



# Marsden Community Primary School

## Health and Safety Policy

WRITTEN BY: Lancashire County Council

APPROVAL DATE: September 2018

REVIEW DATE: September 2019



**HEALTH AND SAFETY POLICY**

Incorporating the Local Health and Safety Arrangements for:

○ Name of School	Marsden Community Primary School
○ Category of School	Community
○ School Number	13012
○ School Address	Percy Street, Nelson, BB9 0BE

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 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 persons with responsibility for the implementation and management of proper health and safety controls within the school, 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: Nicole Delamere	Chair of Governors name: Ruby Anwar
Date:	Proposed Review date: December 2018



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<p><i>Roles within this Policy</i></p> <p><i>Nicole Delamere: Headteacher Health and Safety Lead</i></p> <p><i>Julie Charlesworth: Deputy Headteacher Health and Safety Deputy</i></p> <p><i>Rebecca King: Business Manager Premises Management</i></p> <p><i>Bryn Parry Site Supervisor</i></p> <p><i>Sharon Schofield Health and Safety Team Member and Educational Visits Lead</i></p>	
The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Nicole Delamere</i>
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Nicole Delamere</i> <i>Rebecca King</i>
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:	<i>Nicole Delamere</i> <i>Julie Charlesworth</i> <i>Rebecca King</i> <i>Bryn Parry</i> <i>Sharon Schofield</i>
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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:	<i>Nicole Delamere</i> <i>Sharon Schofield</i> <i>Rebecca King</i>
<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 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>	

## Responsibilities

Health & Safety objectives will be set for improvements in the management of health & safety within the school. These will 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 will be documented as an action plan and monitored to ensure they are achieved.

**Examples** of these objectives might be:



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- 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.

Risk assessments will be undertaken by:	<i>Rebecca King Nicole Delamere Any relevant staff – with support if required</i>
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:	<i>Head Teacher – Mrs Nicole Delamere Rebecca King</i>
Action required to remove/control risks will be approved by:	<i>Nicole Delamere</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs Nicole Delamere</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Nicole Delamere Rebecca King</i>
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:	<i>Rebecca King Relevant person as appropriate</i>



### School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and their 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;
- 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 through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Sharon Schofield Bryn Parry Rebecca King Julie Charlesworth</i>
Consultation with employees is provided via:	<i>Team meetings, Review of documents, Circulation of draft documents for consultation, Termly Health &amp; Safety meetings shared with staff, Risk Assessments on school shared drive, email where appropriate, staff memo</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>Bryn Parry Mrs Nicole Delamere</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Nicole Delamere Bryn Parry Rebecca King</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Nicole Delamere Bryn Parry Rebecca King</i>
Any problems found with equipment should be reported to:	<i>Bryn Parry Rebecca King Mrs Nicole Delamere</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Nicole Delamere Bryn Parry Rebecca King</i>



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## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>The Staff Room The Conference Room Sports and Arts Centre kitchen</i>
Health and safety advice is available from:	<i>Lancashire County Council  01772 538877</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	<i>Designated mentor in school Rebecca King Julie Charlesworth</i>

## 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>Julie Charlesworth</i>
Job specific training will be provided by:	<i>EYFS Lead/KSI/2 Lead Nicole Delamere</i>
Jobs requiring specific health & safety training are:	<i>First Aid training for staff as required. Epi pen training – given by school nurse Type 1 Diabetes – supporting children with type 1 in school – given by Diabetic Nurse H1 and V1 training by specialist teachers Other training organised by Inclusion Manager for specific staff E-learning completed in groups or individuals as appropriate</i>
Training records are kept by:	<i>Rebecca King Julie Charlesworth</i>
Training will be identified, arranged and monitored by:	<i>Nicole Delamere (HT) Julie Charlesworth (DHT) Sharon Schofield</i>



## 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 boxes) is/are available:	<i>Photocopying Room PPA room Medical room Kitchen Sports Hall (outside sports hall area) Dining room Foundation Stage area</i>
The first aiders are:	<i>First aider lists are available by all first aid boxes and in the staff room. This is up-dated as appropriate. <b>Paediatric first aid (21-03-19)</b> J Eyre                      M Taylor J Thompson              S Khan                      S Ditta R Saddique              A Strachan  <b>Emergency First Aid (29/09/17)</b> F Malik S Rashid                  A Malik                      C Morris S Butt                      N Khalid                      D Sultana  <b>First Aid at Work (06-03-17)</b> S Schofield R Ahmed                  L Ingham</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Nicole Delamere</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>DSE users Pregnant employees require a risk assessment</i>
Health surveillance will be arranged by:	<i>Nicole Delamere Rebecca King</i>



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Health surveillance/records will be kept by:	<i>Rebecca King Nicole Delamere</i>
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## 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>Review all risk assessments regularly and in the event of any significant changes. This function is carried out by:</p> <p>Will monitor that regular inspections are taking place. This will be completed by:</p>	<p><i>Nicole Delamere Rebecca King Bryn Parry</i></p> <p><i>Nicole Delamere Bryn Parry Governing body representative</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><i>Bryn Parry Nicole Delamere, Julie Charlesworth and Rebecca King</i></p>
<p>Responsible persons 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>Nicole Delamere Julie Charlesworth Sharon Schofield</i></p>
<p>Responsible persons for investigating work-related causes of sickness absences:</p>	<p><i>Rebecca King Nicole Delamere Julie Charlesworth</i></p>
<p>Responsible persons for acting on investigation findings to prevent recurrences:</p>	<p><i>Nicole Delamere Julie Charlesworth Sharon Schofield</i></p>
<p>Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:</p>	<p><i>Rebecca King Nicole Delamere Julie Charlesworth</i></p>



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## 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:	<i>Nicole Delamere Rebecca King</i>
Escape routes are checked:	<i>Bryn Parry</i>
Fire extinguishers are maintained and checked by/every:	<i>Fire safety - fire fighting media is inspected annually by fire engineers Checked by site supervisor weekly</i>
Alarms are tested by/every:	<i>Site supervisor weekly (Friday mornings at 7.45) checks of different points and alarm check.</i>
The emergency evacuation procedure is tested by/every:	<i>Site Supervisor HT – Nicole Delamere DHT – Julie Charlesworth Tested at least 1x a term.</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>HT – Nicole Delamere DHT – J Charlesworth H&amp;S co-ordinator – S Schofield</i>





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<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>
		<a href="https://schoolportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;=e">https://schoolportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=17126&amp;=e</a> – Health and safety team support information.
Display Screen Equipment and Eye Tests		R King– keeps records and any issues and how these have been alleviated.
Driving at Work		Risk assessment available.
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		PAT tests completed as required annually. Records – site supervisor and LCC – PAMIS District surveyor – John Gibson
Emergency Procedures other than Fire e.g. flood, services failure		Emergency procedures are available on shared drive and H&S booklet – see H&S co-ordinator/headteacher
Extended school and community use		Headteacher and Sports and Arts manager – Lettings agreement.
Falling Objects/Safe storage		Risk assessments available on shared drive Training available on Lancashire website
Fire Safety		Fire risk assessment available on shared drive and H&S co-ordinator. Procedures around school found in all rooms – map showing exits and written procedures in school building and written procedures in Sports Hall building. PEEPs completed for people who require these and are kept on shared drive and in class registers. Staff made aware of these.
First Aid		First aiders are identified at various points around the school and



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		first aid kits are also available around the school. First aid procedures are available near first aid kits as reminders and staff are regularly reminded of procedures.
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Recording on gas safety – PAMS – annual statement of compliance – Headteacher District surveyor – John Gibson
Hot surfaces, scalds and burns		Risk assessment available on school shared drive. To be dealt with as first aid procedures in school – including reporting
Health & Safety Induction		New staff booklet H&S booklet Training – through staff meetings and e-learning.
Lettings to non-school groups		Sports and Arts manager First aid and fire procedures available around the building let. Health and Safety poster in Sports and Arts Centre kitchen
Manual Handling		Risk assessment available E-learning - LCC
Minibuses		N/A
Mobile phones (the use of)		School policy of use of mobile phones – use when and how.
Needles and needle stick injuries		Unlikely in school



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		<a href="https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=43777">https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&amp;pageid=43777</a> – H&S team information School risk assessment on school shared drive
Personal safety including lone working and violence and aggression		Risk assessment on school shared drive. Mainly site supervisor and Sports and Arts staff
Play Equipment installations inspections		Completed by K Roughley – termly – report sent to school (headteacher) Visual inspections completed by site supervisor
Playgrounds and external areas		Risk assessment on school shared drive Visual inspections completed by site supervisor Annual inspections by H&S team – see minutes of meetings.
Ponds and Water features		N/A
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Headteacher/PAMS/ Site supervisor
Pupil moving and handling (special needs)		N/A
Pregnant employees and nursing mothers		Risk assessments completed by Headteacher – N Delamere and Deputy Headteacher – J Charlesworth
Reporting of health & safety concerns/faults		Health and safety booklet N Delamere/J Charlesworth/R King LCC reporting of accidents – form on shared drive



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		RIDDOR –N Delamere
Shared use of buildings		N/A
Sharps e.g. broken glass either in school building or external grounds		Risk assessment on shared drive See site supervisor
Slips and trips		First aid book LCC staff – use of ORACLE Incident investigation –N Delamere/J Charlesworth
Stress		Awareness by all staff Headteacher and deputy headteacher – N Delamere and J Charlesworth E-learning training available
Substances – COSHH		Records held by site supervisor – LCC guidance
Swimming pools		N/A
Vehicle and pedestrian traffic		Gates closed all day and traffic only allowed when children in school Space on playgrounds for pedestrians and traffic Safeguarding information
Visitor and volunteers safety		Visitor information about emergencies in office area when arrive Fire procedures in all rooms



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		Induction for new staff/volunteers (students) J Charlesworth
Waste storage and disposal		<a href="https://schoolportal.lancsngfl.ac.uk/view_sp.asp?siteid=34928&amp;pageid=9846&amp;e=e">https://schoolportal.lancsngfl.ac.uk/view_sp.asp?siteid=34928&amp;pageid=9846&amp;e=e</a> Site supervisor Waste collected weekly – bins away from school building Paper bins emptied by staff in school – school policy – at least weekly
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Legionella records held by Site supervisor – P Iannaccone PAMS records
Work equipment and machinery		Checks completed – visually (by all staff) when used All issues to be passed onto R King
Working at height – ladders, access equipment etc.		Checks completed – visually (by all staff) when used All issues to be passed R King
Workplace Inspection		Annual inspections completed by H&S team – see minutes.



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[https://schoolsportal.lancsngfl.ac.uk/view\\_sp.asp?siteid=3726&pageid=17126&e=e](https://schoolsportal.lancsngfl.ac.uk/view_sp.asp?siteid=3726&pageid=17126&e=e)



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## 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		Medicine policy in school Inclusion team – C Morris/S Butt
Educational Visits		EV policy – follow LCC EVOLVE website – LCC S Schofield Risk assessments saved on school shared drive All staff have responsibility for educational visit risk assessments
Food safety and hygiene		Breakfast club staff – hygiene training LCC catering
Outdoor activities		Forest School. S Schofield
PE Equipment		Monitoring documents – Sports and Arts manager
Pupil handling and restraint		Inclusion manager – training as required
Grounds maintenance activities		PAMS Site supervisor Risk assessments available on school shared drive
Pupil movement and flow		All school staff to be responsible
School transport		N/A
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		N/A Science activities are risk assessed – shared drive
Smoking		No smoking policy on site



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Special needs of pupils health & safety issues		PEEPs available on school shared drive and class registers Inclusion team – care plans and other information
Stage and drama activities		Risk assessed as required
Supervision of pupils		All staff/headteacher has overall monitoring School risk assessments – shared drive
Technology rooms and equipment		ICT Suite All technology sessions – generic risk assessment available on school shared drive. Staff to complete specific risk assessments for specific sessions as required in relation to specific children and area of school
Wearing of jewellery		Uniform policy and school PE 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.

Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).