



## Health and Safety Policy

The Health and Safety Policy is based on best practice advice and guidance from Lancashire County Council.

The implementation of this policy will be monitored by: the Headteacher and Deputy Headteacher in consultation with the Leadership Team and a nominated Governor.

This policy will be reviewed as appropriate by: The Finance Health and Safety Committee of the Governors

<b>Policy Created:</b>	May 2019		
<b>First Presented to Governors for approval:</b>	Staffing, Finance, Buildings, Health & Safety Committee		
<b>Proposed Review Cycle/Next Date:</b>	2/3 Year	May 2021	
<b>Approved by (Headteacher)</b>		<b>Approved by (Governor)</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Policy Review History</b>			
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	
<b>Key Changes:</b>	<b>Key Changes:</b>	<b>Key Changes:</b>	
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<b>Presented to Governors:</b>	<b>Presented to Governors:</b>	<b>Presented to Governors:</b>	

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School RYELANDS PRIMARY**
- **Category of School COMMUNITY**
- **School Number 01012**
- **School Address TORRISHOLME ROAD, LANCASTER, LA1 2RJ**

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 Head Teacher 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 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:

- 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
Head Teachers name: LINDA PYE	Chair of Governors name: ANDREW JARMAN
Date:	Proposed Review date: May 2021

### Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Linda Pye – Headteacher/Premises Manager Jules Wilkin – H&S Co-ordinator
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Jules Wilkin
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	Linda Pye Jules Wilkin Ian Anderson– Site Supervisor Justin Hyde – Educational visits Coordinator
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:	Jules Wilkin
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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 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.

## 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:	Most appropriately placed staff members who have training to do so.
The significant findings of risk assessments will be reported to:	Linda Pye Jules Wilkin
Action required to remove/control risks will be approved by:	Linda Pye Jules Wilkin
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Linda Pye Jules Wilkin Governors Finance and Building Sub-group
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Linda Pye Jules Wilkin Governors Finance and Building Sub-group
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's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below.

<b>Occupational Health &amp; Safety Topic/Activity</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Asbestos – Management in School	√	Asbestos File
Accident Reporting, Recording and Investigation	√	Accident File
Bodily Fluids (urine; blood; faeces; vomit)	√	Health and Safety Staff Handbook
Cleaning/caretaking	√	COSHH File
Control of contractors	√	Contractors File
Display Screen Equipment	√	Health and Safety Staff Handbook
Electrical Safety	√	Statement of Compliance File
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency Response Matrix
Falling Objects/Safe storage	√	Emergency Response Matrix
Fire Safety	√	Fire Safety File
First Aid	√	Health and Safety File on SMT
Gas safety	√	Statement of Compliance File
Induction	√	Induction folder on Staff share/Network
Information communication	√	Health and Safety File, E-Safety and Child Protection Policies
Management and other Health and Safety responsibilities	√	Health and Safety File on SMT
Manual Handling	√	Health and Safety Handbook
Mobile phones – use of	√	Health and Safety Handbook, Staff Handbook and Induction documentation – ‘Working together to Safeguard Children’ etc.
Monitoring	√	Health and Safety File on SMT – Checklists, Water Management Folder, Workplace Inspection etc.
Needles and needle stick injuries	√	Health and Safety File on SMT – Administration of Medicines Policy
Personal safety including lone working and violence and aggression	√	Policy Documents and Risk Assessments held on school network and website.

Play Equipment installations inspections	√	Health and Safety File on SMT
Playgrounds and external areas	√	Health and Safety File on SMT
Ponds and Water features	√	Health and Safety File on SMT
Premises Management	√	Health and Safety File on SMT
Pupil moving and handling (Special needs)	√	Health and Safety File on SMT
Pregnant employees and nursing mothers	√	Health and Safety File on SMT
Reporting of H&S concerns/faults	√	Health and Safety File on SMT / Hazards and Concerns Record Sheet
Risk Assessment and hazard identification	√	Risk Assessment folder centrally held on school network
Safety Committee	√	Health and Safety File – Buildings & H&S Governor Committee
Safety Representatives	√	Health and Safety Policy
Security of premises	√	Health and Safety File on SMT
Slips and trips	√	Health and Safety File on SMT
Stress	√	Stress Policy available on school website and network
Substances – COSHH	√	COSHH File
Temporary and supply staff	√	Health and Safety Handbook
Training	√	Health and Safety File on SMT
Transporting and storing chemicals	√	Health and Safety File on SMT
Vehicle and pedestrian traffic	√	Health and Safety File on SMT
Visitor and volunteers safety	√	Health and Safety Handbook
Waste storage and disposal	√	Health and Safety File on SMT
Water hygiene (Legionella, lead etc.)	√	Water Management Folder
Work equipment and machinery	√	Health and Safety File on SMT
Working at height – ladders, access equipment etc.	√	Health and Safety File on SMT
Workplace Inspection	√	Health and Safety File on SMT
<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance available in various parts of the	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>

<a href="#">Schools Portal</a> )		
Administration of medication	√	Health and Safety Handbook and File and School Policy on website
Educational Visits	√	EVC File
Food safety and hygiene	√	Health and Safety File on SMT
Outdoor activities	√	Health and Safety File on SMT
PE Equipment	√	Health and Safety File on SMT
Pupil handling and restraint	√	Behaviour Policy
Grounds maintenance	√	Health and Safety File on SMT
Pupil movement and flow	√	Health and Safety File on SMT
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Health and Safety File on SMT
Smoking	√	Staff Handbook
Special needs of pupils Health & Safety issues	√	SEN Policy, Intimate Care Policy – network and website.
Stage and drama activities	√	Risk Assessments held on Network
Supervision of pupils	√	Health and Safety File on SMT

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](#) and [Educational visits](#).



## Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via an union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	Emma Finch
Consultation with employees is provided via:	Staff meetings/Phase meetings

## 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.

Is responsible for identifying all equipment/plant needing maintenance:	Ian Anderson– site supervisor
Is responsible for ensuring effective maintenance procedures are drawn up	Paul Simpson – Building representative (LCC) Richard Wood Linda Pye
Is responsible for ensuring that all identified maintenance is carried out	Ian Anderson
Any problems found with equipment should be reported to	Ian Anderson
Will check that new equipment meets any required health and safety standards before it is purchased	Linda Pye

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s):</i> Entrance to main school, Nursery building entrance and staff room.
Health and safety advice is available from:	HEALTH AND SAFETY TEAM COUNTY HALL PRESTON, PR1 0LD.
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	Lee Dougan
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head 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.

## 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.

Induction training will be provided for all employees by:	Linda Pye Health and Safety induction by Jules Wilkin
Job specific training will be provided by:	Line Managers and a named school contact
Specific jobs requiring special training are:	Jules Wilkin Ian Anderson
Training records are kept at/by:	Jules Wilkin
Training will be identified, arranged and monitored by:	Jules Wilkin Ian Anderson

## 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:	Reception classroom, on the KS1 and KS2 corridors, Nursery building
The first aider(s) and appointed person(s) is/are:	Posters displayed in school Rotas on display where necessary
All accidents and cases of work-related ill health are to be reported to:	Linda Pye Jules Wilkin Bev Jenkins – office H & S
Health surveillance is required for employees within the school under the following circumstances:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities: Employees may need adapted duties or a specific Risk Assessment on return to work following an absence.
Health surveillance will be arranged by:	Jules Wilkin
Health surveillance/records will be kept by/at:	Jules Wilkin

## 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>Linda Pye          Jules Wilkin          A member of the Governing Body          Health and Safety Committee          Emma Finch – Staff H&amp;S Representative          Ian Anderson</p> <p>Most appropriately placed staff members who have training to do so</p>
<p>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</p>	<p>Linda Pye          Jules Wilkin          Ian Anderson</p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p>Linda Pye</p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Linda Pye</p>

## 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:	Linda Pye Jules Wilkin
Escape routes are checked monthly by:	Ian Anderson
Fire extinguishers are maintained and checked by/every:	Churches – annually Cleaned weekly – Ian Anderson
Alarms are tested by/every:	Weekly – Ian Anderson Annually – Thompsons (one year period)
The emergency evacuation procedure is tested every:	Twice a year
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Linda Pye Lee Dougan