

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Stephen's C.E Primary School, Preston**
- **Primary School**
- **06031**
- **South Meadow Lane, Preston**

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 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 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 of this template 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>H M Wright</i>	Signed:
	On behalf of the Governing Body
Headteacher's name: Helen Wright	Chair of Governors name: Jason Ward
Date: Feb 2023	Proposed Review date: Feb 2024

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>Helen Wright - headteacher</i>
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:	<i>Helen Wright - headteacher</i>
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	<i>Helen Wright - headteacher</i> Louise Holloway – school business manager Sam Paddington – Acting site supervisor
Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	<i>Helen Wright - headteacher</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>Within the School Development Plan or in the minutes of governors or staff meetings.</i>
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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 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

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>Helen Wright - headteacher</i> Louise Holloway – school business manager Sam Paddington – Acting site supervisor
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:	<i>Helen Wright – headteacher and Governors resources committee</i>
Action required to remove/control risks will be approved by:	<i>Helen Wright – headteacher and Governors resources committee</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Helen Wright – headteacher and Governors resources committee</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Helen Wright – headteacher and Governors resources committee</i>
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:	<i>Helen Wright – headteacher and Governors resources committee</i>

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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	Mrs C Cheetham (Teacher governor) TAs to elect one amongst themselves when required.
Consultation with employees is provided via:	Staff meetings, Welfare meetings, Teaching Assistant meetings.

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;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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:	Sam Paddington – acting site supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Sam Paddington – acting site supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Sam Paddington – acting site supervisor
Any problems found with equipment should be reported to:	Sam Paddington – acting site supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Sam Paddington – acting site supervisor

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<i>Main entrance</i>
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Health and safety advice is available from:	<i>Helen Wright - headteacher</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Louise Holloway – school business manager</i>
Health and safety in shared premises (where applicable) is managed by:	Helen Wright – 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.

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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Helen Wright – headteacher Louise Holloway – school business manager</i>
Job specific training will be provided by:	<i>Helen Wright – headteacher</i>
Jobs requiring specific health and safety training are:	<i>Use of ladders, working at height, electrical testing, moving and handling of pupils, care and control of children</i>
Training records are kept by:	<i>Helen Wright – headteacher Louise Holloway – school business manager</i>
Training will be identified, arranged and monitored by:	<i>Helen Wright – headteacher Louise Holloway – school business manager</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;

- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	Infant area, staff room (community room), hall, outside year 1, outside year 2, nest, family room
The first aider(s) and appointed person(s) is/are:	See signage around school
All accidents and cases of work-related ill health are to be reported to:	<i>Helen Wright – headteacher</i> Louise Holloway – school business manager
Health surveillance is required for employees doing the following jobs within the school:	Staff moving and handling, pregnant women and nursing mothers, DSE users
Health surveillance will be arranged by:	<i>Helen Wright – headteacher</i>
Health surveillance/records will be kept by/at:	Louise Holloway – school business manager

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:	Health and Safety representatives on Resources committee, Headteacher and 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.	H Wright (Headteacher) with site supervisor and subject leader
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Helen Wright – headteacher</i> Louise Holloway – school business manager

Responsible person(s) for investigating work-related causes of sickness absences:	<i>Helen Wright – headteacher Louise Holloway – school business manager</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Helen Wright – headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Helen Wright – headteacher</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>Helen Wright – headteacher</i>
Escape routes are checked by/every:	<i>Sam Paddington – Acting site supervisor:</i>
Fire extinguishers are maintained and checked by/every:	<i>STF Ltd, annually:</i>
Alarms are tested by SBM and Site Supervisor every week:	<i>Sam Paddington – Acting site supervisor and Louise Holloway, SBM, weekly</i>
The emergency evacuation procedure is tested by HW every term:	<i>Helen Wright – headteacher</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Helen Wright – headteacher</i>

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	Y	Health and Safety Policy
Asbestos management plan	Y	Risk assessment and H&S policy
Bodily fluids (urine; blood; faeces; vomit) and biological agents	Y	Risk assessment and H&S policy
Cleaning/caretaking tasks	Y	Risk assessments
Control of contractors	Y	Policy file
Control of substances hazardous to health (COSHH)	Y	Risk assessment
Disability access (health and safety implications)	Y	Disability Equality Scheme and Access Plan
Display screen equipment and eye tests	Y	Risk assessment on one drive
Driving at work	N	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	Y	Policy file
Emergency procedures other than fire, for example flood, services failure	Y	Emergency plan
Extended school and community use	Y	Lettings policy
Finger traps (internal and external)	Y	RAs for classrooms and corridors
Fire safety	Y	Fire Safety policy and risk assessments
First aid	Y	First aid policy and risk assessment
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	Y	Health and safety policy
Health and safety induction (a checklist is available on the health safety and quality website)	Y	Shared drive
Infection control, including needles and needlestick injuries	Y	Risk assessment and medical policy
Lettings to non-school groups	Y	Lettings policy
Manual handling	Y	Manual handling policy
Minibuses	N	
Mobile phones (the use of)	Y	Staff handbook and safeguarding policy

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Personal safety including lone working and violence and aggression	Y	Risk assessment and separate policies
Play equipment installations inspections	Y	Premises management file
Playgrounds and external areas	Y	Risk assessments and premises management file
Ponds and water features	Y	Environmental area risk assessment
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	Y	Premises management file
Pupil moving and handling (special needs)	Y	Care plans
Pregnant employees and nursing mothers	Y	Risk assessments on one drive
Reporting of health and safety concerns/faults	Y	H&S Policy
Severe weather including winter gritting	Y	Risk assessment
Shared use of buildings	Y	Lettings policy
Sharps, for example, broken glass in the school building or external grounds	Y	Risk assessment
Stress	Y	Stress policy
Swimming pools	N	
Visitor and volunteers' safety	Y	Visitor and volunteers policies
Waste storage and disposal	Y	Health & Safety policy
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Y	Health & Safety policy
Work equipment and machinery	Y	Risk assessment
Working at height – ladders, access equipment etc	Y	Ladders and working at height policies
Workplace inspection (internal and external)	Y	Premises file

Table of non-occupational health and 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	Y	Medicines policy
*Educational visits	Y	EV policy
Food safety and hygiene	Y	Risk assessment
Outdoor activities	Y	Risk assessment
PE equipment	Y	Premises file
Pupil handling and restraint	Y	Care and control policy
Grounds maintenance activities	Y	External Risk assessment
Pupil movement and flow	Y	Staff handbook
School transport	N	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Y	Risk assessment
Smoking	Y	Policy
Special needs of pupils (health and safety issues)	Y	Care plans
Stage and drama activities	Y	Risk assessment
Supervision of pupils	Y	Staff conduct policy
Technology rooms and equipment	N	
Wearing of jewellery	Y	Prospectus/uniform policy
Work experience	Y	Staff handbook
<i>-add more as required</i>		

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](#).