

HEALTH AND SAFETY POLICY



Heskin Pemberton's Church of England Primary School



Incorporating the Local Health and Safety Arrangements for:

- **Heskin Pemberton's**
- **Church of England, Voluntary Aided, Primary School**
- **09046**
- **Withington Lane, Heskin, Chorley. PR7 5LU**

MISSION STATEMENT

We are a happy Christian school, where everyone is helped to do the best they can.

JOY - LOVE - RESPECT - CREATIVITY - FORGIVENESS - PERSEVERANCE - THANKFULNESS

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 day-to-day 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:

- 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
- 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;

Heskin Pemberton's Church of England Primary School

necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;

- 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
Headteacher's name: Alan Brindle	Chair of Governors name: Phil Williams
Date: October, 2017	Proposed Review date: October, 2018



Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Alan Brindle Head Teacher</i> <i>Ruth Hughes SLT</i> <i>Phil Williams Chair of Governors</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):</p>	<p><i>Alan Brindle Head Teacher</i></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>Alan Brindle Head Teacher</i> <i>Ruth Hughes SLT</i> Premises- <i>Bill Hodgson Cleaner</i> - <i>Alan Brindle Head Teacher</i> - <i>Jayne Carrier School Bursar</i> EVC - <i>Alan Brindle Head Teacher</i></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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Alan Brindle Head Teacher</i> <i>Phil Williams Chair of Governors</i></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. 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 objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives 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.

<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>General RA:</i> <i>Alan Brindle Head Teacher</i> <i>Governing Body</i></p> <p><i>Specific RA:</i> <i>Designated Lead Person</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Alan Brindle Head Teacher</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Alan Brindle Head Teacher</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Alan Brindle Head Teacher</i> <i>Governing Body</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Governing Body</i></p>
<p>Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>Alan Brindle Head Teacher</i> <i>Ruth Hughes SLT</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>All Staff</i>
Consultation with employees is provided via:	<i>Designated Agenda Item for all Staff 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 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:	<i>Alan Brindle Head Teacher John Bullock (LCC)</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Alan Brindle Head Teacher John Bullock (LCC)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Alan Brindle Head Teacher</i>
Any problems found with equipment should be reported to:	<i>Alan Brindle Head Teacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Alan Brindle Head Teacher Ruth Hughes SLT Jayne Carrier School Bursar Purchasing Staff</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>School Corridor, outside Bursar's Office</i>
Health and safety advice is available from:	<i>Alan Brindle Head Teacher</i>
Induction, supervision of trainees/work placements etc. will be arranged/	<i>Alan Brindle Head Teacher Ruth Hughes SLT</i>

undertaken/monitored by:	
Health & Safety in shared premises (where applicable) is managed by:	Maxim Cleaning- Bill Dodgson LCC Catering- C. Jones & D Wilcock

* 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.

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:	<i>Alan Brindle Head Teacher Ruth Hughes SLT</i>
Job specific training will be provided by:	<i>Immediate Line Managers</i>
Jobs requiring specific health & safety training are: Cleaning Catering	<i>Maxim Cleaning LCC Catering</i>
Training records are kept by:	<i>Jayne Carrier- School Bursar</i>
Training will be identified, arranged and monitored by:	<i>Alan Brindle Head Teacher</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 boxes are available:	<i>On third shelf from the top in the stockroom located at the main entrance to the school. On third shelf from the top in the stockroom located at the main entrance to the playground.</i>
The first aiders and appointed persons are:	<i>Please see information sheet in Bursar's Office.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Alan Brindle Head Teacher</i>
Health surveillance is not required for any roles within the school.	
Health surveillance will be arranged by:	<i>Alan Brindle Head Teacher</i>
Health surveillance/records will be kept by:	<i>Jayne Carrier- School Bursar</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.

To check our working conditions and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by:	<i>Alan Brindle Head Teacher Ruth Hughes SLT Governing Body</i>
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the	<i>See Section: Health and Safety Risks Arising from Work Activities for responsibility details</i>

event of any significant changes.	
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>Alan Brindle Head Teacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Alan Brindle Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Alan Brindle Head Teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Alan Brindle Head Teacher Jayne Carrier School Bursar</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>Alan Brindle Head Teacher</i>
Escape routes are checked by/every:	<i>Alan Brindle Head Teacher Monthly</i>
Fire extinguishers are maintained and checked by/every:	<i>Churchill's Annually</i>
Alarms are tested by/every:	<i>Westmoreland Annually</i>
The emergency evacuation procedure is tested by/every:	<i>Alan Brindle Head Teacher Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Alan Brindle Head Teacher</i>

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	YES	Accident forms & Accident Book
Asbestos	YES	PAMS Records
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	YES	RA
Catering	YES	LCS Files
Cleaning/caretaking	YES	Maxim Files
Control of contractors	YES	Contractors File
Disability access (health & safety implications)	YES	Policy File
Display Screen Equipment and Eye Tests	YES	RA
Driving at Work	NO	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	YES	PAMS Records Policy Files
Emergency Procedures other than Fire e.g. flood, services failure	YES	Policy Files
Extended school and community use	YES	Policy Files
Falling Objects/Safe storage	YES	RA Annual H&S Audit
Fire Safety	YES	Fire Log Book Fire Procedure Informatio
First Aid	YES	First Aid Information Poster
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	YES	PAMS Records
Health & Safety Induction (checklist available on web site)	YES	
Lettings to non-school groups	YES	Policy Files
Manual Handling	YES	RA Policy Files

Heskin Pemberton's Church of England Primary School

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
Minibuses	NO	
Mobile phones (the use of)	YES	Policy Files
Needles and needle stick injuries	YES	RA Policy Files
Personal safety including lone working and violence and aggression	YES	Policy Files
Play Equipment installations inspections	YES	PAMS Records Maxim Records
Playgrounds and external areas	YES	RA
Ponds and Water features	YES	RA
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	YES	Premises Management File (Stockroom)
Pupil moving and handling (special needs)	YES	Policy Files
Pregnant employees and nursing mothers	YES	RA Policy Files
Reporting of health & safety concerns/faults	YES	Maxim Folder (Bursar's Office)
Shared use of buildings	NO	
Sharps e.g. broken glass either in school building or external grounds	YES	RA Policy Files
Slips and trips	YES	RA Policy Files
Stress	YES	Policy Files
Substances – COSHH	YES	PAMS Records
Swimming pools	NO	
Vehicle and pedestrian traffic	YES	Governor Minutes RA Policy Files

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
Visitor and volunteers safety	YES	Policy Files
Waste storage and disposal	YES	Maxim Files
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	YES	Legionella File PAMS Records
Work equipment and machinery	YES	RA
Working at height – ladders, access equipment etc.	YES	RA
Workplace Inspection	YES	Governors H&S Records

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	YES	Individual Plans Policy Files Medication Records (Bursar's Office)
Educational Visits	YES	EVC File
Food safety and hygiene	YES	LCS Policy Files
Outdoor activities	YES	Policy Files
PE Equipment	YES	PAMS Records
Pupil handling and restraint	YES	Policy Files
Grounds maintenance activities	YES	PAMS Records
Pupil movement and flow	YES	RA
School transport	NO	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	NO	

Heskin Pemberton's Church of England Primary School

Smoking	YES	Policy Files
Special needs of pupils health & safety issues	YES	Policy Files
Stage and drama activities	YES	RA
Supervision of pupils	YES	LCC Pupil Ratio Recommendations Policy Files
Technology rooms and equipment	YES	Media Library RA
Wearing of jewellery	YES	RA Policy Files
Work experience	YES	Policy Files

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.

