

HEALTH AND SAFETY POLICY 2022-2023

Incorporating the Local Health and Safety Arrangements for:


- **Name of School: Gillibrand Primary School**
- **Category of School**
- **School Number: 09010**
- **School Address: Grosvenor Road, Chorley PR7 2Pj**

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 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 of this template 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: Doris Bell On behalf of the Governing Body
Headteacher's name: Mrs Ashley Clayton	Chair of Governors name: Doris Bell
Date: November 2022	Proposed Review date: November 2023

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>Ashley Clayton (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 and safety co-ordinator etc:</p>	<p><i>Ashley Clayton (Headteacher) Monica Gailey (Office Manager)</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>Ashley Clayton (Headteacher) Paul Martin (Site Supervisor) Ben Thomas / Hannah Clark Monica Gailey (Office Manager)</i></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Ashley Clayton (Headteacher) Doris Bell (Chair of Governors)</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: 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>Within the School Development Plan and in the minutes of Governors and Staff meetings.</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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 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>Ashley Clayton (Headteacher)</i> <i>Teaching Staff</i> <i>Monica Gailey (Office manager)</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.	
The significant findings of risk assessments will be reported to:	<i>Ashley Clayton (Headteacher)</i>
Action required to remove/control risks will be approved by:	<i>Ashley Clayton (Headteacher)</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Ashley Clayton (Headteacher)</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Ashley Clayton (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>Ashley Clayton (Headteacher)</i> <i>Teaching staff</i> <i>Monica Gailey (Office manager)</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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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>Linda Broadbent Year 5 teacher</i>
Consultation with employees is provided via:	<i>Staff Briefings / Staff Meetings / 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 headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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>Ashley Clayton Headteacher Monica Gailey (Office Manager) Linda Broadbent (H&S Personnel)</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Ashley Clayton Headteacher Monica Gailey (Office Manager) Linda Broadbent (H&S Personnel)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Ashley Clayton Headteacher Monica Gailey (Office Manager) Linda Broadbent (H&S Personnel)</i>
Any problems found with equipment should be reported to:	<i>Ashley Clayton Headteacher Monica Gailey (Office Manager) Linda Broadbent (H&S Personnel)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Ashley Clayton Headteacher Monica Gailey (Office Manager) Linda Broadbent (H&S Personnel)</i>

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Staff room</i>
Note: It is a legal requirement to display the	

Health and 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 and Safety Law leaflet.	
Health and safety advice is available from:	<i>Adam Sykes-Health and Safety team LCC Ashley Clayton (Headteacher) Monica Gailey (Office Manager)</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Ashley Clayton (Headteacher) Linda Broadbent (Year 5 teacher)</i>
Health and safety in shared premises (where applicable) is managed by:	<i>Ashley Clayton (Headteacher) 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>

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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Ashley Clayton (Headteacher) Linda Broadbent (Year 5 teacher)</i>
Job specific training will be provided by:	<i>Ashley Clayton (Headteacher)</i>
Jobs requiring specific health and safety training are:	<i>List the training and method of provision Paediatric 1st Aid training/1st Aid training – annual refresher course for nominated first aiders Management of treatment for a diabetic child - Epi Pen training Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training</i>

	<i>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</i>
Training records are kept by:	<i>Ashley Clayton-Headteacher Monica Gailey (Office Manager)</i>
Training will be identified, arranged and monitored by:	<i>Ashley Clayton-Headteacher</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<i>First Aid Cabinet-outside staff room Reception Classroom KS2 Area</i>
The first aider(s) and appointed person(s) is/are:	<i>List displayed on First Aid cabinet outside pupil family support workers room</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Ashley Clayton-Headteacher</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</i>
Health surveillance will be arranged by:	<i>Ashley Clayton-Headteacher</i>

Health surveillance/records will be kept by/at:	<i>Ashley Clayton-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.

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>Ashley Clayton (Headteacher) Linda Broadbent (Health and safety rep) Paul Martin (Site Supervisor) Elizabeth Green (Governor)</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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Ashley Clayton-Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Ashley Clayton-Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Ashley Clayton-Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Ashley Clayton-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>Ashley Clayton-Headteacher</i>
Escape routes are checked by/every:	<i>Linda Broadbent Year 5 teacher -</i>

	<i>monthly</i>
Fire extinguishers are maintained and checked by/every:	<i>Pennine Annually</i>
Alarms are tested by/every:	<i>Linda Broadbent (Year 5 teacher) Paul Martin (Site Supervisor) - Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Ashley Clayton-Headteacher Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Ashley Clayton-Headteacher</i>

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the Health Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	First Aid cabinet (children) / Oracle (staff)
Asbestos management plan	√	Asbestos file in main office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	H&S file in HT office
Cleaning/caretaking tasks	√	Site Supervisor's office
Control of contractors	√	Accessibility plan in HT office
Control of substances hazardous to health (COSHH)	√	Site Supervisor's office
Disability access (health and safety implications)	√	Accessibility plan in HT office/ website
Display screen equipment and eye tests	√	Forms available on school's portal
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Service contract file in main office
Emergency procedures other than fire, for example flood, services failure	√	H&S file in HT office and main office
Extended school and community use	√	Lettings file in main office
Finger traps (internal and external)	√	
Fire safety	√	Fire log book in main office
First aid	√	First Aid cabinet/First Aid policy in HT office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Service contract file in main office
Health and safety induction (a checklist is available on the health safety and quality website)	√	During new staff induction process – Headteacher
Infection control, including needles and needlestick injuries	√	No diabetics at school, site supervisor checks outside premises daily
Lettings to non-school groups	√	Lettings file in main office
Manual handling	√	Policy in HT office
Mobile phones (the use of)	√	Policy in HT office
Personal safety including lone working and violence and aggression	√	Risk assessment file in HT office
Play equipment installations inspections	√	H&S file in HT office and site supervisor does daily

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance are available on the Health Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Playgrounds and external areas	√	outside apparatus checks H&S file in HT office and site supervisor does daily outside apparatus checks
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	H&S file in school office
Pregnant employees and nursing mothers	√	Risk assessment in HT office
Reporting of health and safety concerns/faults	√	Site supervisor has daily maintenance logs that staff report issues in. Office Manager logs larger jobs with Becon (Becon folder in main office)
Severe weather including winter gritting	√	Winter gritting risk assessment in HT office
Sharps, for example, broken glass in the school building or external grounds	√	H&S file in HT office and site supervisor does daily checks
Stress	√	Risk assessment file in HT office
Visitor and volunteers' safety	√	Risk assessment / Induction files in HT office
Waste storage and disposal	√	H&S file in the HT office / site supervisor empties bins and recycling daily
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premise's management arrangements	√	Legionella file in main office
Work equipment and machinery	√	Risk assessment file in HT office
Working at height – ladders, access equipment etc	√	Risk assessment file in HT office
Workplace inspection (internal and external)	√	H&S file on HT office

Table of non-occupational health and 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	√	School website
*Educational visits	√	Risk assessment file in HT office / Evolve
Food safety and hygiene	√	H&S and risk assessment file in HT office
Outdoor activities	√	Risk assessment file in HT office
PE equipment	√	H&S and risk assessment file in HT office
Pupil handling and restraint	√	Policy in HT office
Special needs of pupils (health and safety issues)	√	Policy in HT office
Supervision of pupils	√	On server
Wearing of jewellery	√	PE policy
Work experience	√	PE policy

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](#).