

Lever House Primary School



Health and Safety Policy

Date agreed: Autumn 2023
Review date: Autumn 2024

by: Emma Cooper
Designation: Headteacher

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- o Name of School: Lever House Primary School
- o School Number: 07020 (Lancs) 8882554 (Gov)
- o School Address: Bristol Avenue, Farington, Leyland, PR25 4YR

Based on the requirements of the Health and Safety at Work etc Act 1974
and associated Health and Safety and other Legislation

As a Community and Voluntary Controlled School the LEA is technically the employer although the Governing Body and Head Teacher control and oversee the premises. The LEA, the Governing Body and the Head Teacher all have responsibilities for health and safety and must work in partnership to meet these.

As the person(s) with overall responsibility for health and safety compliance within the school, I/we will, as far as is reasonable 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; and
- 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;
- ensure safe handling and use of substances
- review and revise this policy and arrangements as necessary at regular intervals

Responsibilities

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| <p>The overall and final responsibility for health and safety within the school is that of:</p> | <p>Emma Cooper</p> |
| <p>The day-to-day responsibility for ensuring this policy is put into practice is delegated to (Health & Safety Co-ordinator):</p> | <p>Emma Cooper Debbie Fisher Karen Aitkenhead</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>E Cooper Debbie Fisher A Macleod KS1 leader KS2 leader</p> |
| <p>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. DfCS, Teachernet, other schools. These will be tailored to meet the needs of the school by:</p> | <p>E Cooper D Fisher R Mullarkey S McCarthy J Morley</p> |
| <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). | |

* Health & Safety Objectives are be set each year for improvements in the management of health & safety within the school.

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

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.

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| Risk assessments will be undertaken by: | <i>Headteacher Class Teachers Site supervisor Welfare Assistants EVC lead</i> |
| The significant findings of risk assessments will be reported to: | <i>Health and Safety sub committee then to FGB</i> |
| Action required to remove/control risks will be approved by: | <i>E Cooper</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>E Cooper SLT</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>E Cooper /SLT H+S Committee</i> |
| Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is soonest. | <i>Headteacher Class Teachers Site supervisor Welfare Assistants EVC lead</i> |

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Chair of Governors and/or his/her 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, 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.

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. *(The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here.)*

| Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site | Applicable (√) |
|--|---|
| Accident Reporting, Recording and Investigation | Yes |
| Bodily Fluids (urine; blood; faeces; vomit) | Yes |
| Catering | Yes, in collaboration with Lancs Kitchens |
| Cleaning/caretaking | Yes in collaboration with Maxim |
| Control of contractors | Yes, in collaboration with property group |
| Disability access – H&S implications | Yes |
| Display Screen Equipment and eye tests | Yes |
| Electrical Safety | Yes |
| Emergency Procedures other than Fire e.g. flood, services failure | Yes |
| Extended school and community use | Yes |
| Falling Objects/Safe storage | Yes |
| Fire Safety | Yes |
| First Aid | Yes |
| Gas safety | Yes |
| Hot surfaces, scalds and burns | Yes |
| Induction | Yes |
| Information communication Tech | Yes |

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| Lettings to non school groups | No |
| Management and other Health and Safety responsibilities | Yes |
| Manual Handling | Yes |
| Minibuses | No |
| Mobile phones – use of | Yes |
| Monitoring | Yes |
| Needles and needle stick injuries | No but will seek advice in the event |
| Personal safety including lone working and violence and aggression | Yes |
| Play Equipment installations inspections | Yes |
| Playgrounds and external areas | Yes |
| Ponds and Water features | Yes |
| Premises Management | Yes |
| Pupil moving and handling (Special needs) | Yes |
| Pregnant employees and nursing mothers | Yes |
| Reporting of H&S concerns/faults | Yes |
| Risk Assessment and hazard identification | Yes |
| Health and Safety Committee | Yes |
| Safety Representatives | Yes |
| Security of premises | Yes |
| Shared use of buildings | Yes - Kitchen |
| Slips and trips | Yes |
| Stress | Yes |
| Substances – COSHH | Yes |
| Swimming pools | No |
| Temporary and supply staff | Yes |
| Training | Yes |
| Transporting and storing chemicals | Yes |
| Vehicle and pedestrian traffic | Yes |
| Visitor and volunteers safety | Yes |
| Waste storage and disposal | Yes |

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| Water hygiene (Legionella, lead etc.) | Yes |
| Work equipment and machinery | Yes |
| Working at height – ladders, access equipment etc. | Yes |
| Workplace Inspection | Yes |

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| Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal) | |
| Administration of medication | Yes |
| Educational Visits | Yes |
| Food safety and hygiene | Yes |
| Outdoor activities | Yes |
| PE Equipment | Yes |
| Pupil handling and restraint | Yes |
| Grounds maintenance | Yes in collaboration with LCC grounds |
| Pupil movement and flow | Yes |
| School transport | No |
| Science (where not covered by curriculum safety procedures set down in CLEAPS) | Yes |
| Smoking | Yes |
| Special needs of pupils Health & Safety issues | Yes |
| Stage and drama activities | Yes |
| Supervision of pupils | Yes |
| Technology rooms and equipment | Yes |
| Wearing of jewellery | Yes |
| Work experience | Yes |

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.

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 union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

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| Employee representative(s) for the school are: | Amber Roberts Michael Porter |
| Consultation with employees is provided via: | Staff meetings, review of documentation, staff memos/email |

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.

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| E Cooper (undertaken with site manager & property group) | Is responsible for identifying all equipment/ plant needing maintenance |
| E Cooper (undertaken with site manager & property group) | Is responsible for ensuring effective maintenance procedures are drawn up |
| E Cooper (undertaken with site manager & property group) | Is responsible for ensuring that all identified maintenance is carried out |
| Any problems found with equipment should be reported to: | E Cooper / Site manager |
| E Cooper/ H and S committee | Will check that new equipment meets any required health and safety standards before it is purchased |

Information, instruction and supervision

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| The Health and Safety Law poster is displayed at: | Outside Office |
| Health and safety advice is available from: | E Cooper – in consultation where necessary with schools' Health & Safety Team |
| Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by: | E Cooper or SLT |
| Health & Safety in shared premises (where applicable) | N/A |

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.

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| Induction training will be provided for all employees by: | <i>E Cooper</i> |
| Job specific training will be provided by: | <i>Delegated through E Cooper</i> |
| Specific jobs requiring special training are: | <i>1 Working at height 2 Manual handling of objects 3 Manual handling of pupils 4 Fire Training 5 Safeguarding</i> |
| Training records are kept at/by: | <i>Main office – induction file and training records</i> |
| Training will be identified, arranged and monitored by: | <i>E Cooper</i> |

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.

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| The first aid box(es) is/are available: | Outside the staffroom KS1 by 1/2 entrance KS2 by Y3 entrance KS2 by 5/6 entrance |
| The first aider(s) and appointed person(s) is/are: | See poster next to each first aid box or in the staff room |
| All accidents and cases of work-related ill health are to be reported to: | E Cooper or SLT in her absence |

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| Health surveillance* is required for employees doing the following jobs within the school: | working at height |
| Health surveillance will be arranged by: | E Cooper |
| Health surveillance/records will be kept by/at: | E Cooper Main office – personnel files |

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

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| <p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (at least every three years), or in the event of any significant changes. Annually for non technical aspects of fire risk assessment and 5 years for COSHH assessments This function is carried out by:</p> | <p><i>SLT and Health & Safety committee</i></p> |
| E Cooper/ H&S Committee | 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 |
| E Cooper/ Bursar | Is responsible for investigating work-related causes of sickness absences. |
| E Cooper | Is responsible for acting on investigation findings to prevent recurrences. |
| E Cooper/ Bursar/ H&S Committee | Monitoring trends in accidents, incidents and sickness absence |

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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | E Cooper |
| Escape routes are checked by/every: | Site Manager – daily when opening up premises in the morning |
| Fire extinguishers are maintained and checked by/every: | Annual checks undertaken Contractor via property group - overseen by Site supervisor |
| Alarms are tested by/every: | Site Supervisor Weekly basis |
| The emergency evacuation procedure is tested every: | Once per term |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc. | E Cooper– see emergency plan |

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
- Oil/Fuel Storage
- Local Exhaust Ventilation (LEV)
- Waste Management
- Workplace Inspections
- Winter Services Provisions (Gritting)
- Automatic Doors
- 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.

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 Teachers or Senior Designated Officer 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
- Mandatory H&S Competency 10e – Electricity at work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

| Course | Person | Date trained | Renew |
|---|----------------------|--------------|----------|
| Competency 9 – Management of Contractors | E Cooper | Oct 2022 | Jan 2024 |
| 10 – Premises Issues | E Cooper | Oct 2022 | Jan 2024 |
| 10a - Fire Risk Assessment | E Cooper | Oct 2022 | Jan 2024 |
| 10b – Emergency Preparedness & Response | E Cooper | Oct 2022 | Jan 2024 |
| 10c – Control of Legionella and Water Hygiene | E Cooper C Badger | Oct 2022 | Jan 2024 |
| 10d – Management of Asbestos | E Cooper | Oct 2022 | Jan 2024 |
| 10e – Electricity at work | E Cooper C Badger | Oct 2022 | Jan 2024 |
| 10f – Lifting Equipment | NA | | |

* to be updated throughout as training needs are met by new premises manager/ site supervisor.

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