

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Grimsargh St Michael’s School**
- **Category of School: Voluntary Aided**
- **School Number: 06051**
- **School Address: Preston Road, Grimsargh, PR2 5SD**

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 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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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”. |
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| Signed: | Signed: |
| | On behalf of the Governing Body |
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| Headteacher's name: Stuart Booth | Chair of Governors name: Wayne Bretherton |
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| Date: October 2023 | Proposed Review date: September 2024 |

Responsibilities

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| <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>Stuart Booth 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>Lindsay Garner SBM</i> <i>Emma Dewhurst SBM</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>Sharon Wane Site Supervisor</i> <i>Stuart Booth Headteacher</i> <i>Lindsay Garner SBM</i> <i>Emma Dewhurst SBM</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>Stuart Booth 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>SDP & Governor's minutes</i> <i>Headteacher's office</i> <i>Risk Assessments Staffroom</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.

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| Risk assessments will be undertaken by: | <i>Stuart Booth 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. | Sharon Wane Site Supervisor <i>(with the input of other members of staff)</i> |
| The significant findings of risk assessments will be reported to: | <i>Stuart Booth Headteacher</i> |
| Action required to remove/control risks will be approved by: | <i>Stuart Booth Headteacher</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>Stuart Booth Headteacher</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>Stuart Booth 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>Stuart Booth Headteacher</i> Sharon Wane Site supervisor <i>Approval: Governors</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.

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| Employee representative(s) for the school are: | <i>No union rep at the school</i> |
| Consultation with employees is provided via: | <i>individual staff appraisals, review of documents, 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.

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| Responsible person(s) for identifying all equipment/plant needing maintenance: | <i>Sharon Wane Site Supervisor</i> |
| Responsible person(s) for ensuring effective maintenance procedures are drawn up: | <i>Sharon Wane Site Supervisor</i> |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | <i>Sharon Wane Site Supervisor</i> |
| Any problems found with equipment should be reported to: | <i>Lindsay Garner SBM</i> <i>Emma Dewhurst SBM</i> |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | <i>Sharon Wane Site Supervisor</i> |

Information, Instruction and Supervision

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| The Health and Safety Law poster is displayed at: <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 | <i>Staffroom</i> |
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| Reception area, or to give employees a copy of the Health & Safety Law leaflet. | |
| Health and safety advice is available from: | <i>Stuart Booth Headteacher</i> <i>Lindsay Garner SBM</i> <i>Emma Dewhurst SBM</i> |
| Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by: | <i>Stuart Booth Headteacher</i> Monitor: Line manager |
| Health & Safety in shared premises (where applicable) is managed by: | Jane Shepherd at Discovery Vine 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. |

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.

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| Induction training will be provided for all employees by: | <i>Stuart Booth Headteacher</i> |
| Job specific training will be provided by: | <i>Line Manager</i> |
| Jobs requiring specific health & safety training are: | <i>DSE – H&S eLearning</i> <i>Working at Height – H&S</i> <i>Lindsay Garner & Elspeth Towers trained</i> <i>Emma Dewhurst SBM to be trained</i> <i>Premises Management, Asbestos, water hygiene & legionella and Fire safety eLearning undertaken by Stuart Booth Headteacher</i> <i>Lindsay Garner & Emma Dewhurst SBM to undertake asbestos</i> |

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| | <i>management training</i> <i>Sharon Wane Premises Management Water Hygiene Health & safety & wellbeing/ management of contractors. COSHH Fire Prevention & Procedures</i> |
| Training records are kept at/by: | <i>Personnel file and individual member of staff & Stuart Booth Headteacher</i> |
| Training will be identified, arranged and monitored by: | <i>Individual, line manager & Stuart Booth Headteacher</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.

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| The first aid box(es) is/are available: | <i>Nurture room ICT corridor</i> |
| The first aider(s) and appointed person(s) is/are: | <i>Miss Lucy Cross Mrs Elspeth Towers Mr Ben Fletcher Mrs Sharon Wane Miss Hannah Lemmings Miss Emma Threlfall Mrs Kerry Giddins Miss Erin Reeve Mrs Helen Hemmings Miss Amber Ashworth Miss Helen Smith Mrs Marie Coar</i> |

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| | <i>Miss Morgan Walwin-Holm Miss Melissa Begbie Mrs Joanne Rutherford Mrs Jennie Lock</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Stuart Booth Headteacher</i> |
| *Health surveillance is required for employees doing the following jobs within the school: | <i>Teacher with heart issues</i> |
| Health surveillance will be arranged by: | <i>Stuart Booth Headteacher</i> |
| Health surveillance/records will be kept by/at: | <i>Stuart Booth Headteacher</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.

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| 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>Neil Maudsley Governor Stuart Booth Headteacher Lindsay Garner SBM Emma Dewhurst SBM</i> |
| 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. | <i>Stuart Booth Headteacher Lindsay Garner SBM Emma Dewhurst SBM</i> |
| 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>Stuart Booth Headteacher Helen Smith Deputy Lindsay Garner SBM Emma Dewhurst SBM</i> |
| Responsible person(s) for investigating work-related causes of sickness absences: | <i>Stuart Booth Headteacher</i> |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | <i>Stuart Booth Headteacher</i> |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | <i>Stuart Booth Headteacher Lindsay Garner SBM Emma Dewhurst SBM</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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | <i>Stuart Booth Headteacher</i> |
| Escape routes are checked by/every: | <i>Sharon Wane Site Supervisor - :monthly</i> |
| Fire extinguishers are maintained and checked by/every: | <i>Pennine Fire and Security- annually:</i> |
| Alarms are tested by/every: | <i>Sharon Wane Site Supervisor weekly:</i> |
| The emergency evacuation procedure is tested by/every: | <i>Whole school led by Stuart Booth Headteacher Once a term</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with: | <i>Stuart Booth Headteacher Lindsay Garner SBM Emma Dewhurst SBM School Emergency Plan approved by governors</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 | √ | H&S File Headteachers office |
| Asbestos Management Plan | √ | Contractors file - office |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents | √ | Risk Assessments - staffroom |
| Cleaning/caretaking tasks | √ | Site Supervisor's room |
| Control of contractors | √ | Contractor's file -office |
| Control of Substances Hazardous to Health (COSHH) | √ | Site Supervisor's office |
| Disability access (health & safety implications) | √ | |
| Display Screen Equipment and Eye Tests | √ | Personnel Files |
| Driving at Work | | |
| Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc. | √ | Records Property File DBE Property website |
| Emergency Procedures other than Fire e.g. flood, services failure | √ | School Emergency Plan- Governor website |
| Extended school and community use | √ | Lettings Policy – school website |
| Fire Safety | √ | Red Fire Safety Log book Evacuation Porcedures in each classroom |
| First Aid | √ | Medical Needs Policy |
| Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc. | √ | Property File DBE property website |
| Health & Safety Induction (checklist available on web site) | √ | H&S File- Headteacher's office |
| Infection Control including needles and needle stick injuries | | |
| Lettings to non-school groups | √ | Lettings Policy – school website |
| Manual Handling | √ | |
| Mobile phones (the use of) | √ | Staff Handbook |

| 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 | √ | Risk Assessment file - staffroom |
| Play Equipment installations inspections | √ | Property file –office DBE website |
| Playgrounds and external areas | √ | Property file – office DBE website |
| Premises Management (see Premises Management Guidance & Records on Health & Safety web site) | | |
| Pupil moving and handling (special needs) | | |
| Pregnant employees and nursing mothers | √ | Personnel Files Risk assessments – Headteacher’s office |
| Reporting of health & safety concerns/faults | | |
| Severe Weather including winter gritting | √ | Site supervisor checklist file – Site supervisor’s room |
| Shared use of buildings | √ | |
| Sharps e.g. broken glass either in school building or external grounds | | |
| Stress | | |
| Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | | |
| Visitor and volunteers safety | √ | Volunteer Handbook - AL Visitor checklist on InVentry |
| Waste storage and disposal | √ | |
| Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | √ | Water Hygiene File- office |
| Work equipment and machinery | √ | |
| Working at height – ladders, access equipment etc. | √ | Schools portal |
| Workplace Inspection | √ | To be carried out 06.03.2024 |

| 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 |
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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 |
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| Administration of medication | √ | School Prospectus – website Forms - office |
| *Educational Visits | √ | Policy on the governor website |
| Food safety and hygiene | | LCCG – kitchen Certificate on main entrance door |
| Outdoor activities | √ | |
| PE Equipment | | |
| Pupil handling and restraint | √ | |
| Grounds maintenance activities | √ | Property File -office |
| Pupil movement and flow | | |
| School transport | | |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | | |
| Smoking | NA | Non Smoking site |
| Special needs of pupils health & safety issues | | |
| Stage and drama activities | | |
| Supervision of pupils | | |
| Technology rooms and equipment | | |
| Wearing of jewellery | | School Prospectus – school website |
| Work experience | | Alison Loughran – lead |
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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](#).