

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: St. Mary's C. E. Primary School, Rawtenstall**
- **Category of School: Primary**
- **School Number: 14018**
- **School Address: Haslingden Old Road, Rawtenstall. BB4 8RZ**

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:

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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: Neil Gurman	Chair of Governors name: Mrs Karen Girling
Date: September 2019	Proposed Review date: September 2022

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Governing Body</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>Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher)</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>Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher) Health and Safety Governor – Mr James Black Site Supervisor – Cliff Smith Group 4</p>
<p>The Health & Safety plans * 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) will be developed and monitored by:</p>	<p>Senior Management Team School Governors Building/Finance 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 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

Health and Safety Risks Arising from Work Activities

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:	Neil Gurman (Headteacher) Staff with responsibility for organising school trips.
The significant findings of risk assessments will be reported to:	Neil Gurman (Headteacher) School Governors
Action required to remove/control risks will be approved by:	Neil Gurman(Headteacher) School Governors
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Neil Gurman (Headteacher) Site Supervisor – Cliff Smith
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Neil Gurman (Headteacher) All staff Governors
Risk Assessments will be reviewed regularly or when an element of the work activity changes significantly. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Neil Gurman (Headteacher) Site Supervisor – Cliff Smith School Governors Health and Safety Team (LCC) via school portal

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.

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 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	√	DfE Guidance on First Aid in Schools
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Advice displayed on School office noticeboard
Catering	√	N Gurman and Catering officer
Cleaning/caretaking	√	Cleaning contract - CGC
Control of contractors	√	LCC guidance
Disability access – H&S implications	√	School equalities plan
Display Screen Equipment and eye tests	√	LCC guidance
Driving at Work	√	LCC guidance
Electrical Safety	√	LCC guidance
Emergency Procedures other than Fire e.g. flood, services failure	√	School Emergency Plan LCC guidance
Extended school and community use	√	LCC guidance
Falling Objects/Safe storage	√	Health/Safety Induction
Fire Safety	√	Fire procedures displayed around school Fire safety Logbook
First Aid	√	DfE Guidance on First Aid in Schools
Gas safety	√	
Hot surfaces, scalds and burns	√	School risk assessments
Induction	√	
Information communication	√	Staff meetings, noticeboard Staff admin area (on computer)
Lettings to non school groups	√	Lettings policy
Management and other Health and Safety responsibilities	√	School policies and procedures
Manual Handling	√	School risk assessments

Mobile phones – use of	√	Staff handbook, school policies
Needles and needle stick injuries	√	Risk assessments
Performance Monitoring	√	School policies
Personal safety including lone working and violence and aggression	√	Risk assessments, school procedures
Play Equipment installations inspections	√	Risk assessments
Playgrounds and external areas	√	Risk assessments
Ponds and Water features	√	School policies Risk assessments
Premises Management	√	PAMS
Pupil moving and handling (Special needs)	√	LCC/school guidelines
Pregnant employees and nursing mothers	√	LCC guidance
Reporting of H&S concerns/faults	√	School procedures, policies, risk assessments
Risk Assessment and hazard identification	√	Risk assessments, paper copies in HT office
School Committee	√	Committee terms of reference
Safety Representatives	√	School policies
Slips and trips	√	Risk assessments
Stress	√	LCC guidance
Substances – COSHH	√	Risk assessments LCC guidance
Temporary and supply staff	√	Staff handbook, induction
Training		Staff meetings, noticeboard
Vehicle and pedestrian traffic	√	Risk assessments
Visitor and volunteers safety	√	Policies and procedures
Waste storage and disposal	√	Policies and procedures
Water hygiene (Legionella, lead etc.)	√	Monitoring file in school office
Work equipment and machinery	√	Risk assessments
Working at height – ladders, access equipment etc.	√	Risk assessments
Workplace Inspection	√	Building/Finance committee

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	√	Administration of Medicines Policy
*Educational Visits	√	EVC policy, risk assessments EVOLVE
Food safety and hygiene	√	Risk assessments
Outdoor activities	√	Risk assessments
PE Equipment	√	Risk assessments
Pupil handling and restraint	√	School policy and procedures
Grounds maintenance	√	LCC service contract
Pupil movement and flow	√	School policies
School transport	√	LCC guidance
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	√	School policies/risk assessments
Smoking	√	Non-smoking school
Special needs of pupils Health & Safety issues	√	
Stage and drama activities	√	Risk assessments
Supervision of pupils	√	School policies and procedures
Technology rooms and equipment	√	Risk assessments
Wearing of jewellery	√	Uniform policy
Work experience	√	Induction

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](#).

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:	Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher) Natalie Ashworth (Staff Governor)
Consultation with employees is provided via:	Staff meetings Circulation of documents Review of documents Health and Safety 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 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	Neil Gurman (Headteacher) Cliff Smith (Site Supervisor) John Kavanagh, Patrick Costello (ICT technicians)
Is responsible for ensuring effective maintenance procedures are drawn up	PROP – Julian Marcroft
Is responsible for ensuring that all identified maintenance is carried out	Neil Gurman (Headteacher)
Any problems found with equipment should be reported to	Neil Gurman (Headteacher)
Will check that new equipment meets any required health and safety standards before it is purchased	Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher) Site Supervisor – Cliff Smith ICT technician – John Kavanagh/Patrick Costello

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Reception/Office area
Health and safety advice is available from:	Local Education Authority H/S team Schools Portal
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher) SLT
Health & Safety in shared premises (where applicable)	

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace 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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Neil Gurman (Headteacher) Anne Bedlow (Deputy Headteacher) SLT
Job specific training will be provided by:	Headteacher LCC e-learning SLT Kitchen staff training provided by LCCCG Site supervisor training provided by CGC
Jobs requiring specific health & safety training are:	ICT admin system
Training records are kept at/by:	Neil Gurman (Headteacher)
Training will be identified, arranged and monitored by:	Neil Gurman (Headteacher) Anne Bedlow (Deputy 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:	Admin Office Key Stage 1 corridor Key Stage 2 corridor Community Room Staffroom. Kits for use in the environmental area/school trips are available in the school office
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The first aider(s) and appointed person(s) is/are:	Most members of staff are trained in first aid. Trained certificates displayed around school. Training records kept by HT.
All accidents and cases of work-related ill health are to be reported to:	Neil Gurman (Headteacher) verbally and via completion of an accident form. Local authority via Health and Safety Reporting form (on-line)
Health surveillance* is required for employees doing the following jobs within the school:	If needed health surveillance documentation will be kept by the Headteacher
Health surveillance will be arranged by:	Neil Gurman (Headteacher)
Health surveillance/records will be kept by/at:	Neil Gurman (Headteacher)

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

<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 regularly and in the event of any significant changes. This function is carried out by:</p>	<p>Neil Gurman (Headteacher) Health and Safety Governor – Mr James Black Site Supervisor – Cliff Smith</p>
Is 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	Neil Gurman (Headteacher)
Is responsible for investigating work-related causes of sickness absences.	Neil Gurman (Headteacher)
Is responsible for acting on investigation findings to prevent recurrences.	Neil Gurman (Headteacher)
Is responsible for the monitoring of any trends in accidents, incidents and sickness absence.	Neil Gurman (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:	Governing Body Neil Gurman (Headteacher)
Escape routes are checked by/every:	Neil Gurman (Headteacher) every term. Site Supervisor (weekly)
Fire extinguishers are maintained and checked by/every:	Walker Fire Security through LCC Prop scheme. Tested annually.
Alarms are tested by/every:	Site Supervisor, every week on a rolling programme. Records kept
The emergency evacuation procedure is tested every:	Termly, fire drills. Records kept in Fire Log Book
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Neil Gurman (Headteacher) LCC Emergency Preparedness Matrix completed. School Emergency Plan completed.