

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – Lathom High School**
- **Category of School – Voluntary Aided / Foundatoin**
- **School Number - 08113**
- **School Address – Glenburn Road, Skelmersdale, WN8 6JN**

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 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 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 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:
	On behalf of the Governing Body
Headteacher's name: Jane Galbraith	Chair of Governors name: Diane Murray
Date:	Proposed Review date: October 2021

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><i>The Governing Body</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p><i>Mrs Jan Marshall, SBM Mr Frankie Newnes, Health and Safety Manager</i></p>
<p>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:</p>	<p><i>Premises – Mr Frankie Newnes Fire Safety – Mr Frankie Newnes Emergency Plans – Mrs Jan Marshall/Mr Frankie Newnes Educational Visits – Mrs Jan Marshall</i></p>
<p>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:</p>	<p><i>SLT SDP H&S risk assessments GB meetings</i></p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>SLT, Line Management and GB minutes</i></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; 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>Frankie Newnes, Health and Safety Manager</i>
The significant findings of risk assessments will be reported to:	<i>Mrs Jane Galbraith, Headteacher Mrs Jan Marshall, SBM Mrs Dianne Murray, COG</i>
Action required to remove/control risks will be approved by:	<i>Mrs Jane Galbraith, Mrs Jan Marshall, GB committee as appropriate</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Frankie Newnes, Health and Safety Manager</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mrs Jan Marshall, SBM</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>Frankie Newnes, Health and Safety Manager</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.

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>Mr Chris Anderson</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, continuous liaison with department managers regarding health & safety – see workplace inspection form</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;
- 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>Head of Departments for practical subjects, e.g. PE, Science, Technology</i> <i>Frankie Newnes, Health and Safety Manager</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Frankie Newnes, Health and Safety Manager</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Frankie Newnes, Health and Safety Manager</i>
Any problems found with equipment should be reported to:	<i>In the first instance Head of Department for practical subjects and Frankie Newnes, Health and Safety Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Frankie Newnes, Health and Safety Manager</i>

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> 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.</p>	<p><i>Reception Staffroom Kitchens Technology workroom Science prep-room</i></p>
<p>Health and safety advice is available from:</p>	<p><i>Frankie Newnes, Health and Safety Manager LCC designated person</i></p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p><i>Jan Marshall, SBM</i></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. 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.

<p>Induction training will be provided for all employees by:</p>	<p><i>Jan Marshall, SBM</i></p>
<p>Job specific training will be provided by:</p>	<p><i>Jan Marshall, SBM Head of Department</i></p>
<p>Jobs requiring specific health & safety training are:</p>	<p><i>List the training and method of provision e.g. Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training</i></p>

	<i>Manual Handling of people - H&S Team & on-the-job training</i>
Training records are kept at/by:	<i>Jan Marshall, SBM</i>
Training will be identified, arranged and monitored by:	<i>Jan Marshall, SBM Frankie Newnes, Health and Safety 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>Staffroom PE Technology – food room JM office Learning Support Lower level staffroom Minibus Front entrance SC office MLL office DG office AMC office DN office</i>
The first aider(s) and appointed person(s) is/are:	<i>Displayed on posters around whole school. Update by FN post training</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Jan Marshall, SBM</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>Jan Marshall, SBM</i>

Health surveillance will be arranged by:	<i>Jan Marshall, SBM</i>
Health surveillance/records will be kept by/at:	<i>Jan Marshall, SBM Personnel file</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>Frankie Newnes, Health and Safety Manager – workplace inspection form</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.	<i>Frankie Newnes, Health and Safety Manager</i>
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>Frankie Newnes, Health and Safety Manager Jan Marshall, SBM Jane Galbraith, Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Jan Marshall, SBM</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Frankie Newnes, Health and Safety Manager – premises Jan Marshall, SBM – sickness absence</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Frankie Newnes, Health and Safety Manager – premises Jan Marshall, SBM – sickness absence</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>Frankie Newnes, Health and Safety Manager</i>
Escape routes are checked by/every:	<i>Frankie Newnes, Health and Safety Manager frequency: every month</i>
Fire extinguishers are maintained and checked by/every:	<i>Frankie Newnes, Health and Safety Manager Frequency: annually maintenance through BEACON, currently Walker Fire</i>
Alarms are tested by/every:	<i>Frankie Newnes - weekly, see Fire Log Alarm system – annual check through BEACON – arranged through FN</i>
The emergency evacuation procedure is tested by/every:	<i>Termly through fire drill test with whole school Records held in Fire Log Book</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Frankie Newnes, Health and Safety Manager Jan Marshall, SBM</i>

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		Health & Safety Policy/Incident Book/First Aid Risk Assessment/Staff Induction
Asbestos Management Plan		Health & Safety plans with FN
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		First Aid Practice
Cleaning/caretaking tasks		Risk Assessment Cleaning out sourced to Andron
Control of contractors		Risk assessment, procedures for contractors on site induction (displayed in reception, handed to visitors and available on the V drive)
Control of Substances Hazardous to Health (COSHH)		FN Jnr Records, Andron, Shorrock Tri-Chem, Science Department
Disability access (health & safety implications)		Single Equalities Policy, V Drive
Display Screen Equipment and Eye Tests		Risk Assessment for activities at induction and annually, individual desk/workplace assessment
Driving at Work		Risk Assessment (school staff home visits)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Statement of Compliance (PAT and FAT)
Emergency Procedures other than Fire e.g. flood, services failure		Emergency preparedness matrix, V drive
Extended school and community use		Lettings policy, risk assessments, V drive
Fire Safety		Fire procedures, V drive/Health and Safety
First Aid		First Aid Risk Assessment, V drive/Health and Safety
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Statement of compliance
Health & Safety Induction (checklist available on web site)		ICT Policy, new starter staff induction procedures (JM personnel folder), V drive/staff

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
Infection Control including needles and needle stick injuries		Risk assessment and procedures
Lettings to non-school groups		Lettings Policy, V drive/Finance
Manual Handling		Risk assessment Health and Safety file
Minibuses		Minibus Policy, V Drive/Health & Safety
Mobile phones (the use of)		Student ban during school day
Personal safety including lone working and violence and aggression		Risk assessment, V drive/ Health and Safety
Play Equipment installations inspections		Playsound Services Ltd.
Playgrounds and external areas		Daily school opening and lock up, Health and Safety Management Inspection, V drive/ Health and Safety
Ponds and Water features		No access to pupils/locked door, see Health and Safety Action Plan
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Statement of compliance
Pupil moving and handling (special needs)		Risk assessment if appropriate, Learning Support
Pregnant employees and nursing mothers		Health & Safety Procedures, risk assessments, personnel records
Reporting of health & safety concerns/faults		Policy and Procedures, staffroom, walkie talkie response, anonymous reporting via Health and Safety box in the staffroom, half termly Health & Safety Management Inspection System
Severe Weather including winter gritting		Risk assessment V drive/Health and Safety
Stress		School policy V drive/Health and Safety
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		Site Supervisor – FN
Visitor and volunteers safety		Visitor Policy, V Drive/ Health and Safety
Waste storage and disposal		FN
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment		Policy and Procedures, FN Records, Statement of

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
should be in place as part of your premises management arrangements		Compliance
Work equipment and machinery		Risk Assessments, V drive/ Health and Safety
Working at height – ladders, access equipment etc.		Risk Assessments, V drive/ Health and Safety
Workplace Inspection		Annual Risk Assessment, V drive/ Health and Safety, FN Records

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		Medicines policy V Drive/Health and Safety
*Educational Visits		EVC policy V Drive/Health and Safety /school website
Food safety and hygiene		LCC annual inspection, rating played in kitchen
Outdoor activities		Curriculum Manager PE
PE Equipment		Curriculum Manager PE, Risk assessment
Pupil handling and restraint		Health and Safety Action Plan
Grounds maintenance activities		FN Assessment, LCC Grounds Team
Pupil movement and flow		Procedures in place with duty staff
School transport		LCC Transport provided
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		Curriculum Policy V Drive/students
Smoking		Policy Non Smoking, V Drive/Health and Safety/General
Special needs of pupils health & safety issues		PEEP
Stage and drama activities		Arts Theatre risk assessment
Supervision of pupils		Procedures
Technology rooms and equipment		Curriculum Policy V Drive/students
Wearing of jewellery		Assemblies

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](#).