HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

Name of School	**Withnell Fold Primary School**
Category of School	**Community Primary**
School Number	**09063**
School Address	**Withnell Fold, Chorley, Lancs , PR6 8BA**

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.

school. The governing body and the headteacher will 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:	Signed: On behalf of the Governing Body
Headteacher's name: Sara Moreton	Chair of Governors name: Helen Norman

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	Governing Body Sara Moreton (Head Teacher)
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:	Sara Moreton (Head Teacher)
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:	Sara Moreton (Head Teacher)
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:	Sara Moreton (Head Teacher) Governors' Resources Committee
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.	Governing Body

All employees within the school have a responsibility to:

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.	Sara Moreton (Head Teacher)– EVC Kevin Rothwell (Deputy Head)
The significant findings of risk assessments will be reported to:	Sara Moreton (Head Teacher)– EVC School Bursar Kevin Rothwell (Deputy Head)
Action required to remove/control risks will be approved by:	Sara Moreton (Head Teacher)– EVC Kevin Rothwell (Deputy Head)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Sara Moreton (Head Teacher)– EVC
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Sara Moreton (Head Teacher)– EVC
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:	Sara Moreton (Head Teacher)– EVC Resources Committee of the FGB Individual staff where appropriate

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:	Sara Moreton (Head Teacher)
Consultation with employees is provided via:	Staff meetings Emails Appraisals Termly governors' Resources meetings Consultation over Risk Assessments

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:	Sara Moreton - Head Teacher Class teachers LCC
Responsible person(s) for ensuring effective maintenance arrangements are in place:	LCC through Property Services
Responsible person(s) for ensuring that all identified maintenance is carried out:	Sara Moreton - Head Teacher Kevin Rothwell - Deputy Head School Bursar LCC
Any problems found with equipment should be reported to:	Sara Moreton - Head Teacher School Bursar Kevin Rothwell - Deputy Head
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Sara Moreton - Head Teacher School Bursar

Information, instruction and supervision

The Health and Safety Law poster is displayed at: 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.	In the staffroom
Health and safety advice is available from:	Sara Moreton - Head Teacher– via school County Health and Safety team Lancashire Schools portal
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Sara Moreton - Head Teacher via school

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.

Induction training will be arranged/undertaken for all employees by:	Sara Moreton - Head Teacher
Job specific training will be provided by:	Sara Moreton - Head Teacher Lancashire County Council
Jobs requiring specific health and safety training are:	Manual handling Working at height
Training records are kept by:	Sara Moreton - Head Teacher
Training will be identified, arranged and monitored by:	Sara Moreton - Head Teacher

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:	In each classroom and in the staffroom
The first aider(s) and appointed person(s) is/are:	Some staff are Paediatric trained Most members of staff are first aid trained
All accidents and cases of work-related ill health are to be reported to:	Sara Moreton - Head Teacher
Health surveillance is not required for any job roles within the school.	

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:	Governors Resources committee representatives Sara Moreton - Headteacher All staff where appropriate
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.	Governors Resources committee Sara Moreton - Headteacher and all staff as appropriate (subject leaders)
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance	Governors Resources committee Sara Moreton - Headteacher

from the Health, Safety and Quality team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	Sara Moreton – Headteacher Kevin Rothwell – Deputy Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Governors Resources committee Sara Moreton - Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Governors Resources committee Sara Moreton - Headteacher

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:	Sara Moreton - Headteacher
Escape routes are checked by/every:	Sara Moreton – Headteacher - weekly
Fire extinguishers are maintained and checked by/every:	
Alarms are tested by/every:	
The emergency evacuation procedure is tested by/every:	Sara Moreton – Headteacher - weekly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Sara Moreton – Headteacher - weekly

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	x	Accidents are written in the staff accident book kept in the staffroom and reported on ORACLE
Asbestos management plan	x	School office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	x	Guidance on shared drive
Control of contractors	x	All contractors organised through PROP – contractors' folder in place
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	x	All inspections are carried out under LCC contract and copies of the paperwork are kept by the school and stored in the Bursars office
Emergency procedures other than fire, for example flood, services failure	x	Emergency Plan in place – copy on shared drive.
First aid	X	Most staff are First Aid Trained Two paediatric trained as well TA checks First Aid stock First Aid Risk assessment in place
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	X	All inspections carried out in accordance with the guidelines
Manual handling	X	Staff have completed e learning module Policy in place
Mobile phones (the use of)	x	Guidance on shared drive E-Safety policy Discussed regularly in school as part of CP/ Safeguarding Mobile phone policy in place
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	x	On PAMS Browser on the Schools' Portal
Pregnant employees and nursing mothers	x	County guidelines followed
Reporting of health and safety concerns/faults	x	Via HT or Bursar
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment	x	Through PROP – monthly testing in place via LCC

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**
should be in place as part of your premises management arrangements		
Working at height – ladders, access equipment etc	x	Staff have complete e-Learning Module
Workplace inspection (internal and external)	x	Undertaken by the governors annually

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	x	Policy on shared drive
*Educational visits	x	Risk assessments carried out for all visits SM (HT) EVC - Use of Evolve
Food safety and hygiene	x	Policy on shared drive
Outdoor activities	x	Risk assessments carried out where necessary
PE equipment	x	Risk assessments on shared drive
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	x	Risk assessments on shared drive
Smoking	x	Non-smoking school – smoking not permitted anywhere on the school's premises
Supervision of pupils	x	County ratios adhered to for all visits off site
Technology rooms and equipment	x	Risk assessments in place for DT equipment
Wearing of jewellery	x	Part of the uniform policy

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.