



HEALTH AND SAFETY POLICY

September 2024

Incorporating the Local Health and Safety Arrangements for:

- **St Andrew's CE Primary**
- **School Number: 11/020**
- **Springfield Street, Oswaldtwistle, BB5 3LG**

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 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".

Head Teachers name: Mrs C Wilkinson

Chair of Governors name: Miss Lucy Hamlin



Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Mrs C Wilkinson</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p>Mrs C Wilkinson</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>Mrs C Wilkinson Mrs E Shackleton, Mrs H Proctor (fire Marshalls) Mr L Hartey, Mrs L Miller</p>
<p>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. DFE, Teachernet, other schools, HSE) will be developed and monitored by:</p>	<p>Mrs C Wilkinson Mrs L Shawcross (Governor)</p>
<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 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 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>All staff</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher/All staff</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>By whom : All staff led by Assistant Headteachers</i>



School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and 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.



Occupational Health & Safety Topic/Activity 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	√	Online and in First Aid cupboard (archive in HT office) Riddor accidents are also recorded on CPOMS
Bodily Fluids (urine; blood; faeces; vomit)	√	Training given by caretaker every October and kits in each class area
Catering	√	School Kitchen
Cleaning/caretaking	√	Office/caretaker's room
Control of contractors	√	Office/online
Disability access – H&S implications	√	Accessibility and DDA on computer/policy file
Display Screen Equipment and eye tests	√	Completed by office staff every 2 years
Electrical Safety	√	5 year fixed (2023) PAT testing (May 2025)
Emergency Procedures other than Fire e.g. flood, services failure	√	Major incident plan
Extended school and community use	√	Run by school (Management Committee)
Falling Objects/Safe storage	√	All cupboards built at safe height for storage and ladders in each classroom
Fire Safety	√	Fire log book in HT office, governor minutes, fire risk assessment
First Aid	√	First aid cupboard in library with list of current first aiders and arrangements
Gas safety	√	Located in car park
Hot surfaces, scalds and burns	√	Kitchen Info on treatment of scalds and burns in first aid cupboard
Induction	√	Induction training notes Staff handbook Training each September and for new staff
Information communication	√	See sign in app



Lettings to non school groups	x	
Management and other Health and Safety responsibilities	√	Governor minutes
Manual Handling	√	Risk Assessment
Minibuses	x	
Mobile phones – use of	√	Staff handbook
Monitoring	√	Governor checklist
Needles and needle stick injuries	√	Sharps box in first aid and info in cupboard
Personal safety including lone working and violence and aggression	√	Policy-lone working
Play Equipment installations inspections	√	See record
Playgrounds and external areas	√	Checked by caretaker every morning
Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Ponds and Water features	√	Plan to fill in
Premises Management	√	Support from Ursula Clarkson
Pupil moving and handling (Special needs)	√	Policy-moving and handling
Pregnant employees and nursing mothers	√	Risk assessments completed
Reporting of H&S concerns/faults	√	Health and Safety book in staffroom Briefing each Tuesday in the staff meeting with opportunities to raise issues Log of calls to Beacon
Risk Assessment and hazard identification	√	Risk assessments
Safety Committee	√	Minutes
Safety Representatives		
Security of premises	√	Keyholders all aware of how to secure school Covered by KEY PLUS CCTV
Shared use of buildings		
Slips and trips	√	Risk assessments
Stress	√	Policy-stress and well being
Substances – COSHH	√	Health and safety file Risk assessments



Swimming pools		
Temporary and supply staff	√	Staff handbook
Training	√	Online and via Ursula Clarkson
Transporting and storing chemicals	√	COSHH
Vehicle and pedestrian traffic	√	Annual Police training Signage for parents Right Start training
Visitor and volunteers safety	√	Student Handbook
Waste storage and disposal	√	Training by Caretaker annually
Water hygiene (Legionella, lead etc.)	√	Files in office and with caretaker
Work equipment and machinery	x	
Working at height – ladders, access equipment etc.	√	Online training and via Ursula Clarkson
Workplace Inspection	√	Annually Resources Committee

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	√	Policy-administration of medicines and info for parents (including form)
Educational Visits	√	Policy-EVC (Mike Lang) and records
Food safety and hygiene	√	Training updated every 3 years
Outdoor activities	√	Risk Assessments
PE Equipment	√	Policy or staff, children trained each session inspected annually
Pupil handling and restraint	√	Policy-manual handling
Grounds maintenance	√	Contract (LCC)
Pupil movement and flow	√	Fire info in every classroom Each class has a designated exit
School transport		
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Science risk assessment



Smoking	√	Policy, signage and parent leaflet
Special needs of pupils Health & Safety issues	√	DDA action plan, personal plans in SEN file
Stage and drama activities	x	
Supervision of pupils	√	Rotas in staffroom, behaviour for learning policy
Technology rooms and equipment	√	ICT/Internet policies
Wearing of jewellery	√	PE policy Staff handbook
Work experience	√	Student handbook Induction notes

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).



Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via an 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>Luke Hartley Laura Miller</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Weekly Health & Safety briefings</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>Head Teacher</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Head Teacher</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Head Teacher</i>
Any problems found with equipment should be reported to	<i>Head Teacher</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Head Teacher</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): Staffroom Outside staff toilets near entrance</i>
Health and safety advice is available from:	<i>LCC Health and Safety Team</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>H Proctor/L Miller</i>
Health & Safety in shared premises (where applicable)	The Head Teacher/Assistant Heads 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.

* 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>Mrs C Wilkinson(Headteacher)</i>
Job specific training will be provided by:	<i>Mrs C Wilkinson/external agencies as appropriate</i>
Training records are kept at/by:	<i>Online</i>
Training will be identified, arranged and monitored by:	<i>Mrs C Wilkinson</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): Foundation Unit Outside Caretaker's Store Link under fish tank Mobile kit for trips</i>
The first aider(s) and appointed person(s) is/are:	<i>List kept in First Aid cupboard with expiry dates: Mrs C Wilkinson Mr N Wilkinson Mrs E Shackleton Mrs J Richards</i>



	<i>Mr M Lang Mr A Jarrett Miss K Henderson Miss S Culshaw Miss L Connor Mr D Martin Mrs H Proctor Miss D Allen Mrs L Miller Mrs N Ashall Mrs A Standen Mrs K Johnson Mrs Ainsworth Mr A Jarrett Mr M Lang Mr L Hartley</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Mrs C Wilkinson Mrs L Miller</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities Mrs Bennett-One foot</i>
Health surveillance will be arranged by:	<i>Mrs C Wilkinson</i>
Health surveillance/records will be kept by/at:	<i>Mrs C Wilkinson</i>

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by: Ursula Clarkson</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. (H Proctor/N Wilkinson)</p>	<p><i>Mrs C Wilkinson (Daily) Service Alliance (Daily) Governors (Termly)</i></p>
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Is 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>Mrs C Wilkinson</i>
Is/are responsible for investigating work-related causes of sickness absences.	<i>Mrs C Wilkinson</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Mrs C Wilkinson</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>Mrs C Wilkinson</i>
Escape routes are checked by/every:	<i>Mrs C Wilkinson (daily) Fire Marshalls</i>
Fire extinguishers are maintained and checked by/every:	<i>Annually by JLA</i>
Alarms are tested by/every:	<i>6 monthly inspection Weekly inspection by Caretaker</i>
The emergency evacuation procedure is tested every:	<i>Termly drill with reports by all staff (Mrs C Wilkinson/AHTs)</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Mrs C Wilkinson</i>