



HEALTH AND SAFETY POLICY

Last Reviewed Date: Spring 2020
Next Review Date: Spring 2021

Incorporating the Local Health and Safety Arrangements for:

- **Name of school: Westhead Lathom St James' CE Primary**
- **Category of school: Voluntary Controlled**
- **School Number: 08006**
- **School Address:**

**School Lane,
Westhead,
Near Ormskirk,
Lancs.
L40 6HL**

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 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 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: Helen Clark	Chair of Governors name: Paul Livesley
Date: Spring 2020	Proposed Review date: Spring 2021

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>Helen Clark Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p><i>Helen Clark Headteacher</i></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><i>Names & Designations e.g.</i> <i>Premises – Helen Clark Headteacher</i> <i>Site Supervisor- Brian Morton</i> <i>Fire Safety – Helen Clark Headteacher</i></p> <p><i>Emergency Plans - Helen Clark Headteacher</i></p> <p><i>Educational Visits – Duncan Peetoom EVC</i></p>
<p>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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Helen Clark Headteacher</i></p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>In the minutes of Governors or Staff meetings. In the school office.</i></p>
<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. 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:	<i>Helen Clark Headteacher</i>
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>Brian Morton Caretaker</i> <i>Lynda Tither Office Manager</i> <i>Duncan Peetoom EVC</i>
The significant findings of risk assessments will be reported to:	<i>Helen Clark Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Helen Clark Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Helen Clark Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Helen Clark Headteacher</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>Helen Clark 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>Helen Clark</i>
Consultation with employees is provided via:	<i>individual staff appraisals, review of documents, weekly team 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;
- 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>Brian Morton Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Brian Morton Site Supervisor</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Brian Morton Site Supervisor</i>
Any problems found with equipment should be reported to:	<i>Brian Morton Site Supervisor Helen Clark Headteacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Brian Morton Site Supervisor</i>

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> 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.</p>	<p><i>Location(s)</i></p> <p>School Office/Photocopier room</p>
---	---

Health and safety advice is available from:	<i>Helen Clark Headteacher Lynda Tither Office Manager Brian Morton Site Supervisor Lancashire H&S department- school's dedicated advisor Richard Hill</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Helen Clark Headteacher Lynda Tither Office Manager Brian Morton Site Supervisor</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 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>Helen Clark Headteacher Lynda Tither Office Manager Brian Morton Site Supervisor</i>
Job specific training will be provided by:	<i>Helen Clark Headteacher Lynda Tither Office Manager Brian Morton Site Supervisor</i>
Jobs requiring specific health & safety training are:	<i>Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training Trained off-site at County courses and via online training</i>
Training records are kept at/by:	<i>Lynda Tither Office Manager</i>
Training will be identified, arranged and monitored by:	<i>Helen Clark Headteacher Lynda Tither Office Manager</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) On the unit in the photocopying room/ disabled toilet and playtime bag on the back of the door of the disabled toilet.</i>
The first aider(s) and appointed person(s) is/are:	<i>Photocopier Room</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Helen Clark Headteacher</i>
Health surveillance is not required for any roles within the school.	
Health surveillance will be arranged by:	<i>Helen Clark Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Helen Clark Headteacher Lynda Tither Office Manager- office records</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>Helen Clark Headteacher</i>
Review all risk assessments regularly (at least	Model risk assessments and

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.	COSHH guidance from LCC used and updated regularly.
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>Helen Clark Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Helen Clark Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Helen Clark Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Helen Clark Headteacher Lynda Tither Office 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:	<i>Helen Clark Headteacher</i>
Escape routes are checked by/every:	<i>Name, Designation and frequency: Helen Clark Headteacher Brian Morton Site Supervisor termly</i>
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency: Westmorland, 6 monthly</i>
Alarms are tested by/every:	<i>Name, Designation and frequency: Westmorland, annually</i>
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency Annually by HT Helen Clark</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Name & Designation Helen Clark Headteacher</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	X	School Office – PREMISES SHELF ABOVE HATCH
Asbestos Management Plan	N/A no asbestos in school.	
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	X	
Cleaning/caretaking tasks	X	
Control of contractors	X	
Control of Substances Hazardous to Health (COSHH)	X	
Disability access (health & safety implications)	X	
Display Screen Equipment and Eye Tests	X	
Driving at Work	N/A	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	X	
Emergency Procedures other than Fire e.g. flood, services failure	X	
Extended school and community use	X	
Fire Safety	X	
First Aid	X	
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	X	
Health & Safety Induction (checklist available on web site)	X	
Infection Control including needles and needle stick injuries	X	
Lettings to non-school groups	X	
Manual Handling	X	
Minibuses	N/A	
Mobile phones (the use of)	X	

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	X	
Play Equipment installations inspections	X	School Office – PREMISES SHELF ABOVE HATCH
Playgrounds and external areas	X	
Ponds and Water features	N/A	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	X	
Pupil moving and handling (special needs)	X	
Pregnant employees and nursing mothers	X	
Reporting of health & safety concerns/faults	X	
Severe Weather including winter gritting	X	
Shared use of buildings	N/A	
Sharps e.g. broken glass either in school building or external grounds	X	
Stress	X	
Swimming pools	N/A	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	N/A	
Visitor and volunteers safety	X	
Waste storage and disposal	X	
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	X	
Work equipment and machinery	X	
Working at height – ladders, access equipment etc.	X	
Workplace Inspection	X	

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	X	School Office – PREMISES SHELF ABOVE HATCH
*Educational Visits	X	
Food safety and hygiene	X	
Outdoor activities	X	
PE Equipment	X	
Pupil handling and restraint	X	
Grounds maintenance activities	X	
Pupil movement and flow	X	
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	
Smoking	X	
Special needs of pupils health & safety issues	X	
Stage and drama activities	X	
Supervision of pupils	X	
Technology rooms and equipment	X	
Wearing of jewellery	X	
Work experience	X	

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](#).