

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:



Northbrook Primary School

Bannister Drive, Leyland, Preston. PR25 2GB.

Tel: 01772 421599

Executive Headteacher: Mr S.B. Smith.

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School Number: 07024

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 Community School the County Council is the employer. The Governing Body 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 County Council, 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 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".

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>School's Governing Body Stephen Smith (Headteacher)</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p>Ray Allen (Site Supervisor)</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>Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)</p> <p>Clare McCrory (EVC)</p>
<p>The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Stephen Smith (Headteacher) School's Governing Body</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p>In the minutes of Governors or Staff 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health 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.	Ray Allen (Site Supervisor) Stephen Smith (Headteacher)
The significant findings of risk assessments will be reported to:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher) Ray Allen (Site Supervisor)
Action required to remove/control risks will be approved by:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher) School's Governing Body
The responsibility for ensuring the action required to reduce risks is implemented is that of:	All Staff
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher) School's Governing Body
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:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Don Smith and Cuthbert Culshaw (Governors)

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)
Consultation with employees is provided via:	Individual staff appraisals, circulation of draft documents for consultation, weekly health & safety issues discussed at briefing meeting Weekly School Newsletter

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- Attend health and safety committee meetings.

Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Ray Allen (Site Supervisor)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	LCC Property Group School's Building Surveyor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Ray Allen (Site Supervisor)
Any problems found with equipment should be reported to:	Ray Allen (Site Supervisor) Kirsty Turner (School Admin)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Ray Allen (Site Supervisor)

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:	The Main School Office
Health and safety advice is available from:	Ray Allen (Site Supervisor) Stephen Smith (Headteacher) LCC Health and Safety Team

Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Stephen Smith (Headteacher)
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Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Stephen Smith (Headteacher)
Job specific training will be provided by:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)
Jobs requiring specific health & safety training are:	Manual Handling and Working at height training is carried out by all staff using the on line training on the portal every three years. The site supervisor receives specific training through LCC
Training records are kept at/by:	Stephen Smith (Headteacher) on the school computer
Training will be identified, arranged and monitored by:	Stephen Smith (Headteacher)

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents;
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	The staff room and the Junior Entrance area
The first aider(s) and appointed person(s) is/are:	Stephen Smith and Kirsty Turner are paediatric first aid trained. Cheryl Kearsley, Jessica Cookson and Rachel Spence are Emergency First Aid at work trained in addition to Stephen Smith and Kirsty Turner
All accidents and cases of work-related ill health are to be reported to:	Stephen Smith (Headteacher)
Health surveillance is required for employees doing the following jobs within the school: Working with computers for sustained periods of time. (<i>DSE users</i>)	Stephen Smith (Headteacher) Kirsty Turner (School Admin)
Health surveillance will be arranged by:	Stephen Smith (Headteacher)
Health surveillance/records will be kept by/at:	Stephen Smith (Headteacher) on the school computer

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:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Don Smith and Cuthbert Culshaw (Governors)
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)

Responsible person(s) for acting on investigation findings to prevent recurrences:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)

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:	Stephen Smith (Headteacher)
Escape routes are checked by/every:	Ray Allen (Site Supervisor)
Fire extinguishers are maintained and checked by/every:	LCC contractors every 6 months
Alarms are tested by/every:	Weekly on a rota by Ray Allen (Site Supervisor)
The emergency evacuation procedure is tested by/every:	At least termly by Stephen Smith (Headteacher)
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Stephen Smith (Headteacher)

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Stephen Smith (Headteacher) Kirsty Turner (School Admin)
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Risk Assessment and Safe System of work
Catering	Catering Staff
Cleaning/caretaking	Shaun Horan (LCC) Ray Allen (Site Supervisor)
Control of contractors	Kirsty Turner (School Admin) Stephen Smith (Headteacher) Ray Allen (Site Supervisor)
Disability access (health & safety implications)	Accessibility plan
Display Screen Equipment and Eye Tests	E learning through school portal
Driving at Work	Stephen Smith (Headteacher)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Stephen Smith (Headteacher) Kirsty Turner (School Admin)
Emergency Procedures other than Fire e.g. flood, services failure	School emergency plan
Extended school and community use	School Lettings agreement
Falling Objects/Safe storage	Stephen Smith (Headteacher)
Fire Safety	Fire Risk Assessment
First Aid	All staff
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Stephen Smith (Headteacher) LCC property services
Hot surfaces, scalds and burns	Catering staff
Health & Safety Induction (checklist available on web site)	Stephen Smith (Headteacher)
Lettings to non-school groups	Stephen Smith (Headteacher)
Manual Handling	All staff E learning through school portal
Mobile phones (the use of)	School policy (See safeguarding policy and the staff handbook)
Personal safety including lone working and violence and aggression	Risk Assessment
Play Equipment installations inspections	Ray Allen (Site Supervisor) Shaun Horan (LCC)
Playgrounds and external areas	Ray Allen (Site Supervisor)

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	Details of where information about the school's arrangements can be found
	Shaun Horan (LCC)
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Stephen Smith (Headteacher) Kirsty Turner (School Admin)
Pupil moving and handling (special needs)	Intimate Care policy
Pregnant employees and nursing mothers	Risk Assessment
Reporting of health & safety concerns/faults	Stephen Smith (Headteacher) Ray Allen (Site Supervisor)
Shared use of buildings	School Lettings agreement
Sharps e.g. broken glass either in school building or external grounds	Ray Allen (Site Supervisor)
Slips and trips	All Staff
Stress	Stephen Smith (Headteacher) Clare McCrory (Deputy Headteacher)
Substances – COSHH	Ray Allen (Site Supervisor)
Visitor and volunteers safety	Stephen Smith (Headteacher) Kirsty Turner (School Admin)
Waste storage and disposal	Ray Allen (Site Supervisor)
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Stephen Smith (Headteacher) Ray Allen (Site Supervisor)
Work equipment and machinery	Stephen Smith (Headteacher) Ray Allen (Site Supervisor)
Working at height – ladders, access equipment etc.	Stephen Smith (Headteacher) Ray Allen (Site Supervisor)
Workplace Inspection	Stephen Smith (Headteacher) Ray Allen (Site Supervisor) Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Don Smith and Cuthbert Culshaw (Governors)

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](#).