

# The Coppice School



## Health and Safety Policy

**Approved by the Governing Body of The Coppice School**

**Signed:**

*H. Knell*

**Date: 6 June 2018**

**Proposed Date of Future Review: June 2019**

## HEALTH AND SAFETY POLICY

### Incorporating the Local Health and Safety Arrangements for:

- **The Coppice School**
- **LA maintained Special School**
- **07/131**
- **Ash Grove, Bamber Bridge, Preston. PR5 6GY**

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 School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Headteacher is responsible for the day-to-day 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 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: 	 Signed: On behalf of the Governing Body
Headteacher's name: Sarah Seddon	Chair of Governors name: Helen Knell
Date: 6 June 2018	Proposed Review date: 6 June 2019 or sooner if required

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health &amp; Safety Co-ordinator):</p>	<p><i>Sarah Seddon: Headteacher</i></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><i>Sarah Seddon: Headteacher</i> <i>Sean Rogers: Site Supervisor</i> <i>Julie Donnelly: School bursar</i> <i>Debbie Gaskell: EVC</i> <i>All staff</i></p>
<p>The Health &amp; Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Sarah Seddon: Headteacher</i></p> <p>All staff have a responsibility to follow guidelines and risk assessments.</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; 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 should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

## Examples of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses.

## 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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Educational Visit: Lead member of staff/ Debbie Gaskell</i></p> <p><i>Moving and Handling: Vanessa Wilkinson/ Ashleigh Randell/ Sarah Seddon</i></p> <p><i>Other risk assessments: Sarah Seddon / other identified member of staff</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>Sarah Seddon: Headteacher task risk assessments</i></p> <p><i>Sean Rogers: Site supervisor COSHH risk assessments</i></p>

## 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:	<i>Sean Rogers Site Supervisor</i>  All staff have responsibility for communicating health and safety concerns.
Consultation with employees is provided via:	<i>Debrief meetings Individual staff appraisals Review of documents Class team and departmental meetings Circulation of draft documents for consultation Monthly/annual health &amp; safety meeting etc.</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 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:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar  All staff</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar</i>
Any problems found with equipment should be reported to:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar  All staff</i>

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>The school's reception area</i>
Health and safety advice is available from:	<i>Sarah Seddon: Headteacher Sean Rogers: Site Supervisor Julie Donnelly: School bursar  Health and Safety team: 01772 538877 health.safety@lancashire.gov.uk</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Louise Moon: HLTA</i>

\* 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 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 arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>June Walker: Teaching staff Moira Ellis: Non-teaching staff</i>
Job specific training will be provided by:	<i>Louise Moon: Students/ volunteers/ welfare staff June Walker: Teaching staff Non-teaching staff: any appointed member of the non-teaching staff</i>
Jobs requiring specific health & safety training are:	<i>List the training and method of provision</i>
Training records are kept at/by:	<i>Sarah Seddon: Headteacher</i>

Training will be identified, arranged and monitored by:	<i>Sarah Seddon: Headteacher</i>
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## 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:	First Aid boxes are kept in the school mini buses, pool area, school nurse's room, FE and in the corridor outside class 6
The first aider(s) and appointed person(s) is/are:	<i>A list of trained First Aiders is available in the staff room and on request</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Sarah Seddon: Headteacher</i>
*Health surveillance is required for employees doing the following jobs within the school:	<i>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</i>
Health surveillance will be arranged by:	<i>Sarah Seddon: Headteacher</i>
Health surveillance/records will be kept by/at:	<i>Sarah Seddon: Headteacher Headteacher's office</i>

## 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.

<p>To check our working conditions and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p>	<p><i>Sarah Seddon: Headteacher</i> <i>Sean Rogers: Site supervisor</i></p> <p><i>Any member of the Health and Safety Committee</i></p>
<p>Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.</p>	<p>See Section: Health and Safety Risks Arising from Work Activities for responsibility details</p>
<p>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:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Responsible person(s) for investigating work-related causes of sickness absences:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Responsible person(s) for acting on investigation findings to prevent recurrences:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p>	<p><i>Sarah Seddon: Headteacher</i></p> <p><i>Wendy Parsons/ Debbie Gaskell: Heads of Department</i></p>

## 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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p><i>Sarah Seddon: Headteacher</i></p>
<p>Escape routes are checked by/every:</p>	<p><i>Sarah Seddon: Headteacher</i> <i>Sean Rogers: Site Supervisor</i></p> <p><i>daily</i></p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p><i>Sean Rogers: Site Supervisor</i> <i>Approved contractors</i></p> <p><i>annually</i></p>
<p>Alarms are tested by/every:</p>	<p><i>Sean Rogers: Site supervisor</i> <i>Weekly (Fire)</i></p>

	<i>Termly (Pool)</i>
The emergency evacuation procedure is tested by/every:	<i>All staff On a termly basis</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Sarah Seddon: Headteacher</i>

### Table of Occupational Health & Safety Topics/Activities that apply

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 web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	✓	Lancashire's Accident/Incident Report Form Accident/Incident log book and files
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	LCC Corporate H&S Guidance on dealing with Bodily Fluids
Catering	✓	Checks made by Lancashire County Commercial Group
Cleaning/caretaking	✓	Checks made by site supervisor and Grounds and Cleaning Support Services/ Grounds and Maintenance Management
Control of contractors	✓	Contractor Evaluations Annual Statement of Compliance on PAMIS
Disability access (health & safety implications)	✓	Risk assessment (where appropriate)
Display Screen Equipment and Eye Tests	✓	DSE risk assessments (where appropriate)
Driving at Work	✓	LCC policies and guidance relating to driving at work, vehicle driving licence and insurance checks/ records
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	PAT test records
Emergency Procedures other than Fire e.g. flood, services failure	✓	LCC's emergency preparedness and response guidance Fire risk assessments
Extended school and community use	✓	Risk assessments (where appropriate)
Falling Objects/Safe storage	✓	Guidance on storage (staff handbook)
Fire Safety	✓	Fire Safety Advice (staff handbook) Fire Safety Log Book
First Aid	✓	First Aid training list
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Annual Statement of Compliance on PAMIS
Hot surfaces, scalds and burns	✓	LCC Corporate H&S Guidance for the protection from

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
		injury from hot surfaces arising from heating and hot water systems
Health & Safety Induction (checklist available on web site)	✓	Induction Pack, School's Portal website
Lettings to non-school groups	✓	Policy for school lettings
Manual Handling	✓	Guidance for the Moving and Handling of Pupils
Minibuses	✓	Policy and Guidelines for the school minibus
Mobile phones (the use of)	✓	LCC Corporate H&S Guidance for the safe use of mobile phones
Needles and needle stick injuries	✓	LCC Corporate H&S Guidance on dealing with Sharps and Needle-stick Injuries
Personal safety including lone working and violence and aggression	✓	Risk assessments (where appropriate)
Play Equipment installations inspections	✓	Annual Statement of Compliance on PAMIS
Playgrounds and external areas	✓	Guidance for the organisation of lunchtime activities
Ponds and Water features		n/a
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Annual Statement of Compliance on PAMIS
Pupil moving and handling (special needs)	✓	Guidance for the Moving and Handling of Pupils
Pregnant employees and nursing mothers	✓	Individual risk assessments, moving and handling plans
Reporting of health & safety concerns/faults	✓	Identified log book
Shared use of buildings		n/a
Sharps e.g. broken glass either in school building or external grounds	✓	Procedures for reporting any health and safety concerns/ classroom risk assessments
Slips and trips	✓	LCC Corporate H&S Guidance on the prevention of Slips & Trips
Stress	✓	Stress Policy and Guidance
Substances – COSHH	✓	Risk assessments (where appropriate)
Swimming pools	✓	Procedures for pool use LCC swimming pools COSHH guidance

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Vehicle and pedestrian traffic	✓	Procedures for dismissing pupils at hometime
Visitor and volunteers safety	✓	Accident/Incident reporting for visitors and volunteers
Waste storage and disposal	✓	Annual Statement of Compliance on PAMIS
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Annual Statement of Compliance on PAMIS Lancashire County Council Occupational Health and Safety Management System Corporate Guidance and arrangements for The Control Of Legionella Bacteria and control of Water Hygiene
Work equipment and machinery	✓	Work equipment checklist (where appropriate) Risk assessments (where appropriate)
Working at height – ladders, access equipment etc.	✓	LCC Corporate H&S Guidance on Ladders & Stepladders Risk Assessment
Workplace Inspection	✓	Workplace inspection forms (where appropriate)

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

<b>Curriculum and other non-occupational activities</b> (information and guidance is 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	✓	Policy for the administration of medication
*Educational Visits	✓	EVC policy document
Food safety and hygiene	✓	LCC Corporate H&S Guidance on ad-hoc food-based activities involving County Council employees or premises LCC Corporate H&S Guidance on reheating food
Outdoor activities	✓	LCC Corporate H&S Guidance on risk assessment for Outdoor Activities at schools / early years establishments Risk assessment (where appropriate)
PE Equipment	✓	General Risk assessment for PE in the hall/ outdoors
Pupil handling and restraint	✓	Behaviour Management/ Care and Control of Pupils Policy Behaviour Management/Positive Handling Plans Pupil Profiles
Grounds maintenance activities	✓	Checks made by site supervisor and Grounds and Cleaning Support Services/ Grounds and Maintenance Management
Pupil movement and flow		n/a
School transport	✓	Policy and Guidelines for the school minibus
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Curriculum policy for Science
Smoking	✓	Smoke free policy
Special needs of pupils health & safety issues	✓	Healthcare plans Positive Handling Plans Policy for the care and control of pupils
Stage and drama activities		n/a
Supervision of pupils	✓	Guidance for the organisation of lunchtime activities
Technology rooms and equipment		n/a
Wearing of jewellery	✓	Induction/ staff handbook

Work experience	✓	Guidance for student/ volunteers on placement

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](#).