

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Royles Brook Primary School**
- **Community Primary**
- **02/036**
- **Marsh Road, Thornton Cleveleys, Lancs FY5 2TY.**

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: H. Murray	Signed: J. Bottomley
	On behalf of the Governing Body
Head Teachers name: Mrs Helen Murray	Chair of Governors name: Mrs Janet Bottomley
Date: 02/2019	Proposed Review date: 03/2020

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	MrsHelen Murray (Headteacher) and in her absence the Deputy Headteacher (Mrs Carla Robinson)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Mrs Helen Murray (Headteacher) and Carla Robinson (Deputy Headteacher)
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	Mrs H. Murray (Headteacher) Mrs Carla Robinson (Deputy Headteacher) Mr R. Callighan (Site Supervisor)
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:	Training is given on a formal basis e.g. Direct delivery (First Aid), via online courses and printouts of PowerPoint presentations. Objectives for each year are contained within the School Development Plan under Health & Safety.
<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:

Issue No: 6
Issue Date: Feb 19
Issued by: H&S Team
Last Reviewed: Mar 20

- 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:	Helen Murray (Headteacher) with the Senior Leadership Team as applicable.
The significant findings of risk assessments will be reported to:	Helen Murray (Headteacher) who will share these with the Health & Safety/Facilities management Committee.
Action required to remove/control risks will be approved by:	Helen Murray (Headteacher) and the Senior Leadership Team as applicable.
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Helen Murray (Headteacher) and the Senior Leadership Team as applicable.
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Helen Murray (Headteacher), Senior Leadership Team and the Health & Safety/Facilities management Committee.
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.	Helen Murray (Headteacher) with the Senior Leadership Team and curriculum Subject Leaders where applicable.

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.)*

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](#).

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site		
Accident Reporting, Recording and Investigation	✓	Report produced for Resources (inc Health and Safety) Committee of the Governing Body
Catering	✓	LCCG records kept in Kitchen Area
Cleaning/caretaking	✓	PROP
Control of contractors	✓	Procedures in place
Disability access – H&S implications	✓	Accessibility audit reviewed every three years and included in SDP
Display Screen Equipment and eye tests	✓	Training to be completed for admin staff.
Electrical Safety	✓	Electrical wiring checked through PROP on an annual basis. Documents kept in office
Emergency Procedures other than Fire e.g. flood, services failure	✓	School Emergency Plan
Extended school and community use	✓	Procedures given to lettings and informed of changes
Fire Safety	✓	To be reviewed
First Aid	✓	First aiders clearly displayed and kits checked monthly.
Gas safety	✓	PROP
Hot surfaces, scalds and burns	✓	Risk assessment done
Induction	✓	As per Staff Induction Procedures
Information communication	✓	Communication of H&S issues with staff, children and parents as well as other stakeholders
Management and other Health and Safety responsibilities	✓	Headteacher & SLT with some responsibility delegated to site supervisor e.g. reporting faults etc. All staff are aware that they have a duty of care for H&S
Manual Handling	✓	Risk assessment completed

Mobile phones – use of	✓	Covered in the staff handbook
Monitoring	✓	Monitoring is carried out by the HT, DHT, Site supervisor, Governor from Resources Committee and School Council reps which reports to the Full Governing Body and asks the HT/DHT to report back any actions they have identified.
Personal safety including lone working and violence and aggression	✓	Clear procedures and risk assessments in place and all staff made aware of these.
Play Equipment installations inspections	✓	Done through PROP
Playgrounds and external areas	✓	Done through PROP. Daily checks carried out by Site Supervisor and duty staff.
Premises Management	✓	H&S file + PROP file
Pregnant employees and nursing mothers	✓	Risk assessments are completed on pregnant employees on a monthly basis when the need arises
Reporting of H&S concerns/faults	✓	All staff know whom to report to with any concerns for H&S and faults. School uses the 'Yellow Book' in the staffroom to record and report issues.
Risk Assessment and hazard identification	✓	Completed – in H&S file
Safety Committee	✓	Helen Murray (Headteacher) Carla Robinson (Deputy Headteacher) Janet Bottomley (Chair of Governors)
Security of premises	✓	School adheres to guidance from LCC
Slips and trips	✓	Potential causes and actual causes are quickly identified and rectified
Stress	✓	See risk assessment and policy
Substances – COSHH	✓	There are no substances on site except for cleaning substances that are locked away.
Temporary and supply staff	✓	Temporary and supply staff are made aware of safety procedures at point of entry to classroom.
Training	✓	Training records are maintained by the school office and highlight when training needs are to be

		redone. Current actions include: Teaching, TA & support staff – H&S introductory Training
Waste storage and disposal	✓	Contract with Lancashire Waste Management
Water hygiene (Legionella, lead etc.)	✓	Records kept in office
Working at height – ladders, access equipment etc.	✓	Keys needed for access to ladders.
Workplace Inspection	✓	Carried out half termly by representatives from the Resources (H&S) Committee and members of the School Council.
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	✓	Policy in office file
Educational Visits	✓	Policy as LCC
Outdoor activities	✓	Risk assessments in H&S file
PE Equipment	✓	Records kept in office
Pupil handling and restraint	✓	Incidents recorded using HS1 forms
Grounds maintenance	✓	Records kept in office
Smoking	✓	Policy in office file
Special needs of pupils Health & Safety issues	✓	None in school
Stage and drama activities	✓	Stages are erected and checked by staff. Barriers are used to prevent falls
Technology equipment	✓	All staff and ICT monitors report faults and issues to the ICT coordinator
Wearing of jewellery	✓	Part of the PE policy
Work experience	✓	All students on work experience are provided with an induction covering basis H&S issues

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: TBC</i>
Consultation with employees is provided via:	<i>Insert details – e.g. Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Monthly/Annual Health & Safety meeting etc.</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>PROP services</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>PROP services</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>PROP services</i>
Any problems found with equipment should be reported to	<i>Head Teacher/Deputy Head or school office</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>PROP services</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): School entrance</i>
Health and safety advice is available from:	<i>Name and contact details: Lancashire Schools Portal</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Name and contact details: Mrs H Murray & Mrs C. Robinson</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:	Helen Murray (Headteacher) and Carla Robinson (Deputy Headteacher)
Job specific training will be provided by:	Helen Murray (Headteacher), Carla Robinson (Deputy Headteacher) and by LCC H&S Team where appropriate.
Jobs requiring specific health & safety training are:	Working at height Pupil Handling
Training records are kept at/by:	School network in the H & S file
Training will be identified, arranged and monitored by:	Helen Murray (Headteacher) and Carla Robinson (Deputy Headteacher)

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):</i> EYFS central corridor Upper KS2 central corridor Lower KS1 central corridor
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details:</i> Displayed next to first aid boxes, in the staffroom and by the school office
All accidents and cases of work-related ill health are to be reported to:	Helen Murray (Headteacher) and Carla Robinson (Deputy Headteacher). Reported

	to and monitored by Resources (inc Health & safety) Committee
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>None at this time</i>
Health surveillance/records will be kept by/at:	<i>In personnel files (school 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>Inspect premises on a half termly basis.</p> <p>Mrs Helen Murray (Headteacher) and members of the school governors.</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>Helen Murray (Headteacher), Janet Bottomley (Chair of Governing Body).</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Helen Murray (Headteacher)</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Helen Murray (Headteacher)</p>
<p>Is/are responsible for the monitoring of any</p>	<p><i>Headteacher: Helen Murray</i></p>

trends in accidents, incidents and sickness 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:	Undertaken: Implemented: Helen Murray (Headteacher)
Escape routes are checked by/every:	Site Supervisor and teaching staff every month.
Fire extinguishers are maintained and checked by/every:	PRUCYON Records kept in office
Alarms are tested by/every:	Week by SMT & site supervisor once a week
The emergency evacuation procedure is tested every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Helen Murray (Headteacher)