

## HEALTH AND SAFETY POLICY (update September 2018)

Incorporating the Local Health and Safety Arrangements for:



- **Name of School:** **St. Edmund's Catholic Primary**
- **Category of School:** **Voluntary Aided**
- **School Number:** **DfE 888/3618 Lancashire 08/050**
- **School Address:** **Windrows, Skelmersdale. WN8 8NP**

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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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
Head Teachers name: <b>Dermot Hennigan</b>	Chair of Governors name: <b>Patricia Duffy</b>
Date: <b>September 2018</b>	Proposed Review date: <b>September 2019</b>

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<b>The Governing Body</b>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	<b>Dermot Hennigan</b>
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	<b>Dermot Hennigan</b>
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachernet, other schools, HSE) will be developed and monitored by:	<b>Dermot Hennigan</b>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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. The Conditions of Employment of Teachers provide 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 plans for improvement are included in the School Development Plan and recorded in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;

- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

### **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:	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>
The significant findings of risk assessments will be reported to:	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>
Action required to remove/control risks will be approved by:	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below. (*The list below is not comprehensive*)

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	Health and Safety Policy
Bodily Fluids (urine; blood; faeces; vomit)	✓	Risk Assessment Folder
Catering	✓	Risk Assessment Folder
Cleaning/caretaking	✓	Risk Assessment Folder
Control of contractors	✓	Risk Assessment Folder
Disability access – H&S implications	✓	Risk Assessment Folder
Display Screen Equipment and eye tests	✓	Risk Assessment Folder
Electrical Safety	✓	Risk Assessment Folder
Emergency Procedures other than Fire e.g. flood, services failure	✓	Business Continuity Plan
Extended school and community use	X	
Falling Objects/Safe storage	✓	Risk Assessment Folder
Fire Safety	✓	Fire Safety Folder
First Aid	✓	School policy / website
Gas safety	✓	Compliance Folder
Hot surfaces, scalds and burns	✓	Risk Assessment Folder
Induction	✓	Safeguarding policy
Information communication	✓	Risk Assessment Folder
Lettings to non school groups	X	
Management and other Health and Safety responsibilities	✓	Health and Safety Policy
Manual Handling	✓	Risk Assessment Folder
Minibuses	X	
Mobile phones – use of	✓	School policy / website
Monitoring	✓	
Needles and needle stick injuries	✓	
Personal safety including lone working and violence and aggression	✓	Risk Assessment Folder
Play Equipment installations inspections	✓	Risk Assessment Folder
Playgrounds and external areas	✓	Risk Assessment Folder

<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Ponds and Water features	X	
Premises Management	✓	Health and Safety policy
Pupil moving and handling (Special needs)	✓	Risk Assessment Folder
Pregnant employees and nursing mothers	✓	
Reporting of H&S concerns/faults	✓	Health and Safety policy
Risk Assessment and hazard identification	✓	Risk Assessment Folder
Safety Committee	✓	Governor Committee Folder
Safety Representatives	✓	Governor Committee Folder
Security of premises	✓	Compliance Folder
Shared use of buildings	X	
Slips and trips	✓	Risk Assessment Folder
Stress	✓	
Substances – COSHH	✓	Risk Assessment Folder
Swimming pools	X	
Temporary and supply staff	✓	Risk Assessment Folder
Training	✓	
Transporting and storing chemicals	✓	Risk Assessment Folder
Vehicle and pedestrian traffic	✓	Risk Assessment Folder
Visitor and volunteers safety	✓	School policy / website
Waste storage and disposal	✓	Compliance Folder
Water hygiene (Legionella, lead etc.)	✓	Compliance Folder
Work equipment and machinery	✓	Risk Assessment Folder
Working at height – ladders, access equipment etc.	✓	Risk Assessment Folder
Workplace Inspection	✓	Risk Assessment Folder

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance 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	X	Administration of Medicine policy
Educational Visits	✓	Educational visits policy / risk assessment
Food safety and hygiene	✓	Risk Assessment Folder
Outdoor activities	✓	Risk Assessment Folder
PE Equipment	X	Risk Assessment Folder
Pupil handling and restraint	✓	Risk Assessment Folder
Grounds maintenance	✓	Risk Assessment Folder
Pupil movement and flow	✓	Risk Assessment Folder
School transport	✓	Risk Assessment Folder
Science (where not covered by curriculum safety procedures set down in CLEAPS)	X	
Smoking	✓	Smoking and e-cig policy
Special needs of pupils Health & Safety issues	✓	SEN Policy / Local Offer
Stage and drama activities	X	
Supervision of pupils	✓	Teaching and Learning Policy
Technology rooms and equipment	X	
Wearing of jewellery	✓	School policy / website
Work experience	✓	Risk Assessment Folder

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).

## 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:	<b>Elaine Williams</b>
Consultation with employees is provided via:	<b>Individual staff appraisals Review of documents Team meetings Circulation of draft documents for consultation Regular Meetings of Staff Termly Health &amp; Safety meeting of Governors as part of Resources Governors' meetings</b>

## 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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	<b>Headteacher, Dermot Hennigan</b> <b>Assistant Head, Elaine Williams</b> <b>Ann Wylie</b> <b>Tracy Stringman</b>
Is responsible for ensuring effective maintenance procedures are drawn up	<b>Dermot Hennigan</b> <b>Elaine Williams</b> <b>Ann Wylie</b> <b>Tracy Stringman</b>
Is responsible for ensuring that all identified maintenance is carried out	<b>Dermot Hennigan</b> <b>Elaine Williams</b> <b>Ann Wylie</b> <b>Tracy Stringman</b>
Any problems found with equipment should be reported to	<b>Dermot Hennigan</b> <b>Elaine Williams</b> <b>Ann Wylie</b> <b>Tracy Stringman</b> <b>Monika Byrne (Site Supervisor)</b>
Will check that new equipment meets any required health and safety standards before it is purchased	<b>Dermot Hennigan</b> <b>Elaine Williams</b> <b>Ann Wylie</b> <b>Tracy Stringman</b>

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s):</i> <b>Staff Room</b>
Health and safety advice is available from:	<b>Dermot Hennigan at the School</b> <b>Additional advice is available from:</b> <b>Health &amp; Safety Executive</b> <b>Victoria House,</b> <b>Ormskirk Road,</b> <b>Preston</b>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<b>Dermot Hennigan</b> <b>Elaine Williams</b>
Health & Safety in shared premises (where applicable)	<b>The Head Teacher/Assistant Head or nominated representative 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.</b>

\* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace 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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<b>Dermot Hennigan</b> <b>Elaine Williams</b>
Job specific training will be provided by:	<b>Dermot Hennigan</b> <b>Elaine Williams</b> <b>Lancashire Fire and Safety</b>
Specific jobs requiring special training are:	<b>First Aiders in School</b> <b>Fire Marshals</b>
Training records are kept by:	<b>Dermot Hennigan</b>
Training will be identified, arranged and monitored by:	<b>Dermot Hennigan</b> <b>Elaine Williams</b>

## 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:	<b>In classrooms</b> <b>At First Aid Stations</b>
The first aider(s) and appointed person(s) are:	<b>Marie Burns</b> <b>Francesca Vause</b> <b>Lisa Hulse</b> <b>Angela Regan</b> <b>Emma Hughes</b>

	<b>Susan Beeley Tracy Stringman</b>
All accidents and cases of work-related ill health are to be reported to:	<b>Dermot Hennigan Elaine Williams</b>
Health surveillance* is required for employees doing the following jobs within the school:	<b>Site supervisor, any pregnant members of staff</b>
Health surveillance will be arranged by:	<b>Dermot Hennigan Elaine Williams</b>
Health surveillance/records will be kept by/at:	<b>Dermot Hennigan Elaine Williams</b>

\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly and in the event of any significant changes. This function is carried out by:</p>	<p><b>Governors' Resources/Health &amp; Safety Committee</b></p> <p><b>Dermot Hennigan Elaine Williams Ann Wylie Tracy Stringman</b></p>
<p>Are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p><b>Dermot Hennigan Elaine Williams</b></p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p><b>Dermot Hennigan Elaine Williams</b></p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p><b>Dermot Hennigan Elaine Williams</b></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:	<b>Dermot Hennigan</b>
Escape routes are checked every <b>day</b> by:	<b>Monika Byrne</b>
Fire doors checked <b>monthly</b> by:	<b>Monika Byrne</b>
Fire extinguishers are maintained and checked by:	<b>Lancashire Fire and Safety annually.</b>
Alarms are tested by:	<b>CALBARRIE</b>
Call points tested <b>weekly</b> in turn by:	<b>6 monthly.</b> <b>Monika Byrne</b>
The emergency evacuation procedure is tested every:	<b>Whole School each term.</b>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<b>Dermot Hennigan</b>