



St James' Lanehead Church of England Primary School

Health & Safety Policy

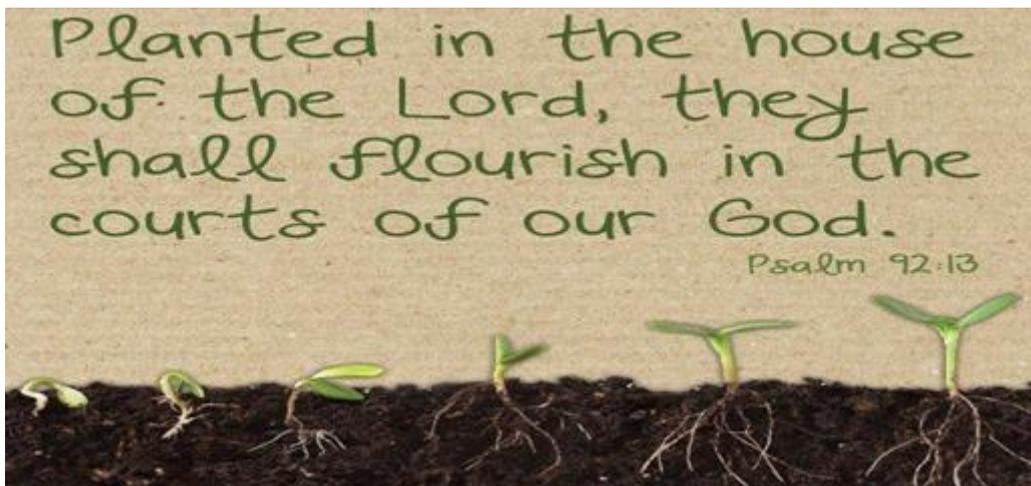
Date of Policy:	July 2018
Person Responsible:	L Cross
To be reviewed:	Annually
Review Date:	July 2019



St James' Lanehead C of E (VA) Primary School

Mission Statement

Our church school seeks to inspire each individual to flourish, grow and learn with Jesus at the heart of all we do.



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 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 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 Name:	Chair of Governors' Name:
Date:	Proposed Review Date:

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the School is that of:	Head Teacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Head Teacher
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 Site Supervisor Premises Manager Educational Visits Co-ordinator Assistant Head
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:	Head Teacher Teachers – curriculum area Assistant Head – other areas Site Supervisor – service alliance will provide risk assessment for COSHH Premises Manager
<p>All employees within the School have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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). 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 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>Head Teacher Curriculum areas will be undertaken by teachers Educational visit risk assessments will be undertaken by the relevant teacher</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher; Teachers; Site Supervisor(s); Any other person affected</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher</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>Head Teacher Each responsible person will review their own risk assessment.</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.
- 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.

(The list overleaf is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)

<u>Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</u>	<u>Applicable ()</u>	<u>Details of where information about the school's arrangements can be found</u>
Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site		
Accident Reporting, Recording and Investigation		Accident/Incident Report Form
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Risk assessment
Catering		
Cleaning/caretaking		Risk assessment
Control of contractors		Risk assessment
Disability access – H&S implications		Risk assessment
Display Screen Equipment and eye tests		Risk assessment; DSE assessments
Driving at Work		Risk assessment
Electrical Safety		Risk assessment
Emergency Procedures other than Fire e.g. flood, services failure		Emergency Plan; Risk assessment
Extended school and community use		Risk assessment; Lettings Policy
Falling Objects/Safe storage		Risk assessment
Fire Safety		Risk assessment; Fire Log Book
First Aid		First aid risk assessment
Gas safety		Annual Statement of Compliance (PAMIS)
Hot surfaces, scalds and burns		Risk assessment
Induction		Risk assessment
Information communication		Risk assessment
Lettings to non school groups		Lettings Policy
Management and other Health and Safety responsibilities		Risk assessment
Manual Handling		Risk assessment
Minibuses		
Mobile phones – use of		Risk assessment
Needles and needle stick injuries		Risk assessment

Performance Monitoring		Accident investigation
Personal safety including lone working and violence and aggression		Risk assessment
Play Equipment installations inspections		Annual site inspection and daily site supervisor inspection
Playgrounds and external areas		Risk assessment
Ponds and Water features		
Premises Management		Risk assessment
Pupil moving and handling (Special needs)		Risk assessment
Pregnant employees and nursing mothers		Risk assessment – yard assessment completed dependent upon individual
Reporting of H&S concerns/faults		Daily site supervisor log
Risk Assessment and hazard identification		Risk assessment
Safety Committee		Governors resource committee
Safety Representatives		Governors resource committee, Union representatives
Shared use of buildings		Risk assessment; Letting Policy, LCCG
Slips and trips		Risk assessment
Stress		Risk assessment, appraisals, as required through occupational health
Substances – COSHH		Risk assessment; COSHH assessments
Swimming pools		
Temporary and supply staff		Risk assessment, Health and Safety induction
Training		Risk assessment
Transporting and storing chemicals		Risk assessment; COSHH assessments
Vehicle and pedestrian traffic		Risk assessment / policy

Visitor and volunteers safety		Risk assessment, induction, fire risk assessment
Waste storage and disposal		Risk assessment,, bin storage policy
Water hygiene (Legionella, lead etc.)		Risk assessment; Water risk assessment, legionella policy
Work equipment and machinery		Risk assessment
Working at height – ladders, access equipment etc.		Risk assessment, e-learning modules
Workplace Inspection		Risk assessment, daily site supervisors inspection

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable ()	Details of where information about the school's arrangements can be found
Administration of medication		Risk assessment; Medications Policy
*Educational Visits		Educational visit risk assessment, EVOLVE
Food safety and hygiene		
Outdoor activities		Risk assessment, annual maintenance, daily inspection
PE Equipment		Risk assessment, PE policy, annual maintenance, daily inspection
Pupil handling and restraint		Risk assessment, safer handling policy and training, Staff list of trained staff
Grounds maintenance		Risk assessment – LCC ground services
Pupil movement and flow		Risk assessment
School transport		Risk assessment
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		Risk assessment CLEAPS web site, BeSafe web site,
Smoking		No smoking policy
Special needs of pupils Health & Safety issues		Risk assessment, Personal care plan, pen portraits
Stage and drama activities		Risk assessment
Supervision of pupils		Risk assessment
Technology rooms and equipment		Risk assessment
Wearing of jewellery		Risk assessment, dress code, PE policy
Work experience		Risk assessment, Health and Safety induction

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](#).

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>Head Teacher Union representative</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, 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</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Head Teacher School business manager</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher School business manager</i>
Any problems found with equipment should be reported to	<i>Head Teacher, site supervisor or Site Supervisor via reporting log book</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staff room, PPA room, Kids club, Reception area, Kitchen, main hall,</i>
Health and safety advice is available from:	<i>Head Teacher LCC Health, Safety and Wellbeing Team</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Head Teacher School business manager Assistant head teacher Curriculum lead Educational visits coordinator</i>
Health & Safety in shared premises (where applicable) After School club. Kitchen	The Head Teacher/Assistant Head or nominated representative 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:	Head teacher School Business Manager Assistant head teacher Curriculum leaders
Job specific training will be provided by:	Head teacher; School Business Manager Assistant head teacher Curriculum leaders
Jobs requiring specific health & safety training are:	First aider Staff using step ladders Site Supervisor Lone workers TA's involved with moving and handling
Training records are kept at/by:	Head Teacher School business manager
Training will be identified, arranged and monitored by:	Head Teacher Assistant 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:	Every classroom Bags for the yard at playtime and lunchtime Bags and boxes are restocked at TA meeting monthly.
The first aider(s) and appointed person(s) is/are:	<i>See separate first aid list</i>
All accidents and cases of work-related ill health are to be reported to:	Head Teacher
Health surveillance* is required for employees doing the following jobs within the school:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities.
Health surveillance will be arranged by:	Head Teacher
Health surveillance/records will be kept by/at:	Head Teacher

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

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.

<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>Name(s) and contact details:</i></p> <p>Termly inspections carried out by the Head Teacher, School Business Manager, assistant Head Teacher Annual risk assessment reviews by Head Teacher</p>
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Is/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	<i>Head Teacher</i> <i>Termly report to Governors</i>
Is/are responsible for investigating work-related causes of sickness absences.	<i>Head Teacher</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Head Teacher</i>
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	<i>Head Teacher</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>Head Teacher</i>
Escape routes are checked by/every:	<i>Site Supervisor – daily</i> <i>All staff daily</i> <i>Monthly official log</i>
Fire extinguishers are maintained and checked by/every:	<i>Contractor - annually</i>
Alarms are tested by/every:	<i>Site Supervisor tests the fire alarm weekly.</i> <i>A contractor services the fire alarm every year</i>
The emergency evacuation procedure is tested every:	<i>Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood Lock down policy, etc.	<i>Head Teacher</i>