



MANOR BEACH

HEALTH AND SAFETY POLICY

REVIEW DATE: APRIL 2021
REVIEW DUE: APRIL 2022

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – Manor Beach Primary School**
- **Category of School - Community**
- **School Number - 0252**
- **School Address – Manor Drive, Cleveleys**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

*As a Community or Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5-yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed:	Signed: On behalf of the Governing Body
Headteacher's name: Miss Jane Mason	Chair of Governors name: Mr A Sykes
Date:	Proposed Review date: April 2022

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Miss J Mason – Head Teacher</i>
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):	<i>Mr A Brown– Health and Safety Co-ordinator</i>
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:	<i>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator Mr S Grant – Premises Miss B Baines – Educational Visits</i>
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, Teacher net, other schools, the HSE) will be developed and monitored by:	<i>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator</i>
<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.

Examples of objectives 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

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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Miss J Mason – Head Teacher</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Miss J Mason – Head Teacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator</p>
<p>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:</p>	<p>Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator Mr F Yeo - Premises</p>

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, 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:	Mr A Brown – Health and Safety Co-ordinator
Consultation with employees is provided via:	Individual staff appraisals Review of documents Team meetings Staff meetings Annual / monthly Health and Safety meetings Circulation of draft documents for consultation

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:	Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator Mr Grant – Premises LCC Design and Construction
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Miss J Mason – Head Teacher Mr S Grant – Premises
Responsible person(s) for ensuring that all identified maintenance is carried out:	Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator Mr S Grant – Premises
Any problems found with equipment should be reported to:	Miss J Mason – Head Teacher Mr A Brown – Health and Safety Co-ordinator Mr S Grant – Premises LCC Design and Construction
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Miss J Mason – Head Teacher LCC Design and Construction

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Staff room Corridor outside staff toilets
Health and safety advice is available from:	Miss J Mason – Head Teacher
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	The Head Teacher / Deputy or nominated representative 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 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:	<i>Miss J Mason, Mrs J Ward, Mrs T Latus, Miss H Davies</i>
Job specific training will be provided by:	<i>Miss J Mason, Mrs J Ward, Mrs T Latus, Miss H Davies</i>
Jobs requiring specific health & safety training are:	<i>Miss J Mason, Mrs J Ward, Mrs T Latus, Miss H Davies</i>
Training records are kept at/by:	<i>Miss J Mason, Mrs J Ward,</i>
Training will be identified, arranged and monitored by:	<i>Miss J Mason, Mrs J Ward,</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:	Infant corridor, Junior corridor, all classrooms, office, kitchen
The first aider(s) and appointed person(s) is/are:	See first aiders lists in office, near playground doors and by first aid areas; Infants & Juniors.
All accidents and cases of work-related ill health are to be reported to:	Miss J Mason, Mrs J Ward, Mr A Brown
*Health surveillance is required for employees doing the following jobs within the school:	Provide details *e.g. DSE user with a history of upper limb disorders, CDT technician working with wood with history of chest problems
Health surveillance will be arranged by:	Miss J Mason, Mrs Julie Ward
Health surveillance/records will be kept by/at:	Miss J Mason in Head teacher's office

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:	Miss J Mason Mr S Grant Mr A Brown
Review all risk assessments regularly (3 annually 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:	Mr A Brown Miss J Mason
Responsible person(s) for investigating work-related causes of sickness absences:	Miss J Mason Mrs J Ward
Responsible person(s) for acting on investigation findings to prevent recurrences:	Miss J Mason Mrs J Ward
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Miss J Mason Mrs J Ward

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:	Miss J Mason - Headteacher
Escape routes are checked by/every day:	Mr S Grant - premises
Fire extinguishers are maintained and checked by/every:	Every 6 months by fire service
Alarms are tested by/every:	Mr S Grant –monthly Westmorland Security – every 6 months
The emergency evacuation procedure is tested by/every:	Miss J Mason – termly Mr S Grant
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Miss J Mason

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	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	yes	Accident and Incident books by first aid boxes & logged on the portal reportable accidents and incidents.
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	yes	Corporate H&S guidance on dealing with bodily fluid contamination – site supervisor's office.
Catering	yes	LCC – Environmental COSHH - kitchen
Cleaning/caretaking	yes	File in site supervisor's office
Control of contractors	yes	Contractor induction and checklist – Head teachers office
Disability access (health & safety implications)	yes	Accessibility plan policy in entrance hall
Display Screen Equipment and Eye Tests	yes	Guidance on DSE use – Head teachers office
Driving at Work	no	
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	yes	Log of PAT safety in office
Emergency Procedures other than Fire e.g. flood, services failure	yes	Risk assessments Unavoidable closure document in Head teacher's office
Extended school and community use	yes	Risk assessment sheets
Falling Objects/Safe storage	yes	Risk assessment sheets
Fire Safety	yes	School emergency plan policy
First Aid	yes	Guidance on first aid in school – Head teacher's office. List of first aiders displayed around school
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	yes	Guidance on how to ensure gas safety inspections are carried out – site supervisors office
Hot surfaces, scalds and burns	yes	LCC –Environment COSHH - kitchen
Health & Safety Induction (checklist available on web site)	yes	LCC HSS training and competence procedure –

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	Applicable (√)	Details of where information about the school's arrangements can be found
		Head teachers office
Lettings to non-school groups	yes	Letting policy
Manual Handling	yes	Manual handling risk assessment forms – site supervisors office
Minibuses	no	
Mobile phones (the use of)	yes	Mobile phone policy
Needles and needle stick injuries	yes	Risk assessment forms
Personal safety including lone working and violence and aggression	yes	Corporate H&S guidance with dealing with violence at work – Head teachers office
Play Equipment installations inspections	yes	Risk assessment forms
Playgrounds and external areas	yes	ROSPA guidance on inspection and maintenance of playgrounds – site supervisors office
Ponds and Water features	yes	School pond guidance – Head teachers office
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	yes	Guidance on premises management – Head teachers office
Pupil moving and handling (special needs)	yes	Special needs policy
Pregnant employees and nursing mothers	yes	Guidance on pregnant workers in Head teacher's office
Reporting of health & safety concerns/faults	yes	Site supervision job book in site supervisor's office
Shared use of buildings	yes	Risk assessment forms
Sharps e.g. broken glass either in school building or external grounds		Risk assessment forms
Slips and trips	yes	Preventing slips and trips at work guidance in Head teacher's office
Stress	yes	Stress policy in entrance hall
Substances – COSHH	yes	HSE information in site supervisor's office
Swimming pools	no	
Vehicle and pedestrian traffic	yes	Risk assessment sheets
Visitor and volunteer's safety	yes	DBS clearance and wear badges

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	Applicable (√)	Details of where information about the school's arrangements can be found
Waste storage and disposal	yes	Biffa disposal
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premise's management arrangements	yes	Water management file in site supervisor's office
Work equipment and machinery	yes	File in site supervisor's office
Working at height – ladders, access equipment etc.	yes	Guidance for use of ladders – in site supervisors office
Workplace Inspection	yes	Guidance on workplace inspections – in site supervisor's office. Completed inspection forms in H&S coordinator file.

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

Curriculum and other non-occupational activities (information and guidance are available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	yes	Administration of medication policy
*Educational Visits	yes	Educational visits policy
Food safety and hygiene	yes	H&S guidance on catering - kitchen
Outdoor activities	yes	Physical education policy on website
PE Equipment	yes	Physical education policy on website
Pupil handling and restraint	yes	Care and control of pupil's policy in entrance hall
Grounds maintenance activities	yes	Contract with Lancaster City Council
Pupil movement and flow	yes	Children walk on the left. Signs in corridor
School transport	no	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	yes	Risk assessment forms
Smoking	yes	Smoking policy on website
Special needs of pupil's health & safety issues	yes	See care plans if necessary
Stage and drama activities	yes	Risk assessment forms
Supervision of pupils	yes	See supervision policy on website
Technology rooms and equipment	yes	Security policy and ICT policy on website
Wearing of jewellery	yes	Appearance policy on website
Work experience	yes	Trident

The school will also consider 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](#).