



# 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 &amp; 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 &amp; Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;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"> <li>1. Co-operate with the Head Teacher and his 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 and safety plan for 2017-2018

- raising health & safety awareness by using the County Council's e-learning courses for staff health & safety training

## **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.