

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

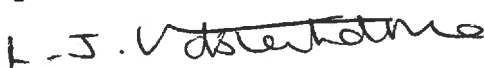

- **Name of School: St. Mary's R.C. Primary School**
- **Category of School: Primary**
- **School Number: 11023**
- **School Address: Mayfield Avenue, Oswaldtwistle, Lancashire, BB5 3AA**

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 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".

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| Signed:  | Signed:  On behalf of the Governing Body |
| Headteacher's name: Tracy Duckworth | Chair of Governors name: David Joyce |
| Date: 2 nd October 2023 | Proposed Review date: October 2024 |

Responsibilities

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| <p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p> | <p>Laura Wolstenholme Head Teacher</p> |
| <p>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:</p> | <p><i>Laura Wolstenholme Head Teacher David Joyce Governing Body</i></p> |
| <p>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:</p> | <p><i>Premises – Ian Kimberley, Site Supervisor Fire safety – Laura Wolstenholme Emergency plans – Laura Wolstenholme Educational visits – Kevin Egan</i></p> |
| <p>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:</p> | <p><i>Laura Wolstenholme Head Teacher</i></p> |
| <p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p> | <p><i>Location: In the Health and Safety folder</i></p> |
| <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; 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

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.

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| Risk assessments will be undertaken by: | <i>Laura Wolstenholme Head Teacher</i> |
| 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>Laura Wolstenholme Head Teacher</i> |
| Action required to remove/control risks will be approved by: | <i>Laura Wolstenholme Head Teacher</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>Laura Wolstenholme Head Teacher</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>Laura Wolstenholme Head Teacher</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>Laura Wolstenholme Head Teacher</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.

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| Employee representative(s) for the school are: | |
| Consultation with employees is provided via: | <i>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 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.

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| Responsible person(s) for identifying all equipment/plant needing maintenance: | <i>Laura Wolstenholme Head Teacher Ian Kimberley Site Supervisor</i> |
| Responsible person(s) for ensuring effective maintenance arrangements are in place: | <i>Laura Wolstenholme Head Teacher Ian Kimberley Site Supervisor</i> |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | <i>Laura Wolstenholme Head Teacher Ian Kimberley Site Supervisor</i> |
| Any problems found with equipment should be reported to: | <i>Laura Wolstenholme Head Teacher Ian Kimberley Site Supervisor</i> |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | <i>Laura Wolstenholme Head Teacher Ian Kimberley Site Supervisor</i> |

Information, instruction and supervision

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| The Health and Safety Law poster is displayed at: | <i>On the back of the site supervisor's room door In the entrance area</i> |
| Note: It is a legal requirement to display the | |

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| 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. | In school entrance |
| Health and safety advice is available from: | <i>Head Teacher Health and Safety Officer 01772 538877 (duty officer number)</i> |
| Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by: | <i>Head Teacher Deputy Head Teacher</i> |

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.

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| Induction training will be arranged/undertaken for all employees by: | <i>Laura Wolstenholme Head Teacher</i> |
| Job specific training will be provided by: | <i>Laura Wolstenholme Head Teacher</i> |
| Jobs requiring specific health and safety training are: | <i>Asbestos Inspection and Awareness – H&S team and on the job training. Legionella and Water Monitoring – H&S team and on the job training. COSHH – H&S team and on the job training Management of contractors – H&S eLearning and on the job training. DSE – H&S eLearning Working at Height – H&S eLearning and on the job training. Manual Handling of People – H&S Team and on the job training</i> |
| Training records are kept by: | <i>Laura Wolstenholme Head Teacher In The Health and Safety folder</i> |
| Training will be identified, arranged and monitored by: | <i>Laura Wolstenholme Head Teacher</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;
- provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities, and has made appropriate arrangements to deal with this issue.

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| The first aid box(es) is/are available: | <i>Lower KS2 corridor Hall Resource area</i> |
| The first aider(s) and appointed person(s) is/are: | <i>Most staff – see first aid posters around school</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Laura Wolstenholme Head Teacher</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.

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| To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by: | <i>Laura Wolstenholme Head Teacher</i> |
| 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 eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary: | <i>Laura Wolstenholme Head Teacher</i> |

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| Responsible person(s) for investigating work-related causes of sickness absences: | <i>Laura Wolstenholme Head Teacher</i> |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | <i>Laura Wolstenholme Head Teacher</i> |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | <i>Laura Wolstenholme 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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | <i>Laura Wolstenholme Head Teacher</i> |
| Escape routes are checked by/every: | <i>Ian Kimberley Site Supervisor Checked daily</i> |
| Fire extinguishers are maintained and checked by/every: | <i>Approved contractor – KW Fire Protection Site supervisor Checked annually</i> |
| Alarms are tested by/every: | <i>Ian Kimberley Site Supervisor Checked weekly</i> |
| The emergency evacuation procedure is tested by/every: | <i>Laura Wolstenholme Head Teacher</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with: | <i>Laura Wolstenholme Head Teacher</i> |

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 | ✓ | Throughout school, all saved on office computers, copies sent home |
| Asbestos Management Plan | ✓ | LCC |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | ✓ | School kitchen |
| Cleaning/caretaking tasks | ✓ | Site Supervisor's room |
| Control of contractors | ✓ | Office/LCC |
| Control of Substances Hazardous to Health (COSHH) | ✓ | LCC policy adopted |
| Disability access (health & safety implications) | ✓ | LCC policy adopted |
| Display Screen Equipment and Eye Tests | X | N/A |
| Driving at Work | ✓ | Maintained by SLA with Bradbury Consultants |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | ✓ | LCC policy adopted |
| Emergency Procedures other than Fire e.g. flood, services failure | ✓ | LCC policy adopted |
| Extended school and community use | ✓ | No policy as such but staff are aware of how to store items etc |
| Fire Safety | ✓ | LCC policy adopted |
| First Aid | ✓ | LCC policy adopted |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | ✓ | Maintained by SLA with Bradbury Consultants |
| Health & Safety Induction (checklist available on web site) | ✓ | |
| Infection Control including needles and needle stick injuries | ✓ | LCC Policy adopted |
| Lettings to non-school groups | ✓ | LCC policy adopted |
| Manual Handling | ✓ | Staff training to be arranged |

| 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 |
|--|----------------|---|
| Minibuses | X | N/A |
| Mobile phones (the use of) | ✓ | Staff handbook |
| Personal safety including lone working and violence and aggression | ✓ | LCC Policy Adopted |
| Play Equipment installations inspections | ✓ | LCC Policy Adopted |
| Playgrounds and external areas | ✓ | LCC Policy Adopted |
| Ponds and Water features | ✓ | LCC Policy Adopted |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | ✓ | Maintained by SLA with Bradbury Consultants |
| Pupil moving and handling (special needs) | X | N/A |
| Pregnant employees and nursing mothers | ✓ | LCC Policy Adopted |
| Reporting of health & safety concerns/faults | ✓ | Ongoing- Head Teacher |
| Severe Weather including winter gritting | ✓ | LCC Policy Adopted |
| Shared use of buildings | ✓ | N/A |
| Sharps e.g. broken glass either in school building or external grounds | ✓ | LCC Policy Adopted |
| Stress | ✓ | LCC Policy Adopted |
| Swimming pools | X | N/A |
| Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | ✓ | Parents informed Risk assessment in place for car park |
| Visitor and volunteers safety | ✓ | Visitor policy |
| Waste storage and disposal | ✓ | Council/LCC |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | ✓ | Maintained by SLA with Bradbury Consultants |
| Work equipment and machinery | ✓ | Site Supervisor/ Office |
| Working at height – ladders, access equipment etc. | ✓ | LCC, training for staff to be arranged |
| Workplace Inspection | ✓ | Head Teacher, governors, Bradbury's, LCC |

| 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 |
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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 |
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| Administration of medication | ✓ | Medicines policy available Form for parents to complete |
| *Educational Visits | ✓ | EVCs in school. Use of LCC Evolve service |
| Food safety and hygiene | ✓ | Certificate held by school kitchen |
| Outdoor activities | ✓ | Risk assessment available |
| PE Equipment | ✓ | See COVID Risk Assessment |
| Pupil handling and restraint | X | |
| Grounds maintenance activities | ✓ | Site Supervisor monitors and maintains |
| Pupil movement and flow | X | |
| School transport | X | |
| Science (only where not covered by curriculum safety procedures set down in CLEARPSS) | X | |
| Smoking | ✓ | See Staff Handbook |
| Special needs of pupils health & safety issues | ✓ | Personal plans are available for these pupils |
| Stage and drama activities | ✓ | Staff aware that stage needs two people to put up |
| Supervision of pupils | ✓ | Pupils are not left unattended |
| Technology rooms and equipment | X | |
| Wearing of jewellery | ✓ | See Staff Handbook Pupils should only wear one pair of stud earrings and a watch |
| Work experience | ✓ | We accept work experience pupils but they must not be past pupils |

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](#).