

## HEALTH AND SAFETY POLICY

### Incorporating the Local Health and Safety Arrangements for:

- **Moor End Community Primary School**
- **Primary**
- **11025**
- **White Ash Lane, Oswaldtwistle, Accrington, BB5 3JG**

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 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 Martin	Chair of Governors name: Paul Del
Date: September 2019	Proposed Review date: September 2020

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## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	(Name) Andrew Martin
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	(Name) Jill Keightly
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	(Names) Sandra Hindle – premises, out of hours Andrew Martin - EVC
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:	(Name) Andrew Martin Jill Keightley (school rep) Sandra Hindle Paul Dell – Governor rep
<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 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 Martin</i>
The significant findings of risk assessments will be reported to:	<i>All staff Governors</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</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher Governors</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 : Governing Body SLT All staff</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.)*

<b>Occupational Health &amp; Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</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		Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Site Supervisor's office
Catering		
Cleaning/caretaking		Site Supervisor's office
Control of contractors		Office
Disability access – H&S implications		Office
Display Screen Equipment and eye tests		Office
Driving at Work		Office
Electrical Safety		Site Supervisor's office
Emergency Procedures other than Fire e.g. flood, services failure		Office
Extended school and community use		Office
Falling Objects/Safe storage		Site Supervisor's office
Fire Safety		Site Supervisor's office
First Aid		Office
Gas safety		Site Supervisor's office
Hot surfaces, scalds and burns		Office
Induction		Office
Information communication		Office
Lettings to non school groups		N/A
Management and other Health and Safety responsibilities		Office
Manual Handling		Site Supervisor's office
Minibuses		N/A
Mobile phones – use of		Office
Needles and needle stick injuries		Office
Performance Monitoring		Site Supervisor's office
Personal safety including lone working and violence and aggression		Site Supervisor's office

Play Equipment installations inspections		Site Supervisor's office
Playgrounds and external areas		Site Supervisor's office
Ponds and Water features		Site Supervisor's office
Premises Management		Site Supervisor's office
Pupil moving and handling (Special needs)		Office
Pregnant employees and nursing mothers		Office
Reporting of H&S concerns/faults		Site Supervisor's office
Risk Assessment and hazard identification		Office
Safety Committee		Office
Safety Representatives		Office
Shared use of buildings		Office
Slips and trips		Office
Stress		Office
Substances – COSHH		Site Supervisor's office
Swimming pools		N/A
Temporary and supply staff		Office
Training		Office
Transporting and storing chemicals		Site Supervisor's office
Vehicle and pedestrian traffic		Office
Visitor and volunteers safety		Office
Waste storage and disposal		Site Supervisor's office
Water hygiene (Legionella, lead etc.)		Site Supervisor's office
Work equipment and machinery		Site Supervisor's office
Working at height – ladders, access equipment etc.		Site Supervisor's office
Workplace Inspection		Site Supervisor's office

<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		Office
*Educational Visits		Office
Food safety and hygiene		
Outdoor activities		Office
PE Equipment		Site Supervisor's office
Pupil handling and restraint		Office
Grounds maintenance		Site Supervisor's office
Pupil movement and flow		
School transport		Office
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		Office
Smoking		Office
Special needs of pupils Health & Safety issues		Office
Stage and drama activities		
Supervision of pupils		Office
Technology rooms and equipment		Office
Wearing of jewellery		Office
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>Insert names: Jill Keightley</i>
Consultation with employees is provided via:	<i>Notice board Staff and TA meetings</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>Site Supervisor</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Headteacher Site Supervisor</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher</i>
Any problems found with equipment should be reported to	<i>Site supervisor</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Headteacher Site Supervisor</i>

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Staffroom</i>
Health and safety advice is available from:	<i>Jill Keightley</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Headteacher</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>Headteacher</i>
Job specific training will be provided by:	<i>Name and contact details:</i>
Jobs requiring specific health & safety training are:	<i>Identify as when required</i>
Training records are kept at/by:	<i>Office and individuals</i>
Training will be identified, arranged and monitored by:	<i>Headteacher</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>In all rooms</i>
The first aider(s) and appointed person(s) is/are:	<i>See additional list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Headteacher</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 duties may need to be modified to take account of their changing capabilities:</i>
Health surveillance will be arranged by:	<i>Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Headteacher</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.

To check our working conditions, and ensure our safe working practices are being followed, we will:  Conduct workplace inspections. These are carried out by: Safety Committee formally once a year and informally every term  Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by: Governors and SLT	<i>Governing body</i>
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	<i>Headteacher</i>
Is/are responsible for investigating work-related causes of sickness absences.	<i>Headteacher – teaching staff Deputy HT – non teaching staff</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Headteacher</i>
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness	<i>Headteacher</i>

absence.	
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## 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>Andrew Martin/ Sandra Hindle</i>
Escape routes are checked by/every:	<i>Sandra Hindle - daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Chubb - monthly</i>
Alarms are tested by/every:	<i>West Moorland Alarms – see pamis</i>
The emergency evacuation procedure is tested every:	<i>Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Andrew Martin</i>