



HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: St Andrews C of E Infant School**
- **Category of School: Infant**
- **School Number: 07/015**
- **School Address: Woodlea Road, Leyland, Preston, PR25 1JL**

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: E.Glassbrook	Signed: J.Churchward
	On behalf of the Governing Body
Headteacher's name: Miss E Glassbrook	Chair of Governors name: Mrs J Churchward

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>Headteacher and Business Manager Governing Body</i>
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:	<i>School Business Manager</i>
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:	<i>Headteacher Caretaker School Business Manager Buildings, Health & Safety Governors as appropriate.</i>
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:	<i>Headteacher School Business Manager Resources Governors</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>Within the School Development Plan Minutes of Governors and/or Staff meetings.</i>
<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>Headteacher/ School Business Manager/school staff for school trips/ EVC co-ordinator</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher/ School Business Manager</i>
Action required to remove/control risks will be approved by:	<i>Headteacher / School Business Manager</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher / School Business Manager / Health and Safety Governor</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher / School Business Manager/Health and Safety Governor</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>Headteacher/ School Business Manager/Site supervisor</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 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>Deputy Headteacher School Business Manager</i>
Consultation with employees is provided via:	<i>Individual staff appraisals Staff meetings Circulation of draft documents for consultation</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;
- 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>All staff must report issues to the Headteacher /School Business Manager</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Headteacher/ School Business Manager /Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Headteacher/ School Business Manager/Site Supervisor
Any problems found with equipment should be reported to:	Headteacher/ School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Headteacher/ School Business Manager /Buildings Surveyor

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>Photocopier room Kitchen</i></p>
<p>Health and safety advice is available from:</p>	<p><i>Headteacher/ School Business Manager</i></p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p>Headteacher/Deputy. Student placement co-ordinator in the case of trainee teachers.</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>Headteacher</p>
<p>Job specific training will be provided by:</p>	<p>Headteacher/Deputy head</p>
<p>Jobs requiring specific health and safety training are:</p>	<p>First Aid Site supervisor tasks</p>
<p>Training records are kept by:</p>	<p><i>School Business Manager</i> (centrally) Staff also hold certain documents</p>
<p>Training will be identified, arranged and monitored by:</p>	<p>Headteacher/Deputy/ <i>School Business Manager /RCCN</i></p>

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>Small boxes in each classroom but the main store is in the disabled toilets</i>
The first aider(s) and appointed person(s) is/are:	<i>List of trained First Aiders displayed around school</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Headteacher</i>
Health surveillance is not required for any job roles within the school.	<i>Will be considered if required</i>
Health surveillance will be arranged by:	<i>Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Headteacher</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>Headteacher/Bursar</i> <i>Resources 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	<i>Headteacher/ School Business Manager</i>

changes.	
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>Headteacher/ School Business Manager</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Headteacher/ School Business Manager</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher/Governing Body
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Headteacher/ School Business Manager</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:	Headteacher
Escape routes are checked by/every:	Monthly basis by caretaker
Fire extinguishers are maintained and checked by/every:	Contracted as per PROPS SLA
Alarms are tested by/every:	<i>Caretaker/ School Business Manager /Headteacher</i>
The emergency evacuation procedure is tested by/every:	<i>Headteacher/ School Business Manager</i> Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	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	√	Accident books
Asbestos management plan	√	Health and Safety File
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Risk assessment
Cleaning/caretaking tasks	√	RCCN
Control of contractors	√	Risk assessment
Control of substances hazardous to health (COSHH)	√	Health and Safety File/ RCCN
Disability access (health and safety implications)	√	School accessibility plan
Display screen equipment and eye tests	√	DSE User and Risk Assessment where required
Driving at work	√	Risk Assessment
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	PAT Tests are carried out annually
Emergency procedures other than fire, for example flood, services failure	√	School Emergency Plan
Extended school and community use	√	Lease agreements with outside agencies
Finger traps (internal and external)		
Fire safety	√	Fire safety folder and records
First aid		A list of current first aiders can be found in the school office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	x	No gas in school
Health and safety induction (a checklist is available on the health safety and quality website)	√	Induction booklet
Lettings to non-school groups	√	Lease agreements with outside agencies
Manual handling	√	Risk assessment
Mobile phones (the use of)	√	Staff handbook and staff conduct policy

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
Personal safety including lone working and violence and aggression	√	Staff Induction
Play equipment installations inspections	√	Health and Safety File
Playgrounds and external areas	√	Playground inspection reports
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	
Pupil moving and handling (special needs)	√	Individual risk assessments when needed
Pregnant employees and nursing mothers	√	Individual risk assessments when needed
Reporting of health and safety concerns/faults	√	PAMS reporting
Severe weather including winter gritting	√	
Stress	√	Individual risk assessments when needed
Visitor and volunteers' safety	√	
Waste storage and disposal	√	
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Water Hygiene Logbook
Work equipment and machinery	√	Risk assessment
Working at height – ladders, access equipment etc	√	Staff handbook

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	√	Policy
*Educational visits	√	Policy
Food safety and hygiene	√	Risk assessment
Outdoor activities	√	Risk assessment
PE equipment	√	Risk assessment
Pupil handling and restraint	√	Policy
Grounds maintenance activities	√	Risk assessment
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Policy
Smoking	√	Staff handbook
Special needs of pupils (health and safety issues)	√	Risk assessment/SEND Policy
Supervision of pupils	√	Risk assessment
Technology rooms and equipment	√	Risk assessment
Wearing of jewellery	√	Induction Pack
Work experience	√	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](#).