

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Grindleton CE Voluntary Aided Primary School**
- **11063/8883807**
- **Sawley Road, Grindleton ,Clitheroe, Lancashire, BB7 4QS**

As a unique village school, inspired by our Christian love, we strive to nurture our family to 'grow and shine in God's glory'. We will open our hearts to God's wonderful, diverse creation cherishing everyone as a child of God. Through Jesus' example, we will instil resilience and confidence for tomorrow.

'In the same way, let your light shine before others that they may see your good deeds and glorify your father in heaven.' Matthew 5 v16

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 day-to-day 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 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 day-to-day 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.

(*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display)

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;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;

- 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;
- 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: PAUL HOLDEN	Chair of Governors name: GILLIAN JAMES
Date: June 2019	Proposed Review date: Summer term 2020

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
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:	<i>Names & Designations</i> <i>Paul Holden – Headteacher/Premises Manager</i>
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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
All employees within the school have a responsibility to: 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. 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 objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

Examples of objectives 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: 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>Name & Designation</i> <i>Paul Holden – Headteacher (EVC)</i>
The significant findings of risk assessments will be reported to:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name & Designation</i> <i>Paul Holden - Headteacher</i>
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>Name & Designation</i> <i>Paul Holden - 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.

(The list in the table at the end of this document is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed in the table. Please add any additional hazards to the list or remove any that do not apply. You should delete this paragraph once you have done this.)

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>Names & Designations Paul Holden – Headteacher Hilary Walmsley – Assist Head Jackie Ingham – Office Man</i>
Consultation with employees is provided via:	<i>Staff appraisals Staff meetings Electronically i.e. email</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>Names & Designation Paul Holden – Headteacher Anthony Breward –Site Supervisor Jackie Ingham – Office Man</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names & Designation Paul Holden - Headteacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names & Designation Paul Holden – Headteacher Jackie Ingham – Office Man</i>
Any problems found with equipment should be reported to:	<i>Name & Designation Jackie Ingham –Office Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name & Designation Paul Holden – Headteacher Jackie Ingham – Office Man</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s) Staffroom</i>
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Health and safety advice is available from:	<i>Name & Designation Paul Holden - Headteacher</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Name & Designation Paul Holden - Headteacher</i>

* 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.

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>Name & Designation Paul Holden - Headteacher</i>
Job specific training will be provided by:	<i>Name & Designation Paul Holden – Headteacher and Outside agencies</i>
Jobs requiring specific health & safety training are:	<i>List the training and method of provision First Aid Training as INSET Working at Height – e learning Fire Risk – e learning Legionella & Asbestos – e-learning and face to face when required</i>
Training records are kept at/by:	<i>Name & Designation Paul Holden – Headteacher Jackie Ingham – Office man</i>
Training will be identified, arranged and monitored by:	<i>Name & Designation Paul Holden – Headteacher Jackie Ingham – Office Man</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)</i> <i>Staffroom</i>
The first aider(s) and appointed person(s) is/are:	<i>Name(s) and contact details or signpost to where up-to-date list is displayed</i> <i>List of First Aiders in staffroom, each classroom and hall</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name & Designation</i> <i>Paul Holden – Headteacher</i> <i>Jackie Ingham – Office Manager</i>
*Health surveillance is required for employees doing the following jobs within the school:	<i>DSE Users:</i> <i>Paul Holden – Headteacher</i> <i>Jackie Ingham – Office Man</i>
Health surveillance will be arranged by:	<i>Name & Designation</i> <i>Paul Holden – Headteacher</i> <i>Jackie Ingham – Office Man</i>
Health surveillance/records will be kept by/at:	<i>Name & Designation or provide details</i> <i>School Office</i> <i>Staffroom</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,	<i>Name & Designation</i>
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we will: Conduct workplace inspections. These are carried out by:	Governing Body committee and Head teacher
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly 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 - 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>Name & Designation Paul Holden - Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name & Designation Paul Holden - Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name & Designation Paul Holden - Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name & Designation Paul Holden – Headteacher Jackie Ingham – 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>Name & Designation Governing Body Paul Holden - Headteacher</i>
Escape routes are checked by/every:	<i>Name, Designation and frequency: Headteacher/Office Manager/Site Supervisor Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency: PROP – Churchesfire Annually</i>
Alarms are tested by/every:	<i>Name, Designation and frequency: Site Supervisor – Weekly PROP – Westmorland – 6 monthly</i>
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency Office Manager - termly</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</i> <i>Paul Holden – Headteacher</i> <i>Governing Body</i>
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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	√	Staffroom
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Care and Control of Pupils
Catering	√	LCCCS
Cleaning/caretaking	√	COSSH
Control of contractors	√	Contractor File
Disability access (health & safety implications)	√	Accessibility Plan
Display Screen Equipment and Eye Tests	√	Staffroom
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	Compliance File
Emergency Procedures other than Fire e.g. flood, services failure	√	Office
Extended school and community use	√	Office
Falling Objects/Safe storage	√	H & S Safety Inspection Records
Fire Safety	√	Office
First Aid	√	School Policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Compliance File
Hot surfaces, scalds and burns	√	LCC
Health & Safety Induction (checklist available on web site)	√	Staff Handbook
Lettings to non-school groups	√	Lettings Policy
Manual Handling	√	Care and Control of Pupils Policy
Minibuses	√	Educational Visits Policy (LCC)
Mobile phones (the use of)	√	eSafety Policy
Needles and needle stick injuries	√	DT Risk Assessment
Personal safety including lone working and violence and aggression	√	LCC e learning

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
Play Equipment installations inspections	√	LCC Compliance file
Playgrounds and external areas	√	LCC Compliance file
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Compliance file
Pupil moving and handling (special needs)	√	
Pregnant employees and nursing mothers	√	LCC policy
Reporting of health & safety concerns/faults	√	LCC/PROP/Govs H & S
Slips and trips	√	Govs H & S Reports
Stress	√	LCC Policy
Substances – COSHH	√	LCC
Vehicle and pedestrian traffic	√	Letters to Parents
Visitor and volunteers safety	√	Staff handbook/signing in records
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Testing Records kept in SS Room and Legionella testing in Compliance file
Work equipment and machinery	√	LCC/Client services
Working at height – ladders, access equipment etc.	√	E learning records in office
Workplace Inspection	√	Govs H & S committee/Site Supervisor

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	√	School Policy
*Educational Visits	√	LCC Educational visits policy
Food safety and hygiene		
Outdoor activities	√	Risk assessments/Policy
PE Equipment	√	Compliance file
Pupil handling and restraint	√	Care and Control of Pupils Policy
Grounds maintenance activities	√	LCC Contract
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Smoke free policy
Special needs of pupils health & safety issues	√	Disability Equality Scheme
Stage and drama activities	√	Manual Handling
Supervision of pupils	√	Job Descriptions
Technology rooms and equipment		
Wearing of jewellery	√	School Prospectus/PE Policy
Work experience	√	Insurance

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](#).