

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School:** Brennand’s Endowed CE
- **Category of School:** Primary School
- **School Number:** 11067
- **School Address:** Church St, Slaidburn, Clitheroe, BB7 3ER

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 Head Teacher 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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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
Head Teachers name: Sarah Healey	Chair of Governors name: Joanne Breaks
Date:	Proposed Review date:

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Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Sarah Healey_(Headteacher)</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p>Sarah Healey Cathy Taylor Rachel Mason Helen Murray Justine Burcher</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>Resources committee Foundation governors</p>
<p>Any Health & Safety Objectives for improvement 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. These will be tailored to meet the needs of the school by:</p>	<p>Resources committee</p>
<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; 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 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:	Sarah Healey (Headteacher) Rachel Mason (Office manager) Rachel Bebb (Site supervisor) Class teachers (visits etc)
The significant findings of risk assessments will be reported to:	Headteacher
Action required to remove/control risks will be approved by:	Headteacher and/or the resources/foundation governors
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Headteacher/governors' committee/s
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>By whom</i> :_Governors' committee/s

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; and,
- 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 below 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..)*

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Medical books kept in medical room
Bodily Fluids (urine; blood; faeces; vomit)	√	Risk Assessment in H&S file
Catering	√	
Cleaning/caretaking	√	Cleaning schedule – H & S file (kept in office)
Control of contractors	√	Contractors file kept in entrance hall
Disability access – H&S implications	√	Accessibility Plan – policy file in office
Display Screen Equipment and eye tests	√	Self assessment & e-Learning module - staff certificates in H&S File
Electrical Safety	√	PAT testing – Premises File
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency Procedures - H & S file (kept in office)
Extended school and community use	N/A	
Falling Objects/Safe storage	√	Risk Assessment in H&S file
Fire Safety	√	Policy file (in office) & Fire Safety Log (cupboard in staff toilet)
First Aid	√	List of first aiders on medical cabinet door
Gas safety	N/A	
Hot surfaces, scalds and burns	√	First Aid Poster : No. 7 Burns & Scalds – Display board in medical room
Induction	√	Staff handbook
Information communication	√	ICT & e Safety Policy – policy file in office
Lettings to non school groups	√	Lettings Policy – policy file in office
Management and other Health and Safety responsibilities	√	H & S file (kept in office)
Manual Handling	√	E – Learning module - staff certificates in H&S File
Minibuses	√	Parking Procedures - H & S file (kept in office) & Displayed in each classroom
Mobile phones – use of	√	

Monitoring	√	
Needles and needle stick injuries	√	Secure disposal vessel – (in medical cupboard in medical room)
Personal safety including lone working and violence and aggression	√	Risk Assessment for Personal Safety in H&S file. Violence and aggression policy in policy file.
Play Equipment installations inspections	√	Premises file (kept in office)
Playgrounds and external areas	√	Daily/weekly checklist – Kept in Fire Safety Log (cupboard in staff toilet)
Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Ponds and Water features	√	H & S file (kept in office)
Premises Management	√	Premises Management file (kept in office)
Pupil moving and handling (Special needs)	√	Specific training accessed via Occupational Therapy Department
Pregnant employees and nursing mothers	√	
Reporting of H&S concerns/faults	√	
Risk Assessment and hazard identification	√	H & S file (kept in office)
Safety Committee	√	H&S committee file (kept in office)
Safety Representatives	√	
Security of premises	√	Risk assessment in H&S file (kept in office)
Shared use of buildings	√	
Slips and trips	√	e – Learning – staff certificates in H&S File
Stress	√	Stress Policy - policy file
Substances – COSHH	√	Lorraine Tedstone: certificate (in staff achievements file- office)
Swimming pools	√	
Temporary and supply staff	√	Staff hand book & Induction given – (kept in office)
Training	√	Record list & certificates - H & S file (kept in office)

Transporting and storing chemicals	✓	
Vehicle and pedestrian traffic	✓	Parking Procedures - H & S file (kept in office) & Displayed in each classroom
Visitor and volunteers safety	✓	Staff handbook
Waste storage and disposal	✓	Storage
Water hygiene (Legionella, lead etc.)	✓	Water hygiene file – (cupboard in staff toilet)
Work equipment and machinery	✓	Inspection schedules – premises file in office
Working at height – ladders, access equipment etc.	✓	E – Learning – staff certificates in H&S File
Workplace Inspection	✓	H&S committee – documents in H&S file in office

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	√	Policy file/Parental consent H&S file - in office
Educational Visits	√	Policy file & Purple Risk Assessment file
Food safety and hygiene	√	
Outdoor activities	√	Policy file & Purple Risk Assessment file
PE Equipment	√	Inspection reports – Premises file in office
Pupil handling and restraint	√	
Grounds maintenance	√	Lee Downs (Property services)
Pupil movement and flow	√	
School transport	√	Parking Procedures - H & S file (kept in office) & Displayed in each classroom
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	
Smoking	√	Policy File- in office & No Smoking signs displayed at entrances to school
Special needs of pupils Health & Safety issues	√	SEN policy – policy file in office
Stage and drama activities	√	Risk Assessment in H&S file
Supervision of pupils	√	
Technology equipment	√	
Wearing of jewellery	√	Uniform Policy – policy file
Work experience	√	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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [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:	NA
Consultation with employees is provided via:	NA

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>Headteacher Site supervisor Office manager</i>
Is responsible for ensuring effective maintenance procedures are drawn up	Headteacher
Is responsible for ensuring that all identified maintenance is carried out	Office manager Site supervisor
Any problems found with equipment should be reported to	Office manager
Will check that new equipment meets any required health and safety standards before it is purchased	Office manager Site supervisor

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Medical room display board & Kitchen door
Health and safety advice is available from:	<i>Name and contact details: Portal</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	Headteacher/assistant headteacher

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Headteacher/assistant headteacher
Job specific training will be provided by:	Headteacher/assistant headteacher/class teachers
Specific jobs requiring special training are:	NA
Training records are kept at/by:	H&S file
Training will be identified, arranged and monitored by:	Headteacher/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:	Medical room
The first aider(s) and appointed person(s) is/are:	Cathy Taylor Rachel Mason Ashleigh Ormerod (paediatric) Helen Murray (forest school/outdoor)
All accidents and cases of work-related ill health are to be reported to:	Headteacher/assistant headteacher
Health surveillance* is required for employees doing the following jobs within the school:	<i>Provide details. 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:</i>
Health surveillance will be arranged by:	Headteacher

Health surveillance/records will be kept by/at:	<i>Provide details:</i> Head Teacher in staff contract file in office
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* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Governors' committee/s
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	Headteacher/assistant headteacher
Is/are responsible for investigating work-related causes of sickness absences.	Headteacher
Is/are responsible for acting on investigation findings to prevent recurrences.	Headteacher

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:	Office manager
Escape routes are checked by/every:	Site supervisor- daily
Fire extinguishers are maintained and	Chubb- annually

checked by/every:	
Alarms are tested by/every:	Site supervisor- weekly PROP contractor: Annual testing
The emergency evacuation procedure is tested every:	Termly or sooner if necessary (e.g new pupils/staff starting)
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Headteacher/assistant headteacher