

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School Tarleton Mere Brow CE Primary**
- **School Number 0872**
- **School Address The Gravel Mere Brow PR4 6JX**

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 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 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's name: Sj Livesey	Chair of Governors name:
Date: 9/1/2020	Proposed Review date: 9/1/2022

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>S Livesey –Head And Governors</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>S Livesey -Head</i>
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:	<i>S Livesey –Head P Brookfield- site supervisor C Cocker EVC</i>
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	<i>S Livesey -Head</i>
<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; 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. 	

objectives:

- a 30% reduction in accidents will be achieved by changes to playground supervision;
- procedure for dealing with contractors on site will be rigorously implemented;
- 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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	<i>S Livesey -Head</i>
The significant findings of risk assessments will be reported to:	<i>FGB</i>
Action required to remove/control risks will be approved by:	<i>FGB S Livesey -Head</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>FGB S Livesey -Head</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>FGB S Livesey –Head And all staff</i>
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>S Livesey –Head P Brookfield- site supervisor</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 & 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:	<i>S Livesey -Head</i>
Consultation with employees is provided via:	<i>individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.</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.
- 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:	<i>S Livesey –Head P Brookfield – site supervisor A Turner – Building surveyor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>S Livesey –Head via County Hall contracts</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>S Livesey -Head</i>
Any problems found with equipment should be reported to:	<i>S Livesey -Head</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>S Livesey -Head</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staffroom & entrance</i>
Health and safety advice is available from:	<i>S Livesey -Head</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>S Livesey – Head and delegated to Class teacher</i>

* It is a legal requirement to display the Health & 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 & 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 arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>S Livesey Head teacher</i>
Job specific training will be provided by:	<i>S Livesey Head teacher</i>
Jobs requiring specific health & safety training are:	<i>Caretaking & Cleaning</i>
Training records are kept at/by:	<i>S Livesey Head teacher</i>
Training will be identified, arranged and monitored by:	<i>S Livesey Head teacher</i>

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>Badger Class & Kitchen</i>
The first aider(s) and appointed person(s) is/are:	<i>All staff are trained in First Aid</i>
All accidents and cases of work-related ill health are to be reported to:	<i>S Livesey Head teacher</i>
Health surveillance is not required for any roles within the school at the present time.	
Health surveillance will be arranged by:	<i>S Livesey Head teacher</i>
Health surveillance/records will be kept by/at:	<i>S Livesey 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.

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>S Livesey Head teacher</i> <i>S Livesey Head teacher & site supervisor</i>
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the	See Section: Health and Safety Risks Arising from Work Activities for responsibility details

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>S Livesey Head teacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>S Livesey Head teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>S Livesey Head teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>S Livesey 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>S Livesey Head teacher</i>
Escape routes are checked by/every:	<i>Caretaker daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Churches via LCC PROP</i>
Alarms are tested by/every:	<i>LCC PROP</i>
The emergency evacuation procedure is tested by/every:	<i>S Livesey Head teacher on behalf of FGB</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>S Livesey Head teacher on behalf of FGB</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	✓	White- Health and Safety file in Office on shelf
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	White- Health and Safety file in Office on shelf
Catering	✓	White- Health and Safety file in Office on shelf
Cleaning/caretaking	✓	White- Health and Safety file in Office on shelf
Control of contractors	✓	White- Health and Safety file in Office on shelf
Disability access (health & safety implications)	✓	White- Health and Safety file in Office on shelf
Display Screen Equipment and Eye Tests	✓	White- Health and Safety file in Office on shelf
Driving at Work	✓	White- Health and Safety file in Office on shelf
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	PAMIs File purple
Emergency Procedures other than Fire e.g. flood, services failure	✓	White- Health and Safety file in Office on shelf
Extended school and community use	✓	White- Health and Safety file in Office on shelf

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
Falling Objects/Safe storage	✓	White- Health and Safety file in Office on shelf
Fire Safety	✓	RED FIRE FILE and White- Health and Safety file in Office on shelf
First Aid	✓	White- Health and Safety file in Office on shelf and in Badgers class on Fridge
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	White- Health and Safety file in Office on shelf
Hot surfaces, scalds and burns	✓	White- Health and Safety file in Office on shelf
Health & Safety Induction (checklist available on web site)	✓	White- Health and Safety file in Office on shelf
Lettings to non-school groups	✓	White- Health and Safety file in Office on shelf
Manual Handling	✓	White- Health and Safety file in Office on shelf
Minibuses	✓	NA
Mobile phones (the use of)	✓	On website
Needles and needle stick injuries	✓	White- Health and Safety file in Office on shelf
Personal safety including lone working and violence and aggression	✓	White- Health and Safety file in Office on shelf

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
Play Equipment installations inspections	✓	White- Health and Safety file in Office on shelf
Playgrounds and external areas	✓	White- Health and Safety file in Office on shelf
Ponds and Water features	NA	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	White- Health and Safety file in Office on shelf
Pupil moving and handling (special needs)	✓	White- Health and Safety file in Office on shelf
Pregnant employees and nursing mothers	✓	White- Health and Safety file in Office on shelf
Reporting of health & safety concerns/faults	✓	White- Health and Safety file in Office on shelf
Shared use of buildings	NA	
Sharps e.g. broken glass either in school building or external grounds	✓	White- Health and Safety file in Office on shelf
Slips and trips	✓	White- Health and Safety file in Office on shelf
Stress	✓	White- Health and Safety file in Office on shelf
Substances – COSHH	✓	White- Health and Safety file in Office on shelf and by FIRST aid station Badgers class
Swimming pools	NA	
Vehicle and pedestrian traffic	✓	White- Health and Safety file in Office on shelf

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
Visitor and volunteers safety	✓	White- Health and Safety file in Office on shelf
Waste storage and disposal	✓	White- Health and Safety file in Office on shelf
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	LCC PROP White- Health and Safety file in Office on shelf
Work equipment and machinery	✓	White- Health and Safety file in Office on shelf
Working at height – ladders, access equipment etc.	✓	White- Health and Safety file in Office on shelf
Workplace Inspection	✓	White- Health and Safety file in Office on shelf

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
Administration of medication	✓	White- Health and Safety file in Office on shelf
*Educational Visits	✓	EVC file with Mrs Cocker
Food safety and hygiene	✓	White- Health and Safety file in Office on shelf
Outdoor activities	✓	White- Health and Safety file in Office on shelf
PE Equipment	✓	White- Health and Safety file in Office on shelf
Pupil handling and restraint	✓	White- Health and Safety file in Office on shelf
Grounds maintenance activities	✓	White- Health and Safety file in Office on shelf
Pupil movement and flow	✓	White- Health and Safety file in Office on shelf
School transport	✓	White- Health and Safety file in Office on shelf
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	White- Health and Safety file in Office on shelf
Smoking	✓	LCC NO Smoking policy White- Health and Safety file in Office on shelf
Special needs of pupils health & safety issues	✓	White- Health and Safety file in Office on shelf SEND policy website
Stage and drama activities	✓	White- Health and Safety file in Office on shelf

Supervision of pupils	✓	White- Health and Safety file in Office on shelf
Technology rooms and equipment	✓	White- Health and Safety file in Office on shelf
Wearing of jewellery	✓	White- Health and Safety file in Office on shelf
Work experience	✓	White- Health and Safety file in Office on shelf

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](#).