

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School - Sir Tom Finney Community High**
- **Category of School - community special (11-19, generic)**
- **School Number - 06/135**
- **School Address – Moor Park, Blackpool Road, Preston
PR1 6AA**

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 Head Teacher 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 Head Teacher 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 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". |
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| Signed: | Signed: |
| | On behalf of the Governing Body |
| Head Teachers name: S Jukes | Chair of Governors name: C Brown |
| Date: October 2011 | Proposed Review date: October 2012 |

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Responsibilities

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| <p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p> | <p>Headteacher (as controlling influence)</p> |
| <p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p> | <p>S Jukes</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>J Bugler, supported by M Brown/ B Cartwright (premises/site/minibus) MBrown – COSSH BCartwright – liegionella SJukes – fire and emergency TWilton – DSE BBillington/bbradshaw – Ed Visits BBilington – RA’s (student/curriculum/offsite) SJukes – RA’s (personnel/site related) MB/BC – out of hours arrangements Individual co-ordinators – subject based standards</p> |
| <p>The Health & Safety Objectives* for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:</p> | <p>SJukes with support and liaison from compliance team/SLT/HOD’s</p> |
| <p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher 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 each year for improvements in the management of health & safety within the school. Examples might be:

- a % reduction in accidents will be achieved;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- a new approach to managing slips and trips will be developed.

These will relate to the issues within the school as identified by sources outlined above. The progress towards meeting the objectives should be monitored and reviewed throughout the year to ensure they are achieved.

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: | <i>SJ/BBI/SPECIFIC SUBJECT CO-ORDINATORS/OUT OF SCHOOL ACTIVITY GROUP LEADER</i> |
| The significant findings of risk assessments will be reported to: | <i>LINE MANAGER IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</i> |
| Action required to remove/control risks will be approved by: | <i>LINE MANAGER IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD:</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>LINE MANAGER IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>LINE MANAGER IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</i> |
| Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. Risk assessments will be undertaken prior to the introduction of a new element of work activity. | <i>As Above</i> |

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below. *(The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list..)*

| Occupational Health & Safety Topic/Activity | Applicable (x) | Details of where information about the school's arrangements can be found |
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| Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site | | |
| Accident Reporting, Recording and Investigation | X | Main office |
| Bodily Fluids (urine; blood; faeces; vomit) | X | Hygiene areas |
| Catering | X | Kitchen |
| Cleaning/caretaking | X | Site office |
| Control of contractors | X | Site office |
| Disability access – H&S implications | X | Head (sip) |
| Display Screen Equipment and eye tests | X | Technician/bursar |
| Electrical Safety | X | Site office |
| Emergency Procedures other than Fire e.g. flood, services failure | X | Head |
| Extended school and community use | X | Mr Bradshaw |
| Falling Objects/Safe storage | X | Head |
| Fire Safety | X | Head (all communal rooms) |
| First Aid | X | Head/Nurse/main office |
| Gas safety | X | Science rooms |
| Hot surfaces, scalds and burns | X | Kitchen/food tech |
| Induction | X | Deputy/assistant head/HOD |
| Information communication | X | Head/main office/.SLT |
| Lettings to non school groups | X | Policy – Head |
| Management and other Health and Safety responsibilities | X | Policy – Head |
| Manual Handling | X | Assistant Head |
| Minibuses | X | Site office/bursar |
| Mobile phones – use of | X | Staff handbook/behaviour policy |
| Monitoring | X | Head/SLT |
| Needles and needle stick injuries | X | Nurse |
| Personal safety including lone working and violence and aggression | X | Policy – Head |
| Play Equipment installations inspections | X | Building s files |
| Playgrounds and external areas | X | Buildings files |

| Occupational Health & Safety Topic/Activity (continued) | Applicable (√) | Details of where information about the school's arrangements can be found |
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| Ponds and Water features | | |
| Premises Management | X | Head/Bursar/site staff |
| Pupil moving and handling (Special needs) | X | Assistant Head |
| Pregnant employees and nursing mothers | X | Head |
| Reporting of H&S concerns/faults | X | Policy – Head |
| Risk Assessment and hazard identification | X | Risk assessments – Head/Deputy Head/evc |
| Safety Committee | | |
| Safety Representatives | X | H/S policy |
| Security of premises | X | Site Staff/RA |
| Shared use of buildings | | |
| Slips and trips | X | Accident reporting/incident book |
| Stress | X | Well being team |
| Substances – COSHH | X | Site staff |
| Swimming pools | | |
| Temporary and supply staff | X | Head/deputy |
| Training | X | Head/bursar |
| Transporting and storing chemicals | X | Science |
| Vehicle and pedestrian traffic | X | Transport liaison |
| Visitor and volunteers safety | X | Main office |
| Waste storage and disposal | X | Site staff |
| Water hygiene (Legionella, lead etc.) | X | Site staff |
| Work equipment and machinery | X | D/T co-ordinator/site staff |
| Working at height – ladders, access equipment etc. | X | Head |
| Workplace Inspection | X | Head/Govs |
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| Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance 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 | X | Nurse/prospectus |
| Educational Visits | X | Deputy/EVC |
| Food safety and hygiene | X | Kitchen/food tech |
| Outdoor activities | X | RA |
| PE Equipment | X | Site staff/pe co-ordinator |
| Pupil handling and restraint | X | Policy – assistant Head |
| Grounds maintenance | X | Site staff |
| Pupil movement and flow | X | General |
| School transport | X | Transport liaison |
| Science (where not covered by curriculum safety procedures set down in CLEAPS) | X | Science |
| Smoking | X | LCC |
| Special needs of pupils Health & Safety issues | X | Individual files |
| Stage and drama activities | X | Perf.Arts Co-ord |
| Supervision of pupils | X | General |
| Technology rooms and equipment | X | Co-ordinators |
| Wearing of jewellery | X | Handbook/prospectus |
| Work experience | X | HLTA |
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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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).

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>Insert names: Karen Baines John Steinson</i> |
| Consultation with employees is provided via: | <i>Staff briefings; staff meetings; department meetings; SLT/HOD meetings; INSET; Compliance team meetings; individual co-ordinator meetings; performance management; document circulation; intranet document access within school; schools portal access for all staff.</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 Head Teacher/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.

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| Is responsible for identifying all equipment/plant needing maintenance | <i>Head/premises/site/specific subject co-ordinator (whomever appropriate)</i> |
| Is responsible for ensuring effective maintenance procedures are drawn up | <i>Head/premises/site/specific subject co-ordinator (whomever appropriate)</i> |
| Is responsible for ensuring that all identified maintenance is carried out | <i>Head/premises/site/specific subject co-ordinator (whomever appropriate)</i> |
| Any problems found with equipment should be reported to | <i>Head/premises/site/specific subject co-ordinator (whomever appropriate)</i> |
| Will check that new equipment meets any required health and safety standards before it is purchased | <i>Head/premises/site/specific subject co-ordinator (whomever appropriate)</i> |

Information, instruction and supervision

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| The Health and Safety Law poster* is displayed at: | <i>Staff room and front entrance</i> |
| Health and safety advice is available from: | <i>SLT within school and via LCC Health, Safety and Wellbeing Service/schools portal</i> |
| Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by: | <i>SLT</i> |
| Health & Safety in shared premises (where applicable) | The Head Teacher/Deputy Head or nominated representative 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. |

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

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| Induction training will be provided for all employees by: | <i>BBI with support from relevant staff</i> |
| Job specific training will be provided by: | <i>Most appropriate and relevant provider</i> |
| Specific jobs requiring special training are: | <i>COSSH/MIDAS/LEGIONELLA/ELEC TESTING/RISK ASSESSMENT/WORKING AT HEIGHT/MANUAL HANDLING/EQUIPMENT LOAD TESTING/POSITIVE HANDLING/SPECIFIC SUBJECT RELATED ACTIVITIES</i> |
| Training records are kept at/by: | <i>Jen bugler</i> |
| Training will be identified, arranged and monitored by: | <i>SJ/JB/SLT/HOD – MONITORED BY SLT/GOVS</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.

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| The first aid box(es) is/are available: | <i>Detail location(s): Nurses office Staffroom Science room Main office</i> |
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| The first aider(s) and appointed person(s) is/are: | Emergency first aiders – see list heads room Appointed persons; Bridget Billington (deputy head) and Isobel Woods (assistant Head) In emergencies on site nursing staff can be called upon |
| All accidents and cases of work-related ill health are to be reported to: | <i>Line Manager and subsequently to HEAD/SLT</i> |
| Health surveillance* is required for employees doing the following jobs within the school: | <i>Any pregnant staff Any staff who indicate a need physically, medically, emotionally (NB staff have a duty to inform the appropriate person of any such need)</i> |
| Health surveillance will be arranged by: | <i>Head/SLT</i> |
| Health surveillance/records will be kept by/at: | <i>Head – within individual personnel files</i> |

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

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| <p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments annually or in the event of any significant changes. This function is carried out by:</p> | <p><i>Head/Gov body rep</i></p> <p><i>lead person making original RA (or another relevant/appropriate person)</i></p> |
| <p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p> | <p><i>Head/SLT</i></p> |

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| Is/are responsible for investigating work-related causes of sickness absences. | <i>Head/SLT</i> |
| Is/are responsible for acting on investigation findings to prevent recurrences. | <i>Head/SLT</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>Head - SJukes</i> |
| Escape routes are checked by/every: | <i>Weekly – SJukes/Site staff</i> |
| Fire extinguishers are maintained and checked by/every: | Procyon – LCC NAMED SERVICE/CHECKING PROVIDER - ANNUALLY |
| Alarms are tested by/every: | Weekly – by site staff |
| The emergency evacuation procedure is tested every: | <i>Autumn term – twice: initial walkthrough and ‘real’ practise Spring Term – once ‘real’ practise Summer term – once ‘real’ practise</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc. | <i>Head - SJukes</i> |