



## Health & Safety Policy

Created: September 2015

Updated: August 2022

Review by: Sept 2023





### Statement of Intent

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
- 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;

<p>ensure the provision of adequate training;</p> <ul style="list-style-type: none"> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• 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;</li> </ul>	<ul style="list-style-type: none"> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.</li> </ul>
Signed: 	Signed:  On behalf
Headteacher's name: Phil Thompson	Chair of Governors name: Gill Donohoe
Date:	Proposed Review date: Autumn 2023

## Roles and Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is	<i>Phil Thompson, Headteacher</i>
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is	<i>Louise Martin, Business Manager</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	<i>Names &amp; Designations e.g. Premises – Geof Craig and Paul Maynard, Site Staff Fire Safety – Louise Martin, BM</i>

emergencies, out-of-hours arrangements, educational visits:	<i>Emergency Plans – Louise Martin BM Educational Visits – Laura Pilling, AHT</i>
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:	<i>Louise Martin, BM</i>
The documented Health & Safety objectives and any associated action plan(s) can be found:  <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.	<i>Minutes of Governors or Staff meetings.</i>
All employees within the school have a responsibility to:	
<ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>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.</li> </ol>	

## 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>Louise Martin, BM</i>
The significant findings of risk assessments will be reported to:	<i>Phil Thompson, Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Phil Thompson, Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Louise Martin, BM</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Phil Thompson, 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>Louise Martin, BM</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.

Employee representative(s) for the school are:	<i>Claire Corris Howard Sharples</i>
Consultation with employees is provided via:	<i>Staff Bulletin emails</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>Louise Martin, BM</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Louise Martin, BM</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Louise Martin, BM</i>
Any problems found with equipment should be reported to:	<i>Louise Martin, BM</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Louise Martin, BM</i>

### 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 &amp; Safety Law Poster in a prominent position in each workplace e.g. in the</p>	<p><i>Main entrance lobby</i> <i>Sports Hall</i> <i>Food Tech</i></p>
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school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
Health and safety advice is available from:	<i>Louise Martin, BM</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken / monitored by:	<i>Louise Martin, BM</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.

Induction training will be provided for all employees by:	<i>Laura Pilling, AHT Louise Martin, BM</i>
Job specific training will be provided by:	<i>Line Manager for Department</i>
Jobs requiring specific health & safety training are:	<i>List the training and method of provision e.g. Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning</i>

	<i>Working at Height – H&amp;S eLearning &amp; on-the-job training Manual Handling of people - H&amp;S Team &amp; on-the-job training</i>
Training records are kept at/by:	<i>Louise Martin, BM</i>
Training will be identified, arranged and monitored by:	<i>Louise Martin, BM</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.

The first aid box(es) is/are available:	<i>Detail location(s) First Aid Room General Office Science Prep Room Sports Hall Food Tech Mini buses</i>
The first aider(s) and appointed person(s) is/are:	<i>Louise Martin Amy Watkinson (Deputy) Anna Bejenka Laura Coxhead Janette Cahill</i>



All accidents and cases of work-related ill health are to be reported to:	<i>Louise Martin</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>DSE user with a history of upper limb disorders, CDT technician working with wood with a history of chest problems Site Staff, Manual Handling with back condition Site Staff Winter Gritting with heart condition</i>
Health surveillance will be arranged by:	<i>Louise Martin, BM</i>
Health surveillance/records will be kept by/at:	<i>Louise Martin, BM</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>Louise Martin, BM</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,	<i>Louise Martin, BM</i>

trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Louise Martin, BM</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Louise Martin, BM</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Louise Martin, BM</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.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Louise Martin, BM</i>
Escape routes are checked by/every:	<i>Geof Craig, Site Supervisor</i> <i>Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Geof Craig/Paul Maynard, Site Supervisor</i> <i>Monthly</i>
Alarms are tested by/every:	<i>Geof Craig/Paul Maynard, Site Supervisor</i> <i>Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Phil Thompson, Headteacher</i> <i>Termly</i>

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Louise Martin, BM</i>
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## Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	Accident register kept by BM and reported to Governors termly
Asbestos Management Plan	✓	In General Office, copy with BM
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessment and cleaning products available from Site Office
Cleaning/caretaking tasks	✓	In house premises team of cleaners. Site Staff on two shift patterns 5.30am to 8pm
Control of contractors	✓	BM is responsible for the control of contractors on site and a register is available at reception.
Control of Substances Hazardous to Health (COSHH)	✓	Register available in the Site Office
Disability access (health & safety implications)	✓	An Accessibility plan is available on the website and updated with BM and SENDco
Display Screen Equipment and Eye Tests	✓	Risk Assessment, self assessment and on line modules available for all staff
Driving at Work	✓	On-line modules available for those members of staff who drive for work.
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Staff handbook, PAMS and Premises Manual
Emergency Procedures other than Fire e.g. flood, services failure	✓	Premises manual flow chart

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Extended school and community use	x	
Fire Safety	✓	Policy and procedures available with regular reminders and drills
First Aid	✓	Policy and procedures available with adequate first aiders in school
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	PAMS and premises manual
Health & Safety Induction (checklist available on web site)	✓	Available to all new members on arrival
Infection Control including needles and needle stick injuries	✓	Policy and procedures available
Lettings to non-school groups	✓	H&S leaflet emailed to groups before letting commences
Manual Handling	✓	On-line modules available.
Minibuses	✓	Policy and procedures available from BM
Mobile phones (the use of)	✓	Policy and procedures available on website
Personal safety including lone working and violence and aggression	✓	Policy and procedures available on website.
Play Equipment installations inspections	X	
Playgrounds and external areas	✓	Conducted by LCC Client Services termly
Ponds and Water features	X	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Compliance documentation available from Business Manager
Pupil moving and handling (special needs)	✓	SENDco
Pregnant employees and nursing mothers	✓	LCC Risk Assessment

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Reporting of health & safety concerns/faults	✓	Electronic form under staff on school website
Severe Weather including winter gritting	✓	Business Manager
Shared use of buildings	x	
Sharps e.g. broken glass either in school building or external grounds	✓	LCC model risk assessment
Stress	✓	LCC staff policy and occupational health
Swimming pools	x	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Risk Assessment available from Business Manager
Visitor and volunteers safety	✓	Policy and procedures available on website.
Waste storage and disposal	✓	Risk assessment available from Business Manager
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Compliance paperwork
Work equipment and machinery	✓	Curriculum leaders
Working at height – ladders, access equipment etc.	✓	Policy and procedures available on website
Workplace Inspection	✓	Annual inspection conducted by Business Manager.

## 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 <a href="#">Schools Portal</a> )	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Policy and Procedures available on website.
*Educational Visits	✓	Policy and Procedures available on website
Food safety and hygiene	✓	LCC Catering Policy and Procedures
Outdoor activities	✓	Policy and Procedures available on website
PE Equipment	✓	Annual inspection. Paperwork with BM
Pupil handling and restraint	✓	Policy and Procedures available on website
Grounds maintenance activities	✓	Service Level Agreements in place with BM
Pupil movement and flow	✓	Pupil expectations
School transport	✓	Policy and Procedures available on website
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Policy and Procedures available from curriculum leader.
Smoking	✓	Policy and Procedures available on website
Special needs of pupils health & safety issues	✓	Policy and Procedures available on website
Stage and drama activities	✓	Curriculum Leader
Supervision of pupils	✓	Teacher's Terms and Conditions
Technology rooms and equipment	✓	Curriculum Leader

Wearing of jewellery	✓	Policy and Procedures available on website
Work experience	✓	Policy and Procedures available on website

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](#).