





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 Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day 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 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
Headteacher's name: Mr P. Thompson	Chair of Governors name: Mrs G Donohoe
Date: 4 September 2018	Proposed Review date: 4 September 2019

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Mr P. Thompson</i> <i>Headteacher</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health &amp; Safety Co-ordinator):</p>	<p><i>Mrs L. Martin</i> <i>Business Manager</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>Mr D. Rogers – Site Supervisor</i> <i>Mr P. Cusack – Assistant Site Supervisor</i></p>
<p>The Health &amp; Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; 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>Resources Committee</i></p>
<p>All employees within the school have a responsibility to:</p> <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 & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

## Objectives

- Premises training for new site supervisor – January 2019
- Control of visitors DBS cleared/uncleared

## 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>Mrs L. Martin, Business Manager</i>  <i>Classteachers for curriculum related teaching and learning objectives</i>
The significant findings of risk assessments will be reported to:	<i>Mr P. Thompson, Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Mr P. Thompson, Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs L. Martin, Business Manager</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mr P. 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>Mrs L. Martin, Business Manager</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>Mr S. McElroy Miss C. Corris Mrs S. Danson</i>
Consultation with employees is provided via:	<i>Insert details e.g. individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health &amp; safety meeting etc.</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>Mr D. Rogers, Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Mrs L. Martin, Business Manager</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mrs L. Martin, Business Manager</i>
Any problems found with equipment should be reported to:	<i>Mrs L. Martin, Business Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mrs L. Martin, Business Manager</i>

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:	<i>Main Entrance Sports Hall Pastoral Block</i>
Health and safety advice is available from:	<i>Mrs L. Martin, Business Manager Mr D. Rogers, Site Supervisor</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	<i>Mrs L. Martin, Business Manager</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>Mrs L. Pilling, Assistant Headteacher Mrs L. Martin, Business Manager</i>
Job specific training will be provided by:	<i>Line Manager</i>
Jobs requiring specific health & safety training are:	<i>Premises Staff Technology technician Laboratory technician Food technician</i>
Training records are kept in personnel files:	<i>Mrs L. Martin, Business Manager</i>
Training will be identified, arranged and monitored by:	<i>Mr P. Thompson, Headteacher</i>

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### 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>Main Entrance Science Prep Room Food Tech Room Sports Hall</i>
The first aider(s) and appointed person(s) is/are:	<i>Mrs L. Martin Mrs D. Dickinson Miss A. Bejenka</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Mrs L. Martin, Business Manager</i>
*Health surveillance is required for employees doing the following jobs within the school:	<i>Display Screen Equipment Users CDT Technicians working with wood and history of chest problems</i>
Health surveillance will be arranged by:	<i>Mrs L. Martin, Business Manager</i>
Health surveillance/records will be kept by/at:	<i>Mrs L. Martin, Business Manager</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.

<p>To check our working conditions and ensure our safe working practices are being followed, we will:</p> <ul style="list-style-type: none"> <li>- Conduct workplace inspections. These are carried out by:</li> </ul>	<p><i>Mr P. Thompson, Headteacher and Mrs L. Martin, Business Manager</i></p>
<p>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.</p>	<p>See Section: Health and Safety Risks Arising from Work Activities for responsibility details</p>
<p>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:</p>	<p><i>Mrs L. Martin, Business Manager</i></p>
<p>Responsible person(s) for investigating work-related causes of sickness absences:</p>	<p><i>Mrs L. Martin, Business Manager</i></p>
<p>Responsible person(s) for acting on investigation findings to prevent recurrences:</p>	<p>Mr P. Thompson, Headteacher</p>
<p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p>	<p><i>Mrs L. Martin, Business Manager</i></p>

## 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>Mrs L. Martin, Business Manager</i>
Escape routes are checked by/every:	<i>Mr D. Rogers, Site Supervisor on a daily basis</i>
Fire extinguishers are maintained and checked by/every:	<i>Mr D. Rogers, Site Supervisor on a monthly basis</i>
Alarms are tested by/every:	<i>Mr D. Rogers, Site Supervisor on a weekly basis</i>
The emergency evacuation procedure is tested by/every:	<i>Mr P. Thompson, Headteacher on a termly basis</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Mr P. Thompson, Headteacher</i>

## 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 the SBM
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessment and cleaning products available from the Site Supervisor
Catering	✓	In-house Catering available. All risk assessments and safe methods of operation available from the Catering Manager
Cleaning/caretaking	✓	In-house premises team working split shift
Control of contractors	✓	The SBM is responsible for the control of contractors on site and a register is available at reception
Disability access (health & safety implications)	✓	An Accessibility plan is available and is updated by the SBM 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 at work.
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	PAMIS and Premises Manual

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Emergency Procedures other than Fire e.g. flood, services failure	✓	Premises Manual
Extended school and community use	✓	Lettings Policy and procedures for out of school activities
Falling Objects/Safe storage	✓	Staff are reminded about not storing items above shoulder height from H&S walkabouts
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.	✓	PAMIS and Premises Manual
Hot surfaces, scalds and burns	✓	Classteachers Risk Assessments for T&L activities
Health & Safety Induction (checklist available on web site)	✓	Available to all new members of staff by the SBM
Lettings to non-school groups	✓	Email, briefing, face to face, depart. meetings
Manual Handling	✓	On-lines modules available
Minibuses	✓	Policy and procedures available from SBM
Mobile phones (the use of)	✓	Policy and procedures available in school
Needles and needle stick injuries	X	
Personal safety including lone working and violence and aggression		Policy and procedures in place

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Play Equipment installations inspections	✓	Bought in Inspection by LCC Client Services
Playgrounds and external areas	✓	Bought in Inspection by LCC Client Services
Ponds and Water features	X	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Controlled by the SBM
Pupil moving and handling (special needs)	✓	Individual Care Plans
Pregnant employees and nursing mothers	✓	Risk Assessment undertaken by SBM
Reporting of health & safety concerns/faults	✓	Staff meetings, Premises Form, verbal
Shared use of buildings	X	
Sharps e.g. broken glass either in school building or external grounds	✓	Risk Assessment, managed by Site Staff
Slips and trips	✓	Recordable, staff reminded
Stress	✓	On-line module available
Substances – COSHH	✓	Risk Assessment undertaken by Site Supervisor
Swimming pools	X	
Vehicle and pedestrian traffic	✓	Risk Assessment available
Visitor and volunteers safety	✓	Risk Assessment undertaken by by SBM, Handbook and induction available
Waste storage and disposal	✓	Managed by Site Supervisor

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Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Monthly monitoring by outside contractor, details in Premises Management file
Work equipment and machinery	✓	Regular maintenance
Working at height – ladders, access equipment etc.	✓	Risk assessment and online training module for those involved
Workplace Inspection	✓	PAMIS and premises manual, undertaken annually

**Table of Non-Occupational Health & Safety Topics/Activities that apply**

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	✓	Policy available and managed by SENDco
*Educational Visits	✓	2 EVC leaders in school. Inset delivery for all staff, policy and procedures in place.
Food safety and hygiene	✓	Curriculum Leader responsible for T&L
Outdoor activities	✓	EVC procedures followed
PE Equipment	✓	Annual maintenance contract in place
Pupil handling and restraint	✓	Policy and training provided

Grounds maintenance activities	✓	Buy back of Grounds Maintenance support of LCC and contract out to tender
Pupil movement and flow	✓	School rules, staff on duty at breaks and lunch
School transport	✓	LCC provide transport for outlying villages, mini bus for poor attenders.
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Membership to CLEAPSS
Smoking	✓	Smoke free premises
Special needs of pupils health & safety issues	✓	PEEPs available by SBM
Stage and drama activities	✓	Curriculum Leader responsible
Supervision of pupils	✓	Teachers terms and conditions
Technology rooms and equipment	✓	Curriculum Leaders responsibilities
Wearing of jewellery	✓	Not permitted. Student planners
Work experience	✓	Risk Assessment, handbook and induction by SBM

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