

Health & Safety Policy

September 2020

**Everyone is Welcome at St. Mary’s Pre-school and Primary School.**

**We listen to the Word of God and from this we always try to help each other.**

**We Witness a loving God who is at the centre of all we do.**

**We care for the Welfare of everyone by encouraging them to always do their best.**

**We share daily Worship that helps us to develop good relationships with God, ourselves and each other.**

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

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| * **ST MARY’S RC PRIMARY SCHOOL** * **Voluntary Aided** * **060650** * **Club Lane Chipping PR3 2QH** |

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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| * provide adequate control of the health and safety risks arising from our work activities; | * consult with employees on matters affecting their health and safety; |
| * provide and maintain safe plant and equipment; | * provide information, instruction and supervision for employees; |
| * ensure all employees are competent to do their tasks and ensure the provision of adequate training; | * prevent accidents and cases of work-related ill health |
| * maintain safe and health working conditions; * ensure safe handling and use of substances; | * comply with appropriate directions given by the county council on health and safety requirements; |
| * 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; | 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 |
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| Head Teachers name:  Mary Morris | Chair of Governors name  David Hall |
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| Date: September 2020 | Proposed Review date:  Annually |

**Responsibilities**

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| The responsibility for implementation and management of proper health and safety controls within the school is that of: | Mary Morris |
| The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator): | Mary Morris |
| 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 | Mary Morris  Lisa Cookson  Margaret Timbrell  Suzanne Cowburn  Alex Taylor  Jess Cookson  Helen Hutchings  Kath Butcher |
| 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: | Mary Morris |
| All employees within the school have a responsibility to:   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& 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 supervison;
* 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**

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.

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| Risk assessments will be undertaken by: | *School staff* |
| The significant findings of risk assessments will be reported to: | *Mary Morris* |
| Action required to remove/control risks will be approved by: | *Mary Morris* |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | *Mary Morris* |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | *Mary Morris* |
| Risk Assessments will be reviewed regularly (annually is recommended) 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. | *School staff* |

**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:

1. draw up and implement appropriate health & safety procedures for the school;
2. share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
3. arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
4. 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,
5. identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
6. comply with appropriate directions given by the county council on health and safety requirements
7. 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

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| **Occupational Health & Safety Topic/Activity**  Information and Guidance is available on the website, link below:  [Health, Safety & Wellbeing intranet site](https://schoolsportal.lancsngfl.ac.uk/corporate/web/view_sp.asp?siteid=3726&pageid=18222&e=e) | **High/Low Priority (√√)(√)** | | **Details of where information about the school's arrangements can be found** |
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| Accident Reporting, Recording and Investigation | **√√** | | Poster & information on portal |
| Administration of medication | **√√** | Black folder – heads office | |
| Educational Visits | **√√** | Office & Evolve | |
| Electrical Safety | **√√** | | Certificates in office |
| Fire Safety | **√√** | | Office - red file |
| First Aid | **√√** | | Office |
| Induction | **√√** | | Staff room & office |
| Minibuses | **√√** | | Office |
| Personal safety including lone working | **√√** | | Web site |
| Violence aggression | **√√** | | Web site |
| Play Equipment installations inspections | **√√** | | Office filing cabinet |
| Pupil handling and restraint | **√√** | Web site | |
| Reporting of H&S concerns/faults | **√√** | | Poster |
| Risk Assessment and hazard identification | **√√** | | Office |
| Substances – COSHH | **√√** | | Office |
| Child protection | **√√** | | Web site |
| Safeguarding Children | **√√** | | Web site |
| |  |  |  | | --- | --- | --- | | Water hygiene (Legionella, lead etc.) | **√** | Not yet implemented | | |  |  |  | | --- | --- | --- | | **√√** |  |  | | | |  |  |  | | --- | --- | --- | | File in office | **√** | Not yet implemented | |

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| **Curriculum and other non-occupational Health & Safety Topic/Activity** (Information and Guidance available in various parts of the [Schools Portal](https://schoolsportal.lancsngfl.ac.uk/index.asp)) | **Applicable (√)** | **Details of where information about the school's arrangements can be found** | |
| Bodily Fluids (urine; blood; faeces; vomit) | **√** | | Web site |
| Outdoor activities & grounds | **√** | Yellow folder in office | |
| Grounds maintenance | **√** | County SLA | |
| Emergency Procedures other than Fire e.g. flood, services failure | **√** | | Web site |
| Food safety and hygiene | **√** | Web site | |
| Smoking free policy | **√** | Web site | |
| Control of contractors | **√** | | Signing in procedure |
| Display Screen Equipment and eye tests | **√** | | RA in office |
| Management and other Health and Safety responsibilities | **√** | | Web site |
| Manual Handling | **√** | | Office & poster |
| Premises Management | **√** | | Not yet implemented |
| Security of premises | **√** | | Not yet implemented |
| Slips and trips | **√** | | Not yet implemented |
| Vehicle and pedestrian traffic | **√** | | RA in office in |

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](http://schoolsportal/sp_atoz/service.asp?u_id=2152&strSL=E) and [Educational visits](http://schoolsportal/sp_atoz/service.asp?u_id=2155&strSL=E).

**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.

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| Employee representative(s) for the school are: | *To be appointed* |
| Consultation with employees is provided via: | *Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Monthly/Annual Health & Safety meeting etc.* |

**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.

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| Is responsible for identifying all equipment/plant needing maintenance | *Mary Morris* |
| Is responsible for ensuring effective maintenance procedures are drawn up | *Mary Morris* |
| Is responsible for ensuring that all identified maintenance is carried out | *Mary Morris* |
| Any problems found with equipment should be reported to | *Mary Morris* |
| Will check that new equipment meets any required health and safety standards before it is purchased | *Mary Morris* |

**Information, instruction and supervision**

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| The Health and Safety Law poster\* is displayed at: | *Bursar’s Office* |
| Health and safety advice is available from: | *Lisa Cookson* |
| Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by: | *Mary Morris / Lisa Cookson* |

\* 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.

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| Induction training will be provided for all employees by: | *Mary Morris* |
| Job specific training will be provided by: | *Mary Morris* |
| Training records are kept at/by: | *Bursar’s Office* |
| Training will be identified, arranged and monitored by: | *Lisa Cookson* |

**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.

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| The first aid box(es) is/are available: | *Store room off main hall* |
| The first aider(s) and appointed person(s) is/are: | *Alex Taylor (Paediatric First Aid)*  *Suzanne Cowburn (Paediatric First Aid)*  *Helen Hutchings (Paediatric First Aid)*  *Mary Morris (Paediatric First Aid)*  *Kath Butcher (first aider)* |
| All accidents and cases of work-related ill health are to be reported to: | *Lisa Cookson* |
| Health surveillance will be arranged by/Records kept by: | *Lisa Cookson* |

**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.

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| 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 regularly (annually is recommended) and in the event of any significant changes. This function is carried out by: | *Mary Morris* / *Lisa Cookson* |
| 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 | *Mary Morris* |
| Is/are responsible for investigating work-related causes of sickness absences. | *Mary Morris* |
| Is/are responsible for acting on investigation findings to prevent recurrences. | Mary Morris |
| Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence. | *Mary Morris* |

**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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | *Lisa Cookson* |
| Escape routes are checked by/every: | *Margaret Timbrell (weekly)* |
| Fire extinguishers are maintained and checked by/every: | First call  *Margaret Timbrell (weekly)* |
| Alarms are tested by/every: | *Margaret Timbrell (weekly)* |
| The emergency evacuation procedure is tested every: | *Lisa Cookson (Termly)* |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc. | *Mary Morris* |