

## HEALTH AND SAFETY POLICY (issue 10)

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

- **Great Wood Primary School**
- **District 1 School 49**
- **Beaufort Road, Morecambe LA4 6UB**

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 Head Teacher 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 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".

Head Teachers name: John Ross	Chair of Governors name: Tom Askew
Date: May 6 <sup>th</sup> 2022 December 7 <sup>th</sup> 2020 September 25 <sup>th</sup> 2018, October 27 <sup>th</sup> 2016 October 3 <sup>rd</sup> 2014	Proposed Review date: Summer 2024

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>John Ross</i> - Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Mark Wood – Site Supervisor
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	Premises – Mark Wood Fire – Mark Wood EVC- Kate Flaherty Back up EVC - John Ross
The 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:	Governor – Chair of Buildings, Site, Health and Safety Governors' Committee : Paul Butler
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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. 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.</li> </ol>	

\* Health & Safety Objectives should be set each year for improvements in the management of health & safety within the school. Examples might be:

- a % reduction in accidents will be achieved;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- a new approach to managing slips and trips will be developed.

These will relate to the issues within the school as identified by sources outlined above. The progress towards meeting the objectives should be monitored and reviewed throughout the year to ensure they are achieved.

### **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>HT, Site Supervisor, staff and event DSP, contractors, Property Surveyor</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Site supervisor</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Governor – Chair of Premises Finance H&amp;S</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>Headteacher</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; 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.

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	√	First Aid Welfare and Office Manager to see send bumped head notes and determine if accident warrants recording. Accident Book in School Office for minor accidents - report of numbers and location to Governors termly. Accident form completed electronically for accidents requiring hospital visit HS2 for accident investigation and HS3 for employee sickness available on Portal
ASBESTOS	√	Asbestos Report available for all contractors. Permit to Work includes its availability
Bodily Fluids (urine; blood; faeces; vomit)	√	System of coloured buckets in Site Supervisors room to ensure body fluid cleaning equipment is not mixed with others. Gloves used.
Catering	√	RA for kitchens completed by kitchen staff and LSCS
Cleaning/caretaking	√	COSH Risk Assessments and Site Supervisor completes RA for cleaning.
Control of contractors	√	Permit to Work system being developed. Currently supervised by Site Supervisor RA for major work through District Surveyor
Disability access – H&S implications	√	PEEP developed when needed. Care Plan developed when needed. No other H&S implications identified.
Display Screen Equipment and eye tests	√	Office Staff assessing and training made available.
Electrical Safety	√	PAT testing file in SS Office Regular safety checks

Emergency Procedures other than Fire e.g. flood, services failure	√	See Fire Log Book
Extended school and community use	√	Event DSP Risk Assessment with HT
Falling Objects/Safe storage	√	Part of SS checklist
Fire Safety	√	See Fire Log Book
First Aid	√	First Aid training – see record
Gas safety	√	Included in Fire RA
Hot surfaces, scalds and burns	X	
Induction	√	H&S induction checklist and record
Information communication	√	Defect Log
Lettings to non school groups	√	Event DSP Risk Assessment with HT
Management and other Health and Safety responsibilities		
Manual Handling	√	Site Supervisor trained – included in annual safety briefing
Minibuses	X	
Mobile phones – use of	√	All employees and volunteers are given Mobile Phone and Camera Use Policy on induction. Mobiles for children discouraged, but if brought into school, children leave mobile phones in the school office during school hours, Clear guidelines about photography shared with parents at events.
Monitoring	√	Governors involved
Needles and needle stick injuries	√	Bucket and gloves taken to woods for checking the site in case of needles
Personal safety including lone working and violence and aggression	√	Lone Workers Risk Assessment. – judge risk before making home visit alone. Let know where you are and have mobile. In school, let others know where you are and lock yourself in.
Play Equipment installations inspections	√	Termly by LCC
Playgrounds and external areas	√	Daily check
<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Ponds and Water features	√	RA for woods

Premises Management	√	Premises check daily
Pupil moving and handling (Special needs)	√	Policy of use of reasonable force – Basically avoid unless child or others at risk of harm
Pregnant employees and nursing mothers	√	Seek guidance on portal
Reporting of H&S concerns/faults	√	Defect Log
Risk Assessment and hazard identification	√	System in place and training completed
Safety Committee	√	Governors
Safety Representatives	√	Asked for but not identified
Security of premises	√	Alarmed – daily check list
Shared use of buildings	X	
Slips and trips	√	School rules, wet floor cones
Stress	√	Well Being Staff, Support from colleagues and SLT, Counselling available
Substances – COSHH	√	Records in SS office
Swimming pools	X	
Temporary and supply staff	√	Always through LTA – basic training, CRB and short induction on fire escape plan
Training	√	Available on Portal
Transporting and storing chemicals	X	
Vehicle and pedestrian traffic	√	Signage, handbook, CSPO on beat after school outside school, Often HT out in am
Visitor and volunteers safety	X	Volunteers have induction. Large groups of visitors given induction at concerts, otherwise visitors are with people who know systems.
Waste storage and disposal	√	Fire RA
Water hygiene (Legionella, lead etc.)	√	Training taken place and more needed for SS. Changed to minas to minimise risk.
Work equipment and machinery	X	
Working at height – ladders, access equipment etc.	√	Reminder of RA kept where ladder stored
Workplace Inspection	√	In place termly – Daily check too

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance 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	√	Policy
Educational Visits	√	Policy – county model
Food safety and hygiene	√	RA in place
Outdoor activities	√	RA for playground and woods and local visits
PE Equipment	√	RA
Pupil handling and restraint	√	Policy, briefing, induction
Grounds maintenance	√	Daily check – site report
Pupil movement and flow	√	RA / Staff Handbook – Supervisory Duties / School Rules
School transport	X	
Science (where not covered by curriculum safety procedures set down in CLEAPS)	X	
Smoking	√	No Smoking Policy
Special needs of pupils Health & Safety issues	√	Care Plans used
Stage and drama activities	X	
Supervision of pupils	√	RA for classrooms and lunch
Technology rooms and equipment	X	
Wearing of jewellery	√	Policy – Parent Handbook
Work experience	X	Induction, for high school age, RA completed with LEBP

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:	<i>Insert names: Bev Jones – teaching assistant and Well Being Link Governor Jo Young – teacher with Well Being focus</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Daily Board, induction, annual safety briefing, team meetings and staff meetings, representation on governors.</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	John Whitham – Property Surveyor
Is responsible for ensuring effective maintenance procedures are drawn up	John Ross- Head
Is responsible for ensuring that all identified maintenance is carried out	Mark Wood – Site Supervisor
Any problems found with equipment should be reported to	Mark Wood – Site Supervisor
Will check that new equipment meets any required health and safety standards before it is purchased	Mark Wood – Site Supervisor Shelley Harvey - Bursar John Whitham – Property Surveyor

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Staff Room Site Supervisor's Room Kitchen
Health and safety advice is available from:	Mark Wood and John Ross John Whitham Property Surveyor Portal Health and Safety Team at County Hall – use Ask HR
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	John Ross
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy 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

## 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:	John Ross for educational staff, welfare and volunteers. Mark Wood for site staff
Job specific training will be provided by:	LCC
Specific jobs requiring special training are:	Site Supervisor First Aiders
Training records are kept at/by:	<i>First Aider – Office shared drive</i> Astute Certificates kept in personnel files
Training will be identified, arranged and monitored by:	Shelley Harvey – School Bursar

## 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>Every Corridor and staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>See current First Aider list.</i>
All accidents and cases of work-related ill health are to be reported to:	Shelley Harvey – School Bursar
Health surveillance* is required for employees doing the following jobs within the school:	<i>All teachers are required to complete a pre-employment health check with and OH provider at the school's expense. 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: Office staff will need DSE user assessment</i>
Health surveillance will be arranged by:	<i>John Ross / Office Manager for DSE</i>
Health surveillance/records will be kept by/at:	<i>Provide details: HT Office</i>

## 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 annually or in the event of any significant changes. This function is carried out by:</p>	<p>Site Supervisor termly</p> <p>Governors Annually Governor TBD – chair of Premises and Finance Team</p>
<p>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</p>	<p>Shelley Harvey – School Bursar John Ross - Headteacher</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Shelley Harvey – School Bursar John Ross - Headteacher</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>John Ross - Headteacher</p>

### 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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p><i>John Ross</i></p>
<p>Escape routes are checked by/every:</p>	<p><i>Mark Wood- daily</i></p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p>Westmorland - Annually</p>
<p>Alarms are tested by/every:</p>	<p><i>Mark Wood – Weekly schedule Westmorland – twice a year.</i></p>
<p>The emergency evacuation procedure is tested every:</p>	<p><i>Term</i></p>
<p>Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.</p>	<p><i>John Ross Emergency Plan in Place Lock Down Procedure reviewed annually</i></p>
<p>Responsible person on site must check for signs of smoke or fire prior to making a 999 call to LFRS.</p>	<p><i>Mark Wood if in John Ross / Nicola Dixon.</i></p>