

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Reedley Primary School**
- **13036**
- **Reedley Road, Burnley, Lancashire, BB10 2NE**

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 of this template 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:	Signed:
	On behalf of the Governing Body
Headteacher's name: Sarah Bell	Chair of Governors - Jilly Walton
Date: 01/09/23	Proposed Review date: 01/09/24 or earlier if LCC update policy

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of the headteacher:	Sarah Bell
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:	Lisa Bullough – site supervisor
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:	<i>Names and Designations Premises – Lisa Bullough, Site Manager Fire safety – Sarah Bell Emergency plans – Sarah Bell Educational visits – Sarah Bell etc</i>
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:	<i>Sarah Bell – Headteacher Ambreen Iqbal – Business Manager Jilly Walton H&Safety Governor</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>Lisa Bullough has files with paperwork in PSM room- Main Office</i>
All employees within the school have a responsibility to:	
<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

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>Name & Designation</i> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
The significant findings of risk assessments will be reported to:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
Action required to remove/control risks will be approved by:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
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> Mrs Sarah Bell Headteacher

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or 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 & Designations</i> Mrs Sarah Bell - Headteacher
Consultation with employees is provided via:	<i>Regular discussions at staff meetings, Team meetings e.g TA team meeting/ playground team meeting/ teacher staff meeting. Specific briefings as and when needed.</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;
- 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>Names & Designation</i> Mrs Sarah Bell Headteacher Lisa Bullough Site Supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Names & Designation</i> Mrs Sarah Bell Headteacher Lisa Bullough Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names & Designation</i> Mrs Sarah Bell Headteacher Lisa Bullough Site Supervisor
Any problems found with equipment should be reported to:	<i>Names & Designation</i> Mrs Sarah Bell Headteacher Lisa Bullough Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Names & Designation</i> Mrs Sarah Bell Headteacher Lisa Bullough Site Supervisor

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the	<i>Location(s)</i> Main Office Mrs Boocock's Office
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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 & Designation</i> Mrs Sarah Bell Headteacher
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher
Health and safety in shared premises (where applicable) is managed by:	<i>(Name and Designation)</i> 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.

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 & Designation</i> Mrs Sarah Bell Headteacher Phase Leaders
Job specific training will be provided by:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Phase Leaders
Jobs requiring specific health and safety training are:	<i>List the training and method of provision</i> <i>E- Learning/ Team Training where relevant;</i> Health and Safety Law and You Risk Assessment Fire Prevention and Procedures Slips and Trips Manual Handling Hazardous Substances COSHH Ladder Safety Personal Safety Managing work related stress in

	your team Driving at work
Training records are kept by:	<i>Name & Designation</i> <i>Mrs A Iqbal Business Manager</i> <i>In individual staff records in the office</i>
Training will be identified, arranged and monitored by:	<i>Name & Designation</i> <i>Mrs S Bell Headteacher</i>

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> Main Office Ext 200 Administration Office Ext 201 Early Reedley Room 43 Middle Reedley Room 27 Upper Reedley Room 73
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> A Iqbal Ext 200 S Bell Ext203 K Gorrell Ext 204 J Mahmood/ T Fenn Ext211 G Latif/ S Arshad/S Latif /I Latif Ext 210 S Large, S Khan, Ext 208 A Price-Hunt, K Butt, Ext 212
All accidents and cases of work-related ill health are to be reported to:	<i>Name & Designation</i> Mrs Sarah Bell Headteacher Ext 203
*Health surveillance is required for employees doing the following jobs within the school:	<i>DSE users</i>

Health surveillance will be arranged by:	<p><i>Provide details</i> <i>DSE users;</i> <i>Mrs S Bell</i> <i>Mrs K Gorrell</i> <i>Mrs A Iqbal</i> <i>Mrs K Boocock</i></p> <p>Risk assessments will be carried out and their duties may need to be modified.</p> <p>Risk assessments as necessary</p>
Health surveillance/records will be kept by/at:	<p><i>Name & Designation or provide details</i> <i>Mrs A Iqbal in individual staff records/ Oracle/SIMMS</i></p>

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:	<p><i>Name & Designation</i> Mrs Sarah Bell</p> <p>Site Supervisor Miss L Bullough</p>
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.	<p>See Section: Health and Safety Risks Arising from Work Activities for responsibility details</p> <p>Lisa Bullough to arrange risk assessments and checks</p>
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<p><i>Name & Designation</i> Mrs Sarah Bell Headteacher</p>
Responsible person(s) for investigating work-related causes of sickness absences:	<p><i>Name & Designation</i> Mrs Sarah Bell Headteacher</p>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<p><i>Name & Designation</i> Mrs Sarah Bell Headteacher</p>
Responsible person(s) for the monitoring of	<p><i>Name & Designation</i></p>

any trends in accidents, incidents and sickness absence:	Mrs Sarah Bell Headteacher <i>Mrs A Iqbal Business Manager</i>
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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> Mrs Sarah Bell Headteacher Miss Lisa Bullough - Site Supervisor
Escape routes are checked by Lisa Bullough at least weekly	<i>Name, Designation and frequency:</i> <i>L Bullough Site Supervisor Weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> <i>Walker Fire 07985 890 464</i> <i>Annually:</i>
Alarms are tested by/every:	<i>Name, Designation and frequency:</i> <i>Lisa Bullough Site Supervisor</i> <i>Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> <i>Mrs S Bell Headteacher</i> <i>Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Name & Designation</i> Mrs S Bell Headteacher

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	✓	First Aid Policy
Asbestos management plan	✓	Site Supervisor file
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	Red equipment/ PPE worn
Cleaning/caretaking tasks	✓	School's site supervisor and CGC cleaning service
Control of contractors	✓	Rules/ Regulations for contractors at entrance
Control of substances hazardous to health (COSHH)	✓	Site Supervisor file
Disability access (health and safety implications)	✓	PEEPs in place and communicated to relevant people
Display screen equipment and eye tests	✓	E learning
Driving at work	✓	E learning
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	PAT testing/ Hazard reporting procedure
Emergency procedures other than fire, for example flood, services failure	✓	See Emergency Preparedness response Matrix
Extended school and community use	✓	Polling Station Risk assessment in place
Finger traps (internal and external)	✓	Fire Risk Assessment, fire alarm Testing, Trial Fire Evacuation
Fire safety	✓	First Aid Policy Administration of Medicines Policy Intimate Care Policy
First aid	✓	Regular servicing of gas boilers Hazard reporting procedure
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	Site supervisor file
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Induction Procedure Followed

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
Infection control, including needles and needlestick injuries	✓	Site supervisor file
Lettings to non-school groups		
Manual handling	✓	E Learning/Team training
Minibuses		
Mobile phones (the use of)	✓	Staff handbook/Safeguarding
Personal safety including lone working and violence and aggression	✓	E Learning
Play equipment installations inspections	✓	K Roughley LCC P Howard Site Supervisor
Playgrounds and external areas	✓	K Roughley LCC P Howard Site Supervisor
Ponds and water features		
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	Updated via PAMS
Pupil moving and handling (special needs)	✓	Staff trained by NHS
Pregnant employees and nursing mothers	✓	Risk assessed by SLT
Reporting of health and safety concerns/faults	✓	Hazard reporting procedure
Severe weather including winter gritting	✓	Winter weather plan to be implemented
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	✓	External grounds checked by site supervisor and any issues addressed.
Stress	✓	E learning /OHU
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Pedestrian path in place, pupil entrance separate from car park
Visitor and volunteers' safety	✓	Visitor badge in place with safety instructions on rear or displayed at signing in sheet. Always escorted
Waste storage and disposal	✓	Site Supervisor, A Iqbal Monitor and address any issues

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
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Monthly checks by IWS Water Hygiene Risk Assessment; Identified risks resolved Site Supervisor weekly checks
Work equipment and machinery	✓	Site Supervisor Hazard reporting procedure
Working at height – ladders, access equipment etc	✓	Ladder Training E Learning
Workplace inspection (internal and external)	✓	Site Supervisor , Staff Hazard reporting procedure

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	✓	
*Educational visits	✓	
Food safety and hygiene	✓	
Outdoor activities	✓	
PE equipment	✓	
Pupil handling and restraint	✓	
Grounds maintenance activities	✓	
Pupil movement and flow	✓	
School transport	✓	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	
Smoking	✓	
Special needs of pupils (health and safety issues)	✓	
Stage and drama activities	✓	
Supervision of pupils	✓	
Technology rooms and equipment	✓	
Wearing of jewellery	✓	
Work experience	✓	
<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](#).