



Tarleton Holy Trinity Church of England (Aided) Primary School

www.tarletonholytrinity.org

Health and Safety Policy (adopted County Policy Sept 2016)

POLICY



*Tarleton Holy Trinity
Church of England (Aided) Primary
School*



Health and Safety Policy

This policy reflects the Christian ethos and vision statement of our school.

Our Mission Statement

Tarleton Holy Trinity Church of England (Aided) Primary School is a Christian Family where everyone is valued, we all achieve and our dreams for the future begin.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:



Tarleton Holy Trinity Church of England (Aided) Primary School

Church Road, Tarleton, Preston. PR4 6UP.

Tel: 01772 812662 Fax: 01772 815391

Headteacher: Mr S.B. Smith BSc (Hons) QTS, PGC Ed Man, NPQH.

E-mail: bursar@holytrinity-tarleton.lancs.sch.uk

School Number: 08073

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 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 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.

(*NB Schools should delete the paragraph that is not applicable and this instruction prior to signing. This will allow all information and the signatures to fit on the front page to facilitate display)

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".

Headteacher's name: Stephen Smith	Chair of Governors name: Paul Dunnings
Date: January 2017	Proposed Review date: January 2020

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	School's Governing Body Stephen Smith (Headteacher)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	Craig Knott (Site Supervisor)
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:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher) Philip Marshall (EVC)
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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	Stephen Smith (Headteacher) School's Governing Body
<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. 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 should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. 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 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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Craig Knott (Site Supervisor) Stephen Smith (Headteacher)
The significant findings of risk assessments will be reported to:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher) Craig Knott (Site Supervisor)
Action required to remove/control risks will be approved by:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher) School's Governing Body
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	All Staff
Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Vice CHAIR OF Governors)

School's Commitment

To meet the requirements of this Policy Statement, 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;
- 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:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
Consultation with employees is provided via:	Individual staff appraisals, circulation of draft documents for consultation, weekly health & safety issues discussed at briefing meeting
Parents/ Carers	Weekly School Newsletter

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:	Craig Knott (Site Supervisor)
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	LCC Property Group School's Building Surveyor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Craig Knott (Site Supervisor)
Any problems found with equipment should be reported to:	Craig Knott (Site Supervisor) Rose Feeney (School Admin)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Craig Knott (Site Supervisor)

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	The Main School Office
Health and safety advice is available from:	Craig Knott (Site Supervisor) Stephen Smith (Headteacher) LCC Health and Safety Team
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	Stephen Smith (Headteacher)

* 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.

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.

Induction training will be provided for all employees by:	Stephen Smith (Headteacher)
Job specific training will be provided by:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
Jobs requiring specific health & safety training are:	Manual Handling and Working at height training is carried out by all staff using the on line training on the portal every three years. The site supervisor receives specific training through LCC
Training records are kept at/by:	Stephen Smith (Headteacher) on the school computer
Training will be identified, arranged and monitored by:	Stephen Smith (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 box(es) is/are available:	The staff room and the Junior Entrance area
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The first aider(s) and appointed person(s) is/are:	All staff are paediatric first aid trained with exception to Mr C Knott and Mrs F Williamson. All class teachers, the Headteacher After school club managers and office staff are Emergency First Aid at work trained
All accidents and cases of work-related ill health are to be reported to:	Stephen Smith (Headteacher) and Rose Feeney (School Admin)
Health surveillance is required for employees doing the following jobs within the school: Working with computers for sustained periods of time. (<i>DSE users</i>)	Stephen Smith (Headteacher) Rose Feeney (School Admin) Elaine Sudworth (School Admin)
Health surveillance will be arranged by:	Stephen Smith (Headteacher)

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:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Vice CHAIR OF Governors)
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.	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:	Stephen Smith (Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Head)

Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
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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:	Stephen Smith (Headteacher)
Escape routes are checked by:	Craig Knott (Site Supervisor)
Fire extinguishers are maintained and checked by/every:	LCC contractors every 6 months
Alarms are tested by/every:	Weekly on a rota by Craig Knott (Site Supervisor)
The emergency evacuation procedure is tested by/every:	At least termly by Stephen Smith (Headteacher)
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Stephen Smith (Headteacher)

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	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Stephen Smith (Headteacher) Rose Feeney (School admin)
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Risk Assessment and Safe System of work
Catering	Catering Staff
Cleaning/caretaking	Paul Griffiths (LCC) Craig Knott (Site Supervisor)
Control of contractors	Rose Feeney (School admin) Stephen Smith (Headteacher) Craig Knott (Site Supervisor)
Disability access (health & safety implications)	Accessibility plan
Display Screen Equipment and Eye Tests	E learning through school portal
Driving at Work	Stephen Smith (Headteacher)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	Stephen Smith (Headteacher) Rose Feeney (School admin)
Emergency Procedures other than Fire e.g. flood, services failure	School emergency plan
Extended school and community use	School Lettings agreement
Falling Objects/Safe storage	Stephen Smith (Headteacher)
Fire Safety	Fire Risk Assessment
First Aid	All staff
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	Stephen Smith (Headteacher) LCC property services
Hot surfaces, scalds and burns	Catering staff
Health & Safety Induction (checklist available on web site)	Stephen Smith (Headteacher)
Lettings to non-school groups	Stephen Smith (Headteacher)
Manual Handling	All staff E learning through school portal
Mobile phones (the use of)	School policy (See safeguarding policy and the staff handbook)
Personal safety including lone working and violence and aggression	Risk Assessment Risk Assessment
Play Equipment installations inspections	Craig Knott (Site Supervisor) Paul Griffiths (LCC)
Playgrounds and external areas	Craig Knott (Site Supervisor) Paul Griffiths (LCC)
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	Stephen Smith (Headteacher) Rose Feeney (School admin)

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	Details of where information about the school's arrangements can be found
Pupil moving and handling (special needs)	Intimate Care policy
Pregnant employees and nursing mothers	Risk Assessment
Reporting of health & safety concerns/faults	Stephen Smith (Headteacher) Craig Knott (Site Supervisor)
Shared use of buildings	School Lettings agreement
Sharps e.g. broken glass either in school building or external grounds	Craig Knott (Site Supervisor)
Slips and trips	All Staff
Stress	Stephen Smith (Headteacher) Tracy Dimmock (Deputy Headteacher)
Substances – COSHH	Craig Knott (Site Supervisor)
Visitor and volunteers safety	Stephen Smith (Headteacher) Rose Feeney (School admin)
Waste storage and disposal	Craig Knott (Site Supervisor)
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Stephen Smith (Headteacher) Craig Knott (Site Supervisor)
Work equipment and machinery	Stephen Smith (Headteacher) Craig Knott (Site Supervisor)
Working at height – ladders, access equipment etc.	Stephen Smith (Headteacher) Craig Knott (Site Supervisor)
Workplace Inspection	Stephen Smith (Headteacher) Craig Knott (Site Supervisor) Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Vice CHAIR OF Governors)

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)	Details of where information about the school's arrangements can be found
Administration of medication	Kerry Willingham
Educational Visits	Philip Marshall
Food safety and hygiene	Catering Staff All Before and After School Club Staff
Outdoor activities	All Class teachers
PE Equipment	Crown Gymnastics Stephen Smith (Headteacher) Sarah Warburton (PE Subject leader)
Pupil handling and restraint	LA School advisor
Grounds maintenance activities	Paul Griffiths (LCC)
Pupil movement and flow	Stephen Smith (Headteacher)
Smoking	LCC no smoking policy (including e cigarettes)
Special needs of pupils health & safety issues	LA School advisor SENCO - Wendy Jagger
Stage and drama activities	Stephen Smith (Headteacher) All class teachers
Supervision of pupils	All staff LA School advisor
Technology rooms and equipment	IT Subject Leader – Laura Seeley
Wearing of jewellery	School policy (in school prospectus)
Work experience	Stephen Smith (Headteacher) LCC Health and Safety Team

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](#).

Tarleton Holy Trinity Church of England (Aided) Primary School



Document reviews

We are aware of the need to review our school's documents regularly so that we can take account of:
new initiatives, changes in the curriculum, developments in technology etc.

This policy was written in January 2017

and will be reviewed in January 2020

Signed by:

Member of staff responsible for this policy

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Governor responsible for this policy

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