

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Hornby St Margaret's**
- **Category of School: Primary Voluntary Aided**
- **School Number: 01/017**
- **School Address: Main St, Hornby, Lancs. LA2 8JY**

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:	Signed:
	On behalf of the Governing Body
Headteacher's name: K Stafford-Roberts	Chair of Governors name: M Norris
Date: 14.09.2016	Proposed Review date: September 2017

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mr K Stafford-Roberts
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):	Miss J Allen
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:	Mr K Stafford-Roberts
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, Teachernet, other schools, the HSE) will be developed and monitored by:	Mr K Stafford-Roberts
<p>All employees within the school have a responsibility to:</p> <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. 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 are:

- Respond to Health and safety audit

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.	Mr K Stafford-Roberts & Premises and health and safety committee
The significant findings of risk assessments will be reported to:	Mr K Stafford-Roberts & Fabric and health and safety committee
Action required to remove/control risks will be approved by:	Mr K Stafford-Roberts
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mr K Stafford-Roberts
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Chair of Fabric and health and safety committee
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:	Fabric and health and safety committee

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:	<i>Miss J Allen</i>
Consultation with employees is provided via:	<i>Review of documents, Staff meetings, Circulation of draft documents for consultation.</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 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:	Head Teacher/Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Head Teacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Head Teacher
Any problems found with equipment should be reported to:	Head Teacher / Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Head Teacher / Site Supervisor / Administrator

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staffroom wall</i>
Health and safety advice is available from:	<i>Mr K Stafford-Roberts</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Mr K Stafford-Roberts</i>

* 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:	<i>Mr K Stafford-Roberts</i>
Job specific training will be provided by:	<i>Mr K Stafford-Roberts</i> Lancs H & S team
Jobs requiring specific health & safety training are: ladder safety, manual handling, legionella, asbestos management, fire safety, accident reporting	<i>List the training and method of provision:</i> Training from LA trainers Printed training notes from LA website
Training records are kept at/by:	<i>Administrator</i>
Training will be identified, arranged and monitored by:	<i>Mr K Stafford-Roberts</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>Staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>Appointed Person:</i> <i>Mr K Stafford-Roberts</i> Check wall posters: 1 st Aiders
All accidents and cases of work-related ill health are to be reported to:	<i>Mr K Stafford-Roberts</i>

Health surveillance is not required for any roles within the school.	<i>Provide details *e.g. DSE user with a history of upper limb disorders, CDT technician working with wood with history of chest problems</i>
Health surveillance will be arranged by:	<i>Mr K Stafford-Roberts</i>
Health surveillance/records will be kept by/at:	<i>Administrator</i>

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.

<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><i>Name & Designation</i></p> <p><i>Fabric and health and safety committee</i></p>
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.	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:	<i>Mr K Stafford-Roberts</i>
Responsible person for investigating work-related causes of sickness absences:	<i>Mr K Stafford-Roberts</i>
Responsible person for acting on investigation findings to prevent recurrences:	<i>Mr K Stafford-Roberts</i> <i>Fabric and health and safety committee</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mr K Stafford-Roberts</i> <i>Staffing committee</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:	Fabric and health and safety committee Mr K Stafford-Roberts
Escape routes are checked by/every:	Site Supervisor weekly
Fire extinguishers are maintained and checked by/every:	Site Supervisor weekly Churches fire 6 monthly
Alarms are tested by/every:	Site Supervisor weekly Westmorland fire 6 monthly
The emergency evacuation procedure is tested by/every:	Headteacher every term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Mr K Stafford-Roberts

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	√	Medication policy
Bodily Fluids (urine; blood; faeces; vomit)	√	Guidance note on H & S site
Catering	√	LCCG guidance & policies
Cleaning/caretaking	√	Job description / site supervisor handbook
Control of contractors	√	Health and safety policy/ visitor book
Disability access – H&S implications	√	Access audit
Display Screen Equipment and eye tests	√	DSE risk assessments
Electrical Safety	√	School office records of checks
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency plan
Extended school and community use	√	Lettings policy
Falling Objects/Safe storage	√	Risk assessments
Fire Safety	√	Fire log book/risk assessment
First Aid	√	School signs/ visitor books
Gas safety	x	
Hot surfaces, scalds and burns	√	Risk assessments / Guidance note on H & S site
Induction	√	Staff handbook
Information communication	√	School notice boards
Lettings to non school groups	√	Lettings policy
Management and other Health and Safety responsibilities	√	Health and safety policy
Manual Handling	√	Training records
Minibuses	x	
Mobile phones – use of	√	Safeguarding policy

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
Monitoring	√	Statement of compliance / Governor's timetables
Personal safety including lone working and violence and aggression	√	Lone working protocol/violence policy
Play Equipment installations inspections	√	School office records of checks
Playgrounds and external areas	√	School office records of checks/risk assessments
Ponds and Water features	√	risk assessments
Premises Management	√	Statement of compliance
Pupil moving and handling (Special needs)	x	
Pregnant employees and nursing mothers	X	
Reporting of H&S concerns/faults	√	Staff handbook
Risk Assessment and hazard identification	√	School office records of checks/ risk assessments
Safety Committee	√	Governors minutes
Safety Representatives	√	Health and safety poster
Security of premises	√	Security policy
Shared use of buildings	x	
Slips and trips	√	Risk assessments
Stress	√	Stress policy
Substances – COSHH	√	Cosh data sheets-cleaners folder
Swimming pools	x	
Temporary and supply staff	√	Staff handbook
Training	√	Office records/ school improvement plan
Transporting and storing chemicals	X	
Vehicle and pedestrian traffic	√	Risk assessment

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
Visitor and volunteers safety	√	Visitor books
Waste storage and disposal	√	Premises manager
Water hygiene (Legionella, lead etc.)	√	Legionella risk assessment/monthly water checks
Work equipment and machinery	√	Site Supervisor's manual
Working at height – ladders, access equipment etc.	√	Training records / ladder inspection records
Workplace Inspection	√	Fabric committee minutes / Workplace inspection form

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	✓	Medicine policy
Educational Visits	✓	Educational visits policy/LCC policy
Food safety and hygiene	✓	Food policy
Outdoor activities	✓	Educational visits policy/LCC policy
PE Equipment	✓	Inspection records
Pupil handling and restraint	X	
Grounds maintenance	✓	Inspection records-grounds maintenance & Site Supervisor
Pupil movement and flow	X	
School transport	✓	Visit risk assessments
Science (where not covered by curriculum safety procedures set down in CLEAPS)	X	
Smoking	✓	Smoke free policy
Special needs of pupils Health & Safety issues	✓	SEN policy
Stage and drama activities	X	
Supervision of pupils	✓	Playground rota
Technology rooms and equipment	X	
Wearing of jewellery	✓	PE policy / school brochure
Work experience	✓	EBC/CDEC policies for QES students etc

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](#).