

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Ormskirk Church of England Primary School**
- **Controlled**
- **08011**
- **Greetby Hill, Ormskirk L39 2DP**

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 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, 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 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: Giles Storch	Chair of Governors name: Richard France
Date: January 2023	Proposed Review date: January 2024

<p>Responsibilities</p> <p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Giles Storch – for school pupils, staff and parents. In Giles Storch’s absence then Simon Boyd would be responsible.</i></p> <p><i>From September 2022 back to work interviews will be taken by Tracy Comerford. Miss Cocks will conduct back to work interviews for staff working in EYFS (including the nursery).</i></p> <p><i>Christine Dooley (School Caretaker) – for contractors arranged through LCC’s Property Group (this will include asbestos information as part of an induction for contractors). For contractors arranged independent of PROP this will be the responsibility of Giles Storch.</i></p> <p><i>For people paying to hire the facilities and the PFA – Giles Storch. This includes checks on insurance and DBS and also sharing evacuation procedures.</i></p> <p><i>Giles Storch to be responsible for follow up paperwork from accidents by adults or pupils. In Giles Storch’s absence Jenny Hardman would be responsible.</i></p> <p><i>Christine Dooley – Control of chemicals, cleaning (hygiene), clear paths. In Christine Dooley’s absence Giles Storch would be responsible.</i></p> <p><i>Giles Storch to be responsible for the safe storage and use of chemicals used in the swimming pool with support from Mrs Bull (swim coach) & Mrs Dooley (COSHH trained).</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice.</p>	<p>Giles Storch Christine Dooley</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>Fire safety risk assessments and system – Giles Storch with support from Christine Dooley</p> <p>Minor Premises damage & repairs – Christine Dooley</p> <p>Major Premises damage – immediate making area safe – notified immediately by first member of staff. Christine Dooley to make safe.</p> <p>Major Premises repairs – Property Group (PROP) - LCC</p> <p>Out of Hours – Group Four Security Service and Giles Storch</p> <p>Educational Visits – Jenny Hardman LCC EVC Team. In her absence Giles Storch will be responsible.</p>
<p>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, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p>Giles Storch and Members of the Governors’ Building Committee.</p> <p style="text-align: right;">Schools Model H&S Policy and Arrangements document 2 of 14</p>

All employees within the school have a responsibility to:

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.

- a comprehensive review of all the school risk assessments, ensuring they are bespoke and responsible persons are identified (including back up responsible persons)
- a more systematic procedure for dealing with contractors on site will be devised and implemented;
- 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.

Risk assessments will be undertaken by:	<i>School excursions – teachers, risk assessments checked by Jenny Hardman</i>
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>Curriculum related risk assessments – subject leaders overseen by Jenny Hardman</i> <i>All other risk assessments – Giles Storch and Jenny Hardman</i> <i>COSHH by Christine Dooley</i>
The significant findings of risk assessments will be reported to:	<i>Giles Storch. In turn these will be shared with the Governors' Building & Safety Committee</i>
Action required to remove/control risks will be approved by:	<i>Giles Storch</i> <i>Supported by Simon Boyd</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Giles Storch</i> <i>Supported by Simon Boyd</i>
Checking that implemented actions have removed/reduced the risks is the	<i>Giles Storch</i> <i>Supported by Simon Boyd</i>

responsibility of:	
<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><i>Giles Storch and the Governors' Building & Safety Committee. Risk assessments all held in the staff rooms for curriculum and building related in the in the main school office.</i></p> <p><i>Jenny Hardman will support with overseeing that risk assessments are all updated and presented.</i></p>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher with the Governing Body and their nominated representatives 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 safety representative.

Employee representative(s) for the school are:	<i>Proposed safety reps are: Christine Dooley (caretaker, welfare, cleaner and works in the Breakfast Club) Claire Reeves (experienced teacher in Reception)</i>
Consultation with employees is provided via:	<i>Staff and support staff meetings. Staff updates and minutes of meetings</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.
- 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:	<i>Christine Dooley, with support from PROP and PROP's annual maintenance programme of checks. Tractor – Darren Birch Swimming plant room equipment – Giles Storch, supported by LCC</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>As above</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>As above, supported as well by Giles Storch for works carried out by contractors and Chris Firth (PROP surveyor).</i>
Any problems found with equipment should be reported to:	<i>Christine Dooley and Giles Storch (in his absence Simon Boyd).</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mike Bullen</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>The two main staffrooms</i>
Health and safety advice is available from:	<i>Health & Safety Officer at LCC or appropriate unions. H & S and Wellbeing Team Helpline: 01772 538877</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Liz Sutton (Year 2 teacher), supported by Simon Boyd</i>

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>Giles Storch, Simon Boyd and training offered on the LCC Portal</i>
Job specific training will be provided by:	<i>Giles Storch or LCC representatives</i>
Jobs requiring specific health & safety training are:	<i>Cleaning (inc. using chemicals and a buffer) Admin staff and staff using computers for extensive periods of time Caretaker (inc. use of gritter, ladders and drills) Handling of chemicals in pool plant room Kitchen equipment (used only by LCC Catering Services trained staff) Tractor – only by a designated person who has a driving licence (Giles Storch and Mike Bullen are designated staff). In addition, Darren Birch (neighbour & landscape gardener).</i>
Training records are kept at/by:	<i>Barbara Winstanley (school secretary who arranges training for staff working with children with special needs & medical needs)</i>
Training will be identified, arranged and monitored by:	<i>Simon Boyd, supported by Barbara Winstanley</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>In all three main entrance areas to school & the nursery. The two main entrances are next to the gymnasium and the main hall. There is also an additional first aid boxes at the bottom of the stairwell between classroom 2S and 3S (this is on the upper school side of the dining hall).</i>
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	<i>There is also a first aid box in the swimming pool (beside the light switches).</i>
The first aider(s) and appointed person(s) is/are:	<i>This is a list of approximately 10 staff. The list of names with dates of when certificates run out and level of training is kept updated and is displayed in each of the first aid posts mentioned above.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Giles Storch or Simon Boyd. Reporting measures may include taking photos or videos of injury or area in which injury occurred to comply with legal obligations as per privacy policy.</i>
Health surveillance will be arranged by:	Giles Storch Headteacher
Health surveillance/records will be kept by/at:	Giles Storch Headteacher, with support from Simon Boyd

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:	Giles Storch and Christine Dooley
Review all risk assessments regularly (3 yearly 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. Jenny Hardman, Christine Dooley and Buildings and Safety Committee
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:	Jenny Hardman, supported by Giles Storch
Responsible person(s) for investigating work-related causes of sickness absences:	Tracy Comerford, supported by Giles Storch
Responsible person(s) for acting on investigation findings to prevent recurrences:	Tracy Comerford, supported by Giles Storch
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Tracy Comerford, supported by Giles Storch

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:	Giles Storch & Christine Dooley. Janette Forshaw (Breakfast Club), Lynsey Riding (After School & Holiday Club).
Escape routes are checked by/every:	Christine Dooley, supported by Giles Storch – weekly
Fire extinguishers are maintained and checked by/every:	LCC contract at least once a year
Alarms are tested by/every:	Christine Dooley – weekly
The emergency evacuation procedure is tested by/every. Also 'Emergency Registration' (Lockdown) since 2018.	Giles Storch – termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Giles Storch and access to church through the Buildings & Safety Committee

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	/	Giles Storch or Simon Boyd
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	/	Christine Dooley
Catering	/	Lancashire Council Catering team in the kitchen – to the cook (Dawn)
Cleaning/caretaking	/	Christine Dooley
Control of contractors	/	Christine Dooley
Disability access (health & safety implications)	/	Simon Boyd (Lead for Accessibility Policy), supported by Giles Storch
Display Screen Equipment and Eye Tests	/	Giles Storch
Driving at Work	(Tractor)	Giles Storch
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	/	PROP (LCC) Simon Boyd and Liz Sutton for staff during induction
Emergency Procedures other than Fire e.g. flood, services failure	/	PROP and Emergency Plan by Giles Storch (which is shared with Building & Safety Governors' Committee)
Extended school and community use	/	Janette Forshaw (Breakfast Club), Lynsey Riding (After School Club & Holiday Club) and Giles Storch
Falling Objects/Safe storage	/	Giles Storch and Christine Dooley. All teachers responsible for own stock cupboards and classrooms
Fire Safety	/	Giles Storch, supported by Christine Dooley
First Aid	/	Louise James– inc. weekly check on supplies – can place an

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
		order right away when needed. Barbara Winstanley for arranging training for First Aiders
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	/	Christine Dooley, supported by Giles Storch. Dawn in the kitchen. PROP
Hot surfaces, scalds and burns	/	LCC catering – cook Christine Dooley – mini boilers in staffroom kitchens
Health & Safety Induction (checklist available on web site)	/	PROP Contractors – LCC Christine Dooley – contractors on arrival
Lettings to non-school groups	/	Giles Storch
Manual Handling	/	Giles Storch, supported by Sue Acker for children with medical needs. LCC Health & Safety Team
Minibuses	N.A.	
Mobile phones (the use of)	/	Mike Bullen (E-Safety)
Needles and needle stick injuries	/	Nearest first aider. Advice from Janet Swain regarding needles with diabetic viewpoint. Notification to SMT.
Personal safety including lone working and violence and aggression	/	Giles Storch and Christine Dooley
Play Equipment installations inspections	/	PROP and Grounds maintenance – visual checks also by Christine Dooley and Giles Storch
Playgrounds and external areas	/	As above. Also teachers on playground duty
Ponds and Water features	/	Christine Dooley supported by Giles Storch
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	/	Christine Dooley
Pupil moving and handling (special needs)	/	Simon Boyd
Pregnant employees and nursing mothers	/	Tracy Comerford
Reporting of health & safety concerns/faults	/	Giles Storch, Simon Boyd and Christine Dooley

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
Shared use of buildings	/	Giles Storch
Sharps e.g. broken glass either in school building or external grounds	/	Christine Dooley
Slips and trips	/	Giles Storch and Christine Dooley
Stress	/	Giles Storch
Substances – COSHH	/	Christine Dooley
Swimming pools	/	Giles Storch and Liz Bull (school swimming coach)
Vehicle and pedestrian traffic	/	Giles Storch
Visitor and volunteers safety	/	Simon Boyd & Liz Sutton (volunteers and student teachers) and Giles Storch for others. Claire Reeves PFA
Waste storage and disposal	/	Christine Dooley
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	/	PROP and Christine Dooley
Work equipment and machinery	/	Tractor & swimming pool equipment – Giles Storch (Darren Birch – contractor - to help with tractor). Kitchen equipment Dawn (cook) and other equipment (inc. boilers) Christine Dooley & PROP
Working at height – ladders, access equipment etc.	/	Simon Boyd support staff. Christine Dooley oversee contractors safe use of ladders
Workplace Inspection	/	Christine Dooley and Giles Storch, supported by Governors' Building & Safety Committee

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

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found – see the following people for details
Administration of medication	/	Teaching Assistants assigned to specific children e.g. Janette Forshaw food mixing for William G. at lunchtimes. Barbara Winstanley for a child in EYFS or Y1 for any standard antibiotics – under direction. For a child in rest of classes Simon Boyd / Giles Storch in the Leadership Room
*Educational Visits	/	Jenny Hardman
Food safety and hygiene	/	Lynsey Ryding (After School Club & Holiday Club) & Janette Forshaw (Breakfast Club) LCC Catering Cook (lunchtimes) for kitchen area Designated cleaners who have kitchen areas on their patch. They need to check temperatures of fridges (Leadership Room, Games Room, Staffrooms, 1 st Aid Area, end of EYFS corridor, Nursery kitchen.
Outdoor activities	/	Jenny Hardman and Simon Boyd
PE Equipment	/	'Crown Ltd' through PROP. Janet Swain to check before coaches from Partnership use.
Pupil handling and restraint	/	Giles Storch
Grounds maintenance activities	/	PROP & Grounds Maintenance Team Christine Dooley
Pupil movement and flow	/	Giles Storch and Simon Boyd
School transport	(Train)	Giles Storch (Risk assessments from the train company. Company driver)
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	/	Charlotte Monks
Smoking	N.A.	Banned through school site. Giles Storch to enforce if an issue arises
Special needs of pupils health & safety issues	/	Simon Boyd, supported by class teachers of these children
Stage and drama activities	/	Christine Dooley
Supervision of pupils	/	Teachers during lessons, most experienced teacher on playground duty,

		welfare staff at lunchtime. Out of School Club Leads. Mrs Billington (LCC) Road Crossing on Greetby Hill and before and after events held at church (in her absence Giles Storch for church, main road should be covered by a supply pedestrian crossing member of staff from LCC).
Technology rooms and equipment	/	Mike Bullen (teaching in charge of ICT hardware)
Wearing of jewellery	/	All teachers/teaching assistants
Work experience	/	Liz Sutton

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](#).