

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – St Michael and St John’s RC Primary, Clitheroe**
- **Category of School - Primary**
- **School Number - 11059**
- **School Address – Lowergate, Clitheroe, BB7 1AG**

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: Zoe Mabbott	Chair of Governors name: Mark Evans
Date: August 2018	Proposed Review date: August 2019

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Headteacher - Z Mabbott</p>
<p>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):</p>	<p>Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Site Manager – Alan Moon</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>Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Temp Deputy Headteacher –Andrew Smith</p>
<p>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:</p>	<p>Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Temp Deputy Headteacher – Andrew Smith</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; 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 objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives 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

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.	Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Site Manager – Alan Moon All staff as required.
The significant findings of risk assessments will be reported to:	Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Site Manager – Alan Moon Temp Deputy Headteacher – Andrew Smith
Action required to remove/control risks will be approved by:	Z Mabbott - Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Z Mabbott - Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Z Mabbott - Headteacher
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>By whom :</i> Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Site Manager – Alan Moon Temp Deputy Headteacher – Andrew Smith

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:	Kath Webb, Andrew Smith
Consultation with employees is provided via:	Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Health & Safety is a standing agenda item on every meeting.

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:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson
Responsible person(s) for ensuring that all identified maintenance is carried out:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson
Any problems found with equipment should be reported to:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s)</i> Entrance and School Staff Room
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Health and safety advice is available from:	Headteacher – Z Mabbott Site Manager – Alan Moon Bursar – Kathryn Wilkinson
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Headteacher - Z Mabbott Temp Deputy Headteacher – Andrew Smith Kathryn Wilkinson - Bursar
Health & Safety in shared premises (where applicable) is managed by: - delete if premise is not shared	The Head Teacher/Deputy Head or nominated representative 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

* 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:	Headteacher - Z Mabbott Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson Site Manager – Alan Moon
Job specific training will be provided by:	Headteacher - Z Mabbott Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson Site Manager – Alan Moon
Jobs requiring specific health & safety training are:	Buffing Cleaning of premises Site Maintenance Welfare
Training records are kept at/by:	Headteacher / Bursar
Training will be identified, arranged and	Headteacher - Z Mabbott

monitored by:	Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson Site Manager – Alan Moon
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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:	School Office First Floor / Outside Y5 Classroom
The first aider(s) and appointed person(s) is/are:	All staff
All accidents and cases of work-related ill health are to be reported to:	Headteacher - Z Mabbott Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson
*Health surveillance is required for employees doing the following jobs within the school:	Identified staff with specific medical conditions.
Health surveillance will be arranged by:	Headteacher - Z Mabbott
Health surveillance/records will be kept by/at:	Headteacher - Z Mabbott HT 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	Governors Health & Safety
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our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by:	Committee and HT Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson Site Manager – Alan Moon
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly 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:	Headteacher - Z Mabbott
Responsible person(s) for investigating work-related causes of sickness absences:	Headteacher - Z Mabbott
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher - Z Mabbott Temp Deputy Headteacher – Andrew Smith Bursar – Kathryn Wilkinson Site Manager – Alan Moon All Staff (as appropriate)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Headteacher - Z Mabbott Bursar – Kathryn Wilkinson

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:	Site Manager – Alan Moon Bursar – Kathryn Wilkinson Headteacher - Z Mabbott
Escape routes are checked by/every:	Alan Moon / Daily
Fire extinguishers are maintained and checked by/every:	Alan Moon / LCC Awarded Service Company
Alarms are tested by/every:	Alan Moon

The emergency evacuation procedure is tested by/every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Headteacher - Z Mabbott Bursar – Kathryn Wilkinson Governors

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 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	✓	School / Headteachers Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	School / Headteachers Office
Catering	✓	School / Headteachers Office
Cleaning/caretaking	✓	School / Headteachers Office
Control of contractors	✓	School / Headteachers Office
Disability access – H&S implications	✓	School / Headteachers Office
Display Screen Equipment and eye tests	✓	School / Headteachers Office
Driving at Work	✓	School / Headteachers Office
Electrical Safety	✓	School / Headteachers Office
Emergency Procedures other than Fire e.g. flood, services failure	✓	School / Headteachers Office
Extended school and community use		
Falling Objects/Safe storage	✓	School / Headteachers Office
Fire Safety	✓	School / Headteachers Office
First Aid	✓	School / Headteachers Office
Gas safety	✓	School / Headteachers Office
Hot surfaces, scalds and burns	✓	School / Headteachers Office
Induction	✓	School / Headteachers Office
Information communication	✓	School / Headteachers Office
Lettings to non school groups	✓	School / Headteachers Office
Management and other Health and Safety responsibilities	✓	School / Headteachers Office
Manual Handling	✓	School / Headteachers Office
Minibuses		
Mobile phones – use of	✓	School / Headteachers Office
Needles and needle stick injuries		
Performance Monitoring	✓	School / Headteachers Office

Personal safety including lone working and violence and aggression	✓	School / Headteachers Office
Play Equipment installations inspections	✓	School / Headteachers Office
Playgrounds and external areas	✓	School / Headteachers Office
Ponds and Water features		
Premises Management	✓	School / Headteachers Office
Pupil moving and handling (Special needs)	✓	School / Headteachers Office
Pregnant employees and nursing mothers	✓	School / Headteachers Office
Reporting of H&S concerns/faults	✓	School / Headteachers Office
Risk Assessment and hazard identification	✓	School / Headteachers Office
Safety Committee	✓	School / Headteachers Office
Safety Representatives	✓	School / Headteachers Office
Shared use of buildings		
Slips and trips	✓	School / Headteachers Office
Stress	✓	School / Headteachers Office
Substances – COSHH	✓	School / Headteachers Office
Swimming pools		
Temporary and supply staff	✓	School / Headteachers Office
Training	✓	School / Headteachers Office
Transporting and storing chemicals	✓	School / Headteachers Office
Vehicle and pedestrian traffic		
Visitor and volunteers safety	✓	School / Headteachers Office
Waste storage and disposal	✓	School / Headteachers Office
Water hygiene (Legionella, lead etc.)	✓	School / Headteachers Office
Work equipment and machinery	✓	School / Headteachers Office
Working at height – ladders, access equipment etc.	✓	School / Headteachers Office
Workplace Inspection	✓	School / Headteachers Office

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	✓	School / Headteachers Office
*Educational Visits	✓	School / Headteachers Office
Food safety and hygiene	✓	School / Headteachers Office
Outdoor activities	✓	School / Headteachers Office
PE Equipment	✓	School / Headteachers Office
Pupil handling and restraint		
Grounds maintenance		
Pupil movement and flow	✓	School / Headteachers Office
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	✓	School / Headteachers Office
Special needs of pupils Health & Safety issues	✓	School / Headteachers Office
Stage and drama activities	✓	School / Headteachers Office
Supervision of pupils	✓	School / Headteachers Office
Technology rooms and equipment		
Wearing of jewellery	✓	School / Headteachers Office
Work experience	✓	School / Headteachers 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](#).

