



Flakefleet Primary School

Health and Safety Policy

- **Category of School: Primary**
- **School Number: 02:018**

- **School Address: Flakefleet Avenue Fleetwood FY7 7ND**

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 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 persons with responsibility for the implementation and management of proper health and safety controls within the school, 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".

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Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Mr David McPartlin Headteacher</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p>Mr David McPartlin Headteacher supported by Mrs Lynn Salthouse Site Supervisor</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>Mrs L Salthouse – premises issues Mr David McPartlin – fire safety Mr David McPartlin – out-of-hours Mrs J Clayton – educational visits</p>
<p>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:</p>	<p>Mr David McPartlin Headteacher supported by Mr W Babcock Deputy Headteacher</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher and his 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. 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. 	

Health and safety plan for 2018-2019

- raising health & safety awareness by using the County Council's e-learning courses for staff health & safety training
- completion of Risk Assessments – ongoing each term by all staff

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:	Mr David McPartlin - Headteacher Mrs L Salthouse – Site Supervisor Liaising with subject leaders and other staff as necessary.
The significant findings of risk assessments will be reported to:	Mr David McPartlin - Headteacher
Action required to remove/control risks will be approved by:	Mr David McPartlin - Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mr David McPartlin - Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mr David McPartlin – Headteacher supported by Mrs L Salthouse- Site Supervisor
Risk Assessments will be reviewed every two years 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.	Mr David McPartlin - Headteacher Mrs L Salthouse – Site Supervisor Liaising with subject leaders and other staff as necessary.

The School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and 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.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link to portal below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details
Accident Reporting, Recording and Investigation	√	Accident log. Use of Oracle.
Bodily Fluids (urine; blood; faeces; vomit)	√	Gloves provided for staff.
Catering	√	Provided by an outside agency.
Cleaning/caretaking	√	Site supervisor – Mrs L Salthouse Cleaner – Ms Faye Smith
Control of contractors	√	See Mr McPartlin.
Disability access – H&S implications		Access restricted due to layout of building and grounds. Modifications made as and when necessary/possible. Ramp available for access to the new building.
Display Screen Equipment and eye tests	√	DSE risk assessment
Electrical Safety	√	Form in staffroom to report faults
Emergency Procedures other than Fire e.g. flood, services failure	√	Emergency preparedness – Mr McPartlin's office
Extended school and community use	√	See Mr McPartlin
Fire Safety	√	Fire log – Site supervisor's room
First Aid	√	First aid risk assessment
Hot surfaces, scalds and burns	√	See risk assessment for cookery appliances
Induction	√	See Mr McPartlin
Information communication	√	See ICT risk assessment. See Mrs Brooks for e-safety information.
Lettings to non school groups	√	See Mr McPartlin
Management and other Health and Safety responsibilities	√	Mr McPartlin supported
Manual Handling	√	See manual handling policy

Needles and needle stick injuries	N/A at present	
Personal safety including lone working and violence and aggression	√	See lone working risk assessment.
Play Equipment installations inspections	√	Play equipment risk assessment.
Playgrounds and external areas	√	
Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details
Ponds and Water features	√	See outdoor activities risk assessment.
Premises Management	√	See Mr McPartlin
Pupil moving and handling (Special needs)	√	Risk assessments carried out as necessary by class teacher.
Pregnant employees and nursing mothers	√	See risk assessment.
Reporting of H&S concerns/faults	√	Forms on staffroom wall.
Risk Assessment and hazard identification	√	See risks assessments.
Safety Representatives	√	See Mrs L Salthouse
Security of premises	√	See Mr McPartlin
Shared use of buildings	√	See Mr McPartlin.
Slips and trips	√	See risk assessment
Stress	√	Staff have access to support through school advisory service.
Substances – COSHH	√	COSHH file
Temporary and supply staff	√	Inducted in H & S by Mr McPartlin.
Training	√	H & S training provided to staff.
Vehicle and pedestrian traffic	√	Road outside school clearly marked so cars do not stop.
Waste storage and disposal	√	Site supervisor stores waste safely.
Water hygiene (Legionella, lead etc.)	√	See Water Hygiene File.
Work equipment and machinery	√	See risk assessments
Working at height – ladders, access equipment etc.	√	See risk assessments

Workplace Inspection	√	Annual inspection carried out.
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Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (✓)	Details
Administration of medication	✓	Prescribed medicine is administered by class teachers. It is kept securely (in staffroom fridge if necessary). If he is out members of Senior Leadership Team administer medicine. Inhalers are kept in the classrooms.
Educational Visits	✓	See Mrs J Clayton. Visits are registered on Evolve.
Food safety and hygiene	✓	Staff trained as appropriate.
Outdoor activities	✓	Children are supervised at all times.
PE Equipment	✓	Checked annually.
Pupil handling and restraint	✓	Staff inset provided by an outside agency.
Grounds maintenance	✓	Contracted out.
Pupil movement and flow	✓	Pupils move around school safely.
Smoking	✓	This is a no-smoking school
Special needs of pupils Health & Safety issues	✓	Risk assessments completed as necessary.
Stage and drama activities	✓	Stage is checked for safety after being built ready for Christmas production each year.
Supervision of pupils	✓	Children are supervised at all times.
Wearing of jewellery	✓	Children only allowed watches and stud earrings.
Work experience	✓	Induction of H & S by Mr McPartlin.

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 fairs, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

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 for the school is:	Mr W Babcock - NUT
Consultation with employees is provided via:	Review of documents Circulation of draft documents for consultation. Health & Safety meetings etc. Staff have chance to raise any Health and Safety issues at any time and/ or during staff meetings.

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	Mr David McPartlin Headteacher
Is responsible for ensuring effective maintenance procedures are drawn up	Mr David McPartlin Headteacher
Is responsible for ensuring that all identified maintenance is carried out	Mr David McPartlin Headteacher
Any problems found with equipment should be reported to	Mr David McPartlin – Headteacher Mrs L Salthouse – Site Supervisor
Will check that new equipment meets any required health and safety standards before it is purchased	Mr David McPartlin - Headteacher

Information, instruction and supervision

The Health and Safety Law poster is displayed in:	The staff room
Health and safety advice is available from:	LCC Health Safety and Wellbeing Team Health and Safety Executive (HSE) website
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Mr David McPartlin - Headteacher

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:	Mr David McPartlin - Headteacher
Job specific training will be provided by:	E- learning Courses
Training records are kept at/by:	Mr David McPartlin – Headteacher Mrs L Salthouse - Site Supervisor
Training will be identified, arranged and monitored by:	Mr David McPartlin - Headteacher

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 boxes are available:	Foundation Stage – resource area Key Stage 2 Corridor- outside Hall Key Stage 2 – Y5 Resource area Key Stage 1 – Y1 resource area YR - outside Discovery 2 Nursery - kitchen area 2yr old Nursery - shelf by teaching area
The appointed person is:	Appointed person – Mrs S Moore
A list of first aiders can be found:	In the staffroom
All accidents and cases of work-related ill health are to be reported via:	Oracle

Health surveillance is required for employees doing the following jobs within the school:	N/A at present.
Health surveillance will be arranged by:	Mr David McPartlin Mrs L Salthouse
Health surveillance/records will be kept by/at:	Mr David McPartlin Mrs L Salthouse

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.

To check our working conditions, and ensure our safe working practices are being followed, we will:	Mr David McPartlin – Headteacher Mrs L Salthouse–Site Supervisor
Conduct workplace inspections. These are carried out by:	The Premises, Health and Safety
Review all risk assessments every two years and in the event of any significant changes. This function is carried out by:	Mr David McPartlin – Headteacher supported by Mrs L Salthouse – Site Supervisor
Is 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	Mr David McPartlin Headteacher
Is responsible for investigating work-related causes of sickness absences.	Mr David McPartlin Headteacher
Is responsible for acting on investigation findings to prevent recurrences.	Mr David McPartlin Headteacher

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:	Mr David McPartlin Headteacher
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Escape routes are checked :	Every morning by Mrs L Salthouse – Site Supervisor
Fire extinguishers are maintained and checked by/every:	Lancashire County Council Annually
Alarms are tested every:	Week (different points) by Mrs L Salthouse – Site Supervisor
The emergency evacuation procedure is tested every:	Term by Mr David McPartlin Headteacher
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Mr David McPartlin Headteacher