



## POLICY FOR HEALTH AND SAFETY

Incorporating the Local Health and Safety Arrangements for:

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|-----------------------------|---|
| ○ <b>Name of School</b>     | <b>Skerton St Luke's Church of England Primary School</b> |
| ○ <b>Category of School</b> | <b>Voluntary Aided</b>                                    |
| ○ <b>School Number</b>      | <b>School 009/District 01</b>                             |
| ○ <b>School Address</b>     | <b>Slyne Road, Lancaster, LA1 2JH</b>                     |

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 Foundation or Voluntary Aided School the governing body is the employer and 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 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 of this template 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".

Headteacher Mrs C Armistead Slyne Road Lancaster Lancashire LA1 2JH  
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Signed: <b>Lauren Quilliam</b>	Signed: <b>J Gault</b>
<b>Health &amp; Safety Co-ordinator</b>	On behalf of the Governing Body
Head Teachers name: <b>Catherine Armistead</b>	Chair of Governors name: <b>Judith Gault</b>
Date: <b>November 2024</b>	Proposed Review Date: <b>November 2025</b>

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>C Armistead, Headteacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is</p>	<p>School Business Manager as Health &amp; Safety Co-ordinator</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 – W Barry, Site Supervisor          Fire Safety – C Armistead, Headteacher          Educational Visits – C Armistead, Headteacher          Work-related- L Quilliam, School Business Manager &amp; C Armistead, Headteacher</p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p>C Armistead, Headteacher</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p>In the minutes of Health and Safety Committee Meetings</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her 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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</li> <li>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.</li> </ol>	

## 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:  Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	C Armistead, Headteacher and staff who are responsible for the area in which the risk assessment relates to
The significant findings of risk assessments will be reported to:	L Quilliam, Health & Safety co-ordinator
Action required to remove/control risks will be approved by:	C Armistead, Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	C Armistead, Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	C Armistead, Headteacher
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:	C Armistead, Headteacher

## **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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	NUT Representative UNISON representative NASUWT
Consultation with employees is provided via:	Review of documents, staff meetings, Weekly briefing – standing item, staff group emails, circulation of draft documents for consultation and Health & Safety meetings.

## **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;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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>W Barry, Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	C Armistead Headteacher, L Quilliam School Business Manager, W Barry Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	C Armistead Headteacher, L Quilliam School Business Manager, W Barry Site Supervisor
Any problems found with equipment should be reported to:	<i>L Quilliam, School Business Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	C Armistead Headteacher, L Quilliam School Business Manager, W Barry Site Supervisor

## Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<p>Staff Room</p>
<p>Health and safety advice is available from:</p>	<p>C Armistead, Headteacher, L Quilliam, School Business Manager &amp; Health and Safety Team at Lancashire County Council</p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p>C Armistead, Headteacher &amp; L Quilliam School Business Manager</p>

## 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. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p>L Quilliam, School Business Manager</p>
<p>Job specific training will be provided by:</p>	<p>C Armistead, Headteacher</p>
<p>Jobs requiring specific health and safety training are:</p>	<p>All of this information is documented within our health and safety training matrix, found in the Health and Safety file on the school server. These will be achieved via eLearning/on the job training.</p>
<p>Training records are kept by:</p>	<p>L Quilliam, School Business Manager</p>
<p>Training will be identified, arranged and monitored by:</p>	<p>C Armistead, Headteacher &amp; L Quilliam School Business Manager</p>

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid boxes are available:	School Hall Staff Room School Office
The first aiders and appointed persons are:	Up-to-date list is displayed in the Staff Room
All accidents and cases of work-related ill health are to be reported to:	L Quilliam, School Business Manager
Health surveillance is not required for any job roles within the school.	

## 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:	Health and Safety Committee
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.	See Section: <b>Health and safety risks arising from work activities</b> for responsibility details



**Skerton St Luke's Church of England Primary School**

Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	L Quilliam, School Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	C Armistead, Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	C Armistead, Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	L Quilliam, 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:	C Armistead, Headteacher
Escape routes are checked by/every:	W Barry, Site Supervisor, Daily
Fire extinguishers are maintained and checked by/every:	Walker Fire, Yearly
Alarms are tested by/every:	Westmoreland Fire and Security, Yearly
The emergency evacuation procedure is tested by/every:	C Armistead, Headteacher, Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	C Armistead, Headteacher