

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Highfield Primary School**
- **Category of School: Community**
- **School Number: 09003**
- **School Address: Wright Street Chorley PR6 0SP**

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 Community or Voluntary Controlled School the County Council is the employer. The Governing Body 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 County Council, the Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

*As a Foundation or 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.

(*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing, this will allow all information and the signatures to fit on the front page to facilitate display)

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: Andrew Proctor	Chair of Governors name: William Greenwood MBE
Date: 21/06/2019	Proposed Review date: 21/06/2020

: :

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Andrew Proctor
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Kelly Makinson Peter Jackson
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	Andrew Proctor
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. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Andrew Proctor Kelly Makinson
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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. 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. 	

* Health & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or 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:	<i>Andrew Proctor, Site Supervisor, Teachers and Kelly Makinson.</i>
The significant findings of risk assessments will be reported to:	<i>Andrew Proctor Headteacher:</i>
Action required to remove/control risks will be approved by:	<i>Andrew Proctor Headteacher:</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Andrew Proctor Headteacher:</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Andrew Proctor Headteacher:</i>
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.	<i>By whom :Andrew Proctor, Site Supervisor, Teachers and Kelly Makinson.</i>

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 - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)*

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 website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Arrangement sections of health and safety policy
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Arrangement sections of health and safety policy
Catering	√	
Cleaning/caretaking	√	
Control of contractors	√	Arrangement sections of health and safety policy
Disability access – H&S implications	√	Arrangement sections of health and safety policy
Display Screen Equipment and eye tests	√	Arrangement sections of health and safety policy
Driving at Work	√	Arrangement sections of health and safety policy
Electrical Safety	√	Arrangement sections of health and safety policy
Emergency Procedures other than Fire e.g. flood, services failure	√	Arrangement sections of health and safety policy
Extended school and community use	√	
Falling Objects/Safe storage	√	
Fire Safety	√	Arrangement sections of health and safety policy
First Aid	√	Arrangement sections of health and safety policy
Gas safety	√	
Hot surfaces, scalds and burns	√	Arrangement sections of health and safety

		policy
Induction	√	Arrangement sections of health and safety policy
Information communication	√	
Lettings to non school groups	√	Arrangement sections of health and safety policy
Management and other Health and Safety responsibilities	√	
Manual Handling	√	
Minibuses	√	Arrangement sections of health and safety policy
Mobile phones – use of	√	Arrangement sections of health and safety policy
Needles and needle stick injuries	√	
Performance Monitoring	√	Arrangement sections of health and safety policy
Personal safety including lone working and violence and aggression	√	Arrangement sections of health and safety policy
Play Equipment installations inspections	√	Arrangement sections of health and safety policy
Playgrounds and external areas	√	Arrangement sections of health and safety policy
Ponds and Water features	√	n/a
Premises Management	√	Arrangement sections of health and safety policy
Pupil moving and handling (Special needs)	√	Risk Assessment
Pregnant employees and nursing mothers	√	Risk Assessment
Reporting of H&S concerns/faults	√	Arrangement sections of health and safety policy
Risk Assessment and hazard identification	√	Arrangement sections of health and safety policy

Safety Committee	√	
Safety Representatives	√	
Shared use of buildings	√	Lettings policy
Slips and trips	√	Risk Assessment
Stress	√	Arrangement sections of health and safety policy
Substances – COSHH	√	Arrangement sections of health and safety policy
Swimming pools	√	n/a
Temporary and supply staff	√	Arrangement sections of health and safety policy
Training	√	Arrangement sections of health and safety policy
Transporting and storing chemicals	√	Risk Assessment
Vehicle and pedestrian traffic	√	Risk Assessment
Visitor and volunteers safety	√	Arrangement sections of health and safety policy
Waste storage and disposal	√	Risk Assessment
Water hygiene (Legionella, lead etc.)	√	Arrangement sections of health and safety policy
Work equipment and machinery	√	Arrangement sections of health and safety policy
Working at height – ladders, access equipment etc.	√	Risk Assessment
Workplace Inspection	√	Arrangement sections of health and safety policy

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Medication Policy
*Educational Visits	√	Educational visits file
Food safety and hygiene	√	Risk assessment
Outdoor activities	√	Risk assessment
PE Equipment	√	Risk assessment
Pupil handling and restraint	√	Risk assessment
Grounds maintenance	√	Arrangements in Health and safety policy
Pupil movement and flow	√	Risk assessment
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	
Special needs of pupils Health & Safety issues	√	
Stage and drama activities	√	Risk assessment
Supervision of pupils	√	Risk assessment
Technology rooms and equipment	√	Risk assessment
Wearing of jewellery	√	Risk assessment
Work experience	√	Arrangements in Health and safety policy
	√	
	√	

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](#).

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>Insert names: Andrew Proctor</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of individual documents, staff meetings SLT,</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 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	<i>Andrew Proctor Headteacher: Site Supervisor Peter Jackson Kelly Makinson</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Andrew Proctor Headteacher:</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Andrew Proctor, Kelly Makinson, Peter Jackson</i>
Any problems found with equipment should be reported to	<i>Andrew Proctor Headteacher: Site Supervisor Peter Jackson Kelly Makinson</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Andrew Proctor Headteacher:</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): Staff Room</i>
Health and safety advice is available from:	<i>Name and contact details: Andrew Proctor Headteacher: LCC Health, Safety and Quality Team</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Name and contact details: Jane Smethurst Deputy Headteacher Kelly Makinson</i>
Health & Safety in shared premises (where applicable)	The Head Teacher 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.

* 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:	<i>Name and contact details: Andrew Proctor, Kelly Makinson, Jane Smethurst</i>
Job specific training will be provided by:	<i>Name and contact details: Andrew Proctor</i>
Jobs requiring specific health & safety training are:	<i>Ladder Training by LCC Fire Marshall Training Use of hazardous substances Legionella COSHH</i>
Training records are kept at/by:	<i>Details: Office</i>
Training will be identified, arranged and monitored by:	<i>Name and contact details: Andrew Proctor, Kelly Makinson</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): First Aid Points around school</i>
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details: Suzanne Delany See first aid room list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name and contact details: Kelly Makinson - School Bursar</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Andrew Proctor Headteachers Office</i>
Health surveillance will be arranged by:	<i>Name and contact details: Andrew Proctor, Kelly Makinson</i>
Health surveillance/records will be kept by/at:	<i>Provide details: Andrew Proctor & Kelly Makinson Headteachers Office</i>

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

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.

<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 (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p><i>Name(s) and contact details:</i></p> <p>Andrew Proctor, Kelly Makinson William Greenwood MBE</p> <p>Andrew Proctor, Kelly Makinson William Greenwood MBE</p>
<p>Is/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><i>Name(s) and contact details</i></p> <p>Andrew Proctor & Kelly Makinson</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p><i>Name(s) and contact details</i></p> <p>Andrew Proctor & Kelly Makinson</p>

Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Name(s) and contact details</i> Andrew Proctor
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	<i>Name(s) and contact details</i> Andrew Proctor

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>Name and contact details:</i> Andrew Proctor Kelly Makinson
Escape routes are checked by/every:	<i>Name(s) and frequency:</i> Site Supervisor - Weekly
Fire extinguishers are maintained and checked by/every:	<i>Name(s) and frequency:</i> Site Supervisor - Weekly
Alarms are tested by/every:	<i>Name(s) and frequency:</i> Site Supervisor - Weekly
The emergency evacuation procedure is tested every:	<i>Name(s) and frequency</i> Andrew Proctor Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Name and contact details</i> Andrew Proctor Headteacher