**HEALTH AND SAFETY POLICY**

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

|  |
| --- |
| * **Hapton CE/Methodist Primary School** * **Voluntary Controlled** * **12011** * **Burnley Manchester Road, Hapton, BB11 5RF** |

**PLEASE SEE SEPARATE RISK ASSESSMENT/ACTION PLAN IN LIGHT OF COVID-19 PANDEMIC**

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 Headteacher 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 Headteacher should work in partnership to meet these responsibilities.

\*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.

**(\*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display)**

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:   1. Leyland | Signed:  D. Edmondson  On behalf of the Governing Body |
|  |  |
| Head teacher's name: A Leyland | Chair of Governors name: David Edmondson |
|  |  |
| Date: September 2023 | Proposed Review date: September 2024 |

**Responsibilities**

|  |  |
| --- | --- |
| The responsibility for implementation and management of proper health and safety controls within the school is that of: | Head teacher – A Leyland |
| 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): | Health and Safety Coordinator-  A Leyland |
| 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: | Head teacher/  Health and Safety Coordinator  Site Supervisor – T Brown |
| 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, Teacher net, other schools, the HSE) will be developed and monitored by: | Head teacher – A Leyland |
| All employees within the school have a responsibility to:   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 supervison;
* 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:  Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety. | Health and Safety Coordinator  Subject coordinators  Classroom teachers  Site Supervisors |
| The significant findings of risk assessments will be reported to: | Head Teacher |
| Action required to remove/control risks will be approved by: | Head Teacher |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | Head Teacher  Health and Safety Coordinator |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | Health and Safety Coordinator |
| 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: | Health and Safety Coordinator  Educational visits  Subject coordinators  Classroom teachers  Site Supervisor |

**School's Commitment**

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

1. draw up and implement appropriate health & safety procedures for the school;
2. share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
3. arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
4. 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;
5. identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
6. comply with appropriate directions given by the county council on health and safety requirements; and,
7. 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: | Kim Saville, Joanne Roberts |
| Consultation with employees is provided via: | Weekly staff meeting designated slots.  H&S discussions with class teams reported at these times |

**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: | A Leyland – Head teacher  T Brown – Site supervisor |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | A Leyland – Head teacher |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | T Brown – Site supervisor |
| Any problems found with equipment should be reported to: | A Leyland – Head teacher |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | A Leyland – Head teacher  K Saville - SLT |

**Information, Instruction and Supervision**

|  |  |
| --- | --- |
| The Health and Safety Law poster\* is displayed at: | Reception office |
| Health and safety advice is available from: | Health and Safety and Wellbeing Team  [health.safety@lancashire.gov.uk](mailto:health.safety@lancashire.gov.uk)  01772 538877 |
| Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by: | 1. Leyland – Head teacher   K Saville - SLT |

\* 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: | A Leyland – Head teacher |
| Job specific training will be provided by: | A Leyland – Head teacher  T Brown – site supervisor |
| Jobs requiring specific health & safety training are: | A Leyland  Kitchen staff – Lancashire Catering Services  LCC Courses  ESO E-Learning  Oracle E-Learning |
| Training records are kept at/by: | A Leyland H/S folder - Office |
| Training will be identified, arranged and monitored by: | A Leyland – Headteacher  T Brown – site supervisor  Kitchen – LCS  In school - H/S Leader SLT |

**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: | In each class  KS1 Lunchbox cupboard  Playground shed |
| The first aider(s) and appointed person(s) is/are: | L McKenzie, S. Brodie, H. Thompson, B. Saville, R. Kiloran |
| All accidents and cases of work-related ill health are to be reported to: | A Leyland - Headteacher |
| \*Health surveillance is required for employees doing the following jobs within the school: | Back to Work interviews are used to monitor staff after periods of absence to ensure they are fit to return to work. |
| Health surveillance will be arranged by: | A Leyland – Head teacher |
| Health surveillance/records will be kept by/at: | Staff records |

**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: | A Leyland – Head teacher  David Edmondson - Health and Safety Governor |
| Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. | A Leyland – Head teacher |
| 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: | A Leyland – Head teacher |
| Responsible person(s) for investigating work-related causes of sickness absences: | A Leyland – Head teacher |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | SLT  A Leyland, K Saville |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | A Leyland – Head teacher |

**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: | A Leyland – Head teacher |
| Escape routes are checked by/every: | T Brown, site supervisor, daily |
| Fire extinguishers are maintained and checked by/every: | T Brown, site supervisor, annually |
| Alarms are tested by/every: | T Brown, site supervisor, weekly |
| The emergency evacuation procedure is tested by/every: | T Brown, site supervisor, termly |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | A Leyland – Head teacher |

**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](https://schoolsportal.lancsngfl.ac.uk/corporate/web/view_sp.asp?siteid=3726&pageid=18222&e=e) | **Applicable (√)** | **Details of where information about the school's arrangements can be found** |
| --- | --- | --- |
| Accident Reporting, Recording and Investigation | **√** | Accidents and First Aid – H/S Folder |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | **√** | Hazards – Control Measures and Safe Working Procedures H/S Folder |
| Catering | **√** | LCC |
| Cleaning/caretaking | **√** | Hazards – Control Measures and Safe Working Procedures H/S Folder |
| Control of contractors | **√** | Security and Site Access Arrangements H/S Folder – contractor file |
| Disability access (health & safety implications) | **√** | Service folder x2 |
| Display Screen Equipment and Eye Tests | **√** | H/S File |
| Driving at Work | **√** | Risk Assessment File |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | **√** | P.A.T. |
| Emergency Procedures other than Fire e.g. flood, services failure | **√** | Emergency Incidence Matrix (EIM) HS File |
| Extended school and community use | **√** | Risk Assessment File |
| Falling Objects/Safe storage | **√** | Hazards – Control Measures and Safe Working Procedures H/S Folder |
| Fire Safety | **√** | Fire Prevention File and H/S File |
| First Aid | **√** | Accidents and First Aid – H/S File |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | **√** | PAMIS / EIM |
| Hot surfaces, scalds and burns | **√** | Cooking / Kitchen - Risk Assessment File |
| Health & Safety Induction (checklist available on web site) | **√** | Induction -H/S file (student and contractor) |
| Lettings to non-school groups | **√** | H/S Poster, procedure review staff, support, gov meetings |
| Manual Handling | **√** | Lettings file |
| Minibuses | **√** | H/S Policy file |
| Mobile phones (the use of) | **√** | Risk Assessment file |
| Needles and needle stick injuries | **√** | D.T. Risk Assessment File |
| Personal safety including lone working and violence and aggression | **√** | H/S file, monthly and weekly checks (fire, water and emergency lighting) |
| Play Equipment installations inspections | **√** | Lone Worker Policy – H/S Policy Folder |
| Playgrounds and external areas | **√** | Grounds Maintenance Inspection |
| Ponds and Water features |  | Risk Assessment file |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | **√** | PAMIS / H/S file |
| Pupil moving and handling (special needs) | **√** | Healthcare Plans |
| Pregnant employees and nursing mothers | **√** | Risk Assessment (if req) |
| Reporting of health & safety concerns/faults | **√** | H/S file, termly checklist |
| Shared use of buildings | **√** | Training, staff meeting. Risk Assessment file |
| Sharps e.g. broken glass either in school building or external grounds | **√** | Termly walkthrough, , report to gov. |
| Slips and trips | **√** | H/S policy |
| Stress | **√** | Lettings file (Brownies) Security and Site Access Arrangements – H/S file |
| Substances – COSHH | **√** | Hazards – Control Measures and Safe Working Procedures H/S Folder |
| Swimming pools | **√** | Policies file |
| Vehicle and pedestrian traffic | **√** | COSHH Assessment File -Office |
| Visitor and volunteers safety | **√** | Induction |
| Waste storage and disposal | **√** | E- training (H/S file) , staff and support staff meeting |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | **√** | COSHH file, H/S file |
| Work equipment and machinery | **√** | Letters and signs on exterior of building and road |
| Working at height – ladders, access equipment etc. | **√** | Visitor induction |
| Workplace Inspection | **√** | Fire Risk Assessment |
|  |  |  |
|  |  |  |

**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](https://schoolsportal.lancsngfl.ac.uk/index.asp)) | **Applicable (√)** | **Details of where information about the school's arrangements can be found** |
| Administration of medication | **√** | H/S file - Medicines |
| \*Educational Visits | **√** | EVOLVE |
| Food safety and hygiene | **√** | Food Risk Assessments. Kitchen Services |
| Outdoor activities | **√** | Risk Assessment File |
| PE Equipment | **√** | Risk Assessment File |
| Pupil handling and restraint | **√** |  |
| Grounds maintenance activities | **√** | H/S file. Site Supervisor Res. |
| Pupil movement and flow | **√** | Risk Assessment File |
| School transport | **√** |  |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | **√** | Risk Assessment |
| Smoking | **√** | No Smoking on School Grounds Policy |
| Special needs of pupils health & safety issues | **√** | Health Care plans, Emergency Evacuation Plans, H/S file |
| Stage and drama activities | **√** | L.C.C.ratios |
| Supervision of pupils | **√** | Risk Assessment File |
| Technology rooms and equipment | **√** | Induction. School Policy – home school agreement |
| Wearing of jewellery | **√** | Induction |
| Work experience | **√** | H/S file - Medicines |

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](http://schoolsportal/sp_atoz/service.asp?u_id=2155&strSL=E).