

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 Road Ashton 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:

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

Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Sofia Parveen	Chair of Governors name: Clive Gregory
Date: 12/09/23	Proposed Review date: Autumn 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg Headteacher:</p>	<p><i>Name and Designation</i></p> <p>Sofia Parveen Headteacher</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>Name and Designation</i></p> <p>Kath Markham - SBM</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>Names and Designations eg</i></p> <p>Emergency Plans –Sofia Parveen, Headteacher</p> <p>Education visits – Claire Cunliffe, EVC</p> <p>Premises - Kath Markham, SBM</p> <p>Fire Safety - Louise Reilly, H&S Co-ordinator</p> <p>Out of Hours - Linda Picking, (MAXIM) Site Supervisor</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>Name and Designation</i></p> <p>Kath Markham - SBM</p> <p>Sofia Parveen - Headteacher</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>Location</i></p> <p>In the minutes of Governors meetings.</p> <p>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; 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>Name and Designation</i> Claire Cunliffe - Curriculum Co-ordinator / EVC Kath Markham - SBM
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>Name and Designation</i> Sofia Parveen - Headteacher
Action required to remove/control risks will be approved by:	<i>Name and Designation</i> Sofia Parveen - Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name and Designation</i> Sofia Parveen - Headteacher Claire Cunliffe - Curriculum Co-ordinator / EVC Kath Markham - SBM
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name and Designation</i> Sofia Parveen - Headteacher Claire Cunliffe - Curriculum Co-ordinator / EVC Kath Markham - SBM
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>Name and Designation</i> Kath Markham – SBM Health & Safety Officer - LCC

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>Names and Designations</i> Kath Markham – SBM Louise Reilly - Fire Safety / H&S Co-ordinator
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, regular 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;
- 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>Name and Designation</i> Sofia Parveen - Headteacher Claire Cunliffe - Curriculum Co-ordinator / EVC Kath Markham - SBM Louise Reilly - nominated staff Governor Linda Picking - site supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Name and Designation</i> Becon – LCC Property Group Sofia Parveen - Headteacher Kath Markham - SBM
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Name and Designation</i> Kath Markham, SBM Linda Picking – Site Supervisor (Maxim)
Any problems found with equipment should be reported to:	<i>Name and 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 and Designation</i> Kath Markham, SBM

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location(s)</i> Staff resource Room
---	--

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.	
Health and safety advice is available from:	<i>Name and Designation</i> Louise Reilly – Staff Governor Kath Markham - SBM
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Name and Designation</i> Kath Markham - SBM

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>Name and Designation</i> Kath Markham - SBM
Job specific training will be provided by:	<i>Name and Designation</i> Kath Markham - SBM
Jobs requiring specific health and safety training are:	<i>List the jobs, training, and method of delivery here.</i> First Aid- LCC courses, Health & Safety Co- LCC courses, Personal care - in house, Moving & Handling, Corporate e-learning MAXIM – Site Maintenance for their staff
Training records are kept by:	<i>Name and Designation</i> Kath Markham - SBM
Training will be identified, arranged and monitored by:	<i>Name and Designation</i> Kath Markham, SBM Sofia Parveen, Headteacher Claire Cunliffe, Deputy/ EVC

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>Detail location(s)</i> Medical Room including portable kit EY Kitchen Minibus
The first aider(s) and appointed person(s) is/are:	Name(s) and contact details are displayed in the Medical Room and Resource Room
All accidents and cases of work-related ill health are to be reported to:	<i>Name and Designation</i> Sofia Parveen - Headteacher Claire Cunliffe - Deputy
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.

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 and Designation</i> Louise Reilly & Governors
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	<i>Name and Designation</i>

and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Sofia Parveen - Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name and Designation</i> Sofia Parveen - Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name and Designation</i> Sofia Parveen - Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name and Designation</i> Sofia Parveen - 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 and 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> Becon – 12 monthly
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> Linda Picking, Site Supervisor – Weekly Becon – 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 eg bomb threat, flood, etc. rests with:	<i>Name and Designation</i> Sofia Parveen - Headteacher Claire Cunliffe - Deputy Head Kath Markham - SBM Clive Gregory - Chair of Governors

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
Accident reporting, recording and investigation		H&S Procedures / Intranet
Asbestos management plan		H&S Procedures / Intranet + contractors file
Bodily fluids (urine; blood; faeces; vomit) and biological agents		H&S File
Cleaning/caretaking tasks		Intranet
Control of contractors		Health & Safety / Intranet
Control of substances hazardous to health (COSHH)		H&S File / COSHH File
Disability access (health and 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, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc		H&S Procedures
Emergency procedures other than fire, for example flood, services failure		H&S Procedures / H&S File
Extended school and community use		Schools Portal
Finger traps (internal and external)		
Fire safety		H&S Procedures / Fire Safety Policy / notices displayed around the school
First aid		H&S Procedures/ notices displayed in school
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		H & S File /Premises Management Records
Health and safety induction (a checklist is available on the health safety and quality website)		Contractors File + Office
Infection control, including needles and needlestick injuries		H& S file – procedures + medical room
Lettings to non-school groups		Office Filing cabinets

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
Manual handling		H&S Procedures / H&S File / Pupil Moving & Handling Policy
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	N/A
Premises management (see premises management guidance on the Health, Safety and Quality team's website)		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 and safety concerns/faults		H&S Procedures
Severe weather including winter gritting		H& S File
Shared use of buildings	X	N/A
Sharps, for example, broken glass in the 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
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	N/A

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
Working at height – ladders, access equipment etc		H&S File
Workplace inspection (internal and external)		Premises Management & Guidance Record

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		H&S Procedures
*Educational visits		H&S Procedures/H&S File/ Medicine Safety File(in office)
Food safety and hygiene		Schools Portal / EVOLVE
Outdoor activities		Schools Portal
PE equipment		Schools Portal
Pupil handling and restraint		Schools Portal
Grounds maintenance activities		Care & Control Policy in School Policies File
Pupil movement and flow		Schools portal
School transport		Health, Safety Special Needs Guidance /H&S File
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		Health, Safety Special Needs Guidance /H&S File
Smoking		N/A
Special needs of pupils (health and safety issues)		School Policies File
Stage and drama activities		H&S File
Supervision of pupils		N/A
Technology rooms and equipment		School Policies Files
Wearing of jewellery		N/A
Work experience		H&S & Wellbeing Intranet site
<i>-add more as required</i>		

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](#).