

Cobbs Brow School

Cobbs Brow
Health and Safety
Policy

January 2020

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

Name of School: Cobbs Brow School

Category of School: Primary

School Number: 08034

School Address: Manfield, Ashurst, Skelmersdale, WN8 6SU

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 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 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: Mr Ian Eaton	Chair of Governors name: Dominc
Date: January 2020	Proposed Review date: January 2021

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p>Mr Ian Eaton Head Teacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):</p>	<p>Mrs Victoria Allen School Business Manager</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>Premises – Mandy Woodward - Site Supervisor Fire Safety – Victoria Allen – School Business Manager Emergency Plans - Victoria Allen – School Business Manager Educational Visits – Ian Eaton – Headteacher Out of Hours – Mandy Woodward - Site Supervisor</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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>Mrs Victoria Allen School Business Manager</p>
<p>The documented Health & Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Location e.g. within the School Development Plan or in the 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"> 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. 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. 	

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.

<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>Victoria Allen – School Business Manager Mandy Woodward – Site Supervisor Carol Stevens – Catering Manager Nursery Welfare Staff</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Victoria Allen – School Business Manager Ian Eaton – Head teacher</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Ian Eaton – Head teacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Victoria Allen – School Business Manager Ian Eaton – Head teacher</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Victoria Allen – School Business Manager Ian Eaton – Head teacher Governors</p>
<p>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:</p>	<p>Victoria Allen – School Business Manager</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:	
Consultation with employees is provided via:	Staff meeting – weekly Review of Policy and Procedures – yearly Reporting to Governors – termly

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:	Victoria Allen – School Business Manager Dawn Wild – Administration Officer Mandy Woodward – Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Victoria Allen – School Business Manager Dawn Wild – Administration Officer
Responsible person(s) for ensuring that all identified maintenance is carried out:	Victoria Allen – School Business Manager Dawn Wild – Administration Officer
Any problems found with equipment should be reported to:	Victoria Allen – School Business Manager Dawn Wild – Administration Officer
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Victoria Allen – School Business Manager

Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.</p>	Reprographics Room and Main Reception
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Health and safety advice is available from:	Victoria Allen – School Business Manager Ian Eaton – Head teacher
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Victoria Allen – School Business Manager Ian Eaton – Head teacher

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:	Victoria Allen – School Business Manager Ian Eaton – Head teacher
Job specific training will be provided by:	Lancashire County Council, County Hall, Preston
Jobs requiring specific health & safety training are:	Asbestos training Fire Marshall Training Legionella First Aid Health and Safety for all staff
Training records are kept by:	Ian Eaton
Training will be identified, arranged and monitored by:	Victoria Allen – School Business Manager Ian Eaton – Head teacher

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:	Head teacher's Office Junior Resource Room Infant Cloakroom
The first aider(s) and appointed person(s) is/are:	All teaching, classroom support and 2 x office staff
All accidents and cases of work-related ill health are to be reported to:	Victoria Allen – School Business Manager
Health surveillance is required for employees doing the following jobs within the school:	DSE user with a history of upper limb disorders
Health surveillance will be arranged by:	Victoria Allen – School Business Manager
Health surveillance/records will be kept by/at:	HR File - Victoria Allen – School Business Manager

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:	Victoria Allen – School Business Manager – Staff, sub-contractors Mandy Woodward – fire alarms checks, lighting Ian Eaton – Health and Safety Risk Assessments and reports to Governors Class teachers – risk assessments of all areas they use
Review all risk assessments 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.	Victoria Allen – School Business Manager
Responsible person(s) for investigating	Victoria Allen – School Business

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:	Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Victoria Allen – School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Victoria Allen – School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Victoria Allen – School Business Manager

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:	Victoria Allen – School Business Manager
Escape routes are checked by/every:	Mandy Woodward – Site Supervisor (Daily) All staff on entry in to rooms Health and Safety pupil monitors every month
Fire extinguishers are maintained and checked by/every:	LCC – Every 12 months
Alarms are tested by/every:	Mandy Woodward – Site Supervisor (Weekly Checks) LCC every 6 months
The emergency evacuation procedure is tested by/every:	<i>Once every term</i> Victoria Allen – School Business Manager
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Victoria Allen – School Business Manager

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	√	School Office – School Business Manager
Asbestos Management Plan	√	School Office – School Business Manager
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	First Aid Policy
Cleaning/caretaking tasks	√	Site Supervisor's Room and Head teacher's Office
Control of contractors	√	School Office – School Business Manager
Control of Substances Hazardous to Health (COSHH)	√	Head teacher's Room
Disability access (health & safety implications)	√	School Office – School Business Manager
Display Screen Equipment and Eye Tests	√	School Office – School Business Manager
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	School Office – School Business Manager
Emergency Procedures other than Fire e.g. flood, services failure	√	School Office – School Business Manager
Extended school and community use	√	Head teacher's Room
Fire Safety	√	School Office – School Business Manager
First Aid	√	School Office – School Business Manager
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	School Office – School Business Manager
Health & Safety Induction (checklist available on web site)	√	Head teacher's Office and Staff Room
Infection Control including needles and needle stick injuries	√	First Aid Policy
Lettings to non-school groups		
Manual Handling	√	Head teacher's Office and Staff Room
Minibuses		

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
Mobile phones (the use of)	√	Handbook and E-Safety Policy – Head teacher's office and staff room
Personal safety including lone working and violence and aggression	√	Policy Folder – Head teacher's room and Staff Room
Play Equipment installations inspections	√	Head teacher's room and laptop
Playgrounds and external areas		
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Head teacher's Room
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	√	Head teacher's room
Reporting of health & safety concerns/faults	√	School Office
Severe Weather including winter gritting	√	School Office
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds	√	School Office/Site Supervisor
Stress	√	Head teacher's room
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		
Visitor and volunteers safety	√	School Office – Safety, Contractors Manual
Waste storage and disposal	√	School Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	School Office
Work equipment and machinery	√	School Office
Working at height – ladders, access equipment etc.	√	Head teacher's Office – Risk Assessments/Stock Room
Workplace Inspection	√	Head teacher's office

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
Administration of medication	√	School Office
*Educational Visits	√	Evolve website/Deputy Head's Office
Food safety and hygiene	√	Kitchen and Nursery
Outdoor activities	√	EVC as above – Health and Safety Policy for PE – Staff Room and Head teacher's Office
PE Equipment	√	Head teacher's Office – Premises Management Folder
Pupil handling and restraint		
Grounds maintenance activities	√	Head teacher's Office School Office – LCC
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Head teacher's Room and Staff Room – Policy Signage on exit doors
Special needs of pupils health & safety issues	√	Staff Room – SEN Policy/Accessibility Policy
Stage and drama activities	√	Hall Risk Assessment – Head teacher's office
Supervision of pupils	√	Health and Safety Policy
Technology rooms and equipment	√	Policy
Wearing of jewellery	√	PE Policy and Handbook
Work experience	√	Induction and Risk Assessment

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](#).

Evaluation and Review

This document was updated and modified through a process of consultation with teaching staff and Governors. It is the responsibility of all staff and governors to monitor their adherence to this policy. The policy is reviewed annually.

This policy was updated: January 2020

To be reviewed: January 2021

This policy was approved by the school governing body

Date _____

Signed _____ (Chair of Governors)