

AUGHTON ST MICHAEL'S CE SCHOOL HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School Aughton St Michael's CE School**
- **Category of School Voluntary Controlled**
- **School Number 08021**
- **School Address Delph Park Avenue, Aughton , Lancs L39 5DG**

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:

- 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;
- 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: Fiona Cottam	Signed: Denis O'Brien (on behalf of the Governing Body)
Headteacher's name: Fiona Cottam	Chair of Governors name: Denis O'Brien

Aughton St Michael's CE School Health and Safety Policy

Date: 31/8/2020	Proposed Review date: 31/8/2021

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> Fiona Cottam 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> Sue Golding Tracy Wilson</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>Names & Designations Premises – Tracy Wilson Fire Safety – Tracy Wilson and Sue Golding Emergency Plans – Fiona Cottam Educational Visits – Fiona Cottam</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> Fiona Cottam Sue Golding Tracy Wilson Resources Committee</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>Within the H&S Action Plan, Accessibility Plan and minutes of Governors meetings.</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 & Safety Objectives for 2020 – 2021 are:

- Ensure all H&S policies and procedures relating to COVID are strictly adhered to and staff are fully averse with them.
- Ensure school is cleaned in line with Government guidance to minimise risk of COVID infection.
- Ensure H&S training is a regular feature during staff meetings.
- Train staff in administering recovery medication for specified pupil.
- Update staff training on administering Epi Pens & awareness of dealing with asthma

- Ensure all stagnant water is removed from school site and areas cleaned in line with procedures.
- Ensure school site is adapted appropriately for children with specific needs.
- Monitor the accidents within the school grounds & investigate and improve any areas in which accidents consistently occur.

Health and Safety Risks Arising from Work Activities

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 & Designation</i> Fiona Cottam – Headteacher All teaching staff
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 & Designation</i> Fiona Cottam – Headteacher Resources Committee
Action required to remove/control risks will be approved by:	<i>Name & Designation</i> Fiona Cottam – Headteacher Resources Committee
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name & Designation</i> Fiona Cottam – Headteacher All staff Resources Committee
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name & Designation</i> Fiona Cottam – Headteacher Resources Committee
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 & Designation</i> Fiona Cottam – Headteacher Tracy Wilson – Site Supervisor Resources Committee

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>
Consultation with employees is provided via:	<i>Insert details e.g. individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health & safety meeting etc.</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;
- 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> Tracy Wilson – Site Supervisor Fiona Cottam – Headteacher Sue Golding - Office Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names & Designation</i> Fiona Cottam – Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names & Designation</i> Tracy Wilson – Site Supervisor Fiona Cottam – Headteacher Sue Golding - Office Manager
Any problems found with equipment should be reported to:	<i>Name & Designation</i> Sue Golding - Office Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name & Designation</i> Sue Golding – Office Manager Fiona Cottam - Headteacher

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: <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.	<i>Location(s)</i> Staff room Kitchen
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Health and safety advice is available from:	<i>Name & Designation</i> <i>Fiona Cottam – headteacher</i> <i>Ursula Clarkson – allocated H&S adviser</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	<i>Name & Designation</i> <i>Fiona Cottam – headteacher</i>

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> <i>Fiona Cottam – Headteacher</i> <i>Chris Clare – Deputy Headteacher</i>
Job specific training will be provided by:	<i>Name & Designation</i> <i>Fiona Cottam – Headteacher</i> <i>Chris Clare – Deputy Headteacher</i>
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>
Training records are kept at/by:	<i>Name & Designation</i> <i>Fiona Cottam – Headteacher</i>
Training will be identified, arranged and monitored by:	<i>Name & Designation</i> <i>Fiona Cottam – Headteacher</i> <i>Ursula Clarkson – H&S Adviser</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 boxes are available:	<i>Outside Y5 Classroom Outside EYFS base Corridor leading to staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>Up-to-date list is displayed next to the First Aid boxes.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name & Designation Sue Golding – Office Manager</i>
Health surveillance is not required for any 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 & Designation Fiona Cottam – Headteacher Chris Clare – Dep Headteacher Tracy Wilson – Site Supervisor</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 - 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 Sue Golding – Office Manager Fiona Cottam – Headteacher</i>

Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name & Designation</i> Fiona Cottam – Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Name & Designation</i> Fiona Cottam – Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name & Designation</i> Fiona Cottam – Headteacher <i>Sue Golding</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>Name & Designation</i> Fiona Cottam – Headteacher Ursula Clarkson – H&S Adviser
Escape routes are checked by/every:	<i>Name, Designation and frequency:</i> Tracy Wilson – Site Supervisor – weekly All staff - daily
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> Chubb, annually
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> Tracy Wilson – Site Supervisor, weekly
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> Sue Golding – 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> Fiona Cottam – Headteacher

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
Accident Reporting, Recording and Investigation	Y	School Office, First Aid Boxes & School Portal
Asbestos Management Plan	Y	H&S File
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Y	LCC intranet
Cleaning/caretaking tasks	Y	LCC intranet & displayed in school
Control of contractors	Y	PROPS & Office Manager
Control of Substances Hazardous to Health (COSHH)	Y	H&S files – HT Office & SS cupboard
Disability access (health & safety implications)	Y	HT Office
Display Screen Equipment and Eye Tests	Y	Schools' Portal
Driving at Work	N	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Y	PAMIS
Emergency Procedures other than Fire e.g. flood, services failure	Y	HT office
Extended school and community use	Y	HT office
Fire Safety	Y	Office Manager's Office
First Aid	Y	HT Office
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Y	Office Manger's Office
Health & Safety Induction (checklist available on web site)	Y	HT office
Infection Control including needles and needle stick injuries	Y	Schools' Portal
Lettings to non-school groups	Y	Office Manager's Office
Manual Handling	Y	Schools' Portal
Minibuses	N	
Mobile phones (the use of)	Y	HT Office & displayed around school

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
Personal safety including lone working and violence and aggression	Y	HT Office
Play Equipment installations inspections	Y	LCC
Playgrounds and external areas	Y	Site Supervisors file
Ponds and Water features	Y	HT Office
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Y	PAMIS
Pupil moving and handling (special needs)	Y	Individual pupil records
Pregnant employees and nursing mothers	Y	Schools' Portal
Reporting of health & safety concerns/faults	Y	Schools' Portal
Severe Weather including winter gritting	Y	Schools' Portal
Shared use of buildings	Y	
Sharps e.g. broken glass either in school building or external grounds	Y	Schools' Portal
Stress	Y	HT office
Swimming pools	N/A	
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Y	HT Office
Visitor and volunteers safety	Y	HT Office
Waste storage and disposal	Y	Office Manager's Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Y	Office Manager's Office
Work equipment and machinery	Y	PAMIS
Working at height – ladders, access equipment etc.	Y	Schools' Portal
Workplace Inspection	Y	Site Supervisor's Files

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

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
Administration of medication	Y	School Website
*Educational Visits	Y	School Website
Food safety and hygiene	Y	School portal
Outdoor activities	Y	School portal
PE Equipment	Y	School portal
Pupil handling and restraint	Y	
Grounds maintenance activities	Y	School portal
Pupil movement and flow		School portal
School transport	Y	School portal
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	N/A	
Smoking	N/A	
Special needs of pupils health & safety issues	Y	School Office and School Website
Stage and drama activities	Y	School portal
Supervision of pupils	Y	School office
Technology rooms and equipment	Y	School portal
Wearing of jewellery	Y	School Website
Work experience	Y	School 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](#).