

# St Mary's Catholic High School, Leyland

## Health & Safety Policy



Updated: January 2017

Review by: January 2018





In conjunction with Lancashire County Council

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 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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. 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 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: 	Signed:  On behalf of the Governing Body
Head Teachers name: <b>PHILIP MOONEY</b>	Chair of Governors name: <b>JOHN LUMB</b>
Date: <b>9 February 2017</b>	Proposed Review date: <b>January 2018</b>

### Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mr P. Mooney Headteacher
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	Mr P. Mooney Headteacher
The Health & Safety plans * 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:	Mrs Louise Martin School Business Manager
<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. The Conditions of Employment of Teachers provide 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 percentage 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

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:	Mrs Louise Martin and Steve Hewitt for premises and activities related to the premises. Curriculum Leaders are responsible for curriculum related activities.
The significant findings of risk assessments will be reported to:	Mr Philip Mooney Head Teacher Curriculum Leaders and other nominated persons as appropriate:
Action required to remove/control risks will be approved by:	Head Teacher/Department Head or other nominated person as appropriate:
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Head Teacher/Department Head or other nominated person as appropriate:
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Head Teacher/Department Head or other nominated person as appropriate:
Risk Assessments will be reviewed regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Mrs Louise Martin will instigate the request for a risk assessment.

## 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 (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</b> Information and Guidance is available on the website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	Accident Register kept by the SBM
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessment and cleaning products available from the Site Supervisor
Catering	✓	Provided by LCC. All risk assessments and safe methods of operation available from the Catering Manager
Cleaning/caretaking	✓	In-house premises team working split shift
Control of contractors	✓	The SBM is responsible for the control of contractors on site and a register is available at reception
Disability access – H&S implications	✓	An Accessibility plan is available and is updated by the SBM and SENDCO
Display Screen Equipment and eye tests	✓	Risk Assessment, self-assessment and on-line modules available for all staff
Driving at Work	✓	On-line modules available for those members of staff who drive at work.
Electrical Safety	✓	PAMIS and Premises Manual, annual PAT testing
Emergency Procedures other than Fire e.g. flood, services failure	✓	Premises Manual Emergency Plan
Extended school and community use	✓	Lettings Policy and procedures for out of school activities
Falling Objects/Safe storage	✓	Staff are reminded about not storing items above shoulder height from H&S walkabouts
Fire Safety	✓	Policy and procedures available with regular reminders and drills and scheduled testing of alarms and extinguishers
First Aid	✓	Policy and procedures available with adequate First Aiders in School. Lists around school to view
Gas safety	✓	PAMIS and Premises Manual

Hot surfaces, scalds and burns	✓	Teacher instruction before lessons and Curriculum Risk Assessment
Induction	✓	Available to all new members of staff by the SBM
Information communication	✓	Email, briefing, face to face, depart. meetings
Lettings to non school groups	✓	Policy and procedures available from SBM
Management and other Health & Safety responsibilities	✓	School Business Manager
Manual Handling	✓	On-line modules available
Minibuses	✓	Policy and procedures in place
Mobile phones – use of	✓	Policy & procedures in place for staff & students
Needles and needle stick injuries	✓	Care Plans cover the safe use of equipment.
Performance Monitoring	✓	Appraisal policy and procedures available for all staff
Personal safety including lone working and violence and aggression		Risk Assessment, Policy and procedures available
Play Equipment installations inspections	✓	Monthly checks and annual statutory checks
Playgrounds and external areas	✓	Regular checks and SLA for maintenance
Ponds and Water features	X	
Premises Management	✓	Controlled by the SBM
Pupil moving and handling (Special needs)	✓	Care plans for individual children
Pregnant employees and nursing mothers	✓	Risk Assessments undertaken by SBM
Reporting of H&S concerns/faults	✓	Premises Improvement Form to be completed and given to SBM. Immediate risk to health a member of the site team should be summoned.
Risk Assessment and hazard identification	✓	Business Manager and Site Supervisor
Safety Committee	X	
Safety Representatives	✓	John Cobham, Governor
Shared use of buildings	✓	Lettings Agreements and SLA Catering
Slips and trips	✓	Recordable, staff reminded to report
Stress	✓	On-line module available and OH referrals
Substances – COSHH	✓	Risk Assessment undertaken by Site Supervisor
Swimming pools	X	
Temporary and supply staff	✓	Managed by Cover Manager
Training	✓	CPD Co-ordinator
Transporting and storing chemicals	✓	Managed by Site Supervisor

<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>
Vehicle and pedestrian traffic	✓	Risk Assessment available
Visitor and volunteers safety	✓	Risk Assessment undertaken by SBM Handbook and induction available
Waste storage and disposal	✓	Managed by Site Supervisor
Water hygiene (Legionella, lead etc.)	✓	PAMIS and Premises Manual
Work equipment and machinery	✓	Risk Assessment available
Working at height – ladders, access equipment etc.	✓	Risk Assessment available and on-line training module for those involved.
Workplace Inspection	✓	PAMIS and Premises Manual. Undertaken annually by SBM
Administration of medication	✓	Policy available and managed by SENDCO
*Educational Visits	✓	2 EVC leaders in school. Inset delivery for all staff, policy and procedures in place.
Food safety and hygiene	✓	Training available to those involved in food safety.
Outdoor activities	✓	Dof E and Ed Visits policy and procedures observed.
PE Equipment	✓	Annual maintenance contract in place
Pupil handling and restraint	✓	Whole school training November 16 Safer Handling.
Grounds maintenance	✓	Buy back of Grounds Maintenance support from LCC. Works undertaken by LCC
Pupil movement and flow	✓	Signage, spacious corridors, staff supervision at Lunch and breaks
School transport	✓	LCC Transport for start and end of day. Children supervised by staff boarding and unloading. Private hire for Educational Visits – Evidence of current insurance and H&S checks made.
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	X	
Smoking	✓	Smoke free premises and grounds
Special needs of pupils Health & Safety issues	✓	PEEPs available

Supervision of pupils	✓	Morning duty from 8.40am, break, lunch and end of day rota
Technology rooms and equipment	✓	Curriculum Leaders responsibilities
Wearing of jewellery	✓	Not permitted. Policy outlined in Student planners
Work experience	✓	Risk Assessment, handbook and induction by SBM, AHT Lead
Stage and drama activities	✓	Curriculum Leader responsible, risk assessment for productions undertaken.

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](#)

**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:</i>
Consultation with employees is provided via:	Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Monthly/Annual Health & Safety meeting

**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	<b>Steve Hewitt &amp; Kevin Ripley</b>
Is responsible for ensuring effective maintenance procedures are drawn up	<b>Steve Hewitt &amp; Kevin Ripley</b>
Is responsible for ensuring that all identified maintenance is carried out	<b>Steve Hewitt &amp; Kevin Ripley</b>
Any problems found with equipment should be reported to	<b>Steve Hewitt &amp; Kevin Ripley</b>
Will check that new equipment meets any required health and safety standards before it is purchased	<b>Steve Hewitt &amp; Kevin Ripley &amp; Louise Martin</b>

### **Information, instruction and supervision**

The Health and Safety Law poster* is displayed at:	<i>Location(s):</i> Main entrance, Entrance Mercer, Entrance Food Tech, Entrance Sports Hall
Health and safety advice is available from:	Louise Martin, Business Manager, Main Building
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Louise Martin, Business Manager, Main Building
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head or nominated representative 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.  Risk assessment undertaken for students educated off site.

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

Induction training will be provided for all employees by:	Louise Martin, Business Manager, Main Building
Job specific training will be provided by:	Curriculum Leaders/Line Managers
Jobs requiring specific health & safety training are:	Outside providers.
Training records are kept at/by:	Louise Martin, Business Manager, Main Building
Training will be identified, arranged and monitored by:	Line Managers

**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>Various locations around school</i> Main entrance Sports Hall
The first aider(s) and appointed person(s) is/are:	See lists around school
All accidents and cases of work-related ill health are to be reported to:	Louise Martin, Business Manager, Main Building
Health surveillance is required for employees doing the following jobs within the school:	Any pregnant employees will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities: Returning to work after long term sickness requires a OH Report and return to work interview. Working adjustments may be made.

	Employees with registered disability will undertake OH referral and adjustments made to working conditions.
Health surveillance will be arranged by:	Phil Mooney, Headteacher Louise Martin, Business Manager, Main Building
Health surveillance/records will be kept by/at:	Personnel Records

**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.

<p>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> <p>Review all risk assessments regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) and in the event of any significant changes. This function is carried out by:</p>	<p>Name(s) and contact details:</p> <p>Louise Martin, Business Manager, and Site Staff</p> <p>Louise Martin, Business Manager, and Stephen Hewitt, Site Supervisor</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	Louise Martin, Business Manager, Main Building
Is/are responsible for investigating work-related causes of sickness absences.	Headteacher
Is/are responsible for acting on investigation findings to prevent recurrences.	Headteacher
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	Louise Martin, Business Manager, Main Building

**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:	Louise Martin, Business Manager, Main Building
Escape routes are checked by/every:	Stephen Hewitt – daily on opening up
Fire extinguishers are maintained and checked by/every:	EFT – annual Kevin Ripley - monthly
Alarms are tested by/every:	Kevin Ripley - weekly
The emergency evacuation procedure is tested every:	Term – whole school
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Louise Martin, Business Manager, Main Building