

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Harris Primary School**
- **Category of School: Community School**
- **School Number: 06058**
- **School Address: Wychnor, Fulwood, Preston PR2 7EE**

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:

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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 healthy 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: Ian Groom (Acting HT)	Signed: Alison Aylott
	On behalf of the Governing Body
Headteacher's name: Ian Groom	Chair of Governors name: Alison Aylott
Date: 28.2.23	Proposed Review date: 1.3.24

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Helen Brown Headteacher</i></p> <p><i>Ian Groom Deputy Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health &amp; Safety Co-ordinator etc):</p>	<p><i>Helen Brown Headteacher</i></p> <p><i>Ian Groom Deputy Headteacher</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>Premises – Helen Brown Fire Safety – Helen Brown Day-to-day checks – Site Supervisor Emergency Plans – Helen Brown Educational Visits – Ian Groom Liaison re lettings – Jayne Coulton</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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Helen Brown Headteacher</i></p> <p><i>Ian Groom Deputy Headteacher</i></p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Minutes of Building and Health and Safety Governors and Staff meetings.</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. 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.</li> </ol>	

## 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>Helen Brown Headteacher</i>
The significant findings of risk assessments will be reported to:	<i>Helen Brown Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Helen Brown Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Helen Brown Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Helen Brown Headteacher</i>
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>Helen Brown Headteacher</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>Helen Brown Headteacher</i>  <i>Ian Groom Deputy Headteacher</i>  <i>Jayne Coulton School Business Manager</i>
Consultation with employees is provided via:	<i>Staff Newsletter, School diary, staff meetings, email, Review of documents, team meetings, circulation of draft documents for consultation and termly health &amp; safety meeting.</i>

## 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>Helen Brown Headteacher</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Helen Brown Headteacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Helen Brown Headteacher</i>
Any problems found with equipment should be reported to:	<i>Helen Brown Headteacher  Ian Groom Deputy Headteacher Buildings and Health &amp; Safety Governor's Committee</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Helen Brown Headteacher</i>

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:  <u>Note:</u> 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.	<i>Staffroom</i>
Health and safety advice is available from:	<i>Helen Brown Headteacher</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Ian Groom Deputy Headteacher</i>

## 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>Staff Newsletter, School diary, staff meetings and email</i>
Job specific training will be provided by:	<i>Staff Newsletter, School diary, staff meetings and email</i>
Jobs requiring specific health & safety training are:	<i>Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training COSHH – H&amp;S Team &amp; on the job training Management of Contractors – H&amp;S eLearning &amp; on-the-job training DSE – H&amp;S eLearning Working at Height – H&amp;S eLearning &amp; on-the-job training Manual Handling of people - H&amp;S Team &amp; on-the-job training</i>

Training records are kept at/by:	<i>Ian Groom Deputy Headteacher</i>
Training will be identified, arranged and monitored by:	<i>Ian Groom Deputy Headteacher</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>KS2 Resource Area, Staff Room</i>
The first aider(s) and appointed person(s) is/are:	<i>Helen Brown Ian Groom Stephen Baines Sarah Vaughan-Dyke Ksenia Dewhurst Lauren Rigby Sarah Grainger Charlotte Livesey Helen Bilsbrough Rebecca Sumner Rebecca Whalley Sara Hartley</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Helen Brown Headteacher</i>
*Health surveillance is not required for any roles within the school.	<i>n/a at present</i>
Health surveillance will be arranged by:	<i>n/a</i>
Health surveillance/records will be kept by/at:	<i>n/a</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 our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	<i>HT and Building and Health and Safety Committee</i>
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
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>Helen Brown Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Helen Brown Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Helen Brown Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Helen Brown Headteacher</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>HT and Building and Health and Safety Committee</i>
Escape routes are checked by/every:	<i>Site Supervisor daily</i>
Fire extinguishers are maintained and checked	<i>Annually</i>



by/every:	<i>Churches Fire</i>
Alarms are tested by/every:	<i>Site Supervisor, weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Every term by Helen Brown Headteacher</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Helen Brown Headteacher</i>

### 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	Y	School Office
Asbestos Management Plan	Y	School Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Y	Staff handbook
Cleaning/caretaking tasks	Y	Discussion with HT
Control of contractors	Y	School Office
Control of Substances Hazardous to Health (COSHH)	Y	SimplyClean if applicable
Disability access (health & safety implications)	Y	Discussion with HT if necessary
Display Screen Equipment and Eye Tests	Y	Discussion with HT
Driving at Work	N	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Y	HT
Emergency Procedures other than Fire e.g. flood, services failure	Y	Critical Incident Policy
Extended school and community use	Y	Lettings Policy
Fire Safety	Y	Fire Safety Policy & Staff Handbook
First Aid	Y	Staff Handbook
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Y	HT & Staff Handbook
Health & Safety Induction	Y	Induction & Inset
Infection Control including needles and needle stick injuries	Y	HT
Lettings to non-school groups	Y	Lettings Policy
Manual Handling	Y	Staff Handbook
Minibuses	N	
Mobile phones (the use of)	Y	Data Protection Policy
Personal safety including lone working and violence and aggression	Y	Risk Assessment

<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>
Play Equipment installations inspections	Y	Contract Records
Playgrounds and external areas	Y	Site Supervisors Record Book/H&S policy
Ponds and Water features	N	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Y	HT
Pupil moving and handling (special needs)	Y	Safeguarding Policy
Pregnant employees and nursing mothers	Y	HT
Reporting of health & safety concerns/faults	Y	Health & Safety Policy
Severe Weather including winter gritting	Y	HT
Shared use of buildings	N	
Sharps e.g. broken glass either in school building or external grounds	Y	HT/Site Supervisor
Stress	Y	Stress Policy
Swimming pools	N	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Y	HT
Visitor and volunteers safety	Y	Parent Helpers in School Policy
Waste storage and disposal	Y	Site Supervisor
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Y	Site Supervisor Records/LCC Audits
Work equipment and machinery	Y	Electrical Test Records
Working at height – ladders, access equipment etc.	Y	Staff Handbook and completed training certificates
Workplace Inspection	Y	Minutes of Governor Meetings



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

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	Y	Policy, Website & Staff Handbook
*Educational Visits	Y	EVC Leader, EVC Policy & Procedures
Food safety and hygiene	Y	HT/Notices in School
Outdoor activities	Y	PE and Outdoor Learning Policy
PE Equipment	Y	Annual Safety Checks
Pupil handling and restraint	Y	Safeguarding Policy
Grounds maintenance activities	Y	SLA with LCC
Pupil movement and flow	Y	Code of Conduct
School transport	N	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Y	Curriculum Policy
Smoking	N	
Special needs of pupils health & safety issues	Y	SEN/Inclusion Policies
Stage and drama activities	Y	HT
Supervision of pupils	Y	Staff Handbook
Technology rooms and equipment	N	
Wearing of jewellery	Y	School Prospectus
Work experience	Y	Discussion with Member of Staff Responsible

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](#).