

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:



St Wilfrid's RC Primary School
School Number; 06/069
St Wilfrid's Terrace, Longridge, Preston, PR3 3WQ

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 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 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: <i>J McHugh</i>	Signed: <i>D Oxberry</i> On behalf of the Governing Body
Headteacher's name: John McHugh	Chair of Governors name: David Oxberry
Date: Jan 2022	Proposed Review date: Jan 2023

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	Name & Designation John McHugh (Headteacher) Mr David Oxberry (Chair of Governors)
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):	Name & Designation John McHugh (Headteacher) Mrs Gill I'Anson (Site Supervisor)
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:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) Mrs Gill I'Anson (Site Supervisor) Mr Bryan Gavan (EVC Leader)
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:	Name & Designation John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) The H&S Committee of Governing Body
The documented Health & Safety objectives and any associated action plan(s) can be found: <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.	School's H&S Policy and associated documents incl H&S Policy, School Emergency Plan, School Continuity Plan, Lockdown Plan, Emergency Preparedness & Response Matrix and Risk Assessments incl Fire Risk Assessment
All employees within the school have a responsibility to:	
<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:	John McHugh (Headteacher)
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	All stakeholders ie all relevant staff by John McHugh (HT) where appropriate
Action required to remove/control risks will be approved by:	Always to LA & Governing Body
The responsibility for ensuring the action required to reduce risks is implemented is that of:	John McHugh (Headteacher)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	John McHugh (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:	John McHugh (Headteacher)

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:	Zoe Batty (Staff Governor)
Consultation with employees is provided via:	<ul style="list-style-type: none">• Individual staff appraisals• Review of documents• Team/staff meetings, incl Gobs, SLT,• Circulation of draft documents for consultation• H&S meetings/briefings etc.• H&S notices via email & on staff noticeboard• H&S Policy and Risk Assessments which are kept in staff room

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:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) Mrs Gill l'Anson (Site Supervisor)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) Mrs Gill l'Anson (Site Supervisor)
Responsible person(s) for ensuring that all identified maintenance is carried out:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) Mrs Gill l'Anson (Site Supervisor)
Any problems found with equipment should be reported to:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer) Mrs Gill l'Anson (Site Supervisor)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: <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 Reception area, or to give employees a copy of the Health & Safety Law leaflet.	Staff Room and in After School Club room
Health and safety advice is available from:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)

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:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)
Job specific training will be provided by:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)
Jobs requiring specific health & safety training are:	List the training and method of provision e.g. Asbestos Inspection & Awareness – H&S Team & on the job training, e-learning Legionella & Water Monitoring – H&S Team & on the job training, e-learning COSHH – H&S Team & on the job training, e-learning Management of Contractors – H&S eLearning & on-the-job training, e-

	learning DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Tea, on-the-job training , e-learning
Training records are kept at/by:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)
Training will be identified, arranged and monitored by:	John McHugh (Headteacher) Mrs Julie Pye (School Business Officer)

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:	Cupboard in main corridor
The first aider(s) and appointed person(s) is/are:	Up-to-date list is displayed in school hall and on inside door of first aid station in main corridor
All accidents and cases of work-related ill health are to be reported to:	John McHugh (Headteacher)
Health surveillance is not required for any roles within the school.	A Risk assessment will be carried out for any staff who become pregnant or have any identified illnesses/ailments that require workplace modifications
Health surveillance will be arranged by:	John McHugh (Headteacher)

Health surveillance/records will be kept by/at:	John McHugh (Headteacher)
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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:	John McHugh (Headteacher) Julie Pye (School Business Officer) Mrs Gill l'Anson (Site Supervisor)
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
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:	John McHugh (Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	John McHugh (Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	John McHugh (Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	John McHugh (Headteacher) Governing Body

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:	John McHugh (Headteacher) H&S TEAM LCC
Escape routes are checked by/every:	Gill l'Anson (Site Supervisor) on a

	daily basis John McHugh (Headteacher) & Julie Pye (School Business Officer) on a termly basis
Fire extinguishers are maintained and checked by/every:	John McHugh (Headteacher) LCC SLA (annually)
Alarms are tested by/every:	Gill I'Anson (Site Supervisor) on a weekly basis LCC SLA (annually)
The emergency evacuation procedure is tested by/every:	John McHugh (Headteacher) termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	John McHugh (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	√	H&S Policy, H&S Accident Records
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessment File
Catering	√	School Kitchen Records (LCCG)
Cleaning/caretaking	√	COSHH File
Control of contractors	√	Annual Statement of Compliance (ASC)/PAMS/Contractors File/Premises Mgr File
Disability access (health & safety implications)	√	DDA Policy
Display Screen Equipment and Eye Tests	√	Personnel Files
Driving at Work	√	Risk Assessment File
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Risk Assessment File
Emergency Procedures other than Fire e.g. flood, services failure	√	Premises Mgr File
Extended school and community use	√	Risk Assessment file
Falling Objects/Safe storage	√	H&S Policy
Fire Safety	√	Fire Safety File/Fire Risk Assessment/Fire Policy/Staff Handbooks
First Aid	√	First Aid Policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	H&S Policy / LCC SLA
Hot surfaces, scalds and burns	√	First Aid Policy
Health & Safety Induction (checklist available on web site)	√	Staff Induction Policy
Manual Handling	√	Risk Assessment File

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	√	Risk Assessment File
Mobile phones (the use of)	√	Staff Handbook/ICT & E-safety Policy
Needles and needle stick injuries	√	LA Guidance & Risk assessments
Personal safety including lone working and violence and aggression	√	Risk Assessments
Play Equipment installations inspections	√	Records of Inspection
Playgrounds and external areas	√	Premises Inspections
Ponds and Water features	√	Risk Assessments
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Annual Statement of Compliance (ASC)/PAMS/Contractors File/Premises Mgr File
Pupil moving and handling (special needs)	√	Risk Assessment File
Pregnant employees and nursing mothers	√	Risk Assessments
Reporting of health & safety concerns/faults	√	Site Supervisor Book
Sharps e.g. broken glass either in school building or external grounds	√	Risk Assessment File
Slips and trips	√	Risk Assessment File
Stress	√	Risk Assessment File
Substances – COSHH	√	COSHH File
Vehicle and pedestrian traffic	√	Newsletters/Risk Assessments
Visitor and volunteers safety	√	Volunteer Induction Policy
Waste storage and disposal	√	Risk Assessment File
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Water Hygiene File/Prop Contract/ASC
Work equipment and machinery	√	Risk Assessment File
Working at height – ladders, access equipment etc.	√	Risk Assessment File & Training Log
Workplace Inspection	√	H&S Training file

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	✓	Medicines & Medication Policy
*Educational Visits	✓	Lancashire EVOLVE Policy guidelines
Food safety and hygiene	✓	Risk Assessment File/Hygiene training for relevant staff
Outdoor activities	✓	Specific EVOLVE RAs
PE Equipment	✓	Crown – annual inspection (SLA)
Pupil handling and restraint	✓	Behaviour Policy
Grounds maintenance activities	✓	Relevant RAs / LA Ground maintenance contract
Pupil movement and flow	✓	Staff Induction/Fire Plans
Smoking	✓	No Smoking LCC Policy
Special needs of pupils health & safety issues	✓	SEN policy and personal plans, e.g PEEPs
Stage and drama activities	✓	Risk Assessment
Supervision of pupils	✓	Guidance in Staff Induction Policy / EVOLVE ratios
Wearing of jewellery	✓	Risk Assessments
Work experience	✓	Induction of Volunteers Policy

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](#).