

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:



- **Oswaldtwistle School**
- **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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Head Teacher 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 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".

Signed: 	Signed: 
	On behalf of the Governing Body
Head Teachers name: Sandra McKenna	Chair of Governors name: Michael Clack
Date: 07/02/2022	Proposed Review date: 06/02/2023

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Management Committee
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Sandra McKenna Headteacher
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	K Stevenson – Premises Issues K Stevenson – Fire Safety & other emergencies Jacs Barker-Rourke & Jackie Shove Tib Services) - Out of Hours arrangements Site Supervisor (Temp) James Doran - EVC Gemma Cook – EVC
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. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Sandra McKenna Headteacher
<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 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 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. 	

Examples might be:

- 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 the floor plan which will 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.
- Health & safety awareness has been raised by using the County Council's e-learning courses to update all staff records. H&S Induction, 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:	Karen Stevenson – School Business Manager – H&S Karen Stevenson – Business Manager - Workstation Julie Walker – DSL – Pupils Curriculum Areas: Michael Todd – PE Larissa Palmieri – Science Kathleen Watkinson – Art/Pottery Paul Bridge - Technology James Doran -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 or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Sandra McKenna – Headteacher – Audit (Whole School) Karen Stevenson – Business Manager – Office, DSE, General School, Audit Review (CAR's) Julie Walker – DSL & Family & Child Protection Manager – Pupils

	LCC H&S Team – Fire Technical Karen Stevenson – School Business – Fire Non-Technical
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School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and his nominated representatives 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; 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.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: <u>Health, Safety & Wellbeing intranet site</u>	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	u:\health&safety\accident & Incident Reporting
Asbestos Management Plan	√	o:\health& safety\risk assessments Asbestos File -School Business Managers Office
Bodily Fluids (urine; blood; faeces; vomit)	√	u:\health&safety\risk assessments
Catering	√	u:\health&safety\risk assessments
Cleaning/caretaking	√	u:\health&safety\risk assessments
Control of contractors	√	o:\health&safety\risk assessments Control of Contractors File – School Business Managers Office
Covid 19	√	u:\health& safety\risk assessments Covid 19 Compliance File -School Business Managers Office
Disability access – H&S implications	√	u:\health&safety\risk assessments

Display Screen Equipment and eye tests	√	o:\health&safety\risk assessments
Electrical Safety	√	o:\health&safety\risk assessments
Emergency Procedures other than Fire e.g. flood, services failure	√	o:\health&safety\risk assessments\fire Evacuation Procedure Emergency Evacuation File – School Business Managers Office & home
Extended school and community use	N/A	N/A
Falling Objects/Safe storage	√	o:\health&safety\risk assessments
Fire Safety	√	u:\health&safety\risk assessments Fire Action Notices Fire Safety Log Book – School Business Managers Office
First Aid	√	u:\health&safety\risk assessments 1 st Aid Notices
Gas safety	√	o:\health&safety\gas Health & Safety Compliance File - School Business Managers Office
Hot surfaces, scalds and burns	√	u:\health&safety\risk assessments\cookery& kitchen
Induction	√	o:\health&safety\induction Health & Safety Competency Training & Induction File – School Business Managers Office
Information communication	√	u:\health&safety\risk assessments\ICT
Management and other Health and Safety responsibilities	√	o:\health&safety\compliance
Manual Handling	√	u:\health&safety\risk assessments\employee issues\manual handling Health & safety Competency Training & Induction File – School Business, Managers Office
Minibuses	√	u:\health&safety\risk assessments
Mobile phones – use of	√	u:\health&safety\risk assessments
Monitoring	√	Health & Safety Monitoring Book Fire safety Log Book Health & Safety Compliance
Personal safety including lone working and violence and aggression	√	u:\health&safety\risk assessments\lone working & home visits Health & safety Competency Training & Induction File – School Business Managers Office
Play Equipment installations inspections	N/A	N/A
Playgrounds and external areas	√	u:\health&safety\risk assessments\PE

Ponds and Water features	N/A	N/A
Premises Management	√	o:\health&safety\risk assessments\premises Health & Safety File Health & Safety Monitoring Book Fire Safety Log Book Health & Safety Compliances Contractor & Asbestos File Legionella File
Pupil moving and handling (Special needs)	N/A	N/A
Pregnant employees and nursing mothers	√	u:\health&safety\risk assessments\new& expectant mothers
Reporting of H&S concerns/faults	√	Report to site supervisor / School Business Manager Item on Staff meeting agenda weekly
Risk Assessment and hazard identification	√	u:\health&safety\risk assessments
Safety Committee	√	Finance & Resources Management Committee
Safety Representatives	√	Finance & Resources Management Committee
Security of premises	√	Health & Safety Compliance
Shared use of buildings	√	o:\health&safety\risk assessments
Slips and trips	√	u:\health&safety\risk assessments\site\slips & trips
Stress	√	u:\health&safety\risk assessments\employee issues\stress
Substances – COSHH	√	u:\health&safety\COSHH COSHH File -School Business Managers Office
Swimming pools	N/A	N/A
Temporary and supply staff	√	u:\health&safety\risk assessments
Training	√	o:\health&safety\competency&training needs
Transporting and storing chemicals	√	u:\health&safety\COSHH
Vehicle and pedestrian traffic	√	u:\health&safety\risk assessment\site
Visitor and volunteer's safety	√	o:\health&safety\visitors
Waste storage and disposal	√	u:\health&safety\risk assessments
Water hygiene (Legionella, lead etc.)	√	o:\health&safety\legionella water
Work equipment and machinery	√	u:\health&safety\risk assessments
Working at height – ladders, access equipment etc.	√	u:\health&safety\risk assessments\ladder safety Health & Safety Competency Training

		& Induction File -School Business Managers Office
Workplace Inspection	√	u:\\health&safety\\workplace inspections

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance 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	√	Administration of Medication File
Educational Visits	√	u:\\health&safety\\risk assessments EVOLVE
Food safety and hygiene	√	u:\\health&safety\\risk assessments Food Safety & Hygiene File
Outdoor activities	√	u:\\health&safety\\risk assessments\\PE EVOLVE
PE Equipment	√	u:\\health&safety\\risk assessments\\PE
Pupil handling and restraint	√	u:\\health&safety\\risk assessments
Grounds maintenance	√	o:\\health&safety\\site
Pupil movement and flow	√	u:\\health&safety\\risk assessments
School transport	√	u:\\health&safety\\risk assessments
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	u:\\health&safety\\risk assessments
Smoking	√	u:\\health&safety\\risk assessments
Special needs of pupils Health & Safety issues	√	u:\\health&safety\\risk assessments
Stage and drama activities	N/A	N/A
Supervision of pupils	√	u:\\health&safety\\risk assessments
Technology rooms and equipment	√	u:\\health&safety\\risk assessments\\technology
Wearing of jewellery	√	u:\\health&safety\\risk assessments\\PE
Work experience	√	u:\\health&safety\\risk assessments\\young person

The school will also take in 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.

Also, attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at Extended Services and Educational visits.

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:	Michael Todd Sinead Parr
Consultation with employees is provided via:	Circulation of draft documents

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 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.

Is responsible for identifying all equipment/plant needing maintenance	Karen Stevenson – School Business Manager
Is responsible for ensuring effective maintenance procedures are drawn up	Property Group – LCC Surveyor Karen Stevenson – School Business Manager
Is responsible for ensuring that all identified maintenance is carried out	Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) Karen Stevenson – School Business Manager

Any problems found with equipment should be reported to	Karen Stevenson - School Business Manager Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp)
Will 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:	Staff Room Reception Personal Leaflet on induction
Health and safety advice is available from: Portal/Office/Headteacher/LCC	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 – School Business Manager

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	LCC – H&S E-Learning via the School's Portal
Job specific training will be provided by:	Sandra McKenna – Headteacher Paul Bridge – Deputy Headteacher K Stevenson – School Business Manager Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp)
Specific jobs requiring special training are:	Asbestos Inspection & Awareness – H&S E-Learning & on job training

	<p>Legionella & Water Monitoring - H&S E-Learning & on job training</p> <p>COSSH - H&S E-Learning & on job training</p> <p>Management of Contractors - H&S E-Learning & on job training</p> <p>DSE - H&S E-Learning & on job training</p> <p>Ladder Safety - H&S E-Learning & on job training</p> <p>Manual Handling - H&S E-Learning & on job training</p> <p>Lone Working - H&S E-Learning & on job training</p> <p>Driving at work - H&S E-Learning & on job training</p> <p>Personal Safety - H&S E-Learning & on job training</p> <p>School Security - Induction - H&S E-Learning & on job training</p>
Training records are kept at/by:	Amie Hardie - School Administrator - Office
Training will be identified, arranged and monitored by:	<p>Sandra McKenna – Headteacher</p> <p>Karen Stevenson – School Business Manager</p>

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 boxes are available:	Office
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	Workroom upstairs Deputy Heads Office Longridge classroom
The first aiders and appointed persons are:	1st Aiders: Amanda Corns Gemma Cook Outdoor Education 1st Aiders James Doran Michael Todd Up to date list displayed in school office
All accidents and cases of work-related ill health are to be reported to:	LCC via Oracle – Work accidents & incident Submitted to Sandra McKenna – Headteacher
Health surveillance* is required for employees doing the following jobs within the school:	N/A
Health surveillance will be arranged by:	Sandra McKenna – Headteacher
Health surveillance/records will be kept by/at:	Sandra McKenna – Headteacher

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.

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 – School Business Manager
Review all risk assessments regularly and in the event of any significant changes. This function is carried out by:	Sandra McKenna – Audit/Review Karen Stevenson - Review Julie Walker – DSL & Family & Child Protection Manager – Pupil Review.
Is responsible for investigating accidents - e.g.	Sandra McKenna -

road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Headteacher
Are responsible for investigating work-related causes of sickness absences.	Sandra McKenna – Headteacher
Is responsible for acting on investigation findings to prevent recurrences.	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 Shove (Tib Services) – Site Supervisor (Temp)
Escape routes are checked by/every: Fire Doors are checked by/every: Emergency Lighting checked by/every:	Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) – Daily/Monthly Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) – Daily/Monthly Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) - Monthly.
Fire extinguishers are maintained and checked by/every:	Walker Fire Security Ltd – Annually Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) – bi-annually
Alarms are tested by/every:	EFT - Bi-annually Jacs Barker-Rourke/Jackie Shove (Tib Services) – Site Supervisor (Temp) – weekly test of fire call points in rotation.
The emergency evacuation procedure is tested every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Sandra McKenna – Headteacher School Emergency Plan

