

## HEALTH AND SAFETY POLICY

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

#### Ellel St Johns CE Primary School


- **Voluntary Aided**
- **01041**
- **Chapel Street, Galgate, Lancaster LA2 0JS**

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: 	Signed: <i>Chris Alder</i> On behalf of the Governing Body
Headteacher's name: Mrs Joanna FitzGerald	Chair of Governors name: Mr Chris Alder
Date: Autumn 2021 / 2022 / 2023	Proposed Review date: Autumn 2024

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	Headteacher
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):	Joanna FitzGerald
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:	Claire Wheeler – site supervisor Individual class teachers Joanna FitzGerald – EVC coordinator
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:	Joanna FitzGerald
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.	Relevant policies
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher 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. 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.</li> </ol>	

## 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.	All appropriate staff undertake risk assessments and these are overseen by HT
The significant findings of risk assessments will be reported to:	Joanna FitzGerald - Headteacher
Action required to remove/control risks will be approved by:	Joanna FitzGerald
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Joanna FitzGerald Claire Wheeler
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Joanna FitzGerald Claire wheeler
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:	Joanna FitzGerald

## 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:	
Consultation with employees is provided via:	Weekly staff meetings and communication via staff noticeboards and emails

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:	Claire Wheeler – Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Joanna FitzGerald with help from Property Services and Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Claire Wheeler
Any problems found with equipment should be reported to:	Claire Wheeler
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Joanna FitzGerald

## 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
Health and safety advice is available from:	Joanna FitzGerald
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Joanna FitzGerald

## 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:	Joanna FitzGerald
Job specific training will be provided by:	Class Teachers as appropriate
Jobs requiring specific health & safety training are:	<i>List the training and method of provision e.g. Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning Working at Height – H&amp;S</i>

	<i>eLearning &amp; on-the-job training Manual Handling of people - H&amp;S Team &amp; on-the-job training</i>
Training records are kept at/by:	Sandra Rotheram - office
Training will be identified, arranged and monitored by:	Joanna FitzGerald - 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:	First Aid Room Classrooms
The first aider(s) and appointed person(s) is/are:	All staff are First Aid trained
All accidents and cases of work-related ill health are to be reported to:	Joanna FitzGerald- Headteacher
<p>*Health surveillance is required for employees doing the following jobs within the school:</p> <p>*Health surveillance is not required for any roles within the school.</p> <p><b>* delete as appropriate</b></p>	<i>Provide details *e.g. DSE user with a history of upper limb disorders, CDT technician working with wood with a history of chest problems</i>
Health surveillance will be arranged by:	Joanna FitzGerald- Headteacher
Health surveillance/records will be kept by/at:	Sandra Rotherham - office

## 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:	Claire Wheeler Joanna FitzGerald Premises Committee
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:	Joanna FitzGerald - Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Joanna FitzGerald - Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Joanna FitzGerald - Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Joanna FitzGerald - Headteacher Sandra Rotheram - Bursar

## 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:	Joanna FitzGerald - Headteacher
Escape routes are checked by/every:	Claire Wheeler Class Teachers



Fire extinguishers are maintained and checked by/every:	Chubb - Annually
Alarms are tested by/every:	Claire Wheeler – weekly Automatic Alarms service 6 <sup>th</sup> monthly
The emergency evacuation procedure is tested by/every:	Joanna FitzGerald - Headteacher Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Joanna FitzGerald - Headteacher

## Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	Office
Asbestos Management Plan	✓	Policy
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	First Aid Policy
Cleaning/caretaking tasks	✓	Site Supervisor
Control of contractors	✓	Policy
Control of Substances Hazardous to Health (COSHH)	✓	Policy
Disability access (health & safety implications)		
Display Screen Equipment and Eye Tests	✓	H & S File – Assessments undertaken
Driving at Work	×	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	TPM
Emergency Procedures other than Fire e.g. flood, services failure	✓	Policy
Extended school and community use	✓	Lettings Policy
Fire Safety	✓	Policy
First Aid	✓	Policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Policy
Health & Safety Induction (checklist available on web site)	✓	
Infection Control including needles and needle stick injuries	×	
Lettings to non-school groups	✓	
Manual Handling	✓	Risk Assessments
Minibuses	×	
Mobile phones (the use of)	✓	E Safety Guidelines
Personal safety including lone working and violence and aggression	×	

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Play Equipment installations inspections	✓	TPM file
Playgrounds and external areas	✓	TPM file
Ponds and Water features	✓	Risk Assessments
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Policy
Pupil moving and handling (special needs)	x	
Pregnant employees and nursing mothers	✓	Risk Assessments
Reporting of health & safety concerns/faults	✓	
Severe Weather including winter gritting	✓	
Shared use of buildings	x	
Sharps e.g. broken glass either in school building or external grounds	✓	
Stress		
Swimming pools	x	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Policy
Visitor and volunteers safety	✓	Policy
Waste storage and disposal	✓	Policy
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Policy
Work equipment and machinery	x	
Working at height – ladders, access equipment etc.	✓	Risk Assessments & training
Workplace Inspection	✓	Annual by Governors

## 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 <a href="#">Schools Portal</a> )	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	✓	Policy
*Educational Visits	✓	Policy
Food safety and hygiene	✓	Lancaster City Council
Outdoor activities	✓	Risk Assessments
PE Equipment	✓	TPM File
Pupil handling and restraint	x	
Grounds maintenance activities	✓	
Pupil movement and flow	✓	
School transport	x	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	x	
Smoking	✓	
Special needs of pupils health & safety issues	✓	
Stage and drama activities		
Supervision of pupils	✓	
Technology rooms and equipment	✓	
Wearing of jewellery	✓	Prospectus
Work experience	✓	Heads Office/ Staff Handbook

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](#).