

MANOR ROAD PRIMARY SCHOOL



# HEALTH & SAFETY POLICY

January 2024





## Manor Road Primary School

### Health & Safety Policy

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

- **Name of School: Clayton-le-Woods Manor Road Primary School**
- **Category of School: Maintained**
- **School Number: 09025**
- **School Address: Manor Road, Clayton-le-Woods, Chorley PR6 7JR**

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 Headteacher 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 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:

- 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:	Signed:
	On behalf of the Governing Body
Headteacher's name: KAREN MARSHALL	Chair of Governors name: KAREN HAYDOCK
Date: JANUARY 2024	Proposed Review date: JANUARY 2025

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Karen Marshall, Headteacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health &amp; Safety Co-ordinator):</p>	<p>Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher</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>Karen Marshall, Headteacher – Fire Safety and other emergencies. Paul Bradley, Site Supervisor – Premises issues and out of hours arrangements. Karen Marshall, Headteacher – Educational Visits</p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; 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>Karen Marshall, Headteacher</p>
<p>The documented Health &amp; 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>Within the Minutes of Governors Meetings and in the Workplace Inspection Form.</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher 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 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.	Fire Risk Assessment: Karen Marshall, Headteacher / Kellie Foulds, Deputy Headteacher Other Premises Risk Assessments: Paul Bradley, Site Supervisor, Adam Hayhurst, Nick Hodson Stress Risk Assessments: Karen Marshall, Headteacher
The significant findings of risk assessments will be reported to:	Karen Marshall, Headteacher
Action required to remove/control risks will be approved by:	Karen Marshall, Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Karen Marshall, Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Karen Marshall, Headteacher
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:	Karen Marshall, Headteacher

## 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	Debra Conway, Admin & Teaching Assistant Brogan Lawrenson, Teacher
Consultation with employees is provided via:	Review of documents Specific meetings Circulation of draft documents for consultation 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 Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- regularly 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:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor
Responsible person(s) for ensuring effective	Karen Marshall, Headteacher

maintenance procedures are in place:	Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor
Any problems found with equipment should be reported to:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:  Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	In the Staffroom
Health and safety advice is available from:	LCC – Health & Safety Department Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Paul Bradley, Site Supervisor

## 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:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Other specific members of staff where appropriate
Job specific training will be provided by:	Designated members of staff where appropriate
Jobs requiring specific health & safety training are:	Teaching Assistants involved with Moving Handling attend course run by LCC.

	Staff using step ladders complete LCC e-learning module online Site Supervisor completes all relevant LCC e-learning modules online First Aiders attend relevant courses run by accredited providers.
Training records are kept at/by:	Karen Marshall, Headteacher Main Office or Personnel Files
Training will be identified, arranged and monitored by:	Karen Marshall, Headteacher

## Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents.
- Ensure that there are adequate arrangements 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.
- Ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities,

The first aid box(es) is/are available:	Outside Y5 and Y6 Staffroom Small Kitchen Ash Classroom Annexe Kitchen Pre-School Room
The first aider(s) and appointed person(s) is/are:	Kellie Foulds (Appointed Person) Natalie Armitage Carol Atkinson Luke Atkinson <b>Simon Barton</b> Jasmin Carter Katy Elford <b>Gina Kerfoot</b> Sara Lane Wendy McDonald Kirstin Maloney Elysia Moss
All accidents and cases of work-related ill health are to be reported to:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher
Health surveillance is required for employees doing the following jobs within the school:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to

	take account of their changing capabilities.  Individual Risk Assessments will be undertaken for staff who have, or have had symptoms of stress-related illness and these will be treated in confidence.
Health surveillance will be arranged by:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher
Health surveillance/records will be kept by/at:	Karen Marshall, Headteacher Headteacher's Office

## Please refer to the school's Stress Policy

### 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:	Paul Bradley, Site Supervisor Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Designated Governors
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
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:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Julie Davis, School Business Manager



## 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:	Karen Marshall, Headteacher
Escape routes are checked by/every:	Paul Bradley, Site Supervisor Daily
Fire extinguishers are maintained and checked by/every:	Walker Fire UK Annually
Alarms are tested by/every:	EFT Systems Ltd Six Months
The emergency evacuation procedure is tested by/every:	Karen Marshall, Headteacher Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Karen Marshall, Headteacher Kellie Foulds, Deputy Headteacher Critical Incident Team

**Table of Occupational Health & Safety Topics/Activities that apply**

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web 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 book, CPOMS and Oracle online
Air Conditioning Units	✓	LCC Inspection Report and Service
Asbestos Management Plan	✓	Contractor Signing in File / PAMIS
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Notice in Site Supervisor's cupboard
Catering	✓	LCC Schools Catering Services
Cleaning/caretaking	✓	Premiserve
Control of contractors	✓	File in main office
Control of Substances Hazardous to Health (COSHH)	✓	COSHH File – Site Supervisor's cupboard
Disability access (health & safety implications)	✓	Accessibility Plan
Display Screen Equipment and Eye Tests	✓	LCC online training and personnel files
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	PAMIS via School Portal
Emergency Procedures other than Fire e.g. flood, services failure	✓	School Emergency Plan, School Continuity Plan, School Lockdown Plan and Emergency Response Matrix in Headteacher's office
Extended school and community use	✓	As above
Falling Objects/Safe storage	✓	Risk Assessments and H&S online training
Finger traps (internal and external)	✓	Finger guards on all doors
Fire Safety	✓	Risk Assessments and Fire Safety File
First Aid	✓	First Aid Policy and Risk Assessment
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	PAMIS via School Portal
Hot surfaces, scalds and burns	✓	Risk Assessment
Health & Safety Induction (checklist available on web site)	✓	Online e-learning modules
Lettings to non-school groups	✓	Lettings Policy
Manual Handling	✓	Online e-learning modules
Mobile phones (the use of)	✓	Online Safety and Mobile Phone Policies

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	✓	Security Policy and e-learning modules
Play Equipment installations inspections	✓	LCC Inspection Report
Playgrounds and external areas	✓	LCC Inspection Report
Ponds and Water features	✓	Risk Assessment
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Online e-learning modules
Pupil moving and handling (special needs)	✓	LCC training course and personnel records
Pregnant employees and nursing mothers	✓	Risk Assessment
Reporting of health & safety concerns/faults	✓	Low Risk File, School Office
Severe Weather including winter gritting	✓	Risk Assessment
Sharps e.g. broken glass either in school building or external grounds	✓	Risk Assessment
Slips and trips	✓	Risk Assessment
Stress	✓	HR advice via Schools Portal
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Risk Assessment
Visitor and volunteers safety	✓	Procedure in Signing In file, School Office
Waste storage and disposal	✓	Risk Assessment
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Water Management file, School Office PAMIS via Schools Portal
Work equipment and machinery	✓	See individual instructions
Working at height – ladders, access equipment etc.	✓	Online e-learning modules
Workplace Inspection (internal and external)	✓	Health & Safety File, School Office

**Table of Non-Occupational Health & Safety Topics/Activities that apply**

<b>Curriculum and other non-occupational activities</b> (information and guidance is 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	✓	Policy Files, School Office
*Educational Visits	✓	LCC EVOLVE online
Food safety and hygiene	✓	Risk Assessment
Outdoor activities	✓	LCC EVOLVE online
PE Equipment	✓	PAMIS via School Portal
Pupil handling and restraint	✓	Policy Files, School Office
Grounds maintenance activities	✓	See LCC arrangements
Pupil movement and flow	✓	Risk Assessment
School transport	✓	Policy Files, School Office
Smoking	✓	Health & Safety File, School Office
Special needs of pupils health & safety issues	✓	Risk Assessment
Stage and drama activities	✓	Policy Files, School Office
Supervision of pupils	✓	PE Policy, School Office
Wearing of jewellery	✓	Policy Files, School Office

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](#).