

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Roby Mill CE Primary School**
- **Category of School: Voluntary Aided Primary School**
- **School Number: 08061**
- **School Address: School Lane, Upholland, WN8 0QR**

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:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• 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;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".</li> </ul> |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Nicola Grand	Chair of Governors name: Carole McCourt
Date: 09/24	Proposed Review date: Autumn Term FGB 2024

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Nicola Grand, Head Teacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health &amp; Safety Co-ordinator etc):</p>	<p><i>Ceri Willcock, School Bursar</i></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><i>Names &amp; Designations e.g. Premises – John Bibby, Site Supervisor Fire Safety – Head Teacher Emergency Plans – Head Teacher Educational Visits – Nicola Grand</i></p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Nicola Grand, Head Teacher</i></p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Within the School Development Plan. Within minutes of Governors meetings.</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher 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. 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.</li> </ol>	

## 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>Ceri Willcock, School Bursar</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>Nicola Grand, Head Teacher</i>
Action required to remove/control risks will be approved by:	<i>John Bibby, Site Supervisor</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Ceri Willcock, School Bursar</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Nicola Grand, 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>Nicola Grand, 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 & 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>Ceri Willcock, School Bursar</i>
Consultation with employees is provided via:	<ul style="list-style-type: none"><li>• <i>individual staff appraisals,</i></li><li>• <i>review of documents,</i></li><li>• <i>staff meetings,</i></li><li>• <i>circulation (email) of draft documents for consultation,</i></li><li>• <i>termly health &amp; safety meeting etc.</i></li><li>• <i>day to day consultation as needs arise</i></li></ul>

## 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>John Bibby, Site Supervisor Ceri Willcock, School Bursar</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Ceri Willcock, School Bursar</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Nicola Grand, Head Teacher</i>
Any problems found with equipment should be reported to:	<i>Ceri Willcock, School Bursar</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Nicola Grand, Head Teacher</i>

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: <u>Note:</u> 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.	<i>Staff Room Notice Board</i>
Health and safety advice is available from:	<i>Nicola Grand, Head Teacher</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Nicola Grand, 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. 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>Nicola Grand, Head Teacher</i>
Job specific training will be provided by:	<i>Nicola Grand, Head Teacher</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning Working at Height – H&amp;S eLearning &amp; on-the-job training</i>

	<i>Manual Handling of people - H&amp;S Team &amp; on-the-job training</i>
Training records are kept at/by:	<i>Ceri Willcock, School Bursar</i>
Training will be identified, arranged and monitored by:	<i>Ceri Willcock, School Bursar</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 boxes are available:	<i>KS1 Classroom Staffroom KS2 Classroom School Office</i>
The first aider(s) and appointed person(s) are:	<i>Nicola Grand Nicola Ashworth</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Nicola Grand, Head Teacher</i>
Health surveillance is not required for any roles within the school.	

## 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>Nicola Grand, Head Teacher Ceri Willcock, School Bursar Carole McCourt, CoG</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 - 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>Ceri Willcock, School Bursar</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Nicola Grand, Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Nicola Grand, Head Teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Ceri Willcock, School Bursar</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>Nicola Grand, Head Teacher</i>
Escape routes are checked by/every:	<i>John Bibby, Site Supervisor Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>John Bibby, JLA</i>
Alarms are tested by/every:	<i>John Bibby, Site Supervisor, weekly EFT Systems, 6 monthly, 10/24</i>
The emergency evacuation procedure is tested by/every:	<i>Nicola Grand, Head Teacher, Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Nicola Grand, 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: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Staff room – reporting book
Asbestos Management Plan	√	Main Office – H&S file
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	
Cleaning/caretaking tasks	√	Main Office – Caretaking File
Control of contractors	√	Main Office – H&S file
Control of Substances Hazardous to Health (COSHH)	√	Main Office – COSHH register
Disability access (health & safety implications)	√	Main Office – Accessibility plan
Display Screen Equipment and Eye Tests	√	Main Office – DSE Policy LCC - Compliance
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Main Office – Compliance
Emergency Procedures other than Fire e.g. flood, services failure	√	Main Office – H&S file
Extended school and community use	√ <b>(ASC)</b>	Main Office – FGB minutes
Fire Safety	√	Main Office – Fire safety Log
First Aid	√	Main Office – H&S file
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Main Office – Compliance
Health & Safety Induction (checklist available on web site)	√	Main Office – H&S File
Infection Control including needles and needle stick injuries	√	Main Office – H&S File
Lettings to non-school groups		
Manual Handling	√	Main Office – H&S File
Minibuses		
Mobile phones (the use of)	√	Safeguarding Policy

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	√	Main Office – Caretaking File
Play Equipment installations inspections	√	Main Office - Compliance
Playgrounds and external areas	√	Main Office – H&S File
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Main Office
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	√	Main Office – LCC policy
Reporting of health & safety concerns/faults	√	Main Office – Log book
Severe Weather including winter gritting	√	Main Office
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	√	Main Office – LCC policy
Stress	√	Main Office – LCC Personnel Policies
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	
Visitor and volunteers safety	√	Main office – visitor badges
Waste storage and disposal	√	Main office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Main office – Risk Assessment
Work equipment and machinery	√	Main office
Working at height – ladders, access equipment etc.		
Workplace Inspection	√	Main Office – Governors Minutes

### Table of Non-Occupational Health & Safety Topics/Activities that apply

<b>Curriculum and other non-occupational activities</b> (information and guidance is 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	√	Staff room
*Educational Visits	√	Evolve Portal
Food safety and hygiene	√	School Kitchen
Outdoor activities	√	School Office – RA file
PE Equipment	√	School Office – RA file
Pupil handling and restraint	√	School Office – Handling Policy
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Portal – LCC Smoke free / Vape free policy
Special needs of pupils health & safety issues	√	School Office - SEN policy
Stage and drama activities		
Supervision of pupils	√	School Office – RA file
Technology rooms and equipment	√	(Equipment)
Wearing of jewellery	√	Prospectus. PE policy (WLSP)
Work experience	√	School Office

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](#).