

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:


- **Highfield Community 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 Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The County Council, 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".

Signed: 	Signed: W Greenwood OBE On behalf of the Governing Body
Headteacher's name: Andrew Proctor	Chair of Governors name: Bill Greenwood
Date: 02/02/2021	Proposed Review date: 02/02/2022

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>Andrew Proctor - HT</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>Andrew Proctor - HT Kelly Makinson - SBM Peter Jackson – Site Supervisor</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>Premises – Andrew Proctor, Peter Jackson & Kelly Makinson Fire Safety – Andrew Proctor Emergency Plans – Kelly Makinson Educational Visits – Andrew Proctor Kelly Makinson (Base Contact)</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>Andrew Proctor Kelly Makinson</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>Health and Safety File in main school office Minutes of Spring Term Resource Committee.</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.

Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Andrew Proctor, Site Supervisor, Teachers and Kelly Makinson
The significant findings of risk assessments will be reported to:	Andrew Proctor Headteacher:
Action required to remove/control risks will be approved by:	Andrew Proctor Headteacher:
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Andrew Proctor Headteacher:
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Andrew Proctor 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:	By whom: Andrew Proctor, Site Supervisor, Teachers and Kelly Makinson.

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:	Jane Smethurst (proposed)
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.

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:	Andrew Proctor Kelly Makinson
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Andrew Proctor Kelly Makinson
Responsible person(s) for ensuring that all identified maintenance is carried out:	Andrew Proctor Kelly Makinson
Any problems found with equipment should be reported to:	Andrew Proctor Kelly Makinson
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Andrew Proctor Kelly Makinson

Information, Instruction and Supervision

<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</p>	Upstairs staffroom
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Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
Health and safety advice is available from:	Andrew Proctor Kelly Makinson
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Andrew Proctor Kelly Makinson Jane Smethurst (Deputy Headteacher)

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:	Andrew Proctor Kelly Makinson
Job specific training will be provided by:	Andrew Proctor Kelly Makinson Lancashire County Council
Jobs requiring specific health & safety training are: Headteacher School Business Manager Business Support Officer Site Supervisor Teachers Teaching Assistants	List the training and method of provision 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 eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training

	First Aid Training – Centure Training
Training records are kept at/by:	Kelly Makinson School Office
Training will be identified, arranged and monitored by:	Andrew Proctor Kelly Makinson

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:	Medical Room Disabled Toilet Every classroom Main Office
The first aider(s) and appointed person(s) is/are:	Name(s) and contact details or signpost to where up-to-date list is displayed
All accidents and cases of work-related ill health are to be reported to:	Kelly Makinson School Business Manager Main School Office
Health surveillance is required for employees doing the following jobs within the school:	DSE users
Health surveillance will be arranged by:	Kelly Makinson
Health surveillance/records will be kept by/at:	Andrew Proctor Kelly Makinson Personnel files

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"> - Conduct workplace inspections. These are carried out by: 	<p>Andrew Proctor, Kelly Makinson William Greenwood MBE</p> <p>Andrew Proctor, Kelly Makinson William Greenwood MBE</p> <p>Health and Safety Office</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>See Section: Health and Safety Risks Arising from Work Activities for responsibility details</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>Andrew Proctor & Kelly Makinson</p>
<p>Responsible person(s) for investigating work-related causes of sickness absences:</p>	<p>Andrew Proctor & Kelly Makinson</p>
<p>Responsible person(s) for acting on investigation findings to prevent recurrences:</p>	<p>Andrew Proctor</p>
<p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p>	<p>Andrew Proctor</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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p>Andrew Proctor Kelly Makinson</p>
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Escape routes are checked by/every:	Site Supervisor - Weekly
Fire extinguishers are maintained and checked by/every:	Site Supervisor - Weekly
Alarms are tested by/every:	Site Supervisor - Weekly
The emergency evacuation procedure is tested by/every:	Andrew Proctor Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Andrew Proctor 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	√	Arrangement sections of health and safety policy
Asbestos Management Plan	√	Arrangement sections of health and safety policy
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Arrangement sections of health and safety policy
Cleaning/caretaking tasks	√	
Control of contractors	√	Arrangement sections of health and safety policy
Control of Substances Hazardous to Health (COSHH)	√	Arrangement sections of health and safety policy
Disability access (health & safety 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 e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Arrangement sections of health and safety policy
Emergency Procedures other than Fire e.g. flood, services failure	√	Arrangement sections of health and safety policy
Fire Safety	√	Arrangement sections of health and safety policy
First Aid	√	Arrangement sections of health and safety policy

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
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Arrangement sections of health and safety policy
Health & Safety Induction (checklist available on web site)	√	Arrangement sections of health and safety policy
Infection Control including needles and needle stick injuries	√	Arrangement sections of health and safety policy
Lettings to non-school groups	√	Arrangement sections of health and safety policy
Manual Handling	√	Arrangement sections of health and safety policy
Minibuses	√	Arrangement sections of health and safety policy
Mobile phones (the use of)	√	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 (see Premises Management Guidance & Records on Health & Safety web site)	√	Arrangement sections of health and safety policy
Pupil moving and handling (special needs)	√	Risk Assessment
Pregnant employees and nursing mothers	√	Risk Assessment
Reporting of health & safety concerns/faults	√	Arrangement sections of health and safety

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
		policy
Severe Weather including winter gritting	√	Risk Assessment
Shared use of buildings	√	Lettings policy
Sharps e.g. broken glass either in school building or external grounds	√	Arrangement sections of health and safety policy
Stress	√	Arrangement sections of health and safety policy
Swimming pools	√	n/a
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment
Visitor and volunteers safety	√	Arrangement sections of health and safety policy
Waste storage and disposal	√	Risk Assessment
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	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
Covid 19	√	Risk Assessment
Covid 19 Risk Assessment	√	Risk Assessment

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	√	Medication Policy
*Educational Visits	√	Evolve
Food safety and hygiene	√	Risk Assessment
Outdoor activities	√	Risk Assessment
PE Equipment	√	Risk Assessment
Pupil handling and restraint	√	Risk Assessment
Grounds maintenance activities	√	Risk Assessment
Pupil movement and flow	√	Arrangement sections of health and safety policy
Smoking	√	Smoking Policy
Special needs of pupils health & safety issues	√	PEP and Health Care Plan
Stage and drama activities	√	Risk Assessment
Supervision of pupils	√	Risk Assessment
Technology rooms and equipment	√	Risk Assessment
Wearing of jewellery	√	Risk Assessment
Work experience	√	Arrangement sections of health and safety policy
Forest School	√	Risk Assessment

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](#).