



Hoole St. Michael Church of England Primary School

Health and Safety policy 2020-2021

Member of staff responsible: J Price

Date written: September 2020

Date reviewed Governing body: October 2020

Date to be reviewed: October 2021

Incorporating the Local Health and Safety Arrangements for:

- Hoole St Michael CE Primary School
- Voluntary Aided Primary School
- 07036
- Liverpool Old Road, Much Hoole, Preston, PR4 5 JQ

Mission Statement

Christ's love is in everything we do at Hoole St Michael. Our creative and high-reaching Church of England Primary School is safe, loving and supportive. We encourage the building of good relationships and friendship through respect, tolerance and understanding. Within our Christian family, where parents are our partners in all aspects of school life, we aim to inspire a love for learning within each and every child.

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 Voluntary Aided School the Governing Body is the employer and 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 Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person with overall responsibility for health and safety compliance within the school, I will, as far as is reasonable practicable:

provide adequate control of the health and safety risks arising from our work activities;	consult with employees on matters affecting their health and safety;
provide and maintain safe plant and equipment:	provide information, instruction and supervision for employees
ensure all employees are competent to do their tasks and ensure the provision of adequate training:	prevent accidents and cases of work-related ill health:
maintain safe and health working conditions;	comply with appropriate directions given by the county council on health and safety requirements;
ensure safe handling and use of substances	act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".
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	

Signed:	Signed:
Head Teachers name: Mrs J Price	Chair of Governors name: Mr Gerallt Evans-Hughes
Date: Sept 2020	Proposed Review date: Sept 2020

Responsibilities

The overall and final responsibility for health and safety within the school is that of:	Mrs J Price (Premises Manager)
The day-to-day responsibility for ensuring this policy is put into practice is delegated to (Health & Safety Co-ordinator):	Mrs J Price (Premises Manager) Ms N Barlow maintains Statement of Compliance
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	Premises Manager: Mrs J Price Premises: Mr A Kolacz– site supervisor from Nov 2020 Mrs J Price Fire safety: Mrs J Price/Ms N Barlow (school business officer) Educational Visits: Mrs A Mesghali
The Health & Safety Objectives for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits etc. or other sources e.g. DFE, other schools. These will be tailored to meet the needs of the school by:	Mrs J Price Mrs A Gibson/Mr C Wilson (H&S governors) Mr P Hood (H&S adviser)
The documented Health & Safety objectives and any associated action plan(s) can be found: <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.	Health and Safety Notice board. Governor Minutes. Health and Safety File in HT Office
All employees within the school have a responsibility to:	
<ol style="list-style-type: none"> 1. Co-operate with the head teacher 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. 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 & Safety Objectives for improvement

- A revised procedure for reviewing and sharing risk assessments will be fully implemented.
- The HT and school business officer will ensure that the revised PAMIS Statement of Compliance is fully up to date
- Ensure that fire drills take place at different times of the day including lunchtime and there are plans in place for this.
- Ensure that emergency plan procedures/evacuation procedures are reviewed and practised
- To ensure that all staff are fully aware of health and safety procedures on out of school educational visits.

These will relate to the issues within the school as identified by sources outlined above. The progress towards meeting the objectives should be monitored and reviewed by the Management Team throughout the year to ensure they are achieved.

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:	<i>Premises Manager: Mrs J Price Site Supervisor: Mr A Kolacz Educational Visits co-ordinator: Mrs A Mesghali</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher: Mrs J Price</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher: Mrs J Price</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs J Price and Ms N Barlow</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher: Mrs J Price</i>
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is soonest. (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: Mrs J Price)	<i>Reviewed on a rolling programme at staff meetings and brought to governor sub-committees where significant changes are required. Updated by Health and Safety Officer (all risk assessments on shared drive)</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Chair of Governors and the health and safety officer will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, 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.

See Appendix

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	No union representatives <i>Mrs A Mesghali</i>
Consultation with employees is provided via:	<i>Inset training and staff meetings</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 employer 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.

TPM (buildings) and property group (grounds)	Juliet Price (Premises Manager, HT), Nikki Barlow (SBO), Mr A Kolacz (Site supervisor) responsible for identifying all equipment/plant needing maintenance
TPM and property group	Juliet Price (Premises Manager, HT), Nikki Barlow (SBO), Mr A Kolacz (Site supervisor) responsible for ensuring effective maintenance procedures are drawn up
TPM and property group	Juliet Price (Premises Manager, HT), Nikki Barlow (SBO), Mr A Kolacz (Site supervisor) responsible for ensuring that all identified maintenance is carried out
TPM and property group	Juliet Price (Premises Manager, HT), Nikki Barlow (SBO), Mr A Kolacz (Site supervisor) will check that new equipment meets any required health and safety standards before it is purchased
Any problems found with equipment should	Juliet Price (Premises Manager, HT),

be reported to	
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Information, instruction and supervision

The Health and Safety Law poster is displayed at:	In the main foyer by the HT office, the staff Room (on the health and safety board) and in the kitchen
Health and safety advice is available from:	Health and Safety Officer LCC or appropriate Unions Address: Health, Safety and Wellbeing Team Helpline Phone: 01772 538877
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Deputy Headteacher; Headteacher
Health & Safety in shared premises (church)	The Head Teacher 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.

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. Training provision will include regular refresher training. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Mrs J Price will ensure that all new employees will undertake the 'Introduction to Health and Safety at work' module on the Lancashire Health and Safety Learning Zone. She will ensure that all new employees are set up with a username and password. Mrs Price will ensure that all induction training follows the school's induction policy.
Job specific training will be provided by:	Mrs J Price alongside trained professionals from the Health and Safety or property team (where necessary)
Specific jobs requiring special training are:	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 Manual Handling of people - H&S Team & on-the-job training Ladder Training- H&S eLearning Statutory Checks-J Price
Training records are kept by	Mrs J Price
Training will be identified, arranged and	Mrs J Price

monitored by:	
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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 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:	Detail location(s): First aid box on the wall at the bottom of the staffroom stairs. First aid crate (used at lunchtime) in the main entrance. Bags for educational visits and replacements are in the general stock cupboard
The first aiders and appointed person are	Current first aiders (Sept 2020) <ul style="list-style-type: none"> • Mrs J Price (HT) Paediatric trained • Mrs Z Patel (TA) Paediatric trained • Mrs A Murphy (Welfare) • Mrs R Lever (Teacher) Paediatric trained • Mrs A Mesghali (Teacher) Paediatric trained • Miss C Radcliffe (TA) Paediatric trained • Miss E Mc Garry (TA) Paediatric trained • Mr T Pitcher (Teacher) • Mrs A Gibson (Volunteer) Outdoor First Aid
All accidents and cases of work-related ill health are to be reported to:	Mrs J Price (Headteacher) and Ms N Barlow (School Business Officer)
Health surveillance is required for employees doing the following jobs within the school: Using ladders, lifting, manual handling, DSE user, pregnant employee	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 All staff receive using ladders, lifting, manual handling training DSE users are directed to training in correct procedures. All risk assessments are in place.
Health surveillance will be arranged by:	Mrs J Price
Health surveillance/records will be kept by	Mrs J Price

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.

Conduct workplace inspections. These are carried out by:	Health and Safety governors (Colin Wilson) HT, site supervisor, staff.
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	HT and staff (including site supervisor)
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:	J Price (HT)
Responsible person(s) for investigating work-related causes of sickness absences:	J Price (HT)
Responsible person(s) for acting on investigation findings to prevent recurrences:	J Price (HT)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	J Price (HT)

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:	Risk Assessment provided by recommended LCC fire safety Officer: David Johnstone MIFireE; MIFSM Latest fire risk assessment carried out December 2018 Latest Technical aspect review February 2020:
Escape routes are checked by/every:	Mr A Kolacz (site supervisor) – after school Mrs K Kenyon – cleaner (before school)
Fire extinguishers are maintained and checked annually by	Contract with Chubb (through DBE services)
Alarms are tested weekly by	Mr A Kolacz (site supervisor) Mrs J Price
The emergency evacuation procedure is tested every term	Ms N Barlow and Mrs J Price
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Mrs J Price Emergency plan shared with staff and tested (reviewed September 2020)

Head Teacher's Responsibilities and Duties as Premises Manager of their School

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes; asbestos survey reports, associated plans, etc. In the case of schools within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Head Teacher. The Head Teacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility.

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the school premises in compliance with the County Council's Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

- Asbestos
- Management of Contractors including Client duties required by the Construction, Design and Management Regulations
- Electrical Safety
- Fire Safety
- Gas Installations
- Lifting Equipment
- Pressure Systems
- Security
- Water including the control of Legionella bacteria and lead in water
- Transport Safety (N/A)
- Oil/Fuel Storage (N/A)
- Local Exhaust Ventilation (N/A)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting) 9pORTAI
- Automatic Doors (N/A)
- CDT Equipment
- Other premises issues as appropriate to the building

The Council's Property Group has arrangements in place for the inspection and maintenance in relation to many of the premises matters above. However, some schools do not subscribe to all or part of these arrangements. Where this is the case the Head Teacher, as the Premises Manager, is responsible for making suitable arrangements with competent contractors which must be to at least to the same standard as those operated by Property Group. This school buys into the Diocesan 'Total Property Management' but still maintains the Statement of Compliance.

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County Council guidance and are made available to interested parties for their use including those using the premises out of school hours;
- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc working on site e.g. the Asbestos Survey Report;
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management Guidance and Record to the extent to which they may affect their work or responsibilities;
- Ensuring that communication and co-operation is established between all occupants if the school is shared with other users, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager/Head Teacher are required to undertake Health & Safety Competency training in the following areas:-

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a - Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness & Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene
- Mandatory H&S Competency 10d – Management of Asbestos (Sept 2014)
- Mandatory H&S Competency 10e – Electricity at work

- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all the competencies via the [Health, Safety and Wellbeing Learning and Development Pages](#)

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the school will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems & Audit) Team.

Signed _____ (Headteacher)
Signed _____ (Chair of Governors)

Occupational Health & Safety Topic/Activity 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	√	School Information File, Registers, First Aid File
Asbestos Management Plan	√	School Information File
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk Assessment File
Cleaning/caretaking tasks	√	Site Supervisor File
Control of contractors	√	Contractor File
Control of Substances Hazardous to Health (COSHH)	√	COSHH File
Disability access (health & safety implications)	√	Risk Assessment File
Display Screen Equipment and Eye Tests	√	Risk Assessment File
Driving at Work	√	Risk Assessment File
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	TPM File
Emergency Procedures other than Fire e.g. flood, services failure	√	School Information Folder, Grab Bag
Extended school and community use	√	Risk Assessment File
Fire Safety	√	Fire File
First Aid	√	School Information File
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	TPM File
Health & Safety Induction (checklist available on web site)	√	Site Supervisor File
Infection Control including needles and needle stick injuries	√	Risk Assessment File
Lettings to non-school groups	√	Policy File
Manual Handling	√	Risk Assessment File
Mobile phones (the use of)	√	Policy File
Personal safety including lone working and violence and aggression	√	Risk Assessment File
Play Equipment installations inspections	√	TPM File
Playgrounds and external areas	√	Site Supervisor File
Ponds and Water features	√	Risk Assessment File
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Site Supervisor File
Pupil moving and handling (special needs)	√	Risk Assessment File
Pregnant employees and nursing mothers	√	Risk Assessment File
Reporting of health & safety concerns/faults	√	Site Supervisor File
Severe Weather including winter gritting	√	Policy File
Shared use of buildings	√	Policy File

Occupational Health & Safety Topic/Activity 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
Sharps e.g. broken glass either in school building or external grounds	√	Risk Assessment File
Stress	√	Risk Assessment File
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment File
Visitor and volunteers safety	√	Risk Assessment File
Waste storage and disposal	√	Risk Assessment File
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Site Supervisor File
Work equipment and machinery	√	Risk Assessment File
Working at height – ladders, access equipment etc.	√	Risk Assessment File
Workplace Inspection	√	Site Supervisor File

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	√	Policy File
*Educational Visits	√	Policy File
Food safety and hygiene	√	Risk Assessment File
Outdoor activities	√	Risk Assessment File
PE Equipment	√	Risk Assessment File
Pupil handling and restraint	√	Risk Assessment File
Grounds maintenance activities	√	Site Supervisor File
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk Assessment File
Smoking	√	Non smoking site
Special needs of pupils health & safety issues	√	Risk Assessment File
Stage and drama activities	√	Risk Assessment File
Supervision of pupils	√	Policy File
Photocopying room and equipment	√	Risk Assessment File
Wearing of jewellery	√	Not allowed
Work experience	√	Risk Assessment File

