review due</b>	March 2024

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***This policy can also be cross referenced to the staff handbook***

## HEALTH & SAFETY DUTIES

### **Statutory Duties**

The Health and Safety at Work Act 1974 places duties on employers to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.

People who have Control of Premises have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not employees eg. pupils and visitors.

Employees have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties. All employees will be issued with a School Handbook at the commencement of each academic year.

### **General Responsibilities**

The Governors of Moor Park Primary School have a duty in controlling school premises and running the school, although the Local Authority remains technically the employer of staff. Therefore, both Governors and the Local Authority continue to have statutory responsibility for health and safety. In view of this it is particularly important that the Governing Body, the LA and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the school without risk to health and safety.

We work closely with the Local Authority and H&S Team.

## SECTION 1 – The School’s Health & Safety Policy Statement of Intent

Moor Park Primary School recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work. School utilises the Council’s H&S Manual to obtain access to arrangements and guidance on H&S which all school policies are based.

Without prejudice to the generality of the above, the school will ensure, so far as it reasonably practicable, that;

- Plant equipment and systems of work are safe and without risks to health.
- The handling and storage of articles and substances will be safe and without risk to health.
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- The site is maintained in a safe condition and without risks to health.
- A safe work place and safe access.
- A healthy working environment is provided.
- Adequate welfare facilities and suitable protective clothing and equipment are provided.
- There are adequate arrangements for staff welfare at work and the welfare of pupils and visitors.

The school acknowledges that no policy can be completely effective without the full co-operation of all concerned with the safe operation of the school.

The School will ensure that they have access to competent H&S advice.

It will therefore strive to gain this degree of commitment from the staff through participation, encouragement and support.



**Mrs J Martin**  
**Chair of Governors**



**Miss S Ashton**  
**Executive Headteacher**

## SECTION 2 – Organisation of Health and Safety Matters

### **Governors**

The school Governors will ensure that:-

- Health & Safety Policy and Codes of Practice are fully implemented.
- Risk Assessments of work activities are undertaken and a written record of the assessments is kept.
- Staff with delegated responsibility for carrying out the arrangements for health and safety are fully aware of their role.
- Regular H&S inspections and monitoring is undertaken and reports complied with.
- A positive H&S culture is established and maintained, with staff training taking high priority.

### **Headteacher**

The Headteacher is responsible, as far as is reasonably practicable for:-

- Ensuring H&S is an integral part of the management of the school. This will include setting of objectives as part of a planned approach to full legislative compliance. Producing and up-dating, as necessary, a school H&S Policy document which details arrangements with respect to implementing local policies and procedures in school.
- Risk Assessments of work activities are undertaken (annually or sooner if required) and a written record of the assessment is kept and reviewed regularly to ensure they remain valid.
- Ensuring staff who have been nominated for H&S are fully aware of their responsibility for such delegated tasks and have been provided with the necessary training.
- Ensure that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to the Local Authority.
- Reporting all known hazards immediately to the H&S Representatives and stop any practices or the use of any plant, tools, equipment, machinery etc. they consider to be unsafe until satisfied as to their safety.
- Ensure arrangements for inspection of the school premises, places of work and working practices on a regular basis.
- Maintaining appropriate safety documents and records.

- Reviewing from time to time eg. annually –
  - a. The provision of first aid in school
  - b. The emergency regulations and make recommendations for improving the procedures laid down and for the training of personnel.
- Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998.

### **Employees**

All employees must:

- Take reasonable care for their H&S at work and that of other persons who might be affected by their acts.
- Adhere to and comply with statutory regulations and agreed procedures for safe working, observe safety rules or instructions relevant to particular work or locations and to use protective clothing and safety equipment that is provided.
- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb threat, first aid and to carry them out.
- Report immediately or as soon as practicable, any defects with equipment, machinery or the workplace in general and in line with School procedures.
- Report any near misses or H&S concerns to the Site Supervisor or school office.
- Not misuse anything provided for H&S purposes.
- Co-operate fully with management in respect of complying with H&S requirements.
- Be responsible for completing and adhering to risk assessments which are specific to their classrooms or activities that they may undertake. Examples are classroom risk assessments or specific sporting lessons.
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that suitable footwear is worn for the activity/task. The school will not accept responsibility for staff who wear inappropriate footwear, which include:-
  - a. Flip flops
  - b. Wedges
  - c. High heels
  - d. Open toe shoes

(this list is not exhaustive)

## **Pupils**

All pupils are expected to:

- Comply with the school rules relating to behaviour.
- Wear the required school uniform.
- Comply with all information that is provided both verbally and written relating to H&S matters.
- Not misuse anything provided for H&S reasons.
- In the case of emergency, listen to and obey instructions given by staff.
- Ensure that suitable footwear is worn. The school will not accept responsibility for pupils who wear inappropriate footwear, which include:
  - a. Flip flops
  - b. Wedges
  - c. High heels
  - d. Open toe shoes/sandals

(this list is not exhaustive)

### SECTION 3 – Health & Safety arrangements

This section of the policy outlines the procedures adopted to ensure the safety of all employees, pupils, visitors and tradesmen while engaged in activities on-site and the safety of employees and pupils when engaged in school business off site.

#### **Reporting of Accidents and Incidents**

All accidents to pupils and staff involving injury are recorded in the school's accident book. These accident books are stored in each of the First Aid Rooms and in the Nursery.

In addition to completing a first aid form a separate Accident/Incident/Near Miss Incident form should be completed if; there is any injury to a member of staff and also to pupils or visitors who are injured whilst completing a normal School activity, an activity organised by the School, under supervision of the School, defect whilst using School equipment, a failure in School procedures or on School premises and also if it is defined as near miss.

These forms are then forwarded to the Local Authority's Health and Safety department where they will be assessed and if necessary appropriate the information is reported to RIDDOR.

#### **First Aid**

The school has always given high priority to staff training in First Aid. For further information please refer to the school's First Aid Policy.

#### **Fire Safety**

The Headteacher and the School Business Manager will ensure that a Fire Risk assessment takes place at least once a year. All staff will be made aware of:-

- a. The location of the fire alarm exits
- b. The location of the fire assembly points
- c. Fire and evacuation procedures.

The school has several members of staff trained as fire wardens who will sweep the immediate area when a fire alarm is sounded. A fire evacuation practice will be carried out once a term and a log will be kept of the outcome in the fire log book by the Site Supervisor.

Fire Safety and Fire Awareness training can be conducted through staff briefings, staff meetings or planned Inset Days.

The school has been inspected for **Asbestos** and does have an Asbestos Register.

### **Contractors and visitors on site:**

Any contractors/visitors to school must sign in and wear a visitors badge. Where appropriate they are accompanied by the site supervisor/other staff member whilst in school. They are made aware of our fire evacuation procedures.

Any staff, contractors or visitors must consult the asbestos register before breaking into the fabric of the building

### **Electrical Equipment**

There has always been a requirement to satisfy H&S legislation. In 1989 the Electricity at Work Regulations came into force, which clarifies the need to maintain electrical systems safely. School undertakes PAT testing annually.

### **PE Equipment**

All PE equipment is checked annually by an approved contractor and all recommendations regarding the repair/replacement of equipment will be followed. In addition each member of staff will carry out a visual inspection prior to use. If defects are noticed then the PE coordinator will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

### **Play Equipment**

All play equipment is approved safe by ROSPA. In addition each member of staff will carry out a visual inspection prior to use. If defects are noticed then the Headteacher, Deputy Headteacher, School Business Manager or site supervisor will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. Members of staff are to undertake a visual risk assessment of the play areas before use.

The Site Supervisor inspects the outdoor play equipment weekly, records his findings and reports any faults/defects to Property Services.

### **Chemicals Safety**

The school will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances.

The Site Supervisor, under the supervision of the Headteacher, will be responsible for these matters.

### **Risk Assessments**

The schools risk assessment process is ongoing. Risk Assessments are undertaken for hazards, activities and locations. All staff has access to these and are reminded on a regular basis to make themselves familiar with them.

All risk assessments are completed and then approved by senior management before being implemented.

### **No smoking policy**

The school has a non-smoking policy based on the Local Authority policy which applies to visitors, contractors, staff and voluntary helpers. This applies to the whole site – both inside and outside areas of the school.

### **School Visits**

During the planning of off-site visits staff are encouraged to give high priority to H&S issues, and pre-visits are expected, wherever possible. Generous pupil/teacher ratios are expected to reflect the age of the children and the nature of the trip.

A risk assessment should be completed by the lead teacher and be approved by the EVC and then the Head Teacher and recorded on the Evolve the Educational Visits program with Blackpool Council. Wherever possible, only coaches using individual safety harnesses will be used. For further information please refer to the schools 'Off Site and Outdoor Education Activities Policy'.

### **Medical Needs**

For more information on managing medical needs please refer to the 'Medicines in School Policy'.

### **Infectious Diseases**

School follows the Health Protection Agency guidance or checks with the school nurse on infection control in schools and other childcare settings. School has specific risk assessments and management plans in place for covid-19.

### **Manual Handling**

Manual Handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling.

### **Work at height**

The Site Supervisor is trained in working at height. Any staff requiring help should consult him.

### **Security**

The premises of Moor Park Primary School and the equipment within it are protected as far as is reasonably practicable. In addition the premises are kept in a well-maintained condition, be attractive in appearance and kept free of graffiti, litter and other disfigurements.

### **Well Being**

The wellbeing of staff is seen as an integral part of the school's H&S responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties. An ethos of mutual respect and support is promoted amongst all staff.

Staff are encouraged to raise any concerns with the Headteacher or Line Manager but also have access to a confidential counselling service (Health Assured EAP) All sickness absence will be managed by the school.

## Monitoring of Health & Safety and review arrangements

Health and Safety indoor Inspections will be carried out twice a year as well as at any time issues are raised. Teaching staff carry out classroom inspections twice a year – a record of this is filled in and handed in to the Business Manager and Site Supervisor for action. The Headteacher, Business Manager, SENCO carry out internal inspections of offices and staffroom areas twice a year. These records are assessed by the Business Manager/Site Supervisor and appropriate action taken.

External inspection of the premises is carried out by the site supervisor on a daily basis.

Health and Safety procedures will also be monitored throughout the year during Senior Leadership learning walks. Any concerns will be recorded and actioned.

A Fire Risk Assessment will take place once a year as well as at any time that issues are raised by members of staff.

The school's Health and Safety Policy will be reviewed annually.

The school will continue to give high priority to Health and Safety issues.

The School will arrange with LA H&S Team to periodically to assist with Interim Audits and conduct School H&S Audits.