

# 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 school (11-19 generic)**
- **School Number – Lanc district no. 06/135 DFE no. 888/7118**
- **School Address – Ribbleton Hall Drive, Preston PR2 6EE**

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, I/we will, as far as is reasonably practicable:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and health working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• 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;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".</li> </ul> |
|---|---|

Signed:	Signed:  On behalf of the Governing Body
Headteacher's name: Shaun Jukes	Chair of Governors name: Dorothy Jones
Date: Autumn term 2017	Proposed Review date: Annually updated as required

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Name &amp; Designation</i> Governing Body/Headteacher – (as controlling influence) All staff – (as responsible)</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health &amp; Safety Co-ordinator):</p>	<p><i>Name &amp; Designation</i> <i>S Jukes ( Head) – supported by SBM and Site staff</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>Names &amp; Designations</i> <i>S jukes – head – overarching h&amp;s responsibilities inc. Fire safety and emergencies</i> <i>J jukes– SBM – premises and site overview</i> <i>M and J Brown – premises and site day to day operationally plus COSHH, Leigionella/alarm testing and other site supervisory responsibilities, minibus</i> <i>B Bradshaw – EVC</i> <i>S Jukes – RA’s general and staff</i> <i>All staff - RA’s linked to curric and pastoral responsibilities</i> <i>All staff – individual students overseen by dept heads and deputy</i> <i>SLT /hod/all staff – behaviour standards</i> <i>JB/MB – out of hours lettings</i> <i>SL – holiday clubs</i></p>
<p>The Health &amp; Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Name &amp; Designation</i> <i>S Jukes(head) /Governing Body with support from most appropriate personnel and H&amp;S team</i></p> <p><i>Reported as required as part of school improvement planning</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> </ol>	

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 for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored 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.

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>SJ/BBI/ SUBJECT SPECIFIC CO-ORDINATORS AND OUT OF SCHOOL ACTIVITY LEADER</i>
The significant findings of risk assessments will be reported to:	<i>LINE MANAGERS IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</i>
Action required to remove/control risks will be approved by:	<i>LINE MANAGERS 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 MANAGERS IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>LINE MANAGERS IN FIRST INSTANCE AND SUBSEQUENTLY TO SLT/HEAD</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>CURRIC CO-ORDINATORS, LINE MANAGERS AND SLT/HEAD  COSHH – SITE MB</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 & 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>Karen Brown Shaun Jukes</i>
Consultation with employees	Staff briefings, staff meetings, dept meetings, INSET, compliance meetings, co-ordinator responsibilities, appraisal meetings, document circulation, shared network and school portal access for staff

## 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 persons include: Head/SLT/HOD/SITE-STAFF/SUBJECT CORDINATORS (determined by who is the most appropriate person)

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Front entrance and staff room</i>
Health and safety advice is available from:	<i>SLT within school and via schools H&amp;S WB service – schools portal</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>SLT/HOD</i>

\* 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.

## 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>BBI/IW plus relevant staff</i>
Job specific training will be provided by:	<i>Most appropriate persons</i>
Jobs requiring specific health & safety training are:	<i>ALL STAFF dependant on role has an element of H&amp;S training requirement</i>
Training records are kept at/by:	<i>Admin team</i>
Training will be identified, arranged and monitored by:	<i>SLT/HOD/CO-ORDINATORS</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>SEE LOCATION LISTS eg Heads room</i>
The first aider(s) and appointed person(s) is/are:	<i>Appointed persons TMcE/NK First aider list available i various locations eg Head/deputy's room</i>
All accidents and cases of work-related ill	<i>Appropriate line manager and then</i>

health are to be reported to:	<i>SLT - HEAD</i>
*Health surveillance is required for employees within the school:	Who are pregnant or whom have a physical, emotional, medical needs – staff have a duty to inform SLT of such a need/event
Health surveillance will be arranged by:	<i>Head/SLT</i>
Health surveillance/records will be kept by/at:	<i>Personnel Files</i>

## 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>Governing Body/ Head/SLT</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>SLT - HEAD</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>SLT - HEAD</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>SLT - HEAD</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>SLT - HEAD</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>Head - SJ</i>
Escape routes are checked by/every:	<i>DAILY/WEEKLY – SITE STAFF</i>
Fire extinguishers are maintained and checked by/every:	<i>LCC named service provider in line with compliance</i>
Alarms are tested by/every:	<i>Weekly – JB/MB</i>
The emergency evacuation procedure is tested by/every:	<i>TWICE PER TERM - recorded</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Head - SJ</i>

## Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	X	MAIN OFFICE
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	X	HYGIENE AREAS/IW
Catering	X	KITCHEN /LCC
Cleaning/caretaking	X	SITE/SBM
Control of contractors	X	SITE
Disability access (health & safety implications)	X	HEAD
Display Screen Equipment and Eye Tests	X	TW/SBM
Driving at Work	X	MB/midas – head
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	X	SITE/COMPLIANCE
Emergency Procedures other than Fire e.g. flood, services failure	X	HEAD
Extended school and community use	X	SBM/SL/BBR
Falling Objects/Safe storage	X	RA's
Fire Safety	X	Heads office /all rooms
First Aid	X	Location listings heads/deputy rooms
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	X	Kitchen/science/compliance/heads room
Hot surfaces, scalds and burns	X	Kitchen/food tech RA
Health & Safety Induction (checklist available on web site)	X	Deputy/assistant head
Lettings to non-school groups	X	SBM
Manual Handling	X	IW offices
Minibuses	X	Y drive specific policy/ staff handbook
Mobile phones (the use of)	X	Y drive specific policy
Needles and needle stick injuries	X	Nurses

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	X	Heads office (policy/ra)
Play Equipment installations inspections	X	Site offices
Playgrounds and external areas	X	Site offices
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	X	Head/sbm/site offices
Pupil moving and handling (special needs)	X	IW office
Pregnant employees and nursing mothers	X	Heads office
Reporting of health & safety concerns/faults	X	Main office/slt – hod meetings
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	X	Site office/heads office/portal
Slips and trips	X	Head office/main office reporting
Stress	X	Head office/portal
Substances – COSHH	X	SITE OFFICE
Swimming pools	X	Pool office
Vehicle and pedestrian traffic	X	HEAD OFFICE (RA files)
Visitor and volunteers safety	X	MAIN OFFICE
Waste storage and disposal	X	SITE OFFICE
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	X	SITE OFFICE
Work equipment and machinery	X	D/T ROOM
Working at height – ladders, access equipment etc.	X	SITE OFFICE
Workplace Inspection	X	HEAD/GOV FILES

### Table of Non-Occupational Health & Safety Topics/Activities that apply

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	X	Nurse/prospectus
*Educational Visits	X	BB/BBR EVC co-ordinator
Food safety and hygiene	X	Kitchen/food tech
Outdoor activities	X	Duty staff RA's/policy y drive
PE Equipment	X	Co-ordinator – compliance
Pupil handling and restraint	X	POLICY – Y DRIVE – IW
Grounds maintenance activities	X	SBM/SITE
Pupil movement and flow	X	General
School transport	X	NV – Hlta
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	Co-ordinator
Smoking	X	LCC policy – staff room
Special needs of pupils health & safety issues	X	All – individ files/Ra's/y drive
Stage and drama activities	X	Co-ordinators
Supervision of pupils	X	Policy y drive
Technology rooms and equipment	X	Co-ordinators
Wearing of jewellery	X	Handbook/prospectus
Work experience	X	Cc/nb (HLTA'S)

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](#).