

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **All Hallows Catholic High School**
- **Voluntary Aided**
- **LCC: 07/106, DfE: 4741, Archdiocese:253**
- **Crabtree Ave. Penwortham, Preston PR1 0LN**

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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the person 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: <i>Chris Riding</i>	Signed: <i>M Perry</i>  On behalf of the Governing Body
Head Teachers name: Mr C J Riding	Chair of Governors name: Mr M Perry
Date: January 2018	Proposed Review date: January 2019

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>C. Riding</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	<i>C. Thomas</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>C. Thomas - Assistant Headteacher A Clitheroe - Head of Science D. Finch - Head of PE G Conlon - EVC R Adamson - Premises Manager P. Martin - Site supervisor M. Courtney - Asst. Site supervisor</i>
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&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:	<i>C Thomas</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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 Objectives 2017- 2018:

- To continue to audit and update whole school risk assessment, including curriculum areas. **MET**
- To review Crisis Management Procedures and implement changes in light of findings. **ONGOING**

### \* Health & Safety Objectives 2018- 2019:

- To review Crisis Management Procedures and implement changes in light of findings.
- To complete a new DSE assessment of office staff due to new roles and responsibilities.

These relate to issues within the school as identified by sources outlined above. The progress towards meeting the objectives should be monitored and reviewed throughout the year to ensure they are achieved.

## 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>C.Thomas, Assistant Headteacher R Adamson, Premises Manager P.Martin, Site Supervisor M. Courtney, Asst. Site Supervisor G Conlon, EVC A Clitheroe - Head of Science C.Thomas, Head of Technology D. Finch, Head of PE Catering Manager All other Line Managers</i>
The significant findings of risk assessments will be reported to:	<i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i>
Action required to remove/control risks will be approved by:	<i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Through: all Line Managers, Site Supervisors/ Premises Manager to C.Thomas</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>C. Thomas</i>
Risk Assessments will be reviewed regularly (annually is recommended) 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>C.Thomas through all Line Managers, Site Supervisors, Cassidy &amp; Ashton, Architects &amp; Building Surveyors.</i>

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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 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 found on the next page.

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 website, link below: <a href="#">Health, Safety &amp; Wellbeing intranet site</a>	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Staff Handbook, Accident Log Book
Bodily Fluids (urine; blood; faeces; vomit)	✓	Guidance & Information for Site Supervisors & Cleaners
Catering	✓	Guidance & Information for Site Supervisors & Cleaners
Cleaning/caretaking	✓	Guidance & Information for Site Supervisors & Cleaners
Control of contractors	✓	Staff Handbook, CThomas, Site Supervisor
Disability access – H&S implications	✓	Accessibility Plan
Display Screen Equipment and eye tests	✓	CThomas, LCC H&S Website
Electrical Safety	✓	Guidance & Information for Site Supervisors & Cleaners, Building Maintenance Log, PAT Register
Emergency Procedures other than Fire e.g. flood, services failure	✓	Crisis Management Procedures
Extended school and community use	✓	Lettings Policy
Fire Safety	✓	Fire Risk Assessment, Fire Alarm Procedures, Building Maintenance Log
First Aid	✓	Staff Handbook, H & S Noticeboard
Gas safety	✓	Building Maintenance Log
Hot surfaces, scalds and burns	✓	Curriculum area risk assessments, H& S Portfolio, CLEAPSS, Catering Procedures.
Induction	✓	CThomas, B McMullen, Induction Programme
Information communication	✓	ICT Security Framework
Lettings to non school groups	✓	Lettings Policy,
Management and other Health and Safety responsibilities	✓	CThomas, EVC, Line Managers
Manual Handling	✓	Site Supervisors

<b>Occupational Health &amp; Safety Topic/Activity (continued)</b>	<b>Applicable (✓)</b>	<b>Details of where information about the school's arrangements can be found</b>
Minibuses	✓	Use of Minibus Procedure, CThomas
Mobile phones – use of	✓	Risk Assessment, Premises Manager/Site Supervisors
Needles and needle stick injuries	✓	First Aid Procedures
Personal safety including lone working and violence and aggression	✓	Risk Assessment, Premises Manager/Site Supervisors
Playgrounds and external areas	✓	Premises Manager/Site Supervisors, Improvement Form Reporting Procedure
Premises Management	✓	Premises Manager/Site Supervisors, Building Maintenance Log, PAT Register, LEV Report
Pregnant employees and nursing mothers	✓	Risk Assessment, LCC H & S, C Thomas, Line Manager
Reporting of H&S concerns/faults	✓	Staff Handbook, Reporting Procedure, Govs. H & S Committee
Risk Assessment and hazard identification	✓	LCC H & S, C Thomas, Line Managers
Safety Committee	✓	Governors' H & S Committee
Safety Representatives	✓	Governors' H & S Committee
Security of premises	✓	Staff Handbook, Site Supervisors
Slips and trips	✓	Guidance & Information for Site Supervisors & Cleaners, H&S website
Stress	✓	Stress Policy & Guidance, LCC H & S
Substances – COSHH	✓	Science, Technology Departments' Register, Guidance & Information for Site Supervisors & Cleaners
Temporary and supply staff	✓	Supply Teachers Manual, B McMullen, Safeguarding Procedures, Staff Handbook, C Thomas

Occupational Health & Safety Topic/Activity (continued)	Applicable (✓)	Details of where information about the school's arrangements can be found
Training	✓	LCC H & S Website, C Thomas
Transporting and storing chemicals	✓	Science Curriculum Area Handbook, CLEAPSS
Vehicle and pedestrian traffic	✓	Staff Handbook
Visitor and volunteers safety	✓	Staff Handbook, Safeguarding
Waste storage and disposal	✓	Site Supervisors, Waste Contractors compliance certificates
Work equipment and machinery	✓	Building Maintenance Log, LEV Report & Testing
Working at height – ladders, access equipment etc.	✓	Guidance & Information for Site Supervisors & Cleaners, H&S website, Site Supervisor training.
Workplace Inspection	✓	C Thomas, Line Managers, Premises Manager, Site Supervisors

<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	✓	Medicine Safety Guidance
Educational Visits	✓	EVC Policy
Food safety and hygiene	✓	Catering Manager, Finance Officer
Outdoor activities	✓	EVC Policy
PE Equipment	✓	Building Maintenance Log
Grounds maintenance	✓	C Thomas, Premises Manager, LCC Engineering Services
Pupil movement and flow	✓	Staff Handbook
School transport	✓	J Washington, LCC Safer Travel Unit
Science (where not covered by curriculum safety procedures set down in CLEAPS)	✓	Curriculum Area Handbook
Smoking	✓	Staff Handbook
Special needs of pupils Health & Safety issues		Special Needs Handbook, SENCO (J Melling), LCC H & S Website
Stage and drama activities	✓	Curriculum Area Handbook
Supervision of pupils	✓	Behaviour Policy, C Locke
Technology rooms and equipment	✓	Curriculum Area Handbook, LEV Register, PAT Register
Wearing of jewellery	✓	Behaviour Policy

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>Mary Westgarth, Ben McMullen.</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, termly Health &amp; 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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	<i>C Thomas A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>C Thomas A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>C Thomas A Clitheroe D Finch M Westgarth R Adamson P Martin M Courtney</i>
Any problems found with equipment should be reported to	<i>Line Managers C Thomas</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Line Managers C Thomas</i>

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s): General Office, Staff Room Site Supervisors Office, D&amp;T Technicians Room, Kitchens</i>
Health and safety advice is available from:	<i>C Thomas EVC Line Managers</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>B McMullen C Wallbanks Line Manager</i>

\* 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:	Name and contact details: <i>C Thomas Site Supervisor Catering Manager, Finance Officer</i>
Job specific training will be provided by:	Name and contact details: <i>Specialist and competent provider. LCC Catering Client Support</i>
Jobs requiring specific health & safety training are:	List the training and method of provision: <i>Catering: food hygiene, Food Option Service, LCC Catering Client Support Child Protection: LCC</i>
Training records are kept at/by:	Details: <i>Line Managers</i>
Training will be identified, arranged and monitored by:	Name and contact details: <i>Line Managers, C Thomas, B McMullen, C Wallbanks</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:	Detail Location(s): <i>General Office</i> <i>PE Office</i> <i>Minibus</i>
The defibrillator is available:	Detail Location(s): <i>General Manager's Office</i>
The first aider(s) trained to use the defibrillator is/are:	<i>S Fenton</i> <i>C Riding</i>
The first aider(s) and appointed person(s) is/are:	Name(s) and contact details: <i>General Office: Sue Fenton.</i> <i>Others: Richard Adamson, Craig Thomas</i>  <i>Lavinia Colclough, Sue Fenton, Valerie Boulton, Georgina Conlon, Alison Cooper</i> <i>David Finch, Jenny Hansen, David Harrison, Liz Louhisalo,</i> <i>Chris Riding, Lucy Rostron, Carol Wallbanks, Jo Washington</i>
All accidents and cases of work-related ill health are to be reported to:	Name and contact details: <i>C Riding, C Thomas, S Fenton through Accident Log, and or through Line Managers</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>Catering Staff</i> <i>Pregnant employee</i>
Health surveillance will be arranged by:	Name and contact details: <i>C Thomas, Line Manager</i>
Health surveillance/records will be kept by/at:	Provide details: <i>C Thomas, Line Manager</i>

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

## 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.

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>Name(s) and contact details:</i>  <i>C Thomas, Premises Manager/ Site Supervisors, Line Managers.</i>
Review all risk assessments regularly (annually is recommended) and in the event of any	<i>C Thomas, EVC, Line Managers</i>

significant changes. This function is carried out by:	
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Name(s) and contact details: <i>C Thomas, Line Managers</i>
Is/are responsible for investigating work-related causes of sickness absences.	Name(s) and contact details: <i>C Thomas, Line Managers</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	Name(s) and contact details: <i>C Thomas, Line Managers</i>
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	Name(s) and contact details: <i>C Thomas, Line Managers</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:	Name and contact details: <i>C Thomas</i>
Escape routes are checked by/every:	Name(s) and frequency: <i>Site Supervisors, Weekly</i>
Fire extinguishers are maintained and checked by/every:	Name(s) and frequency: Pennine Fire & Safety, Annually,
Alarms are tested by/every:	Name(s) and frequency: <i>Site Supervisor, weekly.</i> <i>Trident, Bi-Annually.</i>
The emergency evacuation procedure is tested every:	Name(s) and frequency: <i>C Thomas, termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Name and contact details: <i>C Thomas</i>