



# Euxton CE Primary School Health and Safety Policy



*'In our Christian family we all SHINE in the light of Jesus'*

## Incorporating the Local Health and Safety Arrangements for:

- **Euxton C.E. Primary School**
- **Voluntary Aided Primary School**
- **09043**
- **Bank Lane, Off Wigan Road, Euxton, Chorley PR7 6JW**

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

As a Voluntary Aided School the governing body is the employer and is responsible for the use of the premises. The headteacher is responsible for the implementation and management of health, safety and welfare within the school. The governing body and the headteacher should work in partnership to meet these responsibilities.

As the person(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 healthy 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 of this template 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: <i>M Ash</i>	Signed: <i>I Ball</i> On behalf of the Governing Body
Headteacher's name: Mairi Ash	Chair of Governors name: Ian Ball
Date: September 2023	Proposed Review date: September 2024

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Governing Body</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><i>Mairi Ash Headteacher</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><i>Mairi Ash Headteacher - Fire safety, Emergency plans, Educational visits Premises – Cassandra Markham , Site Manager</i></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>HT and Governing Body</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>School Development Plan / minutes of governors or staff meetings.</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the headteacher 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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</li> <li>5. Adhere to the School Teachers Pay and Conditions Document which state 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 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.

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.	<i>Mairi Ash</i> Headteacher
The significant findings of risk assessments will be reported to:	<i>Mairi Ash</i> Headteacher
Action required to remove/control risks will be approved by:	<i>Mairi Ash</i> Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mairi Ash</i> Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mairi Ash</i> Headteacher <i>Governing Body</i>
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>Mairi Ash</i> Headteacher <i>Staff check risk assessments relating to curriculum areas</i>

## 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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	<i>Helen MacDonald</i>
Consultation with employees is provided via:	<i>Staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, monthly/annual health and safety meeting</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 headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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:	<i>Mairi Ash-Headteacher Cassandra Markham – Site Supervisor Staff to identify day to day issues</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>DBE Services</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mairi Ash-Headteacher Cassandra Markham – Site Supervisor</i>
Any problems found with equipment should be reported to:	<i>Mairi Ash-Headteacher Cassandra Markham – Site Supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mairi Ash-Headteacher Cassandra Markham – Site Supervisor</i>

## Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Staffroom</i>
Note: It is a legal requirement to display the	

Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<i>LCC</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Emma Obertelli</i> AHT
Health and safety in shared premises (where applicable) is managed by:	Mairi Ash-Headteacher 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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Mairi Ash-Headteacher</i>
Job specific training will be provided by:	<i>Mairi Ash-Headteacher</i>
Jobs requiring specific health and safety training are:	<i>Personal safety – all staff Use of step ladders – all staff Manual Handling – site supervisor Use of ladders – site supervisor Legionella – site supervisor &amp; HT Core competencies – HT COSHH - site supervisor &amp; HT</i>
Training records are kept by:	<i>Mairi Ash-Headteacher</i>
Training will be identified, arranged and monitored by:	<i>Mairi Ash-Headteacher</i>

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<i>Front desk Each corridor</i>
The first aider(s) and appointed person(s) is/are:	<i>Up-to-date list is displayed in HT office, front desk and staff room</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Mairi Ash-Headteacher</i>
*Health surveillance is required for employees doing the following jobs within the school:	Any pregnant employee requires a specific risk assessment to be completed and duties modified to consider changing capabilities.
Health surveillance will be arranged by:	<i>Mairi Ash-Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Mairi Ash-Headteacher</i>

## 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:	<i>Mairi Ash Kirstin Lewis Emma Obertelli Governing Body</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment);	<i>Mairi Ash Kirstin Lewis Emma Obertelli</i>

annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Mairi Ash Kirstin Lewis Emma Obertelli</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mairi Ash-Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mairi Ash-Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mairi Ash-Headteacher</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>Mairi Ash-Headteacher</i>
Escape routes are checked by/every:	<i>Cassandra Markham – site supervisor - daily Sharol Price &amp; Jo Yarker – fire wardens when alarm is sounded</i>
Fire extinguishers are maintained and checked by/every:	<i>DBE services TPM</i>
Alarms are tested by/every:	<i>Cassandra Markham – site supervisor – weekly from different call points</i>
The emergency evacuation procedure is tested by/every:	<i>Mairi Ash-Headteacher Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Mairi Ash-Headteacher</i>



## Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	Accident records
Asbestos management plan	√	Asbestos file
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Guidance on 1 <sup>st</sup> Aid for schools
Cleaning/caretaking tasks	√	Site supervisor folder COSHH register, Risk assessments
Control of contractors	√	Arranged by DBE services
Control of substances hazardous to health (COSHH)	√	Site supervisor folder COSHH register, Risk assessments
Disability access (health and safety implications)	√	Disability Equality Scheme
Display screen equipment and eye tests	√	HT & Administrator Portal information – risk assessment
Driving at work	x	N/A
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	DBE services
Emergency procedures other than fire, for example flood, services failure	√	Risk Assessment Procedure information in folder
Extended school and community use	√	Lettings policy
Finger traps (internal and external)	√	Guidance on 1 <sup>st</sup> Aid for schools
Fire safety	√	Annual risk assessment. Procedures. EDF.
First aid	√	Record of trained first aiders. Audit of first aid equipment. Risk assessment.
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	DBE services
Health and safety induction (a checklist is available on the health safety and quality website)	√	H&S officer. Portal information

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Infection control, including needles and needlestick injuries	√	Risk assessment file
Lettings to non-school groups	√	Lettings policy
Manual handling	√	Risk assessment file
Minibuses	X	N/A
Mobile phones (the use of)	X	Code of conduct
Personal safety including lone working and violence and aggression	√	Risk assessment file
Play equipment installations inspections	√	Risk assessment file. LCC
Playgrounds and external areas	√	Risk assessment file. LCC
Ponds and water features	x	N/A
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	DBE services
Pupil moving and handling (special needs)	√	Policy on care and control of pupils.
Pregnant employees and nursing mothers	√	Staff files. Portal information.
Reporting of health and safety concerns/faults	√	Health and safety audit. Staff log.
Severe weather including winter gritting	√	Risk assessment file.
Shared use of buildings	√	Lettings policy. LCC catering.
Sharps, for example, broken glass in the school building or external grounds	√	RCCN
Stress	√	Policy document.
Swimming pools	x	N/A
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	RCCN
Visitor and volunteers' safety	√	Procedures in school.
Waste storage and disposal	√	LCC guidance
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	RCCN Log files

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Work equipment and machinery	√	Risk assessment file.
Working at height – ladders, access equipment etc	√	Risk assessment file
Workplace inspection (internal and external)	√	Health and safety audit by H&S officer LCC

## Table of non-occupational health and safety topics/activities that apply

<b>Curriculum and other non-occupational activities</b> (information and guidance is 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 medical needs forms.
*Educational visits	√	Evolve
Food safety and hygiene	√	Risk assessment file
Outdoor activities	√	Risk assessment file
PE equipment	√	Risk assessment file. DBE services
Pupil handling and restraint	√	Policy on care and control of pupils
Grounds maintenance activities	√	RCCN
Pupil movement and flow	√	School procedures/fire drill routines
School transport	√	Evolve
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	
Smoking	√	Code of conduct
Special needs of pupils (health and safety issues)	√	SEN policy. School medical needs forms.
Stage and drama activities	√	Risk assessment file
Supervision of pupils	√	School website
Technology rooms and equipment	x	
Wearing of jewellery	√	School Newsletters
Work experience	√	Health and safety policy, induction folder

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](#).