



Crawford Village
Primary School & Nursery

Small enough to care...big enough to inspire

Health & Safety Policy

HEALTH AND SAFETY POLICY (Issue 10)

Incorporating the Local Health and Safety Arrangements for Crawford Village Primary School


- **Name of School – Crawford Village Primary School**
- **Category of School - Primary**
- **School Number – 08/063**
- **School Address – Crawford Village, Upholland, Skelmersdale,
Lancashire WN8 9QP**

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: <i>C. Lomas</i> On behalf of the Governing Body
Head Teachers name: Mrs D Eaton	Chair of Governors name: Dr C Lomas
Date: 20 th March 2023	Proposed Review date: September 2024

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Mrs D Eaton and The Governing Body
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is:	Mrs D Eaton
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:	Mrs D Eaton – Headteacher Dr C Lomas – Chair of Governors and Health and Safety Governor Individual Staff members responsible for their own classroom environment.
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:	Mrs D Eaton and Dr Chris Lomas
<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>	In the minutes of Governors or Staff meetings.
<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

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:	Mrs D Eaton and Class Teachers
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	Mrs D Eaton
Action required to remove/control risks will be approved by:	Mrs D Eaton
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Mrs D Eaton
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Mrs D Eaton and Class Teachers
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:	Mrs D Eaton and Dr C Lomas

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:	N/A
Consultation with employees is provided via:	Individual Staff Appraisals Staff Meetings Inset Day Training

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:	All staff
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Mrs D Eaton
Responsible person(s) for ensuring that all identified maintenance is carried out:	Mrs D Eaton
Any problems found with equipment should be reported to:	Mrs D Eaton/ Mrs S Roberts
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Mrs D Eaton/ Mrs S Roberts

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: <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	Staff Room and Kitchen
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the Health & Safety Law leaflet.	
Health and safety advice is available from:	Mrs D Eaton and the Governing Body
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Mrs D Eaton

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:	Mrs D Eaton (teachers and support staff) Mrs S Roberts (welfare and caretaking staff)
Job specific training will be provided by:	Mrs D Eaton (teachers and support staff) Mrs S Roberts (welfare and caretaking staff)
Jobs requiring specific health & safety training are:	Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training
Training records are kept at:	School Office
Training will be identified, arranged and monitored by:	Mrs D Eaton

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:	In the Stock Room and Kitchen
The first aider(s) and appointed person(s) is/are:	Mrs K Morris, Mrs L Linney, Mrs A Kinnon, Mrs M Hogarth, Miss A Davies, Mrs S Jones, Mrs H Carter
All accidents and cases of work-related ill health are to be reported to:	Mrs D Eaton
*Health surveillance is required for employees doing the following jobs within the school:	Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities
Health surveillance will be arranged by:	Mrs D Eaton/ Mrs S Roberts
Health surveillance/records will be kept by/at:	Mrs S Roberts in the School Office

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: Mrs D Eaton & Dr C Lomas	Mrs D Eaton / Dr C Lomas
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment;	Mrs D Eaton / Dr C Lomas

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 - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Mrs D Eaton
Responsible person(s) for investigating work-related causes of sickness absences:	Mrs D Eaton
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mrs D Eaton
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Mrs D Eaton

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:	Mrs D Eaton
Escape routes are checked by/every:	Mrs S Roberts weekly
Fire extinguishers are maintained and checked by/every:	JLA Yearly
Alarms are tested by/every:	EFT Twice Yearly
The emergency evacuation procedure is tested by/every:	Mrs D Eaton termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Mrs D Eaton and the Governing Body

Occupational Health & Safety Topic	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	School Office FILE
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk assessment file – staff server NEED CALENDAR TO UPDATE – review 2/3 years
Catering	N/A	
Cleaning/caretaking	✓	School Office COSHH FOLDERS
Control of contractors	✓	School Office FILE Site rules; sign in ; what doing; where from; sign; agree to rules; contractors induction; alphabetical order; Duty of care to them e.g. asbestos
Defibrillator	✓	Main Corridor – Form in office which is checked monthly and signed
Disability access – H&S implications	✓	Accessibility plan – staff server (plus PEEP for Skylar)
Display Screen Equipment and eye tests	✓	Self-assessment under DSE on website – keep this on server
Driving at Work	✓	School Office see people's driving licence and insurance and keep copy on folder in staff share (diarise for every year). Need to do e-learning
Electrical Safety	✓	School Office FILE 5-year fixed & PAT testing
Emergency Procedures other than Fire e.g. flood, services failure	✓	Staff Server
Extended school and community use	✓	Staff Server (Policy)
Falling Objects/Safe storage	N/A	
Fire Safety	✓	School Office RED LOG BOOK
First Aid	✓	School Office & Stockroom (REFERS TO FIRST AID BOXES) put a list in each box to sign for replenishing
Gas safety	✓	School Office in FILE Premises manager
Hot surfaces, scalds and burns	✓	Staff Server (RA)
Induction (H&S)	✓	Policies folder – staff server

Information communication	√	School Office (Premises Faults – reported verbally)
Lettings to non-school groups	√	Policies – charging and remissions policy
Management and other Health and Safety responsibilities	√	H&S Policy
Manual Handling (including winter gritting)	√	RA on staff Server
Minibuses	N/A	
Mobile phones – use of	√	Policy on staff share (Staff Conduct)
Needles and needle stick injuries	√	RA on staff server
Performance Monitoring	√	Appraisal Policy
Personal safety including lone working and violence and aggression	√	RA Staff server
Play Equipment installations inspections	√	School office – report in Premises file
Playgrounds and external areas	√	Risk assessments – staff server (e.g clearing gutters)
Ponds and Water features	N/A	
Premises Management	√	Folder in Office A-W
Pupil moving and handling (Special needs)	√	School policies – staff server (plus PEEP)
Pregnant employees and nursing mothers	N/A	
Reporting of H&S concerns/faults	√	Reported to school office
Risk Assessment and hazard identification	√	H&S policy & on staff server
Safety Committee	√	Part of Business Committee
Safety Representatives	√	School Office
Shared use of buildings	N/A	
Slips and trips	√	Risk assessments – staff server
Stress	√	Risk assessments – staff server
Substances – COSHH	√	School Office COSHH File & RA
Swimming pools		
Temporary and supply staff (H & S induction)	√	School Office
Training (H & S Training)	√	Ursula supplies H & S training HT directs staff to other training (Fire Safety annually)
Transporting and storing chemicals	N/A	
Vehicle and pedestrian traffic	√	RA on staff server

Visitor and volunteers safety	√	Visitor / Volunteer Policy - office
Waste storage and disposal	√	Waste stored outside – decreased risk of fire hazards
Water hygiene (Legionella, lead etc.)	√	School Office Blue File
Work equipment and machinery (DT)	√	RA for saws etc
Working at height – ladders, access equipment etc.	√	Risk assessments – staff server checklist for checking the ladders
Workplace Inspection	√	H&S folder – school office termly inspections by Governors

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

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Medicines in School policy – staff server
Animals in school	√	RA for school dog / chickens
*Educational Visits	√	EVC (Sarah Roberts) – on Evolve & RA on staff share
Food safety and hygiene	√	Risk assessments – staff server
Outdoor activities	√	Reports on play equipment in Premises file
PE Equipment	√	Risk assessments – staff server
Pupil handling and restraint	√	Use of reasonable force policy – staff server
Grounds maintenance	√	School office file in Premises File
Pupil movement and flow (movement through school)	N/A	
School transport (e.g. swimming)		RA & EVC
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk assessments undertaken as necessary – staff server
Smoking	N/A	
Special needs of pupils Health & Safety issues	√	SEND policy & PEEP
Stage and drama activities	√	RA for stage blocks

Supervision of pupils	√	Staffing Ratios and SEMH talks
Technology rooms and equipment	N/A	
Wearing of jewellery	√	Uniform Policy on Staff Server
Work experience (plus induction)	√	RA for Work Experience

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](#).