

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Euxton CE Primary School**
- **09/043**
- **Bank Lane, Off Wigan Road, Euxton, PR76JW**

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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the persons with responsibility for the implementation and management of proper health and safety controls within the school, 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: <i>Nick Ward</i>	Signed: <i>Ian Ball</i>
	On behalf of the Governing Body
Head Teachers name: Nick Ward	Chair of Governors name: Ian Ball
Date: December 2016	Proposed Review date: December 2017

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Governing Body
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Nick Ward
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	Nick Ward – Premises issues and fire safety. Neil Cadd – Out of hours arrangements. Mairi Ash - Educational Visits
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:	Premises Committee
<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>All staff, based on class and curriculum responsibilities</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher – Nick Ward</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher – Nick Ward</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher – Nick Ward</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher and Buildings committee</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>All staff, based on class and curriculum responsibilities</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.

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (YES/NO)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	YES	Accident records
Bodily Fluids (urine; blood; faeces; vomit)	YES	Guidance on First Aid for Schools document
Catering	YES	LCC Policy
Cleaning/caretaking	YES	Job description; list of tasks; COSSH register; Risk Assessments
Control of contractors	YES	Arranged by Property Group
Disability access – H&S implications	YES	Disability Equality Scheme
Display Screen Equipment and eye tests	YES	Risk assessed using Portal Information. HT and Administrator.
Electrical Safety	YES	PAMIS
Emergency Procedures other than Fire e.g. flood, services failure	YES	Emergency Procedures Document
Extended school and community use	YES	Lettings Policy
Falling Objects/Safe storage	YES	Generic Risk Assessment File
Fire Safety	YES	Annual Risk Assessment. Procedures Information.
First Aid	YES	Record of trained first aiders. Audit of first aid equipment. Risk Assessment
Gas safety	YES	PAMIS
Hot surfaces, scalds and burns	YES	Health and Safety Audit
Induction	YES	Staffing File
Information communication	YES	Relevant Policies; staff meeting minutes
Lettings to non school groups	YES	Lettings Policy
Management and other Health and Safety responsibilities	YES	Health and Safety Policy
Manual Handling	YES	Generic Risk Assessment File
Minibuses	NO	N/A
Mobile phones – use of	NO	Staff Code of Conduct
Monitoring	YES	Health and Safety Policy. PAMIS. Governor's Committee's. Audit checklist.

Needles and needle stick injuries	YES	Generic Risk Assessment File
Personal safety including lone working and violence and aggression	YES	Generic Risk Assessment File
Play Equipment installations inspections	YES	Generic Risk Assessment File. Property Group Risk Assessment.
Playgrounds and external areas	YES	Generic Risk Assessment File. Property Group Risk Assessment.
Ponds and Water features	NO	N/A
Premises Management	YES	PAMIS
Pupil moving and handling (Special needs)	YES	Policy on Care and Control of Pupils
Pregnant employees and nursing mothers	YES	Staff Files. Information from Portal.
Reporting of H&S concerns/faults	YES	Health and Safety Audit. Premises Committee minutes. Staff meeting minutes.
Risk Assessment and hazard identification	YES	Generic Risk Assessment File
Safety Committee	YES	Health and Safety Audit. Premises Committee minutes. Staff meeting minutes.
Safety Representatives	YES	Health and Safety Policy
Security of premises	YES	PAMIS
Shared use of buildings	NO	Lettings Policy. LCC Catering.
Slips and trips	YES	Generic Risk Assessment File
Stress	YES	Policy Document
Substances – COSHH	YES	COSHH file
Swimming pools	NO	N/A
Temporary and supply staff	YES	Staffing File
Training	YES	Staff training records. Staff meeting minutes.
Transporting and storing chemicals	YES	COSHH file
Vehicle and pedestrian traffic	YES	Road Safety Awareness Programmes. Generic Risk Assessment File.
Visitor and volunteers safety	YES	Procedures in school
Waste storage and disposal	YES	LCC Guidance
Water hygiene (Legionella, lead etc.)	YES	PAMIS. Log files.
Work equipment and machinery	YES	Generic Risk Assessment File

Working at height – ladders, access equipment etc.	YES	Generic Risk Assessment File
Workplace Inspection	YES	Health and Safety audit
Administration of medication	YES	Medical Needs Policy Guidance
Educational Visits	YES	EVC Folder. Evolve
Food safety and hygiene	YES	Generic Risk Assessment File
Outdoor activities	YES	Generic Risk Assessment File
PE Equipment	YES	Generic Risk Assessment File. PAMIS.
Pupil handling and restraint	YES	Policy on Care and Control of Pupils
Grounds maintenance	YES	Property Group Risk Assessment
Pupil movement and flow	YES	Generic Risk Assessment File
School transport	YES	LA guidance. Generic Risk Assessment File.
Science (where not covered by curriculum safety procedures set down in CLEAPS)	NO	N/A
Smoking	YES	Staff Code of Conduct. Parental newsletters.
Special needs of pupils Health & Safety issues	YES	Pupil Attitude Questionnaires. School council minutes.
Stage and drama activities	YES	Generic Risk Assessment File.
Supervision of pupils	YES	School Brochure
Technology rooms and equipment	NO	N/A
Wearing of jewellery	YES	Parental newsletters. School Brochure.
Work experience	YES	Health and Safety 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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [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>Lee Price</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Circulation of draft documents for consultation, 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 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>Head Teacher – Nick Ward Site Supervisor – Neil Cadd Staff to identify day to day issues</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Property Group</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher – Nick Ward Site Supervisor – Neil Cadd</i>
Any problems found with equipment should be reported to	<i>Head Teacher – Nick Ward Site Supervisor – Neil Cadd</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher – Nick Ward Site Supervisor – Neil Cadd</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>Health and Safety representative: LA</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Mairi Ash</i>
Health & Safety in shared premises (where applicable)	The Head Teacher 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>Nick Ward - Headteacher</i>
Job specific training will be provided by:	<i>Nick Ward - Headteacher</i>
Specific jobs requiring special training are:	<i>Personal Safety – all staff Use of stepladders – all staff Manual Handling – Site Supervisor Use of Ladders – Site Supervisor Legionella – Site Supervisor and Headteacher Core Competencies - Headteacher COSHH – Site Supervisor and Headteacher</i>
Training records are kept at/by:	<i>Nick Ward - Headteacher</i>
Training will be identified, arranged and monitored by:	<i>Nick Ward - 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>Front desk. Each corridor.</i>
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The first aider(s) and appointed person(s) is/are:	Leanne Parker, Janet Chapman, Jackie Critchley, Cath Faulkner, Heidi Orchard, Debee Millar, Sue Marsden, Sue Hodges, Lee Price, Gill Lowe, Kath Smith, Alison Tattersall, Jo Yarker, Mairi Ash, Sharol price, Helen Southworth, Amanda Platt, Stacey Barlow and Tracey Heaps.
All accidents and cases of work-related ill health are to be reported to:	<i>Nick Ward - Headteacher</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Any pregnant employee requires 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>Nick Ward - Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Nick Ward - Headteacher</i>

\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## 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><i>Nick Ward</i> <i>Mairi Ash</i> <i>Kirstin Lewis</i> <i>Premises Committee</i></p>
<p>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><i>Nick Ward</i> <i>Mairi Ash</i> <i>Kirstin Lewis</i></p>

Is responsible for investigating work-related causes of sickness absences.	<i>Nick Ward</i>
Is responsible for acting on investigation findings to prevent recurrences.	<i>Nick Ward</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>Nick Ward – Headteacher</i>
Escape routes are checked by/every:	<i>Neil Cadd – Site Supervisor Sharol Price and Debee Millar – Fire Wardens, when alarm is sounded</i>
Fire extinguishers are maintained and checked by/every:	<i>Annually - Property Group</i>
Alarms are tested by/every:	<i>Neil Cadd – Site Supervisor. Weekly, from different call points</i>
The emergency evacuation procedure is tested every:	<i>Term</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Nick Ward - Headteacher</i>