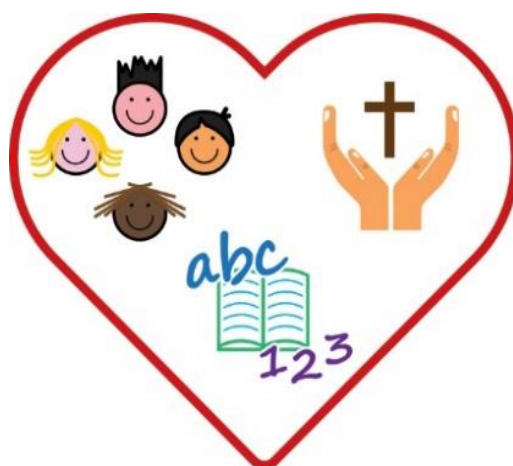


ST. MATTHEW'S C.E. PRIMARY SCHOOL & NURSERY



HEALTH & SAFETY POLICY

Reviewed: June 2020
By: Michelle Jordan

Date of next review: June 2021

St Matthew's Church of England Primary School and Nursery

Health & Safety Policy

Mission Statement:

St. Matthew's C.E. Primary School and Nursery is dedicated to providing an education which enables every child to fulfil their best potential. It seeks to promote academic, emotional and spiritual growth in a Christian environment, welcoming children drawn from diverse cultures.

Vision Statement:

Inspired by Jesus' words (Matthew 5: 1-12), we strive to promote academic, emotional and spiritual growth in a Christian environment for all members of our school family.

We can all '**Be blessed by God, be happy and aspire to be...**'

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Preston St Matthew's C.E. Primary School**
- **Voluntary Aided**
- **06030**
- **New Hall Lane, Preston, PR1 5XB**

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: <i>Mark Mackley</i> | Signed: <i>James Atkinson</i> On behalf of the Governing Body |
| Headteacher's name: Mark Mackley | Chair of Governors name: James Atkinson |
| Date: 5th June 2020 | Proposed Review date: 5th June 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>Mark Mackley Headteacher</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>Michelle Jordan School Business Manager</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>Michelle Jordan School Business Manager</p> <p>Jon Kerwin Site Supervisor</p> <p>Sally Bryden Assistant Headteacher</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>Mark Mackley Headteacher</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>School Development Plan & Governor meeting minutes</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: | Mark Mackley Headteacher |
| Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety. | Michelle Jordan School Business Manager |
| The significant findings of risk assessments will be reported to: | Mark Mackley Headteacher (and where applicable, LCC) |
| Action required to remove/control risks will be approved by: | Mark Mackley Headteacher |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | Mark Mackley Headteacher |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | Mark Mackley Headteacher |
| 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: | Mark Mackley Headteacher Michelle Jordan School Business Manager |

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>Julie Copeland Teacher</i> |
| Consultation with employees is provided via: | <i>Staff/Team meetings Annual Health & Safety meeting Circulation of draft documents for consultation</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: | Jon Kerwin Site Supervisor |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | Michelle Jordan School Business Manager |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | Michelle Jordan School Business Manager Jon Kerwin Site Supervisor |
| Any problems found with equipment should be reported to: | Michelle Jordan School Business Manager |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | Michelle Jordan School Business Manager Jon Kerwin Site Supervisor |

Information, Instruction and Supervision

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| <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>Staff Room & Reception Foyer</p> |
| <p>Health and safety advice is available from:</p> | <p>Lancashire County Council & Staff Representatives</p> |
| <p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p> | <p>Michelle Jordan School Business Manager</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.

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| <p>Induction training will be provided for all employees by:</p> | <p>Michelle Jordan School Business Manager</p> |
| <p>Job specific training will be provided by:</p> | <p>Lancashire County Council</p> |
| <p>Jobs requiring specific health & safety training are:</p> | <p>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 Team & on-the-job training) DSE (H&S e-Learning) Manual Handling (H&S Team & on-the-job training) Fire Prevention (H&S team & on the job training)</p> |

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| | Slips & Trips (H&S e-learning) |
| Training records are kept by: | Michelle Jordan School Business Manager |
| Training will be identified, arranged and monitored by: | Michelle Jordan School Business Manager |

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: | Ruby Room Reception Class (outside) Diamond Room Nursery Rainbow Room (Nurture Class) |
| The first aiders and appointed person is/are: | All Teaching Assistants All Welfare Assistants Appointed person: Karen Gornall |
| All accidents and cases of work-related ill health are to be reported to: | Mark Mackley Headteacher |
| Health surveillance is required for employees doing the following jobs within the school: | DSE users |
| Health surveillance will be arranged by: | Mark Mackley Headteacher Michelle Jordan School Business Manager |
| Health surveillance/records will be kept by/at: | Michelle Jordan School Business Manager |

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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| <p>To check our working conditions and ensure our safe working practices are being followed, we will:</p> <ul style="list-style-type: none"> - Conduct workplace inspections. These are carried out by: | <p><i>Health & Safety Representative from Lancashire County Council</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><i>Michelle Jordan School Business Manager</i></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>Mark Mackley Headteacher</i></p> |
| <p>Responsible person(s) for investigating work-related causes of sickness absences:</p> | <p><i>Mark Mackley Headteacher</i></p> |
| <p>Responsible person(s) for acting on investigation findings to prevent recurrences:</p> | <p><i>Mark Mackley Headteacher</i></p> |
| <p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p> | <p><i>Mark Mackley Headteacher</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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | Mark Mackley Headteacher Michelle Jordan School Business Manager |
| Escape routes are checked by/every: | Jon Kerwin Site Supervisor (Daily) |
| Fire extinguishers are maintained by Walker Fire annually and checked daily by the Site Supervisor | Jon Kerwin Site Supervisor (Daily) Walker Fire (Annually) |
| Alarms are tested by/every: | Jon Kerwin Site Supervisor (Weekly) |
| The emergency evacuation procedure is tested by/every: | Mark Mackley Headteacher (Termly) |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | Mark Mackley 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 | √ | See Mark Mackley or Michelle Jordan |
| Asbestos Management Plan | √ | See Mark Mackley or Michelle Jordan |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | √ | See Mark Mackley or Michelle Jordan |
| Cleaning/caretaking tasks | √ | See Mark Mackley or Michelle Jordan |
| Control of contractors | √ | See Mark Mackley or Michelle Jordan |
| Control of Substances Hazardous to Health (COSHH) | √ | See Mark Mackley or Michelle Jordan |
| Disability access (health & safety implications) | √ | See Mark Mackley or Michelle Jordan |
| Display Screen Equipment and Eye Tests | √ | See Mark Mackley or Michelle Jordan |
| Driving at Work | X | |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | √ | See Mark Mackley or Michelle Jordan |
| Emergency Procedures other than Fire e.g. flood, services failure | √ | See Mark Mackley or Michelle Jordan |
| Extended school and community use | √ | See Mark Mackley or Michelle Jordan |
| Fire Safety | √ | See Mark Mackley or Michelle Jordan |
| First Aid | √ | See Mark Mackley or Michelle Jordan |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | √ | See Mark Mackley or Michelle Jordan |
| Health & Safety Induction | √ | See Mark Mackley or Michelle Jordan |
| Infection Control including needles and needle stick injuries | √ | See Mark Mackley or Michelle Jordan |
| Lettings to non-school groups | X | |
| Manual Handling | √ | See Mark Mackley or Michelle Jordan |
| Minibuses | X | |
| Mobile phones (the use of) | √ | See Mark Mackley or Michelle Jordan |

| 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 | √ | See Mark Mackley or Michelle Jordan |
| Play Equipment installations inspections | √ | See Mark Mackley or Michelle Jordan |
| Playgrounds and external areas | √ | See Mark Mackley or Michelle Jordan |
| Ponds and Water features | X | |
| Premises Management | √ | See Mark Mackley or Michelle Jordan |
| Pupil moving and handling (special needs) | √ | See Mark Mackley or Michelle Jordan |
| Pregnant employees and nursing mothers | √ | See Mark Mackley or Michelle Jordan |
| Reporting of health & safety concerns/faults | √ | See Mark Mackley or Michelle Jordan |
| Severe weather including winter gritting | √ | See Mark Mackley or Michelle Jordan |
| Shared use of buildings | X | |
| Sharps e.g. broken glass either in school building or external grounds | √ | See Mark Mackley or Michelle Jordan |
| Stress | √ | See Mark Mackley or Michelle Jordan |
| Swimming pools | X | |
| Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | √ | See Mark Mackley or Michelle Jordan |
| Visitor and volunteers safety | √ | See Mark Mackley or Michelle Jordan |
| Waste storage and disposal | √ | See Mark Mackley or Michelle Jordan |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | √ | See Mark Mackley or Michelle Jordan |
| Work equipment and machinery | √ | See Mark Mackley or Michelle Jordan |
| Working at height – ladders, access equipment etc. | √ | See Mark Mackley or Michelle Jordan |
| Workplace Inspection | √ | See Mark Mackley or Michelle Jordan |

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

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](#).