



Royal Cross Primary School

Lancashire's school for deaf children

Policy Title:	Health and Safety Policy
Date of Issue:	10/03/2020
Date of Review:	Autumn Term 2020
Author and Role:	Lancashire Model Policy V 10
Ratified by:	Governors Policy Committee
Responsible Signatory:	Clive Gregory
Date of signature:	
Details:	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 and details colleagues' responsibilities for Health and Safety in the workplace.
Cross reference:	Educational Visits Policy Emergency Planning Manual Handling Policy First Aid Policy

EQUALITY AND DIVERSITY STATEMENT

Royal Cross School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:


- **Name of School: Royal Cross Primary School**
- **Category of School: Community Special**
- **School Number: 00134**
- **School Address: Elswick St, Preston, PR2 1NT**

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 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: 	Signed: On behalf of the Governing Body
Headteacher's name: Bev Hennefer	Chair of Governors name: Clive Gregory
Date: 10/03/2020	Proposed Review date:

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>Name & Designation</i> Bev Hennefer, Headteacher</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 & Safety Co-ordinator etc):</p>	<p><i>Name & Designation</i> Louise Reilly, Nominated Health & Safety Governor</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>Names & Designations e.g.</i> Sofia Parveen EVC Kath Markham SBM Louise Reilly H&S Co-ordinator Donna Barrow (MAXIM) Site Supervisor</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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Name & Designation</i> Kath Markham SBM Bev Hennefer Headteacher</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> 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>Location e.g.</i> In the minutes of Governors meetings. In H&S File in Resource room</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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Name & Designation</i> Louise Reilly H&S Co-ordinator Sofia Parveen Curriculum Co-ordinator Sofia Parveen EVC Kath Markham School Business Manager</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Name & Designation</i> Bev Hennefer Headteacher</p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Name & Designation</i> Bev Hennefer Headteacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Name & Designation</i> Louise Reilly H&S Co-ordinator Bev Hennefer Headteacher Kath Markham School Business Manager</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Name & Designation</i> Bev Hennefer</p>
<p>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:</p>	<p><i>Name & Designation</i> Louise Reilly H&S Co-ordinator Kath Markham School Business Manager</p>

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.

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</i> Louise Reilly , Staff nominated Governor
Consultation with employees is provided via:	<ul style="list-style-type: none">• individual staff appraisals,• review of documents,• team /staff meetings,• circulation of draft documents for consultation, monthly/annual health safety meetings.• H&S walk around checks• Governor H&S meetings

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</i> Bev Hennefer, Headteacher Kath Markham, SBM Louise Reilly, nominated staff Governor Donna Barrow, site supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names & Designation</i> Property Group - Beacon
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names & Designation</i> Kath Markham, SBM
Any problems found with equipment should be reported to:	<i>Name & Designation</i> Kath Markham, SBM
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name & Designation</i> Kath Markham, SBM

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> 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.</p>	<p><i>Location(s)</i> Staff Resource room</p>
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Health and safety advice is available from:	<i>Name & Designation</i> Kath Markham, SBM Louise Reilly , nominated staff Governor
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Name & Designation</i> Kath Markham , School business Manager

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</i> Kath Markham, SBM
Job specific training will be provided by:	<i>Name & Designation</i> Kath Markham, SBM Bev Hennefer, Headteacher
Jobs requiring specific health & safety training are: <i>Asbestos Inspection & Awareness – H&S Team & on the job training</i> <i>Legionella & Water Monitoring – H&S Team & on the job training</i> <i>COSHH – H&S Team & on the job training</i> <i>Management of Contractors – H&S eLearning & on-the-job training</i> <i>DSE – H&S eLearning</i> <i>Working at Height – H&S eLearning & on-the-job training</i> <i>Manual Handling of people - H&S Team & on-the-job training</i>	<i>List the training and method of provision</i> First Aid- LCC courses, Health & Safety Co- LCC courses, personal care- in house, Moving & Handling, administration of medicines - in house Corporate e-learnin11:
Training records are kept at/by:	<i>Name & Designation</i> Kath Markham , school office.
Training will be identified, arranged and monitored by:	<i>Name & Designation</i> Kath Markham, SBM Bev Hennefer, Headteacher Sofia Parveen, Deputy

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> Medical room including portable kit and minibus
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> Linzi Harding, Laura Park, Julie Rainford, Lisa Dewhurst, Christine Johnson, Debbie Cartwright and Louise Reilly, Julie Mansford, Sofia Parveen
All accidents and cases of work-related ill health are to be reported to:	<i>Name & Designation</i> Bev Hennefer, Headteacher Sofia Parveen, Deputy
*Health surveillance is required for employees doing the following jobs within the school: *e.g. DSE user with a history of upper limb disorders, CDT technician working with wood with a history of chest problems	<i>Provide details</i> Lifting & handling, DSE users, working at height and care & control issues
Health surveillance will be arranged by:	<i>Name & Designation</i> Bev Hennefer, Headteacher Sofia Parveen, Deputy Kath Markham, SBM
Health surveillance/records will be kept by/at:	<i>Name & Designation or provide details</i> Kath Markham - secure electronic records on SIMS and secure personnel files in school office.

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>Name & Designation</i> Louise Reilly & Governors
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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 - 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</i> Bev Hennefer , Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name & Designation</i> Bev Hennefer , Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name & Designation</i> Bev Hennefer , Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name & Designation</i> Bev Hennefer , Headteacher

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</i> Kath Markham , SBM
Escape routes are checked by/every:	<i>Name, Designation and frequency:</i> Louise Reilly , nominated Governor - ongoing & termly.
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> Beacon – 12 monthly
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> Beacon - 6 monthly.
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> Louise Reilly , nominated Governor - ongoing & termly.
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> Bev Hennefer , Headteacher Sofia Parveen , Deputy Head Kath Markham , SBM Clive Gregory , Chair of Governors

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: The school's H&S procedures document is kept in the H&S File in the Staff Resource room which also includes guidance and information for staff. We consult the Intranet site for up to date advice / fom1s etc
Accident Reporting, Recording and Investigation		H&S Procedures / Intranet
Asbestos Management Plan		H&S Procedures / Intranet + contractors file
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		H&S File
Cleaning/caretaking tasks		Intranet
Control of contractors		H&S Procedures / Intranet
Control of Substances Hazardous to Health (COSHH)		H&S File / COSHH File
Disability access (health & safety implications)		H&S Procedures - deaf issues / Health, Safety & Special Needs in H&S File
Display Screen Equipment and Eye Tests		H&S Procedures / H&S File
Driving at Work		H&S Procedures / H&S File
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		H&S Procedures
Emergency Procedures other than Fire e.g. flood, services failure		H&S Procedures / H&S File
Extended school and community use		Schools portal
Fire Safety		H&S Procedures / Fire Safety Policy / notices displayed around the school
First Aid		H&S Procedures/ notices displayed in school
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		H & S File /Premises Management Records
Health & Safety Induction (checklist available on web site)		Contractors File + Office
Infection Control including needles and needle stick injuries		H& S file – procedures + medical room
Lettings to non-school groups		Office Filing cabinets

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: The school's H&S procedures document is kept in the H&S File in the Staff Resource room which also includes guidance and information for staff. We consult the Intranet site for up to date advice / fom1s etc
Manual Handling		H&S Procedures / H&S File / Pupil Moving & Handling Policv
Minibuses		H&S File / ROSPA website
Mobile phones (the use of)		H&S File, Online Safety Policy, Mobile phone Policy.
Personal safety including lone working and violence and aggression		H&S Procedures
Play Equipment installations inspections		Premises Management Records
Playgrounds and external areas		See ROSPA website
Ponds and Water features	X	NA
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Fire Safety Log Book / Equipment Maintenance / Intranet / Premises Management Records
Pupil moving and handling (special needs)		H&S File / Intranet
Pregnant employees and nursing mothers		Intranet
Reporting of health & safety concerns/faults		H&S Procedures
Severe Weather including winter gritting		H& S File
Shared use of buildings	X	NA
Sharps e.g. broken glass either in school building or external grounds		H&S Procedures / H&S File
Stress		H&S Procedures / H&S File
Swimming pools		H&S Procedures / H&S File
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		H&S File
Visitor and volunteers safety		Visitor Rules in reception / Induction Booklet
Waste storage and disposal		Premises Management & Guidance Record

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: The school's H&S procedures document is kept in the H&S File in the Staff Resource room which also includes guidance and information for staff. We consult the Intranet site for up to date advice / fom1s etc
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Water Management System File
Work equipment and machinery	X	NA
Working at height – ladders, access equipment etc.		H&S File
Workplace Inspection		Premises Management & Guidance Record

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
DEAF ISSUES		H&S Procedures
Administration of medication		H&S Procedures/H&S File/ Medicine Safety File(in office)
*Educational Visits		Schools Portal / EVOLVE
Food safety and hygiene		Schools Portal
Outdoor activities		Schools Portal
PE Equipment		Schools Portal
Pupil handling and restraint		Care & Control Policy in School Policies File
Grounds maintenance activities		Schools portal

Pupil movement and flow		Health, Safety Special Needs Guidance /H&S File
School transport		Health, Safety Special Needs Guidance /H&S File
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	NA
Smoking		School Policies File
Special needs of pupils health & safety issues		H&S File
Stage and drama activities		H&S File
Supervision of pupils		School Policies Files
Technology rooms and equipment	X	NA
Wearing of jewellery		H&S & Wellbeing Intranet site
Work experience		H&S & Wellbeing Intranet site

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](#).