



Health & Safety Policy
Policy date: Feb 25

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

o Name of School	Ingol Community Primary School
o Category of School	Community
o School Number	06/014
o School Address	Whitby Ave, Ingol, Preston, PR2 3YP

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 the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, we will, as far as is reasonably practicable:

- | | |
|---|---|
| <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 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; | <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". |
|---|---|

Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Naomi Parkinson	Chair of Governors name: Charlie Stewart
Date: Feb 25	Proposed Review date: Feb 27

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Naomi Parkinson / Headteacher Governors</i></p>
<p>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):</p>	<p><i>Rebecca Redman/ 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>EVC – Amanda Dalton Out of Hours – G4S / Naomi Parkinson / James Moss Site Supervisor =Nigel Malyon</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. DCSF, the HSE) will be developed and monitored by:</p>	<p><i>Naomi Parkinson Rebecca Redman / SBM</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 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

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>Naomi Parkinson HT EVC – Amanda Dalton Class teachers Rebecca Redman SBM</i>
The significant findings of risk assessments will be reported to:	<i>Governors and LCC</i>
Action required to remove/control risks will be approved by:	<i>Naomi Parkinson HT, in absence DHT</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Rebecca Redman SBM</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Naomi Parkinson HT and Governors</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>Naomi Parkinson HT EVC – Amanda Dalton Class teachers Rebecca Redman SBM Nigel Malyon SS Governors</i>

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and their nominated representatives 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.

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>Nigel Malyon SS</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Rebecca Redman SBM</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Rebecca Redman SBM</i>
Any problems found with equipment should be reported to:	<i>Rebecca Redman SBM</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Rebecca Redman SBM</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staffroom and main office</i>
Health and safety advice is available from:	<i>Lancashire County Council</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Colette Russell Student mentor</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. 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>Naomi Parkinson / Headteacher (teachers)</i>
---	---

	<i>Rebecca Redman SBM (Other)</i>
Job specific training will be provided by:	<i>Class teachers</i>
Jobs requiring specific health & safety training are: Site supervisor Cleaner SBM Headteacher	LCC and SSS
Training records are kept at/by:	<i>Rebecca Redman SBM</i>
Training will be identified, arranged and monitored by:	<i>Naomi Parkinson and Rebecca Redman SBM</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>KS1 – Shared area KS2 - Year 6 Classroom Staffroom</i>
The first aider(s) and appointed person(s) is/are:	<i>Ann-Marie Brown, Sarah Jackson, Colette Russell, James Moss, Amanda Dalton, Roma Ruming, Hollie Gibson, Bethanie Pickering, Toni McQuade, Paediatric First Aid –Carmen Crossett, Joanne Pandya and Sarah Smalley</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Naomi Parkinson</i>

Health surveillance is not required for any roles within the school.	
Health surveillance will be arranged by:	N/A
Health surveillance/records will be kept by/at:	N/A

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>Rebecca Redman SBM Alan Brookes- H&S Governor</i>
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>Naomi Parkinson / Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Naomi Parkinson/ Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Naomi Parkinson / Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Naomi Parkinson / 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>Naomi Parkinson / Headteacher in collaboration with Brad Walker (Fire Safety Officer)</i>
--	--

Escape routes are checked by/every:	<i>Rebecca Redman SBM / monthly:</i>
Fire extinguishers are maintained and checked by/every:	<i>Churches Fire / annually</i>
Alarms are tested by/every:	<i>Nigel Malyon/ Site Supervisor/ weekly:</i>
The emergency evacuation procedure is tested by/every:	<i>Whole school / termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Naomi Parkinson / Headteacher from plans drawn up by Rebecca Redman SBM</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	√	Staff handbook /staff room/ office / Oracle
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Schools' portal/ risk assessment
Catering	√	LCCG
Cleaning/caretaking	√	LCC Catering & cleaning/ schools portal
Control of contractors	√	LCC PROp / risk assessment folder
Disability access (health & safety implications)	√	PAMs/ PEEPs in classrooms
Display Screen Equipment and Eye Tests	√	Office
Driving at Work	√	Schools' portal
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	PAT register (office)
Emergency Procedures other than Fire e.g. flood, services failure	√	Office
Extended school and community use	√	Lettings file
Falling Objects/Safe storage	√	Schools Portal/ risk assessment
Fire Safety	√	Fire risk assessment / office
First Aid	√	First aid policy
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	Maintained by LCC contractors. Information stored on PAMs
Hot surfaces, scalds and burns	√	First aid policy
Health & Safety Induction (checklist available on web site)	√	Staff training
Lettings to non-school groups		
Manual Handling	√	Risk assessment
Minibuses		
Mobile phones (the use of)	√	Acceptable use policy
Needles and needle stick injuries		

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	√	Policy / risk assessment
Play Equipment installations inspections	√	Inspection√ reports / office
Playgrounds and external areas	√	Risk assessment
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	PAMs/ H&S File
Pupil moving and handling (special needs)	√	Team Teach trained staff only or if on PEEP
Pregnant employees and nursing mothers	√	Risk assessment / office
Reporting of health & safety concerns/faults	√	Staff room log / office
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	√	Risk assessment / office
Slips and trips	√	Risk assessment/office/Schools Portal
Stress	√	LCC HR guidance
Substances – COSHH	√	COSHH file / office
Swimming pools		
Vehicle and pedestrian traffic	√	Risk assessment/office
Visitor and volunteers safety	√	Information sheet
Waste storage and disposal	√	Preston City Council
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella folder / office
Work equipment and machinery		
Working at height – ladders, access equipment etc.	√	Risk assessment / office
Workplace Inspection	√	Office

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	√	Headteacher's office
*Educational Visits	√	EVC – Amanda Dalton
Food safety and hygiene	√	Schools' portal
Outdoor activities	√	Risk assessment/ office
PE Equipment	√	PE co-ordinator
Pupil handling and restraint	√	Headteacher's office
Grounds maintenance activities	√	Schools' portal
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Science co-ordinator
Smoking	√	Non-smoking site
Special needs of pupils health & safety issues	√	PEEP in Fire folder and classrooms where applicable
Stage and drama activities		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery		
Work experience	√	Risk assessment

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](#).