

## HEALTH AND SAFETY POLICY

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

- **Barton St Lawrence CE Primary School**
- **A Voluntary Aided Primary School**
- **School Number 06/046**
- **Jepps Ave, Barton, Preston PR3 5AS**

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 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:
	On behalf of the Governing Body
Headteacher's name: Julie Goodwin	Chair of Governors name: Charlotte White
Date: November 2020	Proposed Review date: November 2022

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Headteacher</i> Julie Goodwin</p>
<p>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 &amp; Safety Co-ordinator etc):</p>	<p><i>Headteacher</i> Julie Goodwin</p>
<p>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:</p>	<p>Cleaners Class Teachers EVC - Julie Goodwin Fire Safety – Julie Goodwin</p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; 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:</p>	<p><i>Headteacher</i> Julie Goodwin</p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><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.</p>	<p>See: <i>Headteacher</i> Julie Goodwin</p>
<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.	The Headteacher, Julie Goodwin or will be delegated by the Headteacher to a suitably qualified person
The significant findings of risk assessments will be reported to:	The Headteacher, Julie Goodwin
Action required to remove/control risks will be approved by:	The Headteacher, Julie Goodwin
The responsibility for ensuring the action required to reduce risks is implemented is that of:	The Headteacher, Julie Goodwin
Checking that implemented actions have removed/reduced the risks is the responsibility of:	The Headteacher, Julie Goodwin
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:	The Headteacher, Julie Goodwin or will be delegated by the Headteacher to a suitably qualified person

## 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:	Julie Goodwin – Headteacher Richard Crook – Acting Deputy
Consultation with employees is provided via:	Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Staff 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;
- 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:	Julie Goodwin (Headteacher) and the Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Julie Goodwin (Headteacher) and the Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Julie Goodwin (Headteacher) and the Site Supervisor
Any problems found with equipment should be reported to:	Julie Goodwin (Headteacher) and the Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Julie Goodwin (Headteacher) and the Site Supervisor

## Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health &amp; 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 &amp; Safety Law leaflet.</p>	<i>Location(s) Staffroom</i>
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Health and safety advice is available from:	Julie Goodwin – Headteacher Richard Crook – Acting Deputy
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Julie Goodwin – Headteacher Richard Crook – Acting Deputy
Health & Safety in shared premises (where applicable) is managed by:	Julie Goodwin – Headteacher and Richard Crook – Acting Deputy Headteacher 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. 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:	Julie Goodwin, Headteacher
Job specific training will be provided by:	Julie Goodwin, Headteacher and Richard Crook – Acting Deputy
Jobs requiring specific health & safety training are:	Ladder Safety Working from Height Lone Working
Training records are kept at/by:	Julie Goodwin, Headteacher
Training will be identified, arranged and monitored by:	Julie Goodwin, Headteacher and Richard Crook – Acting Deputy

## 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>Staffroom</i>
The first aider(s) and appointed person(s) is/are:	An up to date list is displayed by the first aid station (staffroom)
All accidents and cases of work-related ill health are to be reported to:	Julie Goodwin - Headteacher
*Health surveillance is required for employees doing the following jobs within the school:	Working Alone, working at height ( see separate policies) N.B. 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:	Julie Goodwin, Headteacher and
Health surveillance/records will be kept by/at:	<i>Julie Goodwin, Headteacher</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.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	Members of the Premises Committee and the Headteacher
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	See Section: Health and Safety Risks Arising from Work Activities for responsibility details

assessments) or in the event of any significant changes.	
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>Julie Goodwin, Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Julie Goodwin, Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Julie Goodwin, Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Julie Goodwin, 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>Julie Goodwin, Headteacher</i>
Escape routes are checked by/every:	Site Supervisor - daily:
Fire extinguishers are maintained and checked by/every:	LCC - annually:
Alarms are tested by/every:	Site Supervisor - weekly
The emergency evacuation procedure is tested by/every:	Headteacher - termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	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		Accident books are kept in the first aid cupboard in the staffroom.
Asbestos Management Plan		Front Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		See information at the rear of this policy
Cleaning/caretaking tasks		Via Simply Clean – Tel 01524 852424
Control of contractors		LCC Property Group – Tel 01772 535418
Control of Substances Hazardous to Health (COSHH)		Site Supervisor Folder - Staffroom
Disability access (health & safety implications)		See Accessibility Plan
Display Screen Equipment and Eye Tests		Electrical Safety at Work Guidance
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		See notices displayed around school
Emergency Procedures other than Fire e.g. flood, services failure		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=14834&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=14834&amp;e=e</a>
Extended school and community use		See Accessibility Plan
Fire Safety		Fire Risk Assessment – Julie Goodwin
First Aid		See Qualified First Aider

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Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16154&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16154&amp;e=e</a>
Health & Safety Induction (checklist available on web site)		Induction Folder - See Julie Goodwin
Infection Control including needles and needle stick injuries		See first aid reports
Lettings to non-school groups		See Lettings Policy
Manual Handling		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;e=e</a>
Minibuses	N/A	
Mobile phones (the use of)		See Acceptable Internet Use Policy
Personal safety including lone working and violence and aggression		See school policies
Play Equipment installations inspections		See Headteacher for copy of latest report
Playgrounds and external areas		See Headteacher for copy of latest report
Ponds and Water features		See pond risk assessment
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16372&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16372&amp;e=e</a>
Pupil moving and handling (special needs)		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16154&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16154&amp;e=e</a>
Pregnant employees and nursing mothers		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16372&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16372&amp;e=e</a> See also individual RAs

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Reporting of health & safety concerns/faults		Headteacher
Severe Weather including winter gritting		Site Supervisor
Shared use of buildings		See Protocol Agreements
Sharps e.g. broken glass either in school building or external grounds		Site Supervisor
Stress		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;e=e</a>
Swimming pools	N/A	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		Separated by fencing. No pedestrian access via carpark. Patrolled at the start and end of each day. Gates closed during school hours. Reverse into parking spaces
Visitor and volunteers safety		Visitor handbook
Waste storage and disposal		See health and safety risk assessment
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		See Legionella folder - See site supervisor for details of routine tests
Work equipment and machinery		See Service Log and PAT testing
Working at height – ladders, access equipment etc.		See school policies on server
Workplace Inspection		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16184&amp;e=e">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=16184&amp;e=e</a>

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

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	√	See Medicine Policy
*Educational Visits	√	See EVC Policy
Food safety and hygiene	√	See Food Hygiene Policy – H&S Risk Assessment file – School Network
Outdoor activities	√	See EVC Policy
PE Equipment	√	See HT for latest report
Pupil handling and restraint	√	Behaviour Policy
Grounds maintenance activities	√	Judith Heyhurst – 07824434310
Pupil movement and flow	√	Behaviour Policy
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Science Policy
Smoking	√	See Drug Education Policy
Special needs of pupils health & safety issues	√	SEN Policy
Stage and drama activities		
Supervision of pupils	√	Teaching and Learning Policy
Technology rooms and equipment	√	See subject policies and / or risk assessment for specific equipment (e.g. glue guns) on server.
Wearing of jewellery	√	School Prospectus - Uniform
Work experience	√	Julie Goodwin

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](#).