

HEALTH AND SAFETY POLICY



Incorporating the Local Health and Safety Arrangements for:

Water Primary School

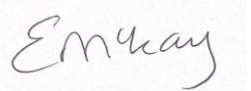
School Number: 14027
Water Primary School,
Water
Rossendale,
Lancashire,
BB4 9PX.

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 headteacher is responsible for the implementation and management of health, safety and welfare within the school. The county council, 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 healthy 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 of this template 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: T. Cuthbertson On behalf of the Governing Body
Headteacher's name: Elizabeth McKay	Chair of Governors name: Tracy Cuthbertson
Date: 8/3/23	Proposed Review date: September 23

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Name and Designation</i> Elizabeth McKay Headteacher Governors</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><i>Name and Designation</i> Alison Graham Office Manager</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><i>Names and Designations</i> Elizabeth McKay Headteacher</p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Name and Designation</i> Elizabeth McKay Headteacher</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Location eg within the School Development Plan or in the minutes of governors or staff meetings.</i></p> <p>In the school office</p>
<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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 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. 	

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>Name and Designation</i> Elizabeth McKay Headteacher
The significant findings of risk assessments will be reported to:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Action required to remove/control risks will be approved by:	<i>Name and Designation</i> Elizabeth McKay Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name and Designation</i> Elizabeth McKay Headteacher
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>Name and Designation</i> Elizabeth McKay Headteacher

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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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>Names and Designations</i> Members of unions
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health and 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 headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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>Name and Designation</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Name and Designation</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor
Any problems found with equipment should be reported to:	<i>Name and Designation</i> Alison Graham Office Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name and Designation</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor Alison Graham Office Manager

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<p><i>Location(s)</i></p> <p>School entrance</p>
<p>Health and safety advice is available from:</p>	<p><i>Name and Designation</i></p> <p>Elizabeth McKay Headteacher LCC Corporate Health and Safety Team</p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p><i>Name and Designation</i></p> <p>Elizabeth McKay Headteacher</p>
<p>Health and safety in shared premises (where applicable) is managed by:</p>	<p>Elizabeth McKay Headteacher and Alison Graham Office Manager 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.</p>

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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p><i>Name and Designation</i></p> <p>Elizabeth McKay Headteacher Alison Graham Office Manager</p>
<p>Job specific training will be provided by:</p>	<p><i>Name and Designation</i></p> <p>Elizabeth McKay Headteacher Alison Graham Office Manager</p>

Jobs requiring specific health and safety training are:	Site Supervisor/Headteacher- asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height. These will be achieved via eLearning/on the job training.
Training records are kept by:	<i>Name and Designation</i> Alison Graham Office Manager
Training will be identified, arranged and monitored by:	<i>Name and Designation</i> Elizabeth McKay Headteacher Alison Graham Office Manager Glenn Barlow Site Supervisor

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<i>Detail location(s)</i> Disabled Toilet Outside the school office KS2 Kitchen Classrooms
The first aider(s) and appointed person(s) is/are:	Names as listed outside the school office. Alison Graham Office Manager
All accidents and cases of work-related ill health are to be reported to:	<i>Name and Designation</i> Elizabeth McKay Headteacher

*Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any job roles within the school.	Any identified incidences, advice would be sought.
Health surveillance will be arranged by:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Health surveillance/records will be kept by/at:	<i>Name and Designation</i> Alison Graham Office Manager School Office

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>Name and Designation</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor Health and Safety Governor
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 Elizabeth McKay Headteacher
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name and Designation</i> Elizabeth McKay Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name and Designation</i> Elizabeth McKay Headteacher

	Alison Graham Office Manager
--	---------------------------------

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>Name and Designation</i> Elizabeth McKay Headteacher
Escape routes are checked by/every:	<i>Name, Designation and frequency:</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor Alison Graham Office Manager
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> Glenn Barlow Site Supervisor
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> Glenn Barlow Site Supervisor Weekly
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> Elizabeth McKay Headteacher Glenn Barlow Site Supervisor Alison Graham Office Manager
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Name and Designation</i> Elizabeth McKay Headteacher

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	School Office/ Portal
Asbestos management plan	√	School Office/ Portal
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	School Office/ Portal
Cleaning/caretaking tasks	√	School Office/ Portal
Control of contractors	√	School Office/ Portal
Control of substances hazardous to health (COSHH)	√	School Office/ Portal
Disability access (health and safety implications)	√	School Office/ Portal
Display screen equipment and eye tests	√	School Office/ Portal
Driving at work		
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	School Office/ Portal
Emergency procedures other than fire, for example flood, services failure	√	School Office/ Portal
Extended school and community use	√	School Office/ Portal
Finger traps (internal and external)	√	School Office/ Portal
Fire safety	√	School Office/ Portal
First aid	√	School Office/ Portal
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		
Health and safety induction (a checklist is available on the health safety and quality website)	√	School Office/ Portal
Infection control, including needles and needlestick injuries	√	School Office/ Portal
Lettings to non-school groups	√	School Office/ Portal
Manual handling	√	School Office/ Portal

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Minibuses	√	School Office/ Portal
Mobile phones (the use of)	√	School Office/ Portal
Personal safety including lone working and violence and aggression	√	School Office/ Portal
Play equipment installations inspections	√	School Office/ Portal
Playgrounds and external areas	√	School Office/ Portal
Ponds and water features	√	School Office/ Portal
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	School Office/ Portal
Pupil moving and handling (special needs)	√	School Office/ Portal
Pregnant employees and nursing mothers	√	School Office/ Portal
Reporting of health and safety concerns/faults	√	School Office/ Portal
Severe weather including winter gritting	√	School Office/ Portal
Shared use of buildings	√	School Office/ Portal
Sharps, for example, broken glass in the school building or external grounds	√	School Office/ Portal
Stress	√	School Office/ Portal
Swimming pools	N/A	N/A
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	N/A	N/A
Visitor and volunteers' safety	√	School Office/ Portal
Waste storage and disposal	√	School Office/ Portal
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	School Office/ Portal
Work equipment and machinery	√	School Office/ Portal
Working at height – ladders, access equipment etc	√	School Office/ Portal
Workplace inspection (internal and external)	√	School Office/ Portal

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
<i>-add more as required</i>		

Table of non-occupational health and 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	√	School Office
*Educational visits	√	Evolve
Food safety and hygiene	√	School Office
Outdoor activities	√	School Office
PE equipment	√	School Office
Pupil handling and restraint	√	Behaviour policy
Grounds maintenance activities	√	School Office
Pupil movement and flow	√	School Office
School transport	√	School Office
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Science Policy
Smoking	√	School Office
Special needs of pupils (health and safety issues)	√	SEND Policy
Stage and drama activities		
Supervision of pupils	√	School Office
Technology rooms and equipment	√	School Office
Wearing of jewellery	√	School Office
Work experience	√	School Office
<i>-add more as required</i>		

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](#).