

## HEALTH AND SAFETY POLICY

### Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Richard Durnings Endowed Primary School**
- **Category of School: V.C**
- **School Number: 08/024**
- **School Address: Chorley Road, Bispham. L40 3SL**

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 Head Teacher 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 Head Teacher 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 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: Rebecca Whitfield	Signed: Judy Hales On behalf of the Governing Body
Head Teacher's name: Rebecca Whitfield	Chair of Governors name: Judy Hales
Date: 05.01.26	Proposed Review date: Jan 2027

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Governing Body
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Rebecca Whitfield
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	Premises issues – Edward Jones EVC - Rebecca Whitfield Fire Safety - Rebecca Whitfield and Edward Jones
The Health & Safety plans for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. Will be developed and monitored by:	Rebecca Whitfield Full Governors Health and Safety Governor Simon Malcolm
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>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.</li> </ol>	

\* Health & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

## 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:	Site supervisor and subject leaders
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:	Rebecca Whitfield
Action required to remove/control risks will be approved by:	Rebecca Whitfield and Governing Body
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Rebecca Whitfield
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Rebecca Whitfield and all staff
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>By whom : Person responsible for new activity and approved by Rebecca Whitfield</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- 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 below.

<b>Occupational Health &amp; Safety Topic/Activity</b>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>		
Accident Reporting, Recording and Investigation	√	Accident book outside HT office
Bodily Fluids (urine; blood; faeces; vomit)	√	Staff handbook
Use of kitchen	√	Kitchen staff
Cleaning/caretaking	√	Caretaker room
Control of contractors	√	Contractor signing in sheet
Disability access – H&S implications	√	Disability Scheme
Display Screen Equipment and eye tests	√	
Electrical Safety	√	Secretary's Office health and safety file
Emergency Procedures other than Fire e.g. flood, services failure	√	Health and Safety File Emergency Plan - Policies
Extended school and community use	√	Lettings File - Office
Falling Objects/Safe storage	√	Staff Handbook
Fire Safety	√	Secretary's Office – Fire Safety File
First Aid	√	First Aid Handbook – Head's Office
Gas safety	√	Pamis
Hot surfaces, scalds and burns	x	
Induction	√	Staff Handbook
Lettings to non school groups	√	Lettings File
Management and other Health and Safety	√	In this policy

responsibilities		
Manual Handling	√	Staff Handbook
Minibuses	√	Local file
Mobile phones – use of	√	e.learning policies
Monitoring	√	Health and Safety File
Needles and needle stick injuries	√	Staff Handbook First Aid Book
Personal safety including lone working and violence and aggression	√	Risk Assessments Policies
Play Equipment installations inspections	√	Secretary's Office – Fire Safety File
Playgrounds and external areas	√	Risk assessment File
<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Premises Management	√	Health and Safety File
Pupil moving and handling (Special needs)	√	Pupil's SEN file
Pregnant employees and nursing mothers	√	Health and Safety File
Reporting of H&S concerns/faults	√	Book outside Caretakers Office and Health and Safety File
Risk Assessment and hazard identification	√	Risk Assessment File
Safety Committee	√	Health and Safety File Governor's Minutes
Security of premises	√	Staff Handbook
Shared use of buildings	√	Lettings file
Slips and trips	√	Health and Safety File
Stress	√	Staff Handbook
Substances – COSHH	√	Health and Safety File
Temporary and supply staff	√	Staff Handbook
Training	√	Oblique knowledge and Staff Handbook
Storing chemicals	√	Cossh
Vehicle and pedestrian traffic	x	
Visitor and volunteers safety	√	Visitor Policy
Waste storage and disposal	√	Contract with West Lancs Council
Water hygiene (Legionella, lead etc.)	√	Secretary's Office – Fire Safety File
Work equipment and machinery	√	Health and Safety File
Working at height – ladders, access equipment etc.	√	Health and Safety File
Workplace Inspection	√	Health and Safety File
<b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance 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	√	Medicine Policy

Educational Visits	√	E.V Policy
Food safety and hygiene	√	Food Policy
Outdoor activities	√	Risk assessment file
PE Equipment	√	Risk assessment file
Pupil handling and restraint	√	Staff Handbook
Grounds maintenance	√	Grounds contract / Health and Safety File
Pupil movement and flow	√	School rules
Smoking	√	Smoking policy
Special needs of pupils Health & Safety issues	√	Pupil's SEN file
Stage and drama activities	√	Health and Safety File
Supervision of pupils	√	Behaviour policy
Technology rooms and equipment	√	DT risk assessments
Wearing of jewellery	√	Uniform policy
Work experience	√	Headteacher - Induction

## School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- h) draw up and implement appropriate health & safety procedures for the school;
- i) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- j) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- k) 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;
- l) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- m) comply with appropriate directions given by the county council on health and safety requirements; and,
- n) 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>Insert names: Rebecca Whitfield</i>
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Consultation with employees is provided via:	Termly staff meetings following monitoring walk through Health and Safety Record Book
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### 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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	Rebecca Whitfield and Edward Jones
Is responsible for ensuring effective maintenance procedures are drawn up	Property Group and Building Surveyor/ LCC approved contractors
Is responsible for ensuring that all identified maintenance is carried out	Rebecca Whitfield and Edward Jones
Any problems found with equipment should be reported to	Rebecca Whitfield Health and Safety Book – Edward Jones
Will check that new equipment meets any required health and safety standards before it is purchased	Rebecca Whitfield and Edward Jones

### Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Staff Room / Office / Kitchen
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Health and safety advice is available from:	Rebecca Whitfield Full Governors Health and Safety Governor: Simon Malcolm
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	Rebecca Whitfield

- It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

## 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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Rebecca Whitfield
Job specific training will be provided by:	Rebecca Whitfield and Lancashire County Council
Specific jobs requiring special training are:	Caretaker – Ladder Training, NVQ L2 & 3, Legionella Training Asbestos Management
Training records are kept at/by:	Rebecca Whitfield
Training will be identified, arranged and monitored by:	Rebecca Whitfield

## 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>Detail location(s): Outside HT office, Staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>Rebecca Whitfield, Pam Hailwood, Shaunah Wright, S Bowey R Tilley</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Rebecca Whitfield</i>
Health surveillance* is required for employees doing the following jobs within the school:	HT as and when required
Health surveillance will be arranged by:	<i>Rebecca Whitfield</i>
Health surveillance/records will be kept by/at:	<i>Rebecca Whitfield – R. A file</i>

- e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <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>	<p><i>Name(s) and contact details:</i></p> <p>Health &amp; Safety team, <i>Rebecca Whitfield, S Malcolm,</i></p> <p>As above</p>
<p>Is/are responsible for investigating accidents – e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p><i>Rebecca Whitfield in the first instance. S Malcolm.</i></p>

Is/are responsible for investigating work-related causes of sickness absences.	<i>Rebecca Whitfield</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Rebecca Whitfield S Malcolm</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Rebecca Whitfield</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>Rebecca Whitfield S Malcolm</i>
Escape routes are checked by/every:	<i>Name(s) and frequency: Rebecca Whitfield and Edward Jones Class teachers - Daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Name(s) and frequency: LCC Edward Jones – weekly</i>
Alarms are tested by/every:	<i>Name(s) and frequency: LCC 6 monthly E Jones weekly</i>
The emergency evacuation procedure is tested every:	<i>Name(s) and frequency: Term by Rebecca Whitfield</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Name and contact details: Rebecca Whitfield</i>