



Health and Safety Policy

Incorporating the Local Health and Safety Arrangements for:

Name of School: Brookfield School

School Number: 02131

School Address: Fouldrey Avenue
Poulton-le-Fylde
Lancs
FY6 7HE

Telephone Number: 01253 886895

Based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation.

Signed.....

**Mr Robert Brocklebank
Headteacher**

Date: January 2019

Signed.....

**Mrs Maria Taylor
Chair of Governors**

Review Date: January 2020

As a community and Voluntary Controlled School the LEA technically the employer although the Governing Body and Headteacher control and oversee the premises. The LEA, the Governing Body and the Headteacher all have responsibilities for health and safety and must work in partnership to meet these. As the persons with overall responsibility for health and safety compliance within the school, we will, as far as is reasonably practicable:

- Provide adequate control of 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;
- 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;
- Ensure safe handling and use of substances;
- Review and revise this policy and arrangements at regular intervals.

Responsibilities

The overall and final responsibility for health and safety within the school is that of:

Mr Robert Brocklebank

The day-to-day responsibility for ensuring this policy is put into practice is delegated to (Health and Safety Co-ordinators).

**Ms Fiona Carver – Deputy Head
Andy Hill - Premises Manager**

To ensure health and safety standards are maintained and improved, the following areas e.g. Premises issues, fire safety and other emergencies, out of hours arrangements and educational visits.

**Premises: Andy Hill
Out of hours: John Robinson
Fire Safety: Andy Hill
Science: Rachel Sharp
PE: Dan Lever
Educational Visits: R Brocklebank
Admin: Dawn Hill
Classrooms: Teaching Staff
Pastoral Support: Mrs H Speakman**

The Health and Safety Objectives for improvement For the school as identified by accident/incident, Investigation, consultation, review of risk assessments, H&S management support and audit visits etc, or other Schools. These will be tailored to meet the needs of the School by:

Andy Hill/Ms Fiona Carver

All employees within the school have responsibility to:

1. Co-operate with the Headteacher and their nominated representatives on all matters relating to Health and Safety.
2. To 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.
4. Report all Health and Safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Objectives will be set each year for improvements in the management of Health and Safety within the school.

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

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, students, contractors, non-employees and anyone else affected by the schools activities.

Risk assessments will be undertaken by:	Name of the person and area of responsibility:
The significant findings of risk assessments will be reported to:	Ms F Carver/Andy Hill
Action required to remove/control risks will be approved by:	Mr R Brocklebank
The responsibility for ensuring the action required To reduce risk is implemented is that of:	Mr R Brocklebank
Checking that implemented actions have removed or reduced the risks is the responsibility of:	Mr R Brocklebank
Risk assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is soonest.	Ms F Carver Mr M Evans (Staff) Mr A Hill (Premises & Transport)

Schools Commitment

To meet the requirements of this policy, the Headteacher and Chair of Governors and their nominated representatives will:

- a) Draw up and implement appropriate health and safety procedures for school;
- b) Share appropriate elements of these procedures with all employees, 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 training, resourcing, auditing and monitoring; and,
- e) Identify adequate resources for the implementation of health and safety policy and arrangements with school.

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 below.

<u>Occupational Health & Safety Topic/Activity</u>	<u>Applicable</u>
Accident reporting, Recording and Investigation	Yes
Bodily Fluids (Urine; Blood; Faeces; Vomit)	Yes
Injuries caused by biting, spitting etc,	Yes
Catering	Yes
Cleaning/Caretaking	Yes
Control of Contractors	Yes
Disability Access – H&S Implications	Yes
Display Screen Equipment and Eye Tests	Yes
Electrical Safety	Yes
Emergency Procedures other than Fire, e.g. Flood, Services Failure	Yes
Extended School and Community Use	
Falling Objects/Safe Storage	Yes
Fire Safety	Yes
First Aid	Yes
Gas Safety	Yes
Hot Surfaces, Scalds and Burns	Yes
Induction	Yes
Information Communication	Yes
Lettings to Non-School Groups	N/A
Management and other Health & Safety Responsibilities	Yes
Manual Handling	Yes
Minibuses	Yes
Mobile Phones – Use Of	Yes
Monitoring	Yes
Needles and Needle Stick Injuries	Yes
Personal safety including lone working, violence and aggression	Yes
Play Equipment installations inspections	N/A
Playground and external areas	Yes

Ponds and water features	
Premises Management	Yes
Pupil moving and handling (special needs)	Yes
Pregnant employees and nursing mothers	Yes
Reporting of H&S concerns/faults	Yes
Risk Assessment and Hazard Identification	Yes
Safety Committee	Yes
Safety Representatives	Yes
Security of premises	Yes
Shared use of buildings	N/A
Slips and trips	Yes
Stress	Yes
Substances – COSHH	Yes
Swimming Pools	N/A
Temporary and Supply Staff	Yes
Training	Yes
Transporting and storing chemicals	Yes
Vehicle and pedestrian traffic	Yes
Visitor and volunteer safety	Yes
Waste storage and disposal	Yes
Water Hygiene (Legionella, lead etc)	Yes
Work equipment and machinery	Yes
Working at height – ladders, access equipment etc	Yes
Workplace Inspections	Yes

Curriculum and other non-occupational Health and Safety Topics/Activity (Information and guidance available in various parts of the schools portal)

Administration of medication	Yes
Educational visits	Yes
Food safety and hygiene	Yes
Outdoor Activities	Yes
PE Equipment	Yes
Pupil handling and restraint	Yes
Grounds Maintenance	Yes
Pupil movement and flow	Yes
School Transport	Yes
Science (where not covered by curriculum safety procedures set down in CLEAPS)	Yes
Smoking	N/A
Special needs of pupils Health and Safety	Yes
Stage and Drama Activities	Yes
Supervision of pupils	N/A
Technology rooms and equipment	Yes
Wearing of jewellery	Yes
Work experience	Yes

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health and safety arrangements put in place.

Note: Both these areas have separate intranet sites on the schools portal at **Extended Services** and **Educational Visits**.

Consultation with employees.

The school recognises and accepts its duty to consult with employees and will do so via union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representatives for the school are:

Mr Mark Evans

Consultation with employees is provided via

Debrief Meetings

Staff Meetings

Inset Training

Premises/Health & Safety Meeting

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 employer 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.

Site Supervisor and Subject Leaders

Responsible for identifying all equipment/plant requiring maintenance.

Premises Manager

Responsible for ensuring effective maintenance procedures are drawn up.

Premises Manager

Responsible for ensuring that all identified maintenance is carried out.

Site Supervisor and Subject Leaders

Will check that new equipment meets any required health and safety standards before purchase

Site Supervisor or Premises Manager

Will act upon reports of faulty equipment.

Information, Instruction and Supervision

The Health and Safety posters location.

Reception and Staff Room

Health and Safety advice is available from.

Health & Safety Team – County Hall 01772-538877

Induction, Supervision of trainees/work placements etc, will be arranged and monitored by:

Mr R Brocklebank and
Ms F Carver/Mrs H Speakman

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. Training provision will include regular refresher training.

Induction training will be provided for all employees by:

Mrs H Speakman through e-learning modules provided by HS&W on the portal.

Job specific training will be provided by

J Robinson & Subject Leaders.

Specific jobs that require special training

Positive Handling – Team Teach.

Training records are kept by
Training will be identified, arranged and monitored by

Technical aspects – Subject Leaders
Details: SIMS Admin Assistant
Premises Manager

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 are recognised systems 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 schools activities.
- Provide health surveillance for any employees who may be risk of ill-health as a direct result of work activities, and has made appropriate to deal with this issue.

First Aid Boxes are situated:

**Medical room, Main Office,
Science Room, All Vehicles**

First Aiders are:

**Mrs L Morley*
Mrs L Mowbray*
Mr D Leaver*
Mr R Turner*
Miss K Gwillam
Mrs J Wilson
Ms J Hart
Mr D Thompson
Mrs T Murray**

**All accidents and cases of work related
ill health are to be reported to.**

Ms F Carver, Mr R Brocklebank.

Health surveillance is required for Employees doing the following jobs Within school.

Staff employed down 'The Wave'
Staff involved with implementing the 'Reasonable force' policy
Staff involved in both Technology and PE activities.

N.B Any pregnant employee will require a specific risk assessment to be Completed and their duties may need to be modified to take into account of their Changing capabilities.

Health surveillance will be arranged by:
Health surveillance records will be kept by:

Mr R Brocklebank/Mr A Hill
Mr R Brocklebank/Mr A Hill

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

Premises Manager and Site Supervisor
Chair of Governors

Review all risk assessments annually or in the Event of any significant changes. This function Is carried out by

Ms F Carver, Mr M Evans, Mr J Robinson
Staff Representative and the Premises Committee.

Mr R Brocklebank

Is responsible for investigating accidents e.g road traffic accidents, slips, trips and or falls, accidents etc. before requesting Assistance etc from the corporate Health, Safety and Wellbeing Team if Necessary.

Mr R Brocklebank

Is responsible for investigating work related causes of sickness absences.

Mr R Brocklebank

Is responsible for acting on investigation findings to prevent recurrences.

Emergency procedures – Fire 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.

Responsible for ensuring the fire risk assessment is undertaken and implemented rests with.

Headteacher/Chair of Governors

Escape routes are checked

Site Supervisor, daily.

Fire extinguishers are maintained and checked:

Site supervisor, weekly
External provider annually

Alarms are tested by/every

Site Supervisor – weekly

The emergency evacuation procedure is tested every:

Every half term

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.

Mr R Brocklebank/Ms F Carver/Mr A Hill

Headteachers Responsibilities and Duties as Premises Manager of their School

Introduction

All LCC occupied buildings must designate a person to be responsible for ensuring that all necessary premises management duties are carried out and records are kept for that building e.g. water hygiene management regimes; asbestos survey reports associated plans etc. in the case of schools within the County Council, the Director for Children and Young Persons has determined that the Premises Manager is the Headteacher. The Headteacher, as Premises Manager, may delegate duties to others but will still retain overall responsibility.

Responsibilities and Duties

It is the responsibility of the premises manager to ensure that arrangements are in place to manage all aspects of the school premises in compliance with the County Councils Premises Management Guidance and Record document and the Fire Safety Log Book including necessary inspection and maintenance regimes in relation to:

Asbestos	Transport Safety
Management of contractors including Client duties required by the Construction, Design and Management Regulations.	Oil/Fuel Storage
Electrical Safety	Local Exhaust Ventilation (LEV)
Fire Safety	Waste Management
Gas Installations	Workplace Inspections
Lifting Equipment	Winter Services Provisions (Gritting)
Pressure Systems	Automatic Doors
Security	CDT Equipment
Water including the control of Legionella bacteria and lead in water	Other premises issues as appropriate to the building.

The Councils Property Group has arrangements in place for the inspection and maintenance in relation to many of the premises matters above. However, some schools do not subscribe to all or part of these arrangements. Where this is the case the Headteacher, as the Premises Manager, is responsible for making suitable arrangements with competent contractors which must be to at least to the same standard as those operated by Property Group.

Other responsibilities include:

- Ensuring that records are kept in relation to the above premises matters in the Premises Management Guidance and Record and the Fire Safety Log Book in compliance with County Council guidance and are made available to interested parties for their use including those using the premises out of school hours.
- Ensuring that appropriate documents in the Premises Management Guidance and Record are brought to the attention of any contractors etc working on site e.g. the Asbestos Survey Report.
- Ensuring that all staff are made aware of the arrangements for managing the above premises matters and the related records as held in the Premises Management and Guidance and Record to the extent to which they may effect their work or responsibilities.
- Ensuring that communication and co-operation is established between all occupants if the school is shared with other uses, regardless of who owns the building.

Competency of Premises Manager

In order to carry out their responsibilities and duties as Premises Manager, Headteachers or Senior Designated Officer are required to undertake Health and Safety Competency training in th the following areas:-

- Mandatory H&S Competency 9 – Management of Contractors
- Mandatory H&S Competency 10 – Premises Issues
- Mandatory H&S Competency 10a – Fire Risk Assessment
- Mandatory H&S Competency 10b – Emergency Preparedness and Response
- Mandatory H&S Competency 10c – Control of Legionella and Water Hygiene
- Mandatory H&S Competency 10d – Management of Asbestos
- Mandatory H&S Competency 10e – Electricity at Work
- Mandatory H&S Competency 10f – Lifting Equipment (where applicable)

Training is available in all competencies via **Health, Safety and Wellbeing Learning and Development Pages**.

Competencies 10a – 10f may be undertaken by another person nominated to carry out the relevant duties by the Premises Manager but the responsibility to ensure those duties are undertaken stays with the Premises Manager.

Audit of Premises Management

The Premises Management Guidance and Record for the school will be subject to Internal Audit by the Health, Safety & Wellbeing (Systems and Audit) Team.