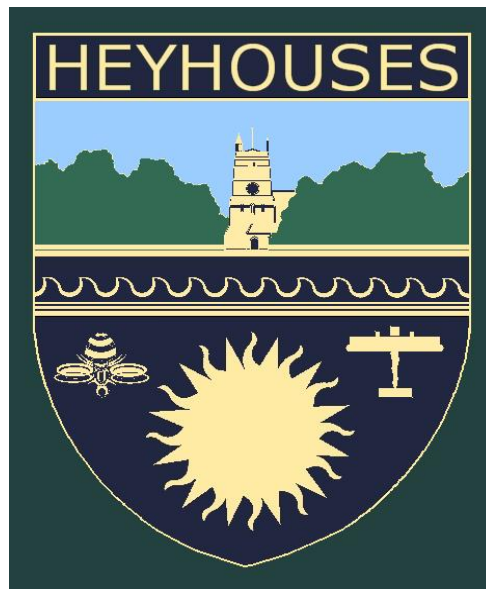


# Heyhouses C.E. Primary School



# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School - Heyhouses Endowed CE Primary**
- **Category of School - Primary**
- **School Number - 04047**
- **School Address- Clarendon Road North, St Annes, FY8 3EE**

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 Voluntary Aided School the Governing Body is the employer and 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 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: Mrs Elizabeth Hodgson	Chair of Governors name: Mr Mike Wiseman
Date: March 2023	Proposed Review date: April 2024

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Mrs Hodgson</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health &amp; Safety Co-ordinator):</p>	<p>Mr Mihell</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><b>Premises –</b> The Buildings Committee, Site Supervisor - Mr Duerden <b>Fire Safety/ emergencies / Educational Visits – Mrs Hodgson</b></p>
<p>The Health &amp; Safety Objectives for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:</p>	<p>Mr Mihell, Mrs Hodgson and The Buildings Committee</p>
<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 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 and Safety Risks Arising from Work Activities

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:	<i>State name of the person and area of responsibility:</i>
The significant findings of risk assessments will be reported to:	<i>Mrs Hodgson/Mr Mihell</i>
Action required to remove/control risks will be approved by:	<i>Mrs Hodgson</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mr Mihell</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mr Mihell</i>
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>Mrs Hodgson/ Mr Mihell</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and their nominated representative 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 as necessary 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: <u>Health, Safety &amp; Wellbeing intranet site</u>	<b>Applicable (Y/N)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	Y	Heyhouses Health and Safety Procedures
Bodily Fluids (urine; blood; faeces; vomit)	Y	Heyhouses Health and Safety Procedures
Catering	Y	HACCP document (LCC)
Cleaning/caretaking	Y	Heyhouses Health and Safety Procedures
Control of contractors	Y	Heyhouses Health and Safety Procedures
Disability access – H&S implications	Y	Heyhouses Accessibility Plan
Display Screen Equipment and eye tests	Y	Schools' Portal – Health and Safety section
Electrical Safety	Y	Heyhouses Health and Safety Procedures
Emergency Procedures other than Fire e.g. flood, services failure	Y	Heyhouses Health and Safety Procedures
Extended school and community use	Y	Heyhouses Health and Safety Procedures
Falling Objects/Safe storage	Y	Heyhouses Health and Safety Procedures
Fire Safety	Y	Heyhouses Health and Safety Procedures
First Aid	Y	Heyhouses Health and Safety Procedures
Gas safety	Y	Schools' Portal – Health and Safety section
Hot surfaces, scalds and burns	Y	Heyhouses Health and Safety Procedures
Induction	Y	Heyhouses Health and Safety Procedures
Information communication	Y	Heyhouses Health and Safety Procedures
Lettings to non school groups	Y	Heyhouses Health and Safety Procedures
Management and other Health and Safety responsibilities	Y	Heyhouses Health and Safety Procedures
Manual Handling	Y	Heyhouses Health and Safety Procedures
Minibuses	N	
Mobile phones – use of	Y	Acceptable Use Policy
Monitoring	Y	Heyhouses Health and Safety Procedures
Needles and needle stick injuries	Y	Schools' Portal – Health and Safety section
Personal safety including lone working and violence and aggression	Y	Heyhouses Health and Safety Procedures
Play Equipment installations inspections	Y	Heyhouses Health and Safety Procedures
Playgrounds and external areas	Y	Heyhouses Health and Safety Procedures

<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Ponds and Water features	Y	Heyhouses Health and Safety Procedures
Premises Management	Y	Heyhouses Health and Safety Procedures
Pupil moving and handling (Special needs)	Y	Special Needs Policy
Pregnant employees and nursing mothers	Y	Schools' Portal – Health and Safety section
Reporting of H&S concerns/faults	Y	Heyhouses Health and Safety Procedures
Risk Assessment and hazard identification	Y	Schools' Portal – Health and Safety section
Safety Committee	Y	Heyhouses Health and Safety Procedures
Safety Representatives	Y	Heyhouses Health and Safety Procedures
Security of premises	Y	Heyhouses Health and Safety Procedures
Shared use of buildings	N	
Slips and trips	Y	Heyhouses Health and Safety Procedures
Stress	Y	Heyhouses Health and Safety Procedures
Substances – COSHH	Y	Heyhouses Health and Safety Procedures
Swimming pools	N	
Temporary and supply staff	Y	Heyhouses Health and Safety Procedures
Training	Y	Heyhouses Health and Safety Procedures
Transporting and storing chemicals	Y	Heyhouses Health and Safety Procedures
Vehicle and pedestrian traffic	Y	Heyhouses Health and Safety Procedures
Visitor and volunteers safety	Y	Heyhouses Health and Safety Procedures
Waste storage and disposal	Y	Heyhouses Health and Safety Procedures
Water hygiene (Legionella, lead etc.)	Y	Heyhouses Health and Safety Procedures
Work equipment and machinery	Y	Heyhouses Health and Safety Procedures
Working at height – ladders, access equipment etc.	Y	Heyhouses Health and Safety Procedures
Workplace Inspection	Y	Heyhouses Health and Safety Procedures

<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance 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	Heyhouses Health and Safety Procedures
Educational Visits	Y	Educational Visits Policy
Food safety and hygiene	Y	Heyhouses Health and Safety Procedures
Outdoor activities	Y	Heyhouses Health and Safety Procedures
PE Equipment	Y	Heyhouses Health and Safety Procedures
Pupil handling and restraint	Y	Behaviour Policy
Grounds maintenance	Y	Heyhouses Health and Safety Procedures
Pupil movement and flow	Y	Heyhouses Health and Safety Procedures
School transport for educational visits	Y	Educational Visits Policy
Science (where not covered by curriculum safety procedures set down in CLEAPS)	N	Schools Portal
Smoking	N	
Special needs of pupils Health & Safety issues	Y	Special Needs Policy
Stage and drama activities	Y	Heyhouses Health and Safety Procedures
Supervision of pupils	Y	Heyhouses Health and Safety Procedures
Technology rooms and equipment	Y	Heyhouses Health and Safety Procedures
Wearing of jewellery	Y	Heyhouses Health and Safety Procedures
Work experience	Y	Heyhouses Health and Safety Procedures

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 on health and safety issues.

Employee representative(s) for the school are:	<i>Mrs Hodgson</i>
Consultation with employees is provided via:	<i>Review of documents, Team meetings, 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 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	<i>Mrs Hodgson/ Mr Mihell</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Buildings Committee</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Mr Mihell</i>
Any problems found with equipment should be reported to	<i>Mr Mihell/ record the problem in the Faults Report log kept in each office.</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Mrs Hodgson/Mr Mihell</i>

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>In the staff room in each building</i>
Health and safety advice is available from:	<i>Mr Mihell/Mrs Hodgson</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	<i>Mrs Hodgson</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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Mrs Hodgson/</i>
Job specific training will be provided by:	<i>The mentor/ Line manager</i>
Specific jobs requiring special training are:	<i>One-to-one support of individual children with medical/special educational needs</i>
Training records are kept at/by:	<i>Electronically on SIMS by the office staff</i>
Training will be identified, arranged and monitored by:	<i>Mrs Hodgson</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>In the main corridor in the Infant building In the Main corridor and First Aid room in the Junior building</i>
The first aider(s) and appointed person(s) is/are:	<i>See the list kept in each office</i>

All accidents and cases of work-related ill health are to be reported to:	<i>Mrs Hodgson</i>
Health surveillance is required for employees doing the following jobs within the school: Using DSE	<i>Recommendation to undertake regular eye-checks 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:</i>
Health surveillance will be arranged by:	<i>Mrs Hodgson</i>
Health surveillance/records will be kept by/at:	<i>Mrs Hodgson In each office</i>

## 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 annually or in the event of any significant changes. This function is carried out by:</p>	<p>The Buildings Committee (Governors) Mr Mihell/ Mrs Hodgson</p> <p>Mr Mihell</p>
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	<i>Mrs Hodgson</i>
Are responsible for investigating work-related causes of sickness absences.	<i>Mrs Hodgson</i>

Are responsible for acting on investigation findings to prevent recurrences.	<i>Mrs Hodgson</i>
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## 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>Mr Duerden – the risk assessment is contracted to Swift as part of our Service Agreement</i>
Escape routes are checked by/every:	<i>Mr Duerden, every morning</i>
Fire extinguishers are maintained and checked by/every:	<i>Pennine</i>
Alarms are tested by/every:	<i>Mr Duerden, every Wednesday at 9.30am Marlow bi-annually</i>
The emergency evacuation procedure is tested every:	<i>Term</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Mrs Hodgson – detailed in Heyhouses Health and Safety Procedures and Lock Down Policy</i>