

# *Broad Oak Primary School*

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## **HEALTH & SAFETY POLICY**

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**Policy**



# LANCASHIRE COUNTY COUNCIL HEALTH AND SAFETY POLICY

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

- **Broad Oak Primary School**
- **07047**
- **Pope Lane, Penwortham**

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 Head Teacher 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 Head Teacher 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                      |
|                                  |  |
| Head Teachers name: Sarah Barton | Chair of Governors name: Sue Naylor                  |
|                                  |  |
| Date: September 2024             | Proposed Review date: September 2025 or as required. |

## Responsibilities

|  |   |
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| The responsibility for implementation and management of proper health and safety controls within the school is that of:  | Sarah Barton  |
| The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):  | Sarah Barton  |
| 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   | Sarah Barton (Head Teacher)<br>Michelle Boyle (Lettings)<br>Alison Roberts ( Care Club Manager)<br>Joanne Heron (Site Supervisor) |
| The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:   | Michelle Boyle  |
| <p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher and his/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. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol> |   |

\* Health & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

### **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.

|  |  |
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| Risk assessments will be undertaken by:  | <i>Sarah Barton/Joanne Heron</i>           |
| The significant findings of risk assessments will be reported to:  | <i>Head Teacher/Site Supervisor</i>        |
| Action required to remove/control risks will be approved by:   | <i>Head Teacher/Site Supervisor</i>        |
| The responsibility for ensuring the action required to reduce risks is implemented is that of:   | <i>Head Teacher/Site Supervisor</i>        |
| Checking that implemented actions have removed/reduced the risks is the responsibility of:   | <i>Head Teacher/Site Supervisor:</i>       |
| Risk Assessments will be reviewed regularly (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity. | <i>By whom : Sarah Barton/Joanne Heron</i> |

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below. *(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 Please add these to the list.)*

| <b>Occupational Health &amp; Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school)</b><br>Information and Guidance is available on the website, link below:<br><a href="#">Health, Safety &amp; Wellbeing intranet site</a> | <b>Applicable (√)</b> | <b>Details of where information about the school's arrangements can be found</b> |
|---|-----------------------|--|
| Accident Reporting, Recording and Investigation   | ✓                     | School office/site supervisors office  |
| Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents   | ✓                     |  |
| Catering  | ✓                     |  |
| Cleaning/caretaking   | ✓                     |  |
| Control of contractors  | ✓                     |  |
| Disability access – H&S implications  | ✓                     |  |
| Display Screen Equipment and eye tests  | ✓                     |  |
| Driving at Work   | ✓                     |  |
| Electrical Safety   | ✓                     |  |
| Emergency Procedures other than Fire e.g. flood, services failure   | ✓                     |  |
| Extended school and community use   | ✓                     |  |
| Falling Objects/Safe storage  | ✓                     |  |
| Fire Safety   | ✓                     |  |
| First Aid   | ✓                     |  |
| Gas safety  | ✓                     |  |
| Hot surfaces, scalds and burns  | ✓                     |  |
| Induction   | ✓                     |  |
| Information communication   | ✓                     |  |
| Lettings to non school groups   | ✓                     |  |
| Management and other Health and Safety responsibilities   | ✓                     |  |
| Manual Handling   | ✓                     |  |
| Minibuses   | ✓                     |  |
| Mobile phones – use of  |                       |  |
| Needles and needle stick injuries   | ✓                     |  |
| Performance Monitoring  | ✓                     |  |
| Personal safety including lone working and violence and aggression  | ✓                     |  |

|  |   |  |
|--|---|--|
| Play Equipment installations inspections           | ✓ |  |
| Playgrounds and external areas                     | ✓ |  |
| Ponds and Water features                           | ✓ |  |
| Premises Management                                | ✓ |  |
| Pupil moving and handling (Special needs)          | ✓ |  |
| Pregnant employees and nursing mothers             | ✓ |  |
| Reporting of H&S concerns/faults                   | ✓ |  |
| Risk Assessment and hazard identification          | ✓ |  |
| Safety Committee                                   | ✓ |  |
| Safety Representatives                             | ✓ |  |
| Shared use of buildings                            |   |  |
| Slips and trips                                    | ✓ |  |
| Stress   | ✓ |  |
| Substances – COSHH                                 | ✓ |  |
| Swimming pools                                     |   |  |
| Temporary and supply staff                         | ✓ |  |
| Training   | ✓ |  |
| Transporting and storing chemicals                 | ✓ |  |
| Vehicle and pedestrian traffic                     | ✓ |  |
| Visitor and volunteers safety                      | ✓ |  |
| Waste storage and disposal                         | ✓ |  |
| Water hygiene (Legionella, lead etc.)              | ✓ |  |
| Work equipment and machinery                       | ✓ |  |
| Working at height – ladders, access equipment etc. | ✓ |  |
| Workplace Inspection                               | ✓ |  |
|  |   |  |
|  |   |  |

| <b>Curriculum and other non-occupational Health &amp; Safety Topic/Activity</b> (Information and Guidance 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   | ✓                     | School office/policy   |
| *Educational Visits  | ✓                     |  |
| Food safety and hygiene  | ✓                     |  |
| Outdoor activities   | ✓                     |  |
| PE Equipment   | ✓                     |  |
| Pupil handling and restraint   | ✓                     |  |
| Grounds maintenance  | ✓                     |  |
| Pupil movement and flow  | ✓                     |  |
| School transport   | ✓                     |  |
| Science (where not covered by curriculum safety procedures set down in CLEAPSS)  | ✓                     |  |
| Smoking  | ✓                     |  |
| Special needs of pupils Health & Safety issues   | ✓                     |  |
| Stage and drama activities   | ✓                     |  |
| Supervision of pupils  | ✓                     |  |
| Technology rooms and equipment   |                       |  |
| Wearing of jewellery   | ✓                     |  |
| Work experience  | ✓                     |  |
|  |                       |  |
|  |                       |  |

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](#).

## 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.

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|--|---|
| Employee representative(s) for the school are: | <i>Insert names: None (All staff responsible for themselves) – no-one wanted the responsibility</i>   |
| Consultation with employees is provided via:   | <i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Weekly/Monthly/Annual Health &amp; Safety meeting etc.</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 Head Teacher/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.

|   |                           |
|---|---------------------------|
| Is responsible for identifying all equipment/plant needing maintenance                              | <i>Site Supervisor</i>    |
| Is responsible for ensuring effective maintenance procedures are drawn up                           | <i>Site supervisor/HT</i> |
| Is responsible for ensuring that all identified maintenance is carried out                          | <i>Site supervisor</i>    |
| Any problems found with equipment should be reported to   | <i>Site supervisor</i>    |
| Will check that new equipment meets any required health and safety standards before it is purchased | <i>Site supervisor</i>    |

## Information, instruction and supervision

|  |   |
|--|---|
| The Health and Safety Law poster* is displayed at:   | <i>Location(s): Entrance area/Site supervisors office door</i>  |
| Health and safety advice is available from:  | <i>Name and contact details: Michelle Boyle – School Office</i> |
| Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by: | <i>Name and contact details: Sarah Barton</i>                   |
| Health & Safety in shared premises (where applicable)  | N/A   |

\* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace 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 arrangement for training here including arrangements for record keeping.

|   |  |
|---|--|
| Induction training will be provided for all employees by: | <i>Name and contact details: Sarah Barton</i>              |
| Job specific training will be provided by:                | <i>Name and contact details: Sarah Barton</i>              |
| Jobs requiring specific health & safety training are:     | <i>List the training and method of provision: see list</i> |
| Training records are kept at/by:                          | <i>Details: Michelle Boyle</i>                             |
| Training will be identified, arranged and monitored by:   | <i>Name and contact details: Sarah Meredith</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 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:                                   | <i>Detail location(s): Infant and junior areas</i>   |
| The first aider(s) and appointed person(s) is/are:                        | <i>Name(s) and contact details:<br/>Alison Roberts<br/>Paula Keighley<br/>Ellie Hodson<br/>Nicky Lawless<br/>Tom Petersons<br/>Sara Briffett<br/>Vicky Doyle<br/>Jane Taylor<br/>Chris Scanlon</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Name and contact details: Michelle Boyle</i>  |

|  |   |
|--|---|
| Health surveillance* is required for employees doing the following jobs within the school: | Display work                                  |
| Health surveillance will be arranged by:   | <i>Name and contact details: Sarah Barton</i> |
| Health surveillance/records will be kept by/at:  | <i>Provide details: Sarah Barton</i>          |

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

## 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.

|   |  |
|---|--|
| <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 (three yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) and in the event of any significant changes.</p> <p>This function is carried out by:</p> | <p>Governors annually</p> <p>Sarah Barton/Joanne Heron</p> |
| Is/are 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   | <i>Sarah Barton<br/>Joanne Heron</i>                       |
| Is/are responsible for investigating work-related causes of sickness absences.  | <i>Sarah Barton<br/>Sarah Meredith</i>                     |
| Is/are responsible for acting on investigation findings to prevent recurrences.   | <i>Sarah Barton<br/>Sarah Meredith</i>                     |
| Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.   | <i>Sarah Barton</i>  |

## 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:                             | <i>Sarah Barton</i>                                 |
| Escape routes are checked by/every:  | <i>Name(s) and frequency: Joanne Heron - daily</i>  |
| Fire extinguishers are maintained and checked by/every:  | <i>Name(s) and frequency: Joanne Heron - weekly</i> |
| Alarms are tested by/every:  | <i>Name(s) and frequency: Joanne Heron - weekly</i> |
| The emergency evacuation procedure is tested every:  | <i>Name(s) and frequency: Sarah Barton - termly</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc. | <i>Name and contact details: Sarah Barton</i>       |

APPENDIX 1

**STATUTORY DUTIES**

The Health and Safety at Work etc Act 1974 places duties on EMPLOYERS to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees (Section 2) and the health and safety of persons not employed but who may be affected by work activities such as pupils and visitors (Section 3). Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.

Note: In certain categories of school the employer is the Governing Body.

Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, eg pupils and visitors (Section 4).

Note: Governing Bodies are likely to have duties under Section 4 depending upon the degree of control they have.

EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that employers can comply with their statutory duties (Section 7).

## **GENERAL RESPONSIBILITIES**

A Governing Body has important powers and duties in controlling school premises and running schools. However, the Authority remains technically the employer of staff (except Aided and Foundation Schools). Therefore, both Governors and the Authority continue to have statutory responsibility for health and safety. In view of this it is particularly important that Governing Bodies, the Authority and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running their school without risk to health and safety.

## **AUTHORITY RESPONSIBILITIES**

The Authority fulfils its responsibilities in the following ways:

- The issue of a HEALTH AND SAFETY POLICY.
- The issue of codes of practice, including a School Safety Manual, as appropriate.
- The provision of a comprehensive support and advice service.
- The provision of a comprehensive training programme.
- The provision of a monitoring system for schools.
- The provision of a safety audit service.

## **GOVERNORS RESPONSIBILITIES**

The Governing Body will ensure that:

- The Authority's HEALTH AND SAFETY POLICY and codes of practice are fully implemented and, to ensure compliance, are monitored on a regular basis in accordance with the Authority's Monitoring Scheme;
- The school produces its own safety policy to supplement the Authority's policy, and that the policy is regularly reviewed. (In Aided and Foundation Schools the Governing Body is under the duty to maintain a Health and Safety policy but may find it helpful to base their policy on the Authority's);
- A Health and Safety Committee is established or health and safety is included in the terms of reference of an existing Committee, or an individual on the Governing Body is designated with specific health and safety responsibilities.

The Governing Body is required to pay particular attention to the provision and maintenance of:

- The safety of plant equipment, buildings and safe systems of work.
- Safety arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff and pupils to avoid hazards and contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Suitable and sufficient risk assessment as appropriate.
- Adequate welfare facilities and suitable protective clothing and equipment.
- Arrangements for the safe introduction of new plant, machinery, substances and procedures.

## **FAILURE TO COMPLY**

Where the Authority is of the opinion that a Governing Body is failing to comply with the Authority's Health and Safety Policy, or is failing to comply with the requirements of the Scheme for Financing Schools in relation to health and safety, or, is otherwise in breach of any duty under health and safety legislation, the Authority will notify the Governing Body in writing of its concerns and require that the failure be remedied.

If the Governing Body fails to take such action then the Authority may arrange for any necessary work to be carried out itself and charge the school's budget accordingly.

If at any time it appears to the Authority that the Governing Body of the school has been guilty of a substantial or persistent failure to comply with any requirement applicable under the Scheme for Financing Schools, or are not managing the appropriation or expenditure of the sum put at their disposal for the purposes of the school in a satisfactory manner, the

Authority may suspend the Governing Body's right to a delegated budget after giving due notice.

The 1974 Health and Safety at Work Act and associated regulations imposes criminal liability upon those who breach their duties under the Act and depending upon the circumstances of any case, a prosecution could be brought by the Health and Safety Executive against the EMPLOYER or persons who have CONTROL OF PREMISES or individual EMPLOYEES.

In certain circumstances where the EMPLOYER is prosecuted for failing to discharge its duties, the Governing Body by virtue of their CONTROL OF PREMISES or an EMPLOYEE, may also be prosecuted in respect of the same offence. The Authority is not permitted to pay any fines or costs imposed upon Governing Bodies or individuals.