



HEALTH & SAFETY POLICY

JANUARY 2018

Signed:
Headteacher: Alison Gibson

Signed:
On behalf of the Governing Body

Proposed Review Date: January 2019

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School : Farington Moss St. Paul's CE Primary School**
- **Category of School: Primary Voluntary Aided**
- **School Number: 07 028 3666**
- **School Address: Croston Road Farington Moss PR26 6PR**

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 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: Alison Gibson	Chair of Governors name: Ian Quinn
Date: January 2018	Proposed Review date: January 2019

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Alison Gibson
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Alison Gibson: Head teacher
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	James Eccleston: Deputy Head Hilary Bond: Office manager Sandra Brumwell; Caretaker Ann Oaten: Educational Visits Coordinator
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:	Alison Gibson James Eccleston Governors Hilary Bond Sandra Brumwell Carolyn Mayor: H & S Governor LEA H&S Peter Sampson
<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>Head teacher Deputy Head teacher After school managers Caretaker Governors External agencies e.g. Fire Risk assessment company</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher/ or other nominated person as appropriate: Caretaker Office manager</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher or other nominated person as appropriate:</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>Head teacher or nominated person as appropriate from SMT</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	√	Deputy Head teacher office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Intimate care policy
Catering	√	Kitchen
Cleaning/caretaking	√	COSHH report in office & Caretaker's room
Control of contractors	√	Office
Disability access – H&S implications	√	Head teacher office
Display Screen Equipment and eye tests	√	Health, Safety & Wellbeing intranet site
Driving at Work		
Electrical Safety	√	Fire safety policy & Electrical reports
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency planning doc. In office & Evacuation bag
Extended school and community use	√	Extended school policy
Falling Objects/Safe storage	√	Health, Safety & Wellbeing intranet site
Fire Safety	√	Fire safety policy
First Aid	√	First aid policy & Fire risk assessment
Gas safety	√	TPM service contract
Hot surfaces, scalds and burns	√	Kitchen safety policy
Induction	√	Head teacher
Information communication	√	ICT policy and safer working practice document. AUP for staff and children
Lettings to non school groups	√	Office
Management and other Health and Safety responsibilities	√	Head teacher
Manual Handling	√	Health, Safety & Wellbeing intranet site
Minibuses		
Mobile phones – use of	√	Safeguarding Child protection policy
Needles and needle stick injuries		

Performance Monitoring	√	Head Teacher and Governors
Personal safety including lone working and violence and aggression	√	Head teacher
Play Equipment installations inspections	√	TPM service contract
Playgrounds and external areas	√	TPM & Building surveyor & Head Teacher
Ponds and Water features	√	Head Teacher
Premises Management	√	Head Teacher
Pupil moving and handling (Special needs)	√	Behaviour policy –all staff Positive handling policy
Pregnant employees and nursing mothers	√	Head Teacher Health, Safety & Wellbeing intranet site
Reporting of H&S concerns/faults	√	Head Teacher
Risk Assessment and hazard identification	√	Risk assessment file in teacher Drive on the server
Safety Committee	√	Governor file Office
Safety Representatives	√	Deputy Office
Shared use of buildings		
Slips and trips	√	Health, Safety & Wellbeing intranet site
Stress	√	Health, Safety & Wellbeing intranet site
Substances – COSHH	√	Office
Swimming pools		
Temporary and supply staff	√	Office
Training	√	First aid: Office CPD : Head Teacher
Transporting and storing chemicals		
Vehicle and pedestrian traffic		LCC provision of traffic lollipop lady & referral to Police when required
Visitor and volunteers safety	√	Office signing in system. Contract signing in & School prospectus
Waste storage and disposal		
Water hygiene (Legionella, lead etc.)	√	TPM risk assessment. File in Deputy office. External contractor through TPM to complete

		monthly assessments
Work equipment and machinery		
Working at height – ladders, access equipment etc.	√	Health, Safety & Wellbeing intranet site
Workplace Inspection	√	Premises manager, Business Support Officer & Governors

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	√	Medicine policy Office
*Educational Visits	√	Deputy Office
Food safety and hygiene	√	Kitchen policy
Outdoor activities	√	Risk assessments T Drive
PE Equipment	√	TPM service contract office for reports
Pupil handling and restraint	√	Behaviour policy & Positive handling policy Office
Grounds maintenance	√	LCC contract Office
Pupil movement and flow	√	Behaviour policy
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Smoke free policy office
Special needs of pupils Health & Safety issues	√	SEN policy
Stage and drama activities	√	Risk assessments T drive
Supervision of pupils	√	Staff handbook- Office & staff room
Technology rooms and equipment		
Wearing of jewellery	√	School prospectus & website
Work experience	√	Office

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>Hilary Bond</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, weekly discussion of Health & Safety</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>HT, Caretaker & TPM service contract</i> H&S is a standing item at weekly staff meeting and staff can report issues.
Is responsible for ensuring effective maintenance procedures are drawn up	<i>TPM service contract</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>TPM & Head Teacher & Office manager</i>
Any problems found with equipment should be reported to	<i>Head Teacher Alison Gibson</i> <i>Office manager; Hilary Bond</i> <i>Caretaker: Sandra Brumwell</i> <i>Then reported to TPM</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher/Deputy Head</i> <i>TPM contract service</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>In the staff room</i>
Health and safety advice is available from:	Health, Safety & Wellbeing intranet site Staff Safety handbook
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Head Teacher: Alison Gibson</i> <i>Deputy Head: James Eccleston</i>
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy 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.

* 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>Head Teacher Alison Gibson Deputy Head: James Eccleston</i>
Job specific training will be provided by:	<i>Head Teacher Alison Gibson Deputy Head: James Eccleston</i>
Jobs requiring specific health & safety training are:	<i>Welfare: slips, trips & spills TA's Ladder training Teachers: Ladder training, manual handling</i>
Training records are kept at/by:	<i>Head Teacher</i>
Training will be identified, arranged and monitored by:	<i>Head Teacher, Deputy Head teacher & Office manager</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>See separate map</i>
The first aider(s) and appointed person(s) is/are:	<i>See separate list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Head teacher & Deputy Head</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Provide details. N.B. Any pregnant employee will require a specific Risk Assessment to be completed and their</i>

	<i>duties may need to be modified to take account of their changing capabilities:</i>
Health surveillance will be arranged by:	<i>Head Teacher</i>
Health surveillance/records will be kept by/at:	<i>Head Teacher & Office manager</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>Head Teacher Deputy Head teacher School Adviser Building surveyor Governor</p> <p>Head Teacher Deputy Head teacher</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>Head Teacher Deputy Head teacher</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Head Teacher Deputy Head teacher</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Head Teacher Deputy Head teacher</p>
<p>Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.</p>	<p><i>Office manager</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.

Responsibility for ensuring the fire risk	<i>TPM service contract</i>
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assessment is undertaken and implemented rests with:	<i>& Head teacher</i>
Escape routes are checked by/every:	<i>Alison Gibson every day Sandra Brumwell every day</i>
Fire extinguishers are maintained and checked by/every:	<i>Every 6 months by TPM contract</i>
Alarms are tested by/every:	<i>Weekly by Sandra Brumwell Every 6 months by TPM contract</i>
The emergency evacuation procedure is tested every:	<i>Every term</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Alison Gibson Hilary Bond</i>

QUALIFIED FIRST AIDERS

HELEN ALMOND NEE BERRYMAN

LYNN ALTY

REBECCA AZHIR

SANDRA BRUMWELL

THERESEA CARMON

CAROL CARR

RACHEL MCLAUGHLIN

ANNA O'KANE

ALISON RAWCLIFFE

AMANDA HAYTON

PAULA PARKER

JANET QUINN

SARAH HOLLOWOOD

JOANNE BRADDOCK

CAROLINE WALMSLEY

KAREN QUINTON

REBECCA WILLIAMS