



Clitheroe St James' C.E. Primary School

Health and Safety Policy

Policy confirmed by the Governing Body of Clitheroe St James' C.E. Primary School.

Date: 21 Sep 2023

To be reviewed: Autumn 2024

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

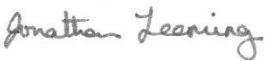
○ Name of School	Clitheroe St James' C.E. Primary School
○ Category of School	Primary
○ School Number	11058
○ School Address	Greenacre Street, Clitheroe, Lancashire, BB7 1ED

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 Voluntary Aided School the governing body is the employer and 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 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:

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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 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; | <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: Andrew Stevens is Governor H&S rep On behalf of the Governing Body
Headteacher's name: J Leeming	Chair of Governors name: M Clayton
Date: 21/09/23	Proposed Review date: Sep 24

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>J Leeming Headteacher</p>
<p>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:</p>	<p>SBM<u>Headteacher in absence of SBM</u> <u>H L Rose</u> <u>J Leeming Summer term (until new SBM)</u> Business Manager</p>
<p>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:</p>	<p>Premises – S Hensby, Site Supervisor<u>SBM</u> Fire safety – S Hensby<u>SBM</u> Emergency plans – J Leeming HT Educational visits – E Earnshaw HT <u>DHT/EVC</u> Legionella – S Hensby Asbestos – S Hensby</p>
<p>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:</p>	<p>SBM<u>H L Rose</u> BM <u>SLT</u> <u>HT</u> <u>SBM</u></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p>School Office <u>Move these online (one Drive)</u> <u>Site Supervisor's Office</u> <u>Location eg within the School</u> <u>H & S shared file online</u> The minutes of governors and staff 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; 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

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.	HT / SLT Business Manager Site Supervisor Class Teachers (EVC)
The significant findings of risk assessments will be reported to:	Business Manager
Action required to remove/control risks will be approved by:	Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Business Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Business Manager
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:	Business Manager in Collaboration with staff.

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 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:	Lisa Barnes
Consultation with employees is provided via:	Staff Meetings Notice Boards Email

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:	SBM
Responsible person(s) for ensuring effective maintenance arrangements are in place:	SBM
Responsible person(s) for ensuring that all identified maintenance is carried out:	SBM
Any problems found with equipment should be reported to:	SBM
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	SBM

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the 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.</p>	<p>Entrance and Staff Rooms</p>
<p>Health and safety advice is available from:</p>	<p>LCC Health and Safety Team Details for contact</p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p>HT</p>
<p>Health and safety in shared premises (where applicable) is managed by:</p>	<p>Headteacher 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.</p>

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.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p>HT</p>
<p>Job specific training will be provided by:</p>	<p>Outside Agencies as required LCC</p>
<p>Jobs requiring specific health and safety training are:</p>	<p>Management of premises Working at height Use of hazardous chemicals Carrying out of Risk Assessments</p>
<p>Training records are kept by:</p>	<p>Jonathan Leeming Headteacher Under review to be updated Future SBM</p>

Training will be identified, arranged and monitored by:	SLT
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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:	KS1 Disable Room KS2 Hall and Staff Room
The first aider(s) and appointed person(s) is/are:	See document of first trained staff Development of training record To display first aid trained staff in staff rooms
All accidents and cases of work-related ill health are to be reported to:	SBM (reported on ORACLE)
Health surveillance is not required for any job 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:	Headteacher <u>& Gov H&S representative</u> <u>H&S staff representative</u>
Review all risk assessments regularly (at least every 3 years for task risk assessments and	See Section: Health and safety risks arising from work

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.	activities for responsibility details
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:	Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Business Manager

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:	Headteacher
Escape routes are checked by/every:	Site Supervisor Daily
Fire extinguishers are maintained and checked by/every:	Walker Fire <u>JLA</u> Annually
Alarms are tested by/every:	Site Supervisor Weekly
The emergency evacuation procedure is tested by/every:	Term
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	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	√	Accident book for pupils with First Aid Kits Staff Reporting on ORACLE
Asbestos management plan	√	School Office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Risk Assessment File
Cleaning/caretaking tasks	√	Risk Assessment File
Control of contractors	√	School Office
Control of substances hazardous to health (COSHH)	√	Site Supervisor's Office
Disability access (health and safety implications)	√	School Office
Display screen equipment and eye tests	√	Online LCC Training
Driving at work	X	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	LCC Contract
Emergency procedures other than fire, for example flood, services failure	√	School Emergency Plan
Extended school and community use	√	School Office
Finger traps (internal and external)	√	School Office
Fire safety	√	School Office/Posters around school
First aid Arrangements/procedures where are they? Who is monitoring?	√	KS1 Disabled Toilet KS2 Hall, Staff Room
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	School Office
Health and safety induction (a checklist is available on the health safety and quality website)	√	School Office
Infection control, including needles and needlestick injuries	√	Risk Assessment File

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
Lettings to non-school groups	√	School Office
Manual handling	√	School Office LCC Online Training
Minibuses	X	
Mobile phones (the use of)	√	School Policy
Personal safety including lone working and violence and aggression	√	Risk Assessment File
Play equipment installations inspections	√	
Playgrounds and external areas	√	
Ponds and water features	√	Risk Assessment File
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	
Pupil moving and handling (special needs)	√	
Pregnant employees and nursing mothers	√	Risk Assessment File
Reporting of health and safety concerns/faults	√	Staff Rooms
Severe weather including winter gritting	√	Risk Assessment File
Shared use of buildings	√	Letting Agreement
Sharps, for example, broken glass in the school building or external grounds	√	Risk Assessment File
Stress	√	Risk Assessment File
Swimming pools	X	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment File
Visitor and volunteers' safety	√	Risk Assessment File School Office
Waste storage and disposal	√	Risk Assessment File
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	School Office Site Supervisor Office

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
Work equipment and machinery	√	Risk Assessment File
Working at height – ladders, access equipment etc	√	Risk Assessment File LCC Online Training
Workplace inspection (internal and external)	√	School Office

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	√	School Policy
*Educational visits	√	School Policy
Food safety and hygiene	√	Risk Assessment Files
Outdoor activities	√	Risk Assessment Files
PE equipment	√	Risk Assessment Files LCC Inspection Contract
Pupil handling and restraint	√	Risk Assessment Files
Grounds maintenance activities	√	Risk Assessment Files
Pupil movement and flow	√	Risk Assessment Files
School transport	X	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	
Smoking	√	School Policy
Special needs of pupils (health and safety issues)	√	School Policy Risk Assessment Files
Stage and drama activities	√	Risk Assessment Files
Supervision of pupils	√	Risk Assessment Files
Technology rooms and equipment	√	Risk Assessment Files
Wearing of jewellery	√	School Dress Code
Work experience	√	Risk Assessment Files

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](#).