

HEALTH AND SAFETY POLICY 2020-2021

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Samlesbury Church of England Primary School**
- **Category of School: Voluntary Aided**
- **School Number: 07051**
- **School Address: Potters Lane, Samlesbury, Preston, PR5 0UE**

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 Foundation or Voluntary Aided School the Governing Body is the employer and 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 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".

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| Signed: | Signed: |
| | On behalf of the Governing Body |
| Headteacher's name: Lucy Sutton | Chair of Governors name: Sam metcalfe |
| Date: 9 th November 2020 | Proposed Review date: November 2021 |

Responsibilities

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| <p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p> | <p>Kevin Dockerill (Chair of Governors) & the Governing Body of Samlesbury Church of England Primary School</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><i>Lucy Sutton (Headteacher)</i></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><i>Lucy Sutton (Headteacher)</i></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><i>Lucy Sutton (Headteacher)</i></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><i>Within the School Development Plan and in minutes of Governors or Staff meetings.</i> <i>All paper documentation is kept in the school office</i></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.

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| Risk assessments will be undertaken by: | <i>The headteacher Subject leaders School bursar Site supervisor</i> |
| Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety. | |
| The significant findings of risk assessments will be reported to: | <i>Lucy Sutton (headteacher)</i> |
| Action required to remove/control risks will be approved by: | <i>Lucy Sutton (headteacher)</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>Lucy Sutton (headteacher)</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>Lucy Sutton (headteacher)</i> |
| 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: | <i>The headteacher Subject leaders School bursar Site supervisor</i> |

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.

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| Employee representative(s) for the school are: | <i>Names & Designations – as we are a small school all staff are consulted</i> |
| Consultation with employees is provided via: | <i>Individual staff appraisals Review of documents, Team meetings Circulation of draft documents for consultation Staff briefings which include Health and Safety</i> |

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.

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| Responsible person(s) for identifying all equipment/plant needing maintenance: | The headteacher DBE services Ltd. The school governors |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | The headteacher DBE services Ltd. The school governors |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | The headteacher DBE services Ltd. The school governors |
| Any problems found with equipment should be reported to: | The headteacher |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | The headteacher DBE services Ltd. The school governors |

Information, Instruction and Supervision

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| The Health and Safety Law poster is displayed at: <u>Note:</u> It is a legal requirement to display the | <i>On the main corridor opposite the library</i> |
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| Health & 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 & Safety Law leaflet. | |
| Health and safety advice is available from: | <i>Health and Safety Team 01772 535353</i> |
| Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by: | <i>Lucy Sutton - Headteacher</i> |

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.

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| Induction training will be provided for all employees by: | <i>Lucy Sutton - Headteacher</i> |
| Job specific training will be provided by: | <i>Relevant training body organised by the headteacher</i> |
| Jobs requiring specific health & safety training are: | <i>Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Ladder Training – H&S Working at Height – H&S eLearning & on-the-job training First aiders</i> |
| Training records are kept at/by: | <i>Sandra Hill – school office</i> |
| Training will be identified, arranged and monitored by: | <i>School self-evaluation and monitoring School improvement plan Lucy Sutton (headteacher)</i> |

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.

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| The first aid box(es) is/are available: | <i>Kitchen drawer</i> |
| The first aider(s) and appointed person(s) is/are: | <i>Name(s) and contact details: Appointed person: Sandra Hill Paediatric first aid: Sandra Hill, Lisa Kearns & Tanya Smalley and Lucy Sutton First Aid at Work: Rachel Noblett Lisa Kearns Sandra Hill Laura Greenbank</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Lucy Sutton</i> |
| Health surveillance will be arranged by: | <i>Lucy Sutton</i> |
| Health surveillance/records will be kept by/at: | <i>Lucy Sutton and Sandra Hill (school office)</i> |

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.

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| To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by: | <i>Lucy Sutton - Headteacher Preetesh Dave – Health and Safety Governor Patrick Kearns – Site assistant Walkthroughs by school governors/ Headteacher</i> |
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| 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: | <i>Lucy Sutton - Headteacher</i> |
| Responsible person(s) for investigating work-related causes of sickness absences: | <i>Lucy Sutton - Headteacher</i> |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | <i>Lucy Sutton - Headteacher</i> |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | <i>Lucy Sutton - Headteacher</i> |

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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | <i>Lucy Sutton - Headteacher with guidance from LCC H&S manager from LCC</i> |
| Escape routes are checked by/every: | <i>Site manager (Lucy Sutton) every day</i> |
| Fire extinguishers are maintained and checked by/every: | <i>Checked Weekly (site supervisor) and by outside agency as needed</i> |
| Alarms are tested by/every: | <i>Weekly (school bursar) and headteacher</i> |
| The emergency evacuation procedure is tested by/every: | <i>Every term (Headteacher)</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | <i>Lucy Sutton - Headteacher</i> |

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 | Applicable (√) | Details of where information about the school's arrangements can be found |
|---|-----------------------|--|
| Accident Reporting, Recording and Investigation | X | School office |
| Asbestos Management Plan | X | School office |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | X | School office |
| Cleaning/caretaking tasks | X | School office |
| Control of contractors | X | School office |
| Control of Substances Hazardous to Health (COSHH) | X | School office |
| Disability access (health & safety implications) | X | School office |
| Display Screen Equipment and Eye Tests | X | School office |
| Driving at Work | X | School office |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | X | School office |
| Emergency Procedures other than Fire e.g. flood, services failure | X | School office |
| Extended school and community use | X | School office |
| Fire Safety | X | School office |
| First Aid | X | School office |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | X | School office |
| Health & Safety Induction (checklist available on web site) | X | School office |
| Infection Control including needles and needle stick injuries | X | School office |
| Lettings to non-school groups | X | School office |
| Manual Handling | X | School office |
| Minibuses | | NA |

| 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 | Applicable (√) | Details of where information about the school's arrangements can be found |
|---|-----------------------|--|
| Mobile phones (the use of) | X | School office |
| Personal safety including lone working and violence and aggression | X | School office |
| Play Equipment installations inspections | X | |
| Playgrounds and external areas | X | School office |
| Ponds and Water features | X | School office |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | X | School office |
| Pupil moving and handling (special needs) | X | School office |
| Pregnant employees and nursing mothers | X | School office |
| Reporting of health & safety concerns/faults | X | School office |
| Severe Weather including winter gritting | X | School office |
| Shared use of buildings | | NA |
| Sharps e.g. broken glass either in school building or external grounds | X | School office |
| Stress | X | School office |
| Swimming pools | | NA |
| Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | X | School office |
| Visitor and volunteers safety | X | School office |
| Waste storage and disposal | X | School office |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | X | School office |
| Work equipment and machinery | X | School office |
| Working at height – ladders, access equipment etc. | X | School office |
| Workplace Inspection | X | School office |

| 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 | Applicable (√) | Details of where information about the school's arrangements can be found |
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Table of Non-Occupational Health & Safety Topics/Activities that apply

| Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal) | Applicable (√) | Details of where information about the school's arrangements can be found |
|---|-----------------------|--|
| Administration of medication | X | School office |
| *Educational Visits | X | EVC |
| Food safety and hygiene | X | Kitchen and staff One Drive |
| Outdoor activities | X | School office |
| PE Equipment | X | School office and staff One Drive |
| Pupil handling and restraint | X | Behaviour policy |
| Grounds maintenance activities | X | School office |
| Pupil movement and flow | X | Behaviour policy |
| School transport | X | EVC |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | NA | |
| Smoking | X | Drug and alcohol policy |
| Special needs of pupils health & safety issues | X | PEEP and SEND policy |
| Stage and drama activities | X | School office |
| Supervision of pupils | X | Policies and school ratios |
| Technology rooms and equipment | NA | Staff One Drive |
| Wearing of jewellery | X | Uniform policy |
| Work experience | X | School office |
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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](#).