

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:



- **Nether Kellet CP**
- **Primary**
- **01018**
- **Bridge Road, Nether Kellet, Carnforth, LA6 1HH**

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: <i>N K Bradbury</i>	Signed: <i>C A Stephenson</i>
	On behalf of the Governing Body
Head Teachers name: Nicki Bradbury	Chair of Governors name: Chris Stephenson

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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Nicki Bradbury (Head)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Nicki Bradbury (Head)
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	Nicki Bradbury (Head) Lee Coombe (Site Supervisor)
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:	Nicki Bradbury(Head) Chris Stephenson (Chair of Governors)
All employees within the school have a responsibility to: 1. Co-operate with the Head Teacher 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 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.	

** 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.*

Examples 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 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>Nicki Bradbury (Head)</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher</i>
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.	<i>Head teacher</i>

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. (The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list..)

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Accident file in school office
Bodily Fluids (urine; blood; faeces; vomit)	✓	First Aid cupboard staff room
Catering	✓	Kitchen
Cleaning/caretaking	✓	Caretaker's office
Control of contractors	✓	School Office
Disability access - H&S implications	✓	School Accessibility Policy Head's office/ staff shared area
Display Screen Equipment and eye tests	✓	H&S file School office
Electrical Safety	✓	Electrical file School Office
Emergency Procedures other than Fire e.g. flood, services failure	✓	Fire File/ Evacuation procedures, School Office
Extended school and community use	✓	
Falling Objects/Safe storage	✓	Risk assessment file, school office
Fire Safety	✓	Fire file, school office
First Aid	✓	First Aid policy head's office/ staff shared area
Gas safety		
Hot surfaces, scalds and burns	✓	Risk assessment file
Induction		
Information communication	✓	Risk assessment file
Lettings to non school groups		
Management and other Health and Safety responsibilities	✓	H&S policy
Manual Handling	✓	H&S policy
Minibuses		
Mobile phones - use of	✓	In appropriate mobile phone use section of staff handbook
Monitoring	✓	Governor and Head H&S inspections school office, policy review schedule, head's office.
Needles and needle stick injuries		
Personal safety including lone working and violence and aggression	✓	Lone working and aggression policies head's office, shared area

Play Equipment installations inspections	✓	LA: file in school office
Playgrounds and external areas	✓	LA: file in school office risk assessment in file
Occupational Health & Safety Topic/Activity (continued)	Applicable (✓)	Details of where information about the school's arrangements can be found
Ponds and Water features	✓	Risk assessment file
Premises Management	✓	PAMIS
Pupil moving and handling (Special needs)		
Pregnant employees and nursing mothers	✓	Risk assessment in file.
Reporting of H&S concerns/faults	✓	H&S policy/ Governor/ head's H&S walk records: school office
Risk Assessment and hazard identification	✓	Risk assessment file, school office
Safety Committee		
Safety Representatives		
Security of premises	✓	Alarm details school office
Shared use of buildings		
Slips and trips	✓	Accident book, school office
Stress	✓	Lancashire guidelines, portal
Substances - COSHH	✓	Site supervisor's office
Swimming pools		
Temporary and supply staff	✓	Checklist for temp/supply staff, head's office
Training	✓	School office
Transporting and storing chemicals		
Vehicle and pedestrian traffic	✓	In risk assessment file
Visitor and volunteers safety	✓	
Waste storage and disposal		
Water hygiene (Legionella, lead etc.)	✓	In water hygiene file and checks in site supervisor file.
Work equipment and machinery		
Working at height - ladders, access equipment etc.	✓	Safe use of ladders guidance risk assessment file and attached to ladders
Workplace Inspection	✓	Governors/ head yearly inspection records in school office

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance 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, head's office
Educational Visits	✓	Policy/ guidelines/ risk assessments head's office
Food safety and hygiene	✓	School kitchen
Outdoor activities	✓	Risk assessment file
PE Equipment	✓	PE policy head's office
Pupil handling and restraint		
Grounds maintenance	✓	LA guidelines
Pupil movement and flow		
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPS)		
Smoking		
Special needs of pupils Health & Safety issues	✓	Risk assessments file
Stage and drama activities		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery	✓	School prospectus/ PE policy: head's office
Work experience	✓	Induction procedure for all work experience students: head's office

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 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:	Deputy Headteacher
Consultation with employees is provided via:	Review of documents, Team meetings, Circulation of draft documents for consultation.

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>Head Teacher</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Head Teacher</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher</i>
Any problems found with equipment should be reported to	<i>Head Teacher</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): Staff room</i>
Health and safety advice is available from:	<i>Name and contact details: Head</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Name and contact details: Head</i>
Health & Safety in shared premises (where applicable)	The Head Teacher 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.

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace 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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Name and contact details: Head</i>
Job specific training will be provided by:	<i>Name and contact details: Head</i>
Specific jobs requiring special training are:	<i>List the training and method of provision: Climbing ladders, manual handling: training provided by LA.</i>
Training records are kept at/by:	<i>Details: Vicky Leahy, Bursar</i>
Training will be identified, arranged and monitored by:	<i>Name and contact details: Nicki Bradbury/ Vicky Leahy</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>Detail location(s): Staff room, playground equipment store</i>
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details: Claire Martin, Rebecca Lamb, Carol Sharpe, Jane Wren, Josie Molloy, Sophie Wakeman, Nicki Bradbury, Vicky Perry, Alice Pell, Sophie Walker.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name and contact details: Head</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Provide details. N.B. 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>Name and contact details: head</i>
Health surveillance/records will be kept by/at:	<i>Provide details: Head's office staff files</i>

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* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:	<i>Name(s) and contact details:</i> Governors: Chris Stephenson Head: Nicki Bradbury Head
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	Head
Is/are responsible for investigating work-related causes of sickness absences.	head
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>head</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:	head
Escape routes are checked by/every:	Site supervisor daily
Fire extinguishers are maintained and checked by/every:	service engineers twice annually site supervisor general visual checks daily
Alarms are tested by/every:	service engineers twice annually site supervisor weekly
The emergency evacuation procedure is tested every:	termly by Head

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	head, critical incident policy/ procedures
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