





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;
- 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;

- 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;
- 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 Philip Thompson	Chair of Governors name: Mrs Gill Donohoe
Date: 01/09/2020	Proposed Review date: 1 September 2021

## 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 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 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 P. Cusack – Site Supervisor Mr E. Rich – 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>Mrs L. Martin Business Manager</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</li> </ol>	

authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

\* 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.

**Examples of objectives might be:**

- raising health & safety awareness by using the County Council's e-learning courses.
- Understanding and using risk assessments
- Fire safety

**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:	<i>Mrs L. Martin, Business Manager</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.	<i>Curriculum Leaders and teachers responsible for teaching and learning activities</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>

<p>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:</p>	<p><i>Mrs L. Martin, Business Manager</i></p>
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## 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.

*(The list in the table at the end of this document is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed in the table. Please add any additional hazards to the list or*

remove any that do not apply. ***You should delete this paragraph once you have done this.***

## **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>Miss C. Corris Mrs S. Danson</i>
Consultation with employees is provided via:	<i>Staff meetings</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 P. Cusack, 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 P. Cusack, Site Supervisor</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Mrs L. Martin, Business Manager, Mrs L. Pilling, Assistant Headteacher</i>

\* 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.

## 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 for that department</i>
Jobs requiring specific health & safety training are:	<i>Premises Staff Technology Technician Laboratory Technician Food Technician</i>
Training records are kept at/by:	<i>Mrs L. Martin, Business Manager</i>
Training will be identified, arranged and monitored by:	<i>Mr P. Thompson, 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.



The first aid box(es) is/are available:	<i>Detail location(s)</i> <i>Main entrance</i> <i>Science Prep Room</i> <i>Food Tech Room</i> <i>Sports Hall</i> <i>Mini-buses</i>
The first aider(s) and appointed person(s) is/are:	<i>Mrs L. Martin</i> <i>Mrs D. Dickinson</i> <i>Miss A. Bejenka</i> <i>Mrs D. Halliwell</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</i> <i>For upper limb problems</i>  <i>CDT Technician working with wood with 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.

To check our working conditions and ensure our safe working practices are being followed, we will:	<i>Mr P. Thompson, Headteacher and Mrs L. Martin, Business Manager</i>
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- Conduct workplace inspections. These are carried out by:	
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>Mrs L. Martin, Business Manager</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs L. Martin, Business Manager</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mr P. Thompson, Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs L. Martin, Business Manager</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>Mrs L. Martin, Business Manager</i>
Escape routes are checked by/every:	<i>Mr P. Cusack/Mr E. Rich, Premises Staff on a daily basis</i>
Fire extinguishers are maintained and checked by/every:	<i>Mr P. Cusack Site Supervisor on a monthly basis</i>

Alarms are tested by/every:	<i>Mr P. Cusack 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 Business Manager and reported to Governors termly
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessment and cleaning products available for 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 shifts
Control of contractors	✓	Business Manager 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 updated by the Business Manager 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.

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Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Staff Handbook, PAMIS and Premises Manual
Emergency Procedures other than Fire e.g. flood, services failure	✓	Premise Manual flow-chart
Extended school and community use	✓	Lettings Policy and procedures for out of school activities
Falling Objects/Safe storage	✓	Staff are reminded about no storing items above should 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	✓	Departmental Risk Assessments for T&L activities
Health & Safety Induction	✓	Available to all new members on arrival.
Lettings to non-school groups	✓	H&S leaflet emailed to group
Manual Handling	✓	On-line modules available
Minibuses	✓	Policy and procedures available for Business Manager

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Mobile phones (the use of)	✓	Policy and procedures available on website
Needles and needle stick injuries	X	
Personal safety including lone working and violence and aggression	✓	Policy and procedures in place for staff on website
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 Business Manager
Pupil moving and handling (special needs)	✓	Individual Care Plan and PEEP
Pregnant employees and nursing mothers	✓	Risk Assessment undertaken by Business Manager
Reporting of health & safety concerns/faults	✓	Staff Meetings, Premises Form and verbal communication.
Shared use of buildings	X	
Sharps e.g. broken glass either in school building or external grounds	✓	Risk Assessment, Managed By Site Staff, specialist bins available.
Slips and trips	✓	Recordable and monitored by Business Manager
Stress	✓	On-line modules available, Bought in Service from SAS
Substances – COSHH	✓	Risk Assessment undertaken by Site Supervisor

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Swimming pools	X	
Vehicle and pedestrian traffic	✓	Risk Assessment available
Visitor and volunteers safety	✓	Risk Assessment undertaken by Business Manager, handbook and induction available
Waste storage and disposal	✓	Managed by Site Supervisor
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Monthly monitoring by bought in service, details in Premises Management files.
Work equipment and machinery	✓	Regular maintenance
Working at height – ladders, access equipment etc.	✓	Risk assessment and on-line training module for those who work at heights.
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 controlled 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 SLA in place
Pupil handling and restraint	✓	Policy and training provided
Grounds maintenance activities	✓	Bought in Service from LCC which is tendered every 3 years.
Pupil movement and flow	✓	School rules, staff on duty at breaks and lunch
School transport	✓	LCC provide transport for the outlying villages. School mini-bus pick up for poor attenders and mini-bus facilities for sports clubs and other activities.
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 from Business Manager
Stage and drama activities	✓	Risk Assessments to be produced by Curriculum Leaders s
Supervision of pupils	✓	Teacher's terms and condition



Technology rooms and equipment	✓	Responsibility of Curriculum Leader
Wearing of jewellery	✓	Not permitted by students, Uniform policy and student planners.
Work experience	✓	Risk Assessment, handbook and induction process.

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](#).