

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **St Peters CE Primary School**
- **Voluntary Aided School**
- **09/012**
- **Eaves Lane, Chorley, Lancashire, PR6 0DX**

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:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <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>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <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> |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Mr Ben Holmes	Chair of Governors name: Mrs Louise Benney
Date: 13.02.20	Proposed Review date: 13.02.21

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## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>Mr Ben Holmes (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 &amp; Safety Co-ordinator etc):</p>	<p>Mrs Jeanette Kirk (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><i>Mr Ben Holmes, Headteacher Mrs Jeanette Kirk, School Business Manager Mr Karl Reid, 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 Jeanette Kirk, School Business Manager</i></p>
<p>The documented Health &amp; 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><i>Location: in the minutes of Governors or Staff meetings.</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 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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Mrs Jeanette Kirk, School Business Manager, Headteacher, Teachers, Premiserv and their Site Supervisor. Contractors working on a project to follow their companies risk assessment and safe working practice.</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Mrs Jeanette Kirk, School Business Manager, Ben Holmes – Headteacher, Resources Committee.</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Mrs Jeanette Kirk, School Business Manager</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Mrs Jeanette Kirk, School Business Manager</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Mrs Jeanette Kirk, School Business Manager</i></p>
<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 Jeanette Kirk, School Business Manager/ Sonia Sutcliffe – Health and Safety Officer. All risk assessments are reviewed in November 2019, with exception of fire risk assessment which was completed in May 2018.</i></p>

## 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>Mrs Stacey Nelson (Staff governor)</i> <i>Tracy Bolton (Support Staff)</i>
Consultation with employees is provided via:	<i>Staff meetings, Welfare Meetings, Teaching Assistant Meetings, Staff notice board.</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:	Jeanette Kirk (Business Manager)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Jeanette Kirk (Business Manager)
Responsible person(s) for ensuring that all identified maintenance is carried out:	Jeanette Kirk (Business Manager)
Any problems found with equipment should be reported to:	Jeanette Kirk (Business Manager)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Jeanette Kirk (Business Manager)

**Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at:  <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.	<i>Location: Outside Hall leading down to infant area.</i>
Health and safety advice is available from:	<i>Mrs Jeanette Kirk (School Business Manager)</i>

Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Mrs Jeanette Kirk, School Business Manager, Ben Holmes, Headteacher, Rachel Brown, Deputy Headteacher and Teacher Mentors
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## 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:	Ben Holmes, Headteacher and Jeanette Kirk, School Business Manager.
Job specific training will be provided by:	Ben Holmes/Premiserv/Out of School Club and Softsell, external training providers/ LCCG catering commercial services.
Jobs requiring specific health & safety training are:	Use of Ladders, Working at Height, Moving and Handling, use of hoists/walking frames/stair climbers etc. Care and control of children, Use of buffing machines
Training records are kept at/by:	Dawn Brocken, Administrator
Training will be identified, arranged and monitored by:	Jeanette Kirk, 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.

The first aid box(es) is/are available:	<i>Family Support Officer's office, and infant area</i>
The first aider(s) and appointed person(s) is/are:	<p><i>Appointed first aiders list displayed in staff room, infant area, and family support officer's room. Also Health and Safety System – under 'F' – First Aid</i></p> <p><i>Mrs J McClellan Adult</i> <i>Miss A Tatlock (Adult first aid)</i> <i>Mrs Jennings</i> <i>Mrs T Bolton</i> <i>Mrs A Malik</i> <i>Mrs D Little</i> <i>Mrs D Brennand (adult first aid)</i> <i>Mrs L Elliott</i> <i>Mrs L Wareing</i> <i>Mrs S Casewell</i> <i>Mrs E Jepson (adult first aid)</i> <i>Mrs S Burrows</i></p>
All accidents and cases of work-related ill health are to be reported to:	<i>Mrs Jeanette Kirk (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>Mrs Jeanette Kirk, School Business Manager</i></p> <p>Governors from the resources</p>
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	committee, Headteacher, SBM, John Bullock - LCC
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 Jeanette Kirk (School Business Manager)</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs Jeanette Kirk (School Business Manager)</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs Jeanette Kirk (School Business Manager)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs Jeanette Kirk (School 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>Mr Ben Holmes, Head teacher, Mrs Jeanette Kirk, School Business Manager. This is supported by Sonia Sutcliffe, LCC H &amp; S officer.</i>
Escape routes are checked by/every:	<i>Mr Karl Reid Site Supervisor Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Pennine Fire and Safety Ltd on an annual basis.</i>
Alarms are tested by/every:	<i>Mr Karl Reid, Site Supervisor Weekly</i>
The emergency evacuation procedure is tested:	<i>Mr Ben Holmes every term</i>

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Mr Ben Holmes, Head teacher, Mrs Jeanette Kirk, School Business Manager supported by Senior Leadership Team</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	√	Health and Safety Policy
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessments and Health and Safety Policy
Catering	√	Risk Assessment (food preparation
Cleaning/caretaking	√	Risk Assessments – Site supervisors office for Premiserv on site file
Control of contractors	√	Contractors signing in file in reception
Disability access (health & safety implications)	√	Accessibility plan
Display Screen Equipment and Eye Tests	√	Risk Assessment file
Driving at Work	√	N/a
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	TPM portal and Health and Safety files
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency Plan
Extended school and community use	√	Lettings policy
Falling Objects/Safe storage	√	Staff handbook
Fire Safety	√	Fire Safety Log Book
First Aid	√	First Aid policy and first aid stations
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Emergency plan and TPM portal
Hot surfaces, scalds and burns	√	Risk Assessment file
Health & Safety Induction (checklist available on web site)	√	On line training via LCC intranet
Lettings to non-school groups	√	Lettings policy
Manual Handling	√	Staff handbook and On line H & S training

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Mobile phones (the use of)	√	Staff handbook and school website
Needles and needle stick injuries	√	Risk Assessments and Care plans for children with Diabetes
Personal safety including lone working and violence and aggression	√	Risk Assessments and separate policy
Play Equipment installations inspections	√	Reports filed electronically in office
Playgrounds and external areas	√	Reports filed electronically in office
Ponds and Water features	√	N/a
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Premises management file
Pupil moving and handling (special needs)	√	Individual care plans
Pregnant employees and nursing mothers	√	Risk Assessment file
Reporting of health & safety concerns/faults	√	Health and Safety policy and staff handbook – book held in the main office for reporting faults
Shared use of buildings	√	Lettings policy
Sharps e.g. broken glass either in school building or external grounds	√	Risk Assessment
Slips and trips	√	Risk Assessment and Staff Handbook
Stress	√	Risk Assessment
Substances – COSHH	√	Premiserv file held in Site Supervisors Office
Swimming pools	√	n/a
Vehicle and pedestrian traffic	√	Risk Assessment
Visitor and volunteers safety	√	Visitor and Volunteer policy and handbook
Waste storage and disposal	√	Health and Safety Polciy and system
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Risk Assessment and Water file

<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>
Work equipment and machinery	√	Risk Assessment file
Working at height – ladders, access equipment etc.	√	Risk Assessment
Workplace Inspection	√	Premises file