

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School : CATON ST.PAULS CE PRIMARY SCHOOL**
- **Category of School : VOLUNTARY AIDED**
- **School Number : 01014**
- **School Address : MOORSIDE ROAD, BROOKHOUSE, LANCASTER, LANCASHIRE, LA2 9PJ**

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 Foundation or Voluntary Aided School the Governing Body is the employer and is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. 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 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: Ian Gittins	Signed: Anna Shone On behalf of the Governing Body
Headteacher's name: Ian Gittins	Chair of Governors name: ANNA SHONE
Date: November 2020	Proposed Review date: September 2021

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>HEADTEACHER</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>HEADTEACHER</i>
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:	<i>HEADTEACHER</i>
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	<i>HEADTEACHER</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; 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 objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives 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/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</i>
The significant findings of risk assessments will be reported to:	<i>CHAIR OF GOVERNORS RESOURCES COMMITTEE</i>
Action required to remove/control risks will be approved by:	<i>HEADTEACHER</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>CHAIR OF GOVERNORS RESOURCES COMMITTEE</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>HEADTEACHER</i>
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>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>DEPUTY HEADTEACHER</i>
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.

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>HEADTEACHER</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>HEADTEACHER</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>HEADTEACHER</i>
Any problems found with equipment should be reported to:	<i>HEADTEACHER</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>HEADTEACHER</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>THE STAFFROOM</i>
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Health and safety advice is available from:	<i>HEADTEACHER</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>HEADTEACHER STUDENT PLACEMENT CO-ORDINATOR</i>

* 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.

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>HEADTEACHER / DEPUTY HEADTEACHER / SBM (role dependent)</i>
Job specific training will be provided by:	<i>LINE MANAGERS</i>
Jobs requiring specific health & safety training are:	<i>SITE SUPERVISOR TRAINING LED BY SBM / HEADTEACHER</i>
Training records are kept at/by:	<i>SBM IN MAIN OFFICE</i>
Training will be identified, arranged and monitored by:	<i>HEADTEACHER / SBM</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>INFANT COMMON AREA JUNIOR CORRIDOR MAIN OFFICE</i>
The first aider(s) and appointed person(s) is/are:	<i>LIST DISPLAYED IN MAIN OFFICE AND STAFFROOM</i>
All accidents and cases of work-related ill health are to be reported to:	<i>IAN GITTINS HEADTEACHER</i>
Health surveillance is not required for any roles within the school.	
Health surveillance will be arranged by:	<i>IAN GITTINS HEADTEACHER</i>
Health surveillance/records will be kept by/at:	<i>IAN GITTINS HEADTEACHER MAIN OFFICE</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:	<i>IAN GITTINS HEADTEACHER</i>
Conduct workplace inspections. These are carried out by:	<i>CHAIR OF GOVERNOR RESOURCES COMMITTEE</i>

Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly 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>HEADTEACHER</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>HEADTEACHER</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>HEADTEACHER</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>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>HEADTEACHER</i>
Escape routes are checked by/every:	<i>SITE SUPERVISOR WEEKLY</i>
Fire extinguishers are maintained and checked by/every:	<i>TPM APPOINTED PROVIDER</i>
Alarms are tested by/every:	<i>TPM APPOINTED PROVIDER</i>
The emergency evacuation procedure is tested by/every:	<i>HEADTEACHER TERMLY</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>HEADTEACHER CHAIR OF GOVERNOR RESOURCES COMMITTEE</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (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: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	*	MAIN OFFICE
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		
Catering		
Cleaning/caretaking	*	MAIN OFFICE
Control of contractors	*	MAIN OFFICE
Disability access (health & safety implications)	*	MAIN OFFICE
Display Screen Equipment and Eye Tests	*	MAIN OFFICE
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	*	MAIN OFFICE / LCC
Emergency Procedures other than Fire e.g. flood, services failure		
Extended school and community use	*	MAIN OFFICE
Falling Objects/Safe storage	*	MAIN OFFICE
Fire Safety	*	MAIN OFFICE
First Aid	*	MAIN OFFICE
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	*	MAIN OFFICE LCC
Hot surfaces, scalds and burns	*	MAIN OFFICE
Health & Safety Induction (checklist available on web site)	*	MAIN OFFICE
Lettings to non-school groups	*	MAIN OFFICE
Manual Handling	*	MAIN OFFICE
Minibuses	*	MAIN OFFICE
Mobile phones (the use of)	*	MAIN OFFICE
Needles and needle stick injuries		

Occupational Health & Safety Topic/Activity (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: Health, Safety & Quality web site	Applicable (√)	Details of where information about the school's arrangements can be found
Personal safety including lone working and violence and aggression	*	MAIN OFFICE
Play Equipment installations inspections	*	MAIN OFFICE / LCC
Playgrounds and external areas	*	MAIN OFFICE
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	*	MAIN OFFICE
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	*	MAIN OFFICE
Reporting of health & safety concerns/faults	*	MAIN OFFICE
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	*	MAIN OFFICE
Slips and trips	*	MAIN OFFICE
Stress	*	MAIN OFFICE
Substances – COSHH	*	MAIN OFFICE
Swimming pools		
Vehicle and pedestrian traffic		
Visitor and volunteers safety	*	MAIN OFFICE
Waste storage and disposal	*	MAIN OFFICE
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	*	MAIN OFFICE
Work equipment and machinery	*	MAIN OFFICE
Working at height – ladders, access equipment etc.	*	MAIN OFFICE
Workplace Inspection	*	MAIN OFFICE

Table of Non-Occupational Health & 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	*	MAIN OFFICE
*Educational Visits	*	MAIN OFFICE
Food safety and hygiene	*	MAIN OFFICE
Outdoor activities	*	MAIN OFFICE
PE Equipment	*	MAIN OFFICE
Pupil handling and restraint	*	MAIN OFFICE
Grounds maintenance activities	*	MAIN OFFICE
Pupil movement and flow	*	MAIN OFFICE
School transport	*	MAIN OFFICE
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	*	MAIN OFFICE
Special needs of pupils health & safety issues	*	MAIN OFFICE
Stage and drama activities	*	MAIN OFFICE
Supervision of pupils	*	MAIN OFFICE
Technology rooms and equipment		
Wearing of jewellery	*	MAIN OFFICE
Work experience	*	MAIN 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.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).