

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School : - Garstang Community Academy**
- **Category of School : - Academy**
- **School Number : - 888/4160 (02/503)**
- **School Address : - Bowgreave, Garstang, Preston, Lancs, PR3 1YE**

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 Academy, the Academy Trust is the employer. The Governing Body is responsible for the use of the premises. The School Business Manager is responsible for the day-to-day implementation and management of health, safety and welfare within the school, with overall responsibility remaining with the Principal. The Academy Trust, the Governing Body and the Principal 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:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and health working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• 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;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the Academy Financial Handbook and the School Teachers Pay and Conditions Document.</li> </ul> |
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Signed:  Mr Peter Murphy – Chair of Premises Committee	Signed:  On behalf of the Governing Body
Principal's name: Mr Alasdair Ashcroft	Chair of Governors name: Mr Thomas Ibison
Date: 11 <sup>th</sup> May 2017	Proposed Review date: May 2018

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Mr Alasdair Ashcroft</p>
<p>The authorised members of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health &amp; Safety Co-ordinator):</p>	<p>Mrs Angela Livesey Mrs Tracey Jones</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>Academy Premises Committee Premises Issues including fire safety, emergencies, out of hours arrangements – Mrs Angela Livesey  Educational Visits – Mr William Wiseman</p>
<p>The Health &amp; Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;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:</p>	<p>Academy Premises Committee</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Principal and his 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.

## Health & Safety Priorities 2015-16 / 2016-17

- Completion of security project
- Implementation of revised Security procedures
- Continued Health & Safety departmental audits
- Continued training for key Health & Safety areas
- Continue to ensure compliance through statutory tests / remedial works schedule
- Maintain levels of maintenance as required

### 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:	<i>Building : Mrs Angela Livesey/ Mrs Tracey Jones /Site Maintenance Team / LCC Property Group Classroom/ Work Area : School Staff Educational Visits : School Staff member responsible for the activity</i>
The significant findings of risk assessments will be reported to:	<i>Principal/Department Head/ School Business Manager/ Assistant School Business Manager /Site Team</i>
Action required to remove/control risks will be approved by:	<i>Principal/Department Head/ School Business Manager/ Assistant School Business Manager</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Principal/Department Head/ School Business Manager/ Assistant School Business Manager</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Principal/Department Head/ School Business Manager/ Assistant School Business Manager</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 : Premises Committee</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Principal/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 Academy Financial Handbook 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> Information and Guidance is available on the website, link below: <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
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	School Office / School Business Manager's Office (School Portal)
Catering	√	School Business Manager's Office/ Kitchen Office
Cleaning/caretaking	√	School Business Manager's Office/ Site Office
Control of contractors	√	School Business Manager's Office/ Site Office (School Portal)
Disability access – H&S implications	√	School Business Manager's Office (School Portal)
Display Screen Equipment and eye tests	√	School Business Manager's Office/ Personal Files
Driving at Work	√	School Business Manager's Office (School Portal)
Electrical Safety	√	School Business Manager's Office / Site office (School Portal)
Emergency Procedures other than Fire e.g. flood, services failure	√	School Business Manager's Office (School Portal)
Extended school and community use	√	School Business Manager's Office (SLS)
Falling Objects/Safe storage	√	School Business Manager's Office/ Site Office (School Portal)
Fire Safety	√	School Reception / School Business Manager's Office (School Portal / Audit)
First Aid	√	School Office

Gas safety	√	School Business Manager's Office/ Site Office (School Portal)
Hot surfaces, scalds and burns	√	School Business Manager's Office (School Portal)
Induction	√	School Office (Personnel Files)
Information communication	√	IT Strategy Group (School IT system)
Lettings to non school groups	√	External Provider - Website
Management and other Health and Safety responsibilities	√	School Office/School Business Manager's Office
Manual Handling	√	School Business Manager's Office (School Portal)
Minibuses	√	School Business Manager's Office/ Site Office
Mobile phones – use of	√	School Business Manager's Office/ School Office
Needles and needle stick injuries	√	School Business Manager's Office / School Office (School Portal)
Performance Monitoring	√	School Business Manager's Office/ Personnel Files
Personal safety including lone working and violence and aggression	√	School Business Manager's Office/ School Office (School Portal)
Play Equipment installations inspections		N/A
Playgrounds and external areas	√	School Business Manager's Office/ School Office (School Portal)
Ponds and Water features	√	School Business Manager's Office / Site Office (School Portal)
Premises Management	√	School Business Manager's Office/ Site Office (School Portal)
Pupil moving and handling (Special needs)	√	LDC
Pregnant employees and nursing mothers	√	School Business Manager's Office
Reporting of H&S concerns/faults	√	School Business Manager's Office / Site Team

		(TES)
Risk Assessment and hazard identification	√	School Business Manager's Office / Site Office / Departments
Safety Committee	√	School Office
Safety Representatives	√	School Office / School Business Manager's Office
Shared use of buildings		N/A
Slips and trips	√	School Office/School Business Manager's Office (School Portal)
Stress	√	School Business Manager's Office (School Portal)
Substances – COSHH	√	Site Office / Prep Rooms / Cleaners Cupboard
Swimming pools		N/A
Temporary and supply staff	√	School Business Manager's Office / Cover Office
Training	√	School Business Manager's Office / Personnel Record
Transporting and storing chemicals	√	School Business Manager's Office (School Portal)
Vehicle and pedestrian traffic	√	School Business Manager's Office (School Portal)
Visitor and volunteers safety	√	School Office / School Business Manager's Office (School Portal)
Waste storage and disposal	√	School Business Manager's Office / Site Office (School Portal)
Water hygiene (Legionella, lead etc.)	√	School Business Manager's Office / Site Office (School Portal)
Work equipment and machinery	√	School Business Manager's Office / Site Office (School Portal)
Working at height – ladders, access equipment etc.	√	School Business Manager's Office / Site

		Office (School Portal)
Workplace Inspection	√	School Business Manager's Office / Site Office (School Portal)



<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
*Educational Visits		School Office / Ed Visits Co-ordinator
Food safety and hygiene		Kitchen
Outdoor activities		PE Office / Ed Visits Co-ordinator
PE Equipment		PE Office / Site Office
Pupil handling and restraint		LDC
Grounds maintenance		SBM Office / Site Office
Pupil movement and flow		Day to Day Management
School transport		LCC / School Office
Science (where not covered by curriculum safety procedures set down in CLEAPSS)		N/A Approval from Principal required if not covered by CLEAPSS
Smoking		No smoking site – LCC Directive
Special needs of pupils Health & Safety issues		SIMS / LDC
Stage and drama activities		SBM Office / Site Office / PA Department
Supervision of pupils		School Office
Technology rooms and equipment		Department / Site Office
Wearing of jewellery		School Planner
Work experience		School Office / Work Experience Co-ordinator

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.

Employee representative(s) for the school are:	<i>Jerry Fielden – NUT Premises Committee Representatives</i>
Consultation with employees is provided via:	<i>Team Meetings Circulation of draft documents for consultation Review of documents Termly Premises Committee 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.

## Role of Health & Safety Representative

1. Represent the employees in consultation with the employer (business manager)
2. In conjunction with the relevant subject leader identify and respond to potential hazards and dangerous occurrences at the workplace and examine the cause of any incidents (in your area....)
3. In conjunction with the relevant subject leader review and respond to complaints by an employee that you represent relating to that employee's health, safety or welfare at work
4. Make representations to the employer (business manager) on matters arising out of 2 and 3.
5. Make representations to the employer (business manager) on general matters affecting health, safety or welfare at work of the employees at the workplace
6. Assist when required in carrying out monitoring visits, risk assessments or 'workplace inspections'
7. Represent the employees in consultation in the workplace with the School Governors
8. Act as safety advocates. Deliver back safety information to departments.

## 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>Principal/School Business Manager / Departments / Site Team</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Principal/School Business Manager / Departments / Site Team</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Principal/School Business Manager / Departments / Site Team</i>
Any problems found with equipment should be reported to	<i>School Business Manager / Site Team</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Department</i>

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): Staff Room Prep Rooms Reception Network Office Site Office</i>
Health and safety advice is available from:	<i>School Business Manager Department Representatives School Portal LCC – Health &amp; Safety Team HSE</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>School Business Manager / Departments</i>

Health & Safety in shared premises (where applicable)	N/A
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\* 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>School Business Manager / Departments</i>
Job specific training will be provided by:	<i>School Staff where appropriate Academy sourced authorised training providers</i>
Jobs requiring specific health & safety training are:	<i>First Aid – External authorised providers Premises Management – LCC H&amp;S SLA Ladder Training – LCC H&amp;S SLA / External provider DSE - LCC H&amp;S SLA / External provider Manual Handling - LCC H&amp;S SLA / External provider COSHH - LCC H&amp;S SLA / External provider Fire - LCC H&amp;S SLA / External provider Legionella - LCC H&amp;S SLA / External provider Asbestos - LCC H&amp;S SLA / External provider</i>
Training records are kept at/by:	<i>Details: SIMS database</i>
Training will be identified, arranged and monitored by:	<i>Name and contact details: Individual staff / Line Management to identify and monitor Arranged / recorded by SBM / CPD co-ordinator</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>First Aid boxes are controlled from School Office on a termly basis – for full details see School Office</i>
The first aider(s) and appointed person(s) is/are:	<i>First Aid courses are controlled from School Office – for current first aiders see School Office</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Premises Committee</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>As identified / required All jobs - Pregnancy DT / Science based jobs – LEV testing Office based jobs – DSE</i>
Health surveillance will be arranged by:	<i>Principal / School Business Manager</i>
Health surveillance/records will be kept by/at:	<i>Principal/ School Business Manager : Personnel files</i>

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

## Performance Monitoring



assessment is undertaken and implemented rests with:	<i>Premises Committee</i>
Escape routes are checked by/every:	<i>Site Team every month</i>
Fire extinguishers are maintained and checked by/every:	<i>Churches Fire Security Ltd service annually Site Team check monthly</i>
Alarms are tested by/every:	<i>Westmorland Fire &amp; Security service every 6 months Site Team test every week</i>
The emergency evacuation procedure is tested every:	<i>At least twice per academic year</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Principal / SBM</i>