

Moor Hey School

Health & Safety Policy



School District & No : 7/130

Address : Far Croft, Lostock Hall, Preston, Lancashire, PR5 5SS

School Mission Statement

Moor Hey School is an inclusive school where we work together to provide a caring and supportive environment to meet and celebrate the diverse abilities and needs of all our pupils, enabling them to fulfil their personal, social, moral and academic potential.

School Aims

- To provide a broad, balanced and relevant curriculum differentiated to meet individual needs.
- To encourage and promote understanding of each pupil's individual needs.
- To raise self-esteem through a positive approach to teaching & learning.
- To develop and enhance appropriate social skills in a range of contexts.
- To increase independence for life.

This policy is based on the requirements of the Health & Safety at Work etc Act (1974) and associated Health & Safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health & Safety Management System which is held on the School's Portal.

As a Community School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher (through delegation to the Site Manager) is responsible for the day-to-day implementation and management of health, safety & welfare within the school. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

The school will, as far as is reasonably practicable:

- provide adequate control of the health & 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 & 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 & 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 : *H.R.J.McLenahan* (*Headteacher*)

Date : September 2017

This policy will be reviewed annually.

Responsibilities :

<p>The responsibility for implementation and management of proper health & safety controls within the school is that of :</p>	<p>Mrs H McLenahan</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is the Health & Safety Co-ordinator.</p>	<p>Mr R Ross (Site Manager)</p>
<p>To ensure health & 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>Mr R Ross (Site Manager) Mrs A Harrigan (Appointed Person for First Aid) Mrs H McLenahan (Headteacher) Mr A Craig & Mrs M Padgeon (EVC) Mr D Wooldridge (Chair of Governors)</p>
<p>The Health & 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; advice from the county council etc. or other sources e.g. DfE, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by :</p>	<p>Mrs H McLenahan in liaison with the Premises, Health & Safety Committee.</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 her nominated representatives on all matters relating to health & safety; 2. Not interfere with anything provided to safeguard their health & safety; 3. Take reasonable care of their own health & safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health & safety concerns to an appropriate person (as detailed in this policy statement); 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 & safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health & Safety Risks Arising from Work Activities

We will ensure that so far as is reasonable practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health & safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk Assessments will be undertaken by :	Mr R Ross (Site Manager) Mrs J Tugman (Administrative Officer) Teaching Staff (Educational Visits) SLT (Pupil related)
The significant findings of risk assessments will be reported to :	The Senior Leadership Team, Chair of Premises, Health & Safety Committee and Chair of Governors
Action required to remove/control risks will be approved by :	Premises, Health & Safety Committee
The responsibility for ensuring the action required to reduce risks is implemented is that of :	Mr R Ross (Site Manager) in 1 st instance then SLT
Checking that implemented actions have removed/reduced the risks is the responsibility of :	The Senior Leadership team in conjunction with the Premises, Health & Safety Committee
Risk assessments will be reviewed : annually or when an element of the work activity changes significantly, whichever is sooner; and when advised by the County Council. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Mr R Ross (Site Manager) or Mr A Craig (EVC) or SLT (Pupil related)

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher, the Governing Body and nominated representatives 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 & safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health & safety requirements;
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay & 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 on the next three pages. (The list is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Main Office
Bodily Fluids (urine; blood; faeces; vomit)	✓	First Aid & Medicine Policy, Occupational Health Provision (LA)
Catering (Food Technology)	✓	DT Policy
Cleaning/caretaking	✓	Document from Cleaning Services (LA)
Control of contractors	✓	Programme of Work for specific projects
Disability access – H&S implications	✓	Accessibility Plan
Display Screen Equipment and eye tests	✓	ICT Policy
Electrical Safety	✓	PAT testing records
Emergency Procedures other than Fire e.g. flood, services failure	✓	
Extended school and community use	✓	Lettings Policy
Falling Objects/Safe storage		
Fire Safety	✓	Fire Risk Assessment
First Aid	✓	First Aid & Medicine Policy
Gas safety	✓	LA – PAMS on Portal
Hot surfaces, scalds and burns	✓	Risk Assessments – Food Tech
Induction	✓	Online L1 training for classroom staff (ESO)
Information communication		Policies updated & daily de-briefs
Lettings to non school groups	✓	Lettings Policy
Management and other Health and Safety responsibilities	✓	Health & Safety Policy
Manual Handling	✓	Guidance on Portal/L1 induction
Minibuses	✓	Log sheet in buses (Minibus Policy Autumn 2014)
Mobile phones – use of	✓	Code of Conduct
Monitoring	✓	Minutes from Premises, Health & Safety Committee
Needles and needle stick injuries		
Personal safety including lone working and violence and aggression	✓	Model policies on portal

Play Equipment installations inspections		
Playgrounds and external areas	✓	Generic Risk Assessment
Occupational Health & Safety Topic/Activity (continued)	Applicable (✓)	Details of where information about the school's arrangements can be found
Ponds and Water features	✓	Risk Assessments for relevant lessons
Premises Management	✓	Portal
Pupil moving and handling (Special needs)	✓	Care & Control Policy
Pregnant employees and nursing mothers		Risk Assessments
Reporting of H&S concerns/faults	✓	Staff report in book in main office/ email CT
Risk Assessment and hazard identification	✓	Risk Assessment documents
Safety Committee		Premises, Health & Safety Committee
Safety Representatives		
Security of premises	✓	Site Supervisor
Shared use of buildings		
Slips and trips	✓	Online H & S training, H & S Policy, First Aid
Stress		
Substances – COSHH	✓	Data sheets – J Tyrer
Swimming pools		
Temporary and supply staff	✓	Information sheet
Training	✓	Central Record – Main Office
Transporting and storing chemicals		
Vehicle and pedestrian traffic	✓	Risk Assessments
Visitor and volunteers safety	✓	Risk Assessments
Waste storage and disposal	✓	LCC contract/Skips as required
Water hygiene (Legionella, lead etc.)	✓	Contract through LCC every 3 months
Work equipment and machinery	✓	Risk Assessments/PAT testing
Working at height – ladders, access equipment etc.	✓	Appropriate staff completed working at height training (e-learning)
Workplace Inspection	✓	Report to Premises, Health & Safety committee termly by Site Manager
Administration of medication	✓	First Aid & Medicines Policy

Educational Visits	✓	Educational Visits Policy (updated Autumn 2016)
Food safety and hygiene	✓	School kitchen staff, appropriate staff trained Lesson plans inc. Risk Assessments
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
Outdoor activities	✓	Educational Visits Policy (updated Autumn 2016)
PE Equipment	✓	PE Policy
Pupil handling and restraint	✓	Care & Control Policy
Grounds maintenance	✓	School Office
Pupil movement and flow	✓	Behaviour Policy/ School Brochure
School transport	✓	LA Policy & School Transport Policy
Science (where not covered by curriculum safety procedures set down in CLEAPS)		
Smoking	✓	No Smoking Policy
Special needs of pupils Health & Safety issues	✓	SEN Policy
Stage and drama activities	✓	Lesson planning
Supervision of pupils	✓	General risk assessments
Food Technology room and equipment	✓	Lesson plans inc. Risk Assessments
Wearing of jewellery		
Work experience	✓	External Providers 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.

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 & 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 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:	Mr R Ross
Consultation with employees is provided via:	Weekly Staff Meetings Draft documentation of policies/reports Feedback from external reports/audits School Improvement Planning cycle

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.

Is responsible for identifying all equipment/plant needing maintenance :	Mr R Ross
Is responsible for ensuring effective maintenance procedures are drawn up :	Mr R Ross
Is responsible for ensuring that all identified maintenance is carried out :	Mr R Ross
Any problems found with equipment should be reported to :	Log Book in School Office
Will check that new equipment meets any required health and safety standards before it is purchased :	Mr R Ross

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>On a display board in the staff room near the photocopier</i>
Health and safety advice is available from:	The Senior Leadership Team
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	The Senior Leadership Team (with some aspects delegated as appropriate).

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	The Senior Leadership Team (with some aspects delegated as appropriate).
Job specific training will be provided by:	The Senior Leadership Team (with some aspects delegated as appropriate).

Specific jobs requiring special training are:	Team Teach for classroom staff.
Training records are kept at/by:	In personnel files in the office, monitored by the Senior Leadership Team.
Training will be identified, arranged and monitored by:	The Senior Leadership Team.

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 First Aid room, main school office, in the Food Technology Room (R8) and on each of the two minibuses. Spare boxes can also be found in the First Aid cupboard in the First Aid room.
The first aider(s) and appointed person(s) is/are:	Currently qualified First Aiders (15/9/2017) are : AD, KM, EP, FN, HMc, JR, AC, DT, DW, RE, MP, AG, SF, RF, JB, BA, SW, KI, MH, AH, AS, EM, CS, TH, LW, JD, Appointed Person : AH
All accidents and cases of work-related ill health are to be reported to:	The Senior Leadership Team
Health surveillance* is required for employees doing the following jobs within the school:	None ongoing - identified as required.
Health surveillance will be arranged by:	The Headteacher
Health surveillance/records will be kept by/at:	The Headteacher either electronically or in personnel files in the office.

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

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, Health & Safety Committee
Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Mr R Ross
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 & Wellbeing Team if necessary	The Senior Leadership Team
Is/are responsible for investigating work-related causes of sickness absences.	The Headteacher
Is/are responsible for acting on investigation findings to prevent recurrences.	The Headteacher

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 & implemented rests with:	Mr R Ross
Escape routes are checked by/every:	Mrs J Tyrer (Site Supervisor), Mr R Ross (Site Manager) on a weekly basis
Fire extinguishers are maintained and checked by/every:	Maintenance contract through BECON (6 monthly checks).
Alarms are tested by/every:	Mrs J Tyrer (Site Supervisor), Mr R Ross (Site Manager) on a weekly basis.
The emergency evacuation procedure is tested every:	Every term via the Fire Drill.
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	The Senior Leadership Team.