

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Wray with Botton Endowed Primary School**
- **Primary**
- **01/027**
- **School Lane, Wray, Lancaster, LA2 8QE**

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 day-to-day 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:

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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 health 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: Mrs Rachel Norton-Smith	Chair of Governors name: Mr Stewart Lawrenson
Date: November 2018	Proposed Review date: November 2019

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Headteacher – Rachel Norton-Smith Deputy Head – Anne Phillips Chair of Gobs – Stewart Lawrenson Business and Management Committee</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health &amp; Safety Co-ordinator):</p>	<p><i>Mrs Rachel Norton-Smith</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>Mrs Rachel Norton-Smith</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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Mrs Rachel Norton-Smith Business and Management Committee</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. 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.</li> </ol>	

\* 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.	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
The significant findings of risk assessments will be reported to:	<i>Mrs Rachel Norton-Smith HT Mr Stewart Lawrenson</i>
Action required to remove/control risks will be approved by:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
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>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</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>Mrs Alison Wood</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>circulation of draft documents for consultation,</i></li><li>○ <i>regular health &amp; safety meeting etc.</i></li><li>○ <i>Newsletters and staff info</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>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Any problems found with equipment should be reported to:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staff room notice board</i>
Health and safety advice is available from:	<i>Schools Portal LCC <a href="mailto:Health.safety@lancashire.gov.uk">Health.safety@lancashire.gov.uk</a> Full range of contacts – see</i>

	<i>appendix</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Health & Safety in shared premises (where applicable) is managed by:  - delete if premise is not shared	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT - 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.</i>

\* 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:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Job specific training will be provided by:	<i>LCC training CLEAPSS address:<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a> Username: boron Password: 5b4g2c3a</i>
Jobs requiring specific health & safety training are:	<i>LCC online training First Aid training Paediatric first aid training Heartstart Go Velo</i>
Training records are kept at/by:	<i>Mrs Rachel Norton-Smith HT</i>
Training will be identified, arranged and monitored by:	<i>Mrs Rachel Norton-Smith</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 box(es) is/are available:	<i>Outside HT's office Class 1 Forest school kit</i>
The first aider(s) and appointed person(s) is/are:	<i>Rachel Norton-Smith Anne Phillips Charlotte Taylor Jill Burrow Claire Hargreaves Felicity Callus-Whitton</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Rachel Norton-Smith Anne Phillips</i>
*Health surveillance is required for employees doing the following jobs within the school:	<i>Regular eye tests for SBO Any pregnant employee will require a specific risk assessment and duties may need to be modified Correct use of Jollyback chairs</i>
Health surveillance will be arranged by:	<i>Mrs Rachel Norton-Smith HT Mrs Anne Phillips DHT</i>
Health surveillance/records will be kept by/at:	<i>Confidential file in school office</i>

## 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	<i>Mrs Rachel Norton-Smith HT</i>
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our safe working practices are being followed, we will:  Conduct workplace inspections. These are carried out by:	<i>Mrs Anne Phillips DHT</i>  <i>Health, safety and buildings committee</i>
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:	<i>Mrs Rachel Norton-Smith HT</i> <i>Mrs Anne Phillips DHT</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs Rachel Norton-Smith HT</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs Rachel Norton-Smith HT</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs Rachel Norton-Smith HT</i> <i>Mrs Anne Phillips DHT</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>Mrs Rachel Norton-Smith</i>
Escape routes are checked by/every:	<i>Mrs Rachel Norton-Smith HT</i> <i>Mrs Anne Phillips DHT</i> <i>Half termly checks</i> <i>Daily vigilance</i>
Fire extinguishers are maintained and checked by/every:	<i>Procyon</i> <i>Annually</i>
Alarms are tested by/every:	<i>Weekly by site supervisor</i> <i>Westmorland Fire and Safety</i>
The emergency evacuation procedure is tested by/every:	<i>Mrs Rachel Norton-Smith HT</i> <i>Mrs Anne Phillips DHT</i> <i>Half termly</i>
Responsibility for ensuring arrangements are	<i>Mrs Rachel Norton-Smith</i>



in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Emergency preparedness matrix</i>
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### Table of Occupational Health & Safety Topics/Activities that apply

<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>
Accident Reporting, Recording and Investigation	√	Staff Room
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	H & S Policy First Aid
Catering	√	Kitchen
Cleaning/caretaking	√	COSHH
Control of contractors	√	Risk assessment and Policy
Disability access (health & safety implications)	√	Local Offer
Display Screen Equipment and Eye Tests	√	H & S Manual
Driving at Work	√	Compliance File
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Compliance File
Emergency Procedures other than Fire e.g. flood, services failure	√	Policy File
Extended school and community use	X	
Falling Objects/Safe storage	√	Risk assessment
Fire Safety	√	Fire log book
First Aid	√	First Aid Policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Compliance File
Hot surfaces, scalds and burns	√	First Aid Policy
Health & Safety Induction (checklist available on web site)	√	Policy
Lettings to non-school groups	√	Policy
Manual Handling	√	H & S Manual
Minibuses	X	
Mobile phones (the use of)	√	E-safety Policy
Needles and needle stick injuries	√	First aid policy

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		H & S Manual
Personal safety including lone working and violence and aggression	√	Policy
Play Equipment installations inspections	√	Annual risk assessment
Playgrounds and external areas	√	Termly risk assessment
Ponds and Water features	x	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Compliance
Pupil moving and handling (special needs)	√	Policy and local offer Risk assessment if and when required
Pregnant employees and nursing mothers	√	Policy Risk assessment when required
Reporting of health & safety concerns/faults	√	Staff handbook and policy
Shared use of buildings	√	Risk assessment with The Village Institute
Sharps e.g. broken glass either in school building or external grounds	√	Risk assessment
Slips and trips	√	H & S policy
Stress	√	Work related stress policy
Substances – COSHH	√	COSHH File Compliance
Swimming pools	√	Risk assessment of pool
Vehicle and pedestrian traffic	√	Risk assessment
Visitor and volunteers safety	√	Policy
Waste storage and disposal	√	H & S Manual
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Graham Environmental Services
Work equipment and machinery	√	PAT electrical testing ICT tech support

<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>
Working at height – ladders, access equipment etc.	√	Risk assessment Training
Workplace Inspection	√	Risk assessment

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

Curriculum and other non-occupational activities (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	First Aid Policy
*Educational Visits	√	Policy
Food safety and hygiene	√	Kitchen – Policy
Outdoor activities	√	Policy
PE Equipment	√	Policy
Pupil handling and restraint	√	Policy
Grounds maintenance activities	√	Compliance
Pupil movement and flow	√	Policy
School transport	X	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	
Smoking	√	All grounds no smoking areas
Special needs of pupils health & safety issues	√	SEND Policy and Local Offer
Stage and drama activities	√	Policy
Supervision of pupils	√	Policy and H&S
Technology rooms and equipment	X	
Wearing of jewellery	√	Uniform Policy
Work experience	√	Annual risk assessment

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](#).