



Barrowford

Primary School

Learn to Love, Love to Learn

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Barrowford School**
- **Primary**
- **13016**
- **Rushton St, Barrowford**

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:	Signed:
	On behalf of the Governing Body
Head Teacher's name: Rachel Tomlinson	Chair of Governor's name: Doug Metcalfe
Date:	Proposed Review date: September 2018

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Headteacher Senior Leadership Team Staff
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	Headteacher Senior Leadership Team 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:	Headteacher Senior Leadership Team Chair of Governors
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 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/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>Staff responsible for certain areas Headteacher Deputy Headteacher Senior Leadership Team Chair of Governors</i>
The significant findings of risk assessments will be reported to:	<i>Senior Leadership Team</i>
Action required to remove/control risks will be approved by:	<i>Headteacher Site Supervisor</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher Site Supervisor</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher Site Supervisor</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>Headteacher Deputy Headteacher Site Supervisor Chair of Governors</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 (This is not a comprehensive list. Please add any further topics/activities relevant to the school) 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		Staff Handbook(One Drive)
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Site supervisor
Catering		Kitchen supervisor
Cleaning/caretaking		Site Supervisor
Control of contractors		Site Supervisor/Business Support Team
Disability access – H&S implications		SENCO
Display Screen Equipment and eye tests		Oracle/ Schools Portal
Driving at Work		Induction/e-learning
Electrical Safety		Induction / e-learning
Falling Objects/Safe storage		Health & Safety File
Fire Safety		Health & Safety File
First Aid		Health & Safety File
Gas safety		Health & Safety File
Hot surfaces, scalds and burns		Health & Safety File
Induction		Senior Leadership Team
Information communication		Email
Lettings to non school groups		Lettings Policy
Management and other Health and Safety responsibilities		H&S Policy
Manual Handling		Health & Safety File
Performance Monitoring		Staff Handbook
Personal safety including lone working and violence and aggression		Staff Handbook/ Health & Safety File
Play Equipment installations inspections		Health & Safety File
Playgrounds and external areas		Health & Safety File
Premises Management		Health & Safety File
Pupil moving and handling (Special needs)		SENCO/ Behaviour & Safety Team
Reporting of H&S concerns/faults		Senior Leadership Team/ Business Support

Risk Assessment and hazard identification		Health & Safety File
Safety Representatives		Senior Leadership Team/David Webb
Shared use of buildings		Pendleside Children's centre
Slips and trips		Health & Safety File
Stress		H&S Website, e-learning
Substances – COSHH		Site Supervisor/ Health & Safety File
Training		Health & Safety File
Vehicle and pedestrian traffic		Health & Safety File
Visitor and volunteers safety		Health & Safety File
Waste storage and disposal		Site Supervisor
Water hygiene (Legionella, lead etc.)		PAMIS
Working at height – ladders, access equipment etc.		Risk Assessment E-Learning
Workplace Inspection		Health & Safety File

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		
*Educational Visits		EVC
Food safety and hygiene		LCCG catering services
PE Equipment		PE Co-ordinator
Pupil handling and restraint		Behaviour & Safety Team
Grounds maintenance		Site Supervisor
Pupil movement and flow		Staff handbook
Smoking		NO Smoking policy
Special needs of pupils Health & Safety issues		SENCO
Stage and drama activities		Site Supervisor
Supervision of pupils		Staff handbook
Wearing of jewellery		Staff handbook
Work experience		

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](#).

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>Governing Body</i> <i>Union Representatives</i>
Consultation with employees is provided via:	<i>Individual staff appraisals</i> <i>Staff meetings</i> <i>Inset days</i> <i>Internal emails</i> <i>Shared drive</i> <i>Staff handbook</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 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>Headteacher Site Supervisor</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Headteacher Site Supervisor</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Headteacher Site Supervisor</i>
Any problems found with equipment should be reported to	<i>Site Supervisor</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Site Supervisor</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Staff room in the Junior building & Kitchen area in the Infant building (Confirmation – 5/11/2015)</i>
Health and safety advice is available from:	<i>Name and contact details: Senior Leadership Team LCC health and Safety team H&S website</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Senior Leadership Team</i>
Health & Safety in shared premises (where applicable)	<i>Senior Leadership Team 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.</i>

* 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>Assistant Headteacher</i>
Job specific training will be provided by:	<i>Senior Leadership Team</i>
Jobs requiring specific health & safety training are:	<i>E-learning LCC portal Lancashire Fire and Safety – Fire Warden training Paediatric first aid – Ashley St-John Claire H&S awareness briefings</i>
Training records are kept at/by:	<i>Behaviour & Safety Team</i>
Training will be identified, arranged and monitored by:	<i>Headteacher Senior Leadership Team</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>Every classroom, Main office, Kitchen, sanctuary.</i>
The first aider(s) and appointed person(s) is/are:	<i>Jade Bentley Matthew Burton Gill Cooper Sam Geddes Kim Hardacre Lisa Holden Shab Naveed Jonathan Tomlinson Sharon Walker</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Phase Leader Senior Leadership Team</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Organised through Headteacher and line manager</i>
Health surveillance will be arranged by:	<i>Line Manager</i>
Health surveillance/records will be kept by/at:	<i>Personnel Files/One Drive</i>

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

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.

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>Site Supervisor Governing Body</i>
Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:	<i>Site Supervisor Senior Leadership Team</i>
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	<i>Senior Leadership Team</i>

Is/are responsible for investigating work-related causes of sickness absences.	<i>Senior Leadership Team</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Senior Leadership Team</i>
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	<i>Senior Leadership Team</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>Senior Leadership Team Site Supervisor</i>
Escape routes are checked by/every:	<i>Site Supervisor</i>
Fire extinguishers are maintained and checked by/every:	<i>Lancashire Fire and Safety Ian Watson 439514</i>
Alarms are tested by/every:	<i>Weekly checks – Site Supervisor Serviced by Lancashire Fire & Safety</i>
The emergency evacuation procedure is tested every:	<i>Half Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Senior Leadership Team</i>