

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Bartholomew's Church of England Primary School**
- **Voluntary Aided**
- **11038**
- **Ash Street, Great Harwood BB6 7 QA**

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".

Signed: Sarah Irvine	Signed: Peter Bell, On behalf of the Governing Body
Headteacher's name: Sarah Irvine	Chair of Governors name: Peter Bell
Date: 29 th September 2020 (Reviewed September 2023)	Proposed Review date: February 2024

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><i>Sarah Irvine – Head teacher</i></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>Jenna Harrison – School Bursar</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>Names & Designations</i> <i>Premises – Margaret Mayor, Site Supervisor</i> <i>Fire Safety – Sarah Irvine, Head teacher</i></p> <p><i>Emergency Plans - Sarah Irvine, Head teacher</i></p> <p><i>Educational Visits –Joanna Owen, Deputy 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>Sarah Irvine – Head teacher</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>Location within the School Development Plan or in the minutes of Governors or Staff meetings.</i></p> <p>School Office and Staff room</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.	<i>Name & Designation</i> Sarah Irvine – Head teacher
The significant findings of risk assessments will be reported to:	<i>Name & Designation</i> Sarah Irvine – Head teacher
Action required to remove/control risks will be approved by:	<i>Name & Designation</i> Sarah Irvine – Head teacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name & Designation</i> Sarah Irvine – Head teacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name & Designation</i> Sarah Irvine – Head teacher
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>Name & Designation</i> Sarah Irvine – Head teacher

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:	<i>Names & Designations</i> Sarah Irvine – Head teacher
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, Key Stage and team meetings, circulation of draft documents for consultation, Staff meetings and briefings monthly/annual health & safety meetings and any other communication the School uses.</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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Names & Designation</i> Steve Muddiman, Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names & Designation</i> Sarah Irvine – Head teacher Peter Bell, Chair of Governors
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names & Designation</i> Steve Muddiman, Site Supervisor
Any problems found with equipment should be reported to:	<i>Name & Designation</i> Steve Muddiman, Site Supervisor Jenna Harrison – Bursar <i>In her absence Maxine Gaston – Acting School Bursar using the agreed recording system.</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name & Designation</i> Sarah Irvine – Head teacher

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the 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.</p>	<p><i>Location(s)</i> The main school entrance LCCG School Kitchen</p> <p>Reception area, Staff room</p>
<p>Health and safety advice is available from:</p>	<p><i>Name & Designation</i> Ursula Clarkson, LCC Health and Safety Advisor (01772) 538877 or 07778 140871</p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p><i>Name & Designation</i> Sarah Irvine – Head teacher</p>
<p>Health & Safety in shared premises (where applicable) is managed by: Crazy Crackers before and after school provision and school holidays. Beavers, Cubs, Church Youth Organisation have a key for the Nursery end of the building Brownies and Guides, , Church Youth Organisation have a key for the Nursery end of the building Barbara Lathom, Cleaner locks the school the school and sets the security alarm.</p>	<p><i>(Name & Designation)</i> Sarah Irvine – Head teacher will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.</p>

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.

<p>Induction training will be provided for all employees by:</p>	<p><i>Name & Designation</i> Sarah Irvine – Head teacher and / or Joanna Owen, Deputy Headteacher</p>
<p>Job specific training will be provided by:</p>	<p><i>Name & Designation</i> Sarah Irvine – Head teacher</p>
<p>Jobs requiring specific health & safety training</p>	<p><i>List the training and method of</i></p>

are:	<p><i>provision</i> <i>e.g. Asbestos Inspection & Awareness – H&S Team & on the job training</i> <i>Legionella & Water Monitoring – H&S Team & on the job training</i> <i>COSHH – H&S Team & on the job training</i> <i>Management of Contractors – H&S eLearning & on-the-job training</i> <i>DSE – H&S eLearning</i> <i>Working at Height – H&S eLearning & on-the-job training</i> <i>Manual Handling of people - H&S Team & on-the-job training</i></p>
Training records are kept at/by:	<p><i>Name & Designation</i> <i>Jenna Harrison – School Bursar</i> <i>In her absence, Maxine Gaston as Acting School Bursar</i></p>
Training will be identified, arranged and monitored by:	<p><i>Name & Designation</i> <i>Sarah Irvine, Headteacher</i> <i>Jenna Harrison – School Bursar</i> <i>In her absence, Maxine Gaston as Acting School Bursar</i></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 box(es) is/are available:	<p><i>Staff room</i> <i>Each classroom has a first aid supply box</i> <i>First Aid bag is taken onto the yard when children are working outside.</i> <i>Educational visits – staff take the classroom first aid bag with them on the trip.</i></p>
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The first aider(s) and appointed person(s) is/are:	<i>All teachers are first aid trained and most support staff 3 lunchtime supervisors are first aid trained. All staff are Paediatric trained. Plus Epi-pen, asthma and epilepsy training provided by School Nurse.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name & Designation Sarah Irvine, Headteacher</i>
Health surveillance is not required for any roles within the school.	<i>n/a</i>
Health surveillance will be arranged by:	<i>Name & Designation n/a</i>
Health surveillance/records will be kept by/at:	<i>Name & Designation or provide details n/a</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.

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>Name & Designation Sarah Irvine, Headteacher</i>
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>Name & Designation Sarah Irvine, Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name & Designation Sarah Irvine, Headteacher</i>

Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name & Designation</i> Sarah Irvine, Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name & Designation</i> Sarah Irvine, 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:	<i>Name & Designation</i> Sarah Irvine, Headteacher
Escape routes are checked by/every: Week	<i>Name, Designation and frequency:</i> Steve Muddiman, Site Supervisor
Fire extinguishers are maintained and checked by/every month	<i>Name, Designation and frequency:</i> Steve Muddiman, Site Supervisor
Alarms are tested by/every: Week	<i>Name, Designation and frequency:</i> Steve Muddiman, Site Supervisor
The emergency evacuation procedure is tested by/every term	<i>Name, Designation and frequency</i> Sarah Irvine, Headteacher
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Name & Designation</i> Sarah Irvine, 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	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	School Office
Asbestos Management Plan	√	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	School Office
Cleaning/caretaking tasks	√	Caretaking office
Control of contractors	√	School Office
Control of Substances Hazardous to Health (COSHH)	√	Caretaking office
Disability access (health & safety implications)	√	School Office
Display Screen Equipment and Eye Tests	√	School Office
Driving at Work	√	School Office
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	School Office
Emergency Procedures other than Fire e.g. flood, services failure	√	School Office
Extended school and community use	√	School Office
Fire Safety	√	School Office
First Aid	√	School Office
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	School Office
Health & Safety Induction (checklist available on web site)	√	School Office
Infection Control including needles and needle stick injuries	√	School Office
Lettings to non-school groups	√	School Office
Manual Handling	√	School Office
Minibuses	n/a	
Mobile phones (the use of)	√	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
Personal safety including lone working and violence and aggression	√	School Office
Play Equipment installations inspections	√	School Office
Playgrounds and external areas	√	School Office
Ponds and Water features	n/a	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	School Office
Pupil moving and handling (special needs)	n/a	School Office
Pregnant employees and nursing mothers	√	Headteacher aware of policy
Reporting of health & safety concerns/faults	√	School Office
Severe Weather including winter gritting	√	School Office
Shared use of buildings	√	School Office
Sharps e.g. broken glass either in school building or external grounds	√	School Office
Stress	√	School Office
Swimming pools	n/a	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	n/a	
Visitor and volunteers safety	√	School Office
Waste storage and disposal	√	School Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	School Office
Work equipment and machinery	√	School Office
Working at height – ladders, access equipment etc.	√	School Office
Workplace Inspection	√	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

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	√	School Office
*Educational Visits	√	School Office
Food safety and hygiene	√	School Office
Outdoor activities	√	School Office
PE Equipment	√	School Office
Pupil handling and restraint	√	School Office
Grounds maintenance activities	√	School Office
Pupil movement and flow	√	School Office
School transport	√	School Office
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	School Office
Smoking	√	School Office
Special needs of pupils health & safety issues	√	School Office
Stage and drama activities	√	School Office
Supervision of pupils	√	School Office
Technology rooms and equipment	√	School Office
Wearing of jewellery	√	School Office
Work experience	√	School Office

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](#).