

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

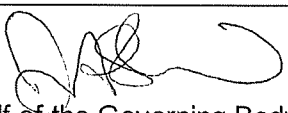
- **Oswaldtwistle School**
- **Alternative Provision (Pupil Referral Unit)**
- **11/142**
- **Union Road, Oswaldtwistle, Lancashire BB5 3DA**

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 or Voluntary Controlled 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 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: Sandra McKenna	Chair of Governors name: David Shaw
Date: 08/10/2025	Proposed Review date: 09/10/2026

Responsibilities The responsibility for implementation and management of proper health and safety controls within the school is that of e.g. headteacher:	<i>Management Committee</i>
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 and safety co-ordinator etc:	<i>Sandra McKenna -Headteacher</i>
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:	<i>K Stevenson – Premises</i> <i>K Stevenson – Fire Safety & other emergencies</i> <i>K Stevenson – Emergency Plans</i> <i>Jaccs Barker-Rourke & Jackie Shove (Tib Services) – Out of Hours arrangements – Site Supervisors</i> <i>Michael Todd Educational visits</i>
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 e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	<i>Sandra McKenna – Headteacher</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	<i>Location - within the School Development Plan.</i>
All employees within the school have a responsibility to: 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)
5. The Conditions of Employment of Teachers provides that teachers professional duties 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.
6. A revised file and procedures have been created for dealing with contractors visiting school and linked to the Asbestos survey. All contractors will be asked to look at floor plan which will be advise them where asbestos is known within school, complete a Contractor Induction checklist & Asbestos Register Record and be issued with an updated copy of Site Rules for Contractors. They will be asked to sign in and out and acknowledge the fire evacuation procedures.
7. Health and Safety awareness has been raised by using the County Councils - learning courses to update all staff records. H&S Awareness, H&S Fire Procedure, Personal safety and Driving at Work have all been completed

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.	Karen Stevenson- Business Manager – H&S Karen Stevenson – Business Manager – Wellbeing (Schools) Karen Stevenson – Business Manager – Workstation Amanda Corns – DSL – Pupils James Doran – Assistant Headteacher - ICT Curriculum Areas: Michael Todd – PE Larissa Palmieri – Science Alethea Thornton – Food Technology Kerry Dickinson – Hair & Beauty Gemma Cook – Duke of Edinburgh Kathleen Watkinson- Art /Pottery James Doran – Technology Michael Todd – Educational Visits
The significant findings of risk assessments will be reported to:	Sandra McKenna – Headteacher Karen Stevenson – Business Manager
Action required to remove/control risks will be approved by:	Sandra McKenna – Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	All Staff Members
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Sandra McKenna – Headteacher Karen Stevenson – Business Manager
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	Sandra McKenna – Headteacher – Audit (Whole School) Karen Stevenson – Business manager – Office, DSE, General School, Audit review (CAR's)

years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:

***Amanda Corns – DSL/Child
Protection Officer – Pupils
LCC H&S Team – Fire Technical
Karen Stevenson – Business
Manager – Fire Non-Technical***

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:	<i>Kath Watkinson Sinead Parr (Maternity leave)</i>
Consultation with employees is provided via:	<i>Circulation of draft documents for consultation.</i>

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:	Karen Stevenson – Business Manager
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Property Group – LCC Surveyor</i> Karen Stevenson – Business Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Jacs Barker-Rourke/ Jackie Shove (Tib Services) Site Supervisors</i> Karen Stevenson – Business Manager
Any problems found with equipment should be reported to:	<i>Karen Stevenson- Business Manager</i> <i>Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisors</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Sandra McKenna - Headteacher

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	Staff Room Reception Personal Leaflet on Induction
Health and safety advice is available from:	LCC School Portal Headteacher Business Manager Health Safety & Wellbeing Team 01772 538877
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Karen Stevenson – Business Manager
Health and safety in shared premises (where applicable) is managed by:	N/A

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:	LCC- H&S E-Learning via the Schools Portal
Job specific training will be provided by:	LCC – H&S E-Learning via School Portal LCC H&S Competency training
Jobs requiring specific health and safety training are:	Asbestos Inspection & awareness Legionella and water monitoring Management of contractors DSE

	Cossh Ladder Safety Manual Handling Lone Working Driving at Work Personal Safety Stress in your Team School Security – Induction These all will be achieved via E - Learning/on the job training.
Training records are kept by:	Karen Stevenson – Business Manager Amie Wild – School Administrator – Office
Training will be identified, arranged and monitored by:	Sandra McKenna – Headteacher Karen Stevenson – Business Manager

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:	Workroom upstairs Main School Office Student Services Science Room Garage (Wood tech room) Garage (site supervisors) The Bridge Winter
The first aider(s) and appointed person(s) is/are:	1st Aiders: Amanda Corns Gemma Cook Up to date list displayed in school office
All accidents and cases of work-related ill	Staff Members - LCC via Oracle

health are to be reported to:	<i>Fusion</i> Pupils – via Accident/Incident Form Visitors – via Accident/Incident Form
Health surveillance is not required for any job roles within the school.	N/A

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:	Sandra McKenna – Headteacher Karen Stevenson – Business Manager
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.	Sandra McKenna Headteacher – Audit/Review Karen Stevenson Headteacher – Review Amanda Corns – DSL – Pupil Review
Responsible person(s) for investigating accidents e.g. road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Sandra McKenna - Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Sandra McKenna - Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Sandra McKenna – Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Sandra McKenna - 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:	Karen Stevenson – Business Manager Jacs Barker- Rourke/Jackie
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	Shove (Tib Services) – Site Supervisor
Escape routes are checked by/every:	Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly:
Fire Doors are checked by/every:	Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly
Emergency Lighting checked by/every:	Jacs Barker-Rourke /Jackie Shove- Site Supervisors – Daily/Monthly
Fire extinguishers are maintained and checked by/every:	JLA- Annually Jacs Barker-Rourke /Jackie Shove- Site Supervisors – bi-annually
Alarms are tested by/every:	<i>EFT – bi-annually</i> Jacs Barker-Rourke/Jackie Shove (Tib Services) -Site Supervisors- weekly test of fire call points in rotation
The emergency evacuation procedure is tested by/every:	Termly Sandra McKenna – Headteacher Karen Stevenson – Business Manager
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Sandra McKenna – Headteacher Karen Stevenson – Business Manager School Emergency Plan

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 are 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	✓	O://health&safety/accident & incident reporting
Asbestos management plan	✓	O://health& safety/asbestos Asbestos File -Business Managers Office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	O://health& safety/risk assessments
Catering	✓	O://health& safety/risk assessments
Cleaning/caretaking tasks	✓	O://health& safety/risk assessments
Control of contractors	✓	O://health&safety/contractors O://health& safety/risk assessments Control of Contractors File -Business Manager Office
Control of substances hazardous to health (COSHH)	✓	O://health& safety/risk assessments COSHH File -Business Managers Office
Disability access (health and safety implications)	✓	O://health& safety/risk assessments
Display screen equipment and eye tests	✓	O://health& safety/risk assessments
Driving at work	✓	O://health& safety/risk assessments
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	O://health& safety/risk assessments Health & safety Compliance File – Business Managers Office
Emergency procedures other than fire, for example flood, services failure	✓	O://health& safety/risk assessments Evacuation Procedure Emergency Evacuation File – Business Manager Office & home
Extended school and community use	N/A	N/A
Finger traps (internal and external)	✓	O://health& safety/risk assessments
Fire safety	✓	O://health& safety/risk assessments Fire Action Notices

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 are available on the <u>Health, Safety and Quality team website</u> :		Applicable (✓)	Details of where information about the school's arrangements can be found
First aid		✓	Fire Safety Log Book – Business Managers Office O://health& safety/risk assessments 1st Aid Notices
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		✓	O://health& safety/risk assessments Health & Safety Compliance File – Business Managers Office
Health and safety induction (a checklist is available on the health safety and quality website)		✓	Health & Safety Competency training & Induction (Staff & Supply) Files – Business Managers Office
Infection control, including needles and needlestick injuries		N/A	N/A
Lettings to non-school groups		N/A	N/A
Manual handling		✓	O://health& safety/risk assessments/employee issues/manual handling Health & Safety Competency Training & Induction File (Staff & Supply) – Business Managers Office
Minibuses		✓	O://health& safety/risk assessments
Monitoring		✓	Health & Safety Monitoring Book Fire Safety Log Book Health & Safety Compliance
Mobile phones (the use of)		✓	O://health& safety/risk assessments
Personal safety including lone working and violence and aggression		✓	O://health& safety/risk assessments/lone working & home visits Health & Safety Competency Training & Induction Files (Staff & Supply) – Business Managers Office
Play equipment installations inspections		N/A	N/A
Playgrounds and external areas		✓	O://health& safety/risk assessments/pe
Ponds and water features		N/A	N/A
Premises management (see premises management guidance on the Health, Safety and Quality team's website)		✓	O://health& safety/risk assessments/premises Health & Safety File – Business Managers Office

Issue No: 11

Issued by: H&S Team

Schools Model H&S Policy and Arrangements Template

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 are available on the <u>Health, Safety and Quality</u> team website:	Applicable (✓)	Details of where information about the school's arrangements can be found
Pupil moving and handling (special needs)	N/A	Health & Safety Monitoring Book – Admin Office
Pregnant employees and nursing mothers	✓	Fire safety Log Book – Business Managers Office Health & Safety Compliances – Business Managers Office
Reporting of health and safety concerns/faults	✓	Contractors & Asbestos File- Admin Office Legionella File- Admin office
Severe weather including winter gritting	✓	N/A
Shared use of buildings	N/A	O://health& safety/risk assessments/new & expectant mothers
Sharps, for example, broken glass in the school building or external grounds	✓	Report to Site Supervisor /Business Manager Item on Staff Meeting Agenda weekly
Stress	✓	O://health& safety/risk assessments
Swimming pools	N/A	N/A
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	O://health& safety/risk assessments/employee issues/stress O://health&safety/riskassessments/employee issues/wellbeing of staff (schools)
Visitor and volunteers' safety	✓	N/A
Waste storage and disposal	✓	O://health& safety/risk assessments/site
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premise's management arrangements	✓	O://health& safety/risk assessments O://health& safety/visitors O://health& safety/risk assessments O://health& safety/legionella water
Work equipment and machinery	✓	O://health& safety/risk assessments

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 are available on the Health, Safety and Quality team website :	Applicable (✓)	Details of where information about the school's arrangements can be found
Working at height – ladders, access equipment etc	✓	O://health& safety/risk assessments/ladder safety Health & Safety Competency Training & Induction File – Business Managers Office
Workplace inspection (internal and external)	✓	O://health& safety/risk assessments/workplace inspections

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 <u>Schools Portal</u>)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	CPOMS - Administration of Medication
*Educational visits	✓	EVOLVE – Administration of trips
Food safety and hygiene	✓	O://health& safety/risk assessments/Food Safety & Hygiene File
Outdoor activities	✓	EVOLVE – Administration of PE activities
PE equipment	✓	O://health& safety/risk assessments/PE
Pupil handling and restraint	✓	O://health& safety/risk assessments
Grounds maintenance activities	✓	O://health& safety/site
Pupil movement and flow	✓	O://health& safety/risk assessments
School transport	✓	O://health& safety/risk assessments
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	O://health& safety/risk assessments
Smoking	✓	O://health& safety/risk assessments
Special needs of pupils (health and safety issues)	✓	O://health& safety/risk assessments
Stage and drama activities	N/A	N/A
Supervision of pupils	✓	O://health& safety/risk assessments
Technology rooms and equipment	✓	O://health& safety/risk assessments/technology
Wearing of jewellery	✓	O://health& safety/risk assessments/PE
Work experience	✓	T://health& safety/risk assessments/young persons Work Experience File -Careers Office

✓

The school will also consider 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.