



Health & Safety Policy

Policy Owner	Head Teacher
Policy Version	1.0
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Policy Location	O:\ADMINISTRATION\2018-19\Policies 18_19

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Highfield Nursery School**
- **Early Years**
- **09160**
- **Wright Street, Chorley, PR6 0SL**

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 a Foundation or Voluntary Aided School the Governing Body is the employer and 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 Governing Body and the Headteacher should work in partnership to meet these responsibilities.

(*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display)

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 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;
- 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: Sue Conron	Chair of Governors name: Alistair Morwood

Date:	Proposed Review date: September 2018
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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Sue Conron – Head teacher</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Joanna Murphy – School Business Manager</i>
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:	<i>Sue Conron – Head teacher</i>
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:	<i>Sue Conron – Head teacher</i>
<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 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>Sue Conron – Head teacher Karen Singleton – HLTA Bill Smith – Site Supervisor Joanna Murphy – School Business Manager</i>
The significant findings of risk assessments will be reported to:	<i>Head teacher/ Health and Safety Committee</i>
Action required to remove/control risks will be approved by:	<i>Head teacher/ Senior member of staff/HLTA</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head teacher/Health and Safety Committee</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head teacher/Health and Safety Committee</i>
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>Sue Conron – Head teacher Karen Singleton – HLTA Bill Smith – Site Supervisor Joanna Murphy – School Business Manager Monitored by: Health and Safety Committee</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.

(The list in the table at the end of this document is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed in the table. Please add any additional hazards to the list or remove any that do not apply. You should delete this paragraph once you have done this.)

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>Sue Conron – Head teacher</i>
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultations, meetings with Simply Clean NW.

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>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Any problems found with equipment should be reported to:	<i>Joanna Murphy – School Business Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Joanna Murphy – School Business Manager</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Staff room</i>
Health and safety advice is available from:	<i>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Joanna Murphy – School Business Manager Natalie Sinclair – Assistant Head teacher Karen Singleton - HLTA</i>

Health & Safety in shared premises (where applicable) is managed by: - Jackie Dempsey	Joanna Murphy – School Business Manager 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.
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* 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>Sue Conron – Head teacher Natalie Sinclair – Assistant Head teacher Joanna Murphy – School Business Manager</i>
Job specific training will be provided by:	<i>School/LCC and other external agencies</i>
Jobs requiring specific health & safety training are:	<i>Head teacher Site Supervisor School Business Manager</i>
Training records are kept at/by:	<i>Admin office by: Joanna Murphy – School Business Manager Bethany Nicholson – Administration Apprentice</i>
Training will be identified, arranged and monitored by:	<i>Sue Conron – Head teacher Joanna Murphy – School Business Manager</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>Orange room toilets Reception desk Purple room kitchen</i>
The first aider(s) and appointed person(s) is/are:	<i>Karen Singleton – HLTA Please see list of first aiders displayed throughout the setting.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>The line manager of each service and then reported to the head/deputy head if appropriate.</i>
*Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any roles within the school. * delete as appropriate	<i>Line Manager through the return to work interviews</i>
Health surveillance will be arranged by:	<i>Line Managers</i>
Health surveillance/records will be kept at:	<i>Admin Office in staff 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>Health and Safety Committee</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>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Responsible person(s) for investigating work-related causes of sickness absences:	Sue Conron – Head teacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Sue Conron – Head teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Sue Conron – Head teacher Joanna Murphy – School Business Manager</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>Sue Conron – Head teacher Joanna Murphy – School Business Manager</i>
Escape routes are checked by/every:	<i>Site supervisor – weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>Walker Fire UK – annually</i>
Alarms are tested by/every:	<i>Site supervisor – weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Termly by Natalie Sinclair – Assistant head teacher</i>
Responsibility for ensuring arrangements are	<i>Sue Conron – Head teacher</i>

in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Joanna Murphy – School Business Manager</i>
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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	✓	
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	
Catering		
Cleaning/caretaking	✓	
Control of contractors	✓	
Disability access (health & safety implications)	✓	
Display Screen Equipment and Eye Tests	✓	
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	
Emergency Procedures other than Fire e.g. flood, services failure	✓	
Extended school and community use	✓	
Falling Objects/Safe storage	✓	
Fire Safety	✓	
First Aid	✓	
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	
Hot surfaces, scalds and burns		
Health & Safety Induction (checklist available on web site)	✓	
Lettings to non-school groups	✓	
Manual Handling	✓	
Minibuses		
Mobile phones (the use of)	✓	
Needles and needle stick injuries		

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	✓	
Play Equipment installations inspections	✓	
Playgrounds and external areas	✓	
Ponds and Water features	✓	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	
Pupil moving and handling (special needs)	✓	
Pregnant employees and nursing mothers	✓	
Reporting of health & safety concerns/faults	✓	
Shared use of buildings	✓	
Sharps e.g. broken glass either in school building or external grounds	✓	
Slips and trips	✓	
Stress	✓	
Substances – COSHH	✓	
Swimming pools		
Vehicle and pedestrian traffic	✓	
Visitor and volunteers safety	✓	
Waste storage and disposal	✓	
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	
Work equipment and machinery	✓	
Working at height – ladders, access equipment etc.	✓	
Workplace Inspection	✓	

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	✓	
*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 & safety issues	✓	
Stage and drama activities		
Supervision of pupils	✓	
Technology rooms and equipment		
Wearing of jewellery	✓	
Work experience	✓	

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](#).