

Lea Community Primary School



Health and Safety Policy



Date of last review: Spring 2024

Policy holder: School Business Manager

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Lea Community Primary School**
- **Category of School: Primary**
- **School Number: 06/037**
- **Greavestown Lane, Lea, Preston, PR2 1PD T- 01772 726408**

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:

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| <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 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; | <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". |
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| Signed: <i>L Slater</i> | Signed: <i>Lesley Crook</i> |
| | On behalf of the Governing Body |
| Headteacher's name: Mrs Lynne Slater | Chair of Governors name: Mrs Lesley Crook |
| Date: 02/02/2024 | Proposed Review date: Spring 2025 |

Responsibilities

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| <p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p> | <p><i>Headteacher</i></p> |
| <p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p> | <p><i>School Business Manager</i></p> |
| <p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p> | <p><i>Premises – Headteacher, SBM and Site Supervisor</i> <i>Fire safety – Headteacher, SBM and Site Supervisor</i> <i>Emergency plans – All SLT and Site Supervisor</i> <i>Educational visits – SBM & Pastoral Leader</i> <i>Out of Hours – Key Plus and Site Supervisor</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>Headteacher</i> <i>Deputy Headteacher</i> <i>SBM</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 eg as an action plan, and monitored to ensure they are achieved.</p> | <p><i>Minutes of governors or staff meetings.</i></p> <p><i>H&S Visit reports – all stored on the network</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.

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| 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>Headteacher SBM Teaching Staff</i> |
| The significant findings of risk assessments will be reported to: | <i>Headteacher H&S Governor</i> |
| Action required to remove/control risks will be approved by: | <i>Headteacher</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>Headteacher</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>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>Headteacher SBM Site Supervisor LCC H&S Officer</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.

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| Employee representative(s) for the school are: | <i>Pastoral Leader</i> |
| Consultation with employees is provided via: | <i>Staff appraisals, review of documents, staff meetings, Twilight 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 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.

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| Responsible person(s) for identifying all equipment/plant needing maintenance: | <i>Site Supervisor</i> |
| Responsible person(s) for ensuring effective maintenance arrangements are in place: | <i>Site Supervisor</i> |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | <i>Site Supervisor</i> |
| Any problems found with equipment should be reported to: | <i>Site Supervisor</i> |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | <i>Site Supervisor</i> |

Information, instruction and supervision

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| The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet. | <i>Main Office (reception area)</i> |
| Health and safety advice is available from: | <i>Headteacher SBM Site Supervisor</i> |
| Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by: | <i>SBM</i> |

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| Health and safety in shared premises (where applicable) is managed by: | SBM 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. |
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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.

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| Induction training will be arranged/undertaken for all employees by: | <i>Headteacher</i> <i>Pastoral Leader</i> <i>SBM</i> |
| Job specific training will be provided by: | <i>SBM</i> <i>Site Supervisor</i> |
| Jobs requiring specific health and safety training are: | <i>Site Supervisor</i> <i>Cleaners</i> <i>SBM</i> |
| Training records are kept by: | <i>SBM</i> <i>Annual CPD record</i> |
| Training will be identified, arranged and monitored by: | <i>SBM</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.

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| The first aid box(es) is/are available: | <i>Office KS1 Corridor</i> |
| The first aider(s) and appointed person(s) is/are: | <i>List is available in the staffroom and T:drive</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Headteacher SBM</i> |
| Health surveillance is not required for any job roles within the school. | |

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.

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| 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>SBM Site Supervisor H&S 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>Headteacher SBM</i> |
| Responsible person(s) for investigating work-related causes of sickness absences: | <i>Headteacher SBM</i> |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | <i>Headteacher SBM</i> |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | <i>Headteacher SBM</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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | <i>Headteacher</i> |
| Escape routes are checked by/every: | <i>Site supervisor (daily)</i> |
| Fire extinguishers are maintained and checked by/every: | <i>LCC SLA (annual)</i> |
| Alarms are tested by/every: | LCC SLA (twice a year) Test points – site supervisor (weekly) |
| The emergency evacuation procedure is tested by/every: | <i>Headteacher (termly)</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with: | <i>Headteacher</i> <i>SBM</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 is available on the Health, Safety and Quality team website : | Applicable (√) | Details of where information about the school's arrangements can be found |
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| Accident reporting, recording and investigation | √ | Shared network, Schools Portal |
| Asbestos management plan | √ | Shared network, Schools Portal, Main Office |
| Bodily fluids (urine; blood; faeces; vomit) and biological agents | √ | Shared network, Schools Portal |
| Cleaning/caretaking tasks | √ | Shared network, Schools Portal, Main Office |
| Control of contractors | √ | Shared network, Schools Portal, Main Office |
| Control of substances hazardous to health (COSHH) | √ | Shared network, Schools Portal, Main Office |
| Disability access (health and safety implications) | √ | Shared network, Schools Portal |
| Display screen equipment and eye tests | √ | Shared network, Schools Portal |
| Driving at work | √ | Shared network, Schools Portal |
| Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc | √ | Shared network, Schools Portal |
| Emergency procedures other than fire, for example flood, services failure | √ | Shared network, Schools Portal |
| Extended school and community use | √ | Shared network, Schools Portal |
| Finger traps (internal and external) | √ | Shared network, Schools Portal |
| Fire safety | √ | Shared network, Schools Portal, Main Office |
| First aid | √ | Shared network, Schools Portal, Main Office |
| Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc | √ | Shared network, Schools Portal, Main Office |
| Health and safety induction (a checklist is available on the health safety and quality website) | √ | Shared network, Schools Portal, Main Office |
| Infection control, including needles and needlestick injuries | √ | Shared network, Schools Portal |
| Lettings to non-school groups | √ | Shared network, Schools Portal |
| Manual handling | √ | Shared network, Schools Portal |

| 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 is available on the Health, Safety and Quality team website : | Applicable (√) | Details of where information about the school's arrangements can be found |
|--|---------------------------|--|
| Minibuses | √ | Shared network, Schools Portal |
| Mobile phones (the use of) | √ | Shared network, Schools Portal |
| Personal safety including lone working and violence and aggression | √ | Shared network, Schools Portal |
| Play equipment installations inspections | √ | Shared network, Schools Portal |
| Playgrounds and external areas | √ | Shared network, Schools Portal |
| Ponds and water features | N/A | |
| Premises management (see premises management guidance on the Health, Safety and Quality team's website) | √ | Shared network, Schools Portal |
| Pupil moving and handling (special needs) | √ | Shared network, Schools Portal |
| Pregnant employees and nursing mothers | √ | Shared network, Schools Portal |
| Reporting of health and safety concerns/faults | √ | Shared network, Schools Portal |
| Severe weather including winter gritting | √ | Shared network, Schools Portal |
| Shared use of buildings | √ | Shared network, Schools Portal |
| Sharps, for example, broken glass in the school building or external grounds | √ | Shared network, Schools Portal |
| Stress | √ | Shared network, Schools Portal |
| Swimming pools | N/A | |
| Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | √ | Shared network, Schools Portal |
| Visitor and volunteers' safety | √ | Shared network, Schools Portal, Main Office |
| Waste storage and disposal | √ | Shared network, Schools Portal |
| Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | √ | Shared network, Schools Portal |
| Work equipment and machinery | √ | Shared network, Schools Portal |
| Working at height – ladders, access equipment etc | √ | Shared network, Schools Portal |
| Workplace inspection (internal and external) | √ | Shared network, Schools Portal |

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 |
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| Administration of medication | √ | Shared network, Schools Portal |
| *Educational visits | √ | Shared network, Schools Portal, Evolve |
| Food safety and hygiene | √ | Shared network, Schools Portal |
| Outdoor activities | √ | Shared network, Schools Portal |
| PE equipment | √ | Shared network, Schools Portal |
| Pupil handling and restraint | √ | Shared network, Schools Portal |
| Grounds maintenance activities | √ | Shared network, Schools Portal |
| Pupil movement and flow | √ | Shared network, Schools Portal |
| School transport | N/A | |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | √ | Shared network, Schools Portal |
| Smoking | N/A | Non-smoking site |
| Special needs of pupils (health and safety issues) | √ | Shared network, Schools Portal |
| Stage and drama activities | √ | Shared network, Schools Portal |
| Supervision of pupils | √ | Shared network, Schools Portal |
| Technology rooms and equipment | √ | Shared network, Schools Portal |
| Wearing of jewellery | √ | Shared network, Schools Portal |
| Work experience | √ | Shared network, Schools Portal |

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](#).