



Opening minds, learning through challenge and celebrating God's world

POLICY FOR HEALTH AND SAFETY Incorporating the Local Health and Safety Arrangements

Reviewed: September 2018
Review Due: Autumn 2021

School Christian Values

Generosity, compassion, courage, forgiveness, friendship, respect, Thankfulness, trust, perseverance, justice, service and truthfulness.

Bible Reference

Luke 10: 27 'Love your neighbour as yourself'

Policy References

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.

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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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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: Sandra Hatton Health & Safety Co-ordinator	Signed: On behalf of the Governing Body
Head Teachers name: Catherine Armistead	Chair of Governors name: Lucy Ellis

MISSION STATEMENT

Opening minds, learning through challenge and celebrating God's world.

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	School Business Manager as Health & Safety Co-ordinator
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	Premises- <i>Cleaning Contractor</i> Fire – Headteacher Educational Visits – Deputy Headteacher Work-related- School Business manager & Headteacher
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. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:	See latest Health and Safety Committee minutes
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher and his/her nominated representatives on all matters relating to health and safety; 2. 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; and 4. Report all health and 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 and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 6. Read, sign and date any new RA communicated to them through staff minutes/face to face meetings. 	

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>All staff</i>
The significant findings of risk assessments will be reported to:	<i>Health & Safety co-ordinator</i>
Action required to remove/control risks will be approved by:	<i>Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher</i>
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.	<i>Spring Term H & S meeting</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,
- 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
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”;

ACCIDENT/INCIDENT REPORTING PROCEDURES

Detailed in Annex 1

All relevant forms are kept in the School Office

ADMINISTRATION OF MEDICINES

Class teachers should not administer medicines to children. If a child is in need of regular medication it is acceptable for the parent to come into school to administer the medication. If this is not possible then the Headteacher or in their absence a senior member of staff will administer the medication following signed permission from a parent/carer. (Permission book is kept in the school office.) All medication sent into school must be clearly named, labelled as to contents and with clear instructions for the required dosage and is stored in the Headteacher's room in a fridge.

A number of children suffer from asthma and we request that parents keep us informed so that medical records are kept up-to-date. Children who require an inhaler keep this with them in school, clearly named and labelled with the dosage. The child needs to take the inhaler with them to any physical activity lesson/educational visits, where the inhalers are kept by the classteacher/staff but accessible for the children.

CAR PARKING

Staff and visitors to the school have access to car parking at the rear of the school. The relevant gate and drive is signed "Vehicular Access Only" with indication to the car park.

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 representative(s) for the school are:	<i>NUT Representative UNISON representative</i>
Consultation with employees is provided via:	<i>Review of documents, Staff meetings, Weekly memo's, 'paper staff meeting' notes, Circulation of draft documents for consultation and Health & Safety meetings 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 Head Teacher/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.

CONTRACTORS ON SITE

All contractors on arrival will need to make themselves known to the Headteacher or the School Business Manager. They must have personal or company identification, if not they must wear a St Luke's School Visitor Badge. They must sign in/out daily.

The contractor must notify the Headteacher or the School Business Manager when they are leaving. If the job is finished they should have either made good all the affected parts of the school or agree to complete it at a later date.

Contractors must control all risks from their operations and advise the Headteacher or Site Supervisor of any hazards or risks which could affect the health and safety of children, staff or visitors.

Contractors are expected to provide their own safe systems of work to enable them to fulfil their function without endangering anybody else.

Contractors must provide their own equipment and it is unacceptable for the school to lend, or allow to be used, any portable school equipment.

While on site the contractor will be informed of any information which could affect their health and safety including emergency evacuation. All contractors will be provided, by the site supervisor, with a copy of the school asbestos report prior to work being undertaken e.g. drilling in walls or ceilings. Should contractors be on site long term then they will be furnished with a copy of this policy.

If the Headteacher, School Business Manager or any other responsible person consider there is a risk of death or serious injury then the Headteacher will make the contractor stop work immediately. If the contractor seems to be working in an unsafe manner then they will be asked to stop and the person responsible for organising the works on site will be notified.

In essence for the safety and protection of our children here at Skerton St Luke's Church of England Primary School all contractors are requested to comply with the following:

- wear an identification badge
- no talking to children (other than a polite response and then close the conversation)
- no radios to be played
- no smoking
- no moving vehicles when children are coming in or out of school
- all harmful substances/equipment to be stored safely

ELECTRICAL SAFETY AND THE USE OF PORTABLE ELECTRICAL APPLIANCES

Use of Electrical Equipment

Users should observe the following rules:

- leads should not be subjected to undue strain and not placed in places where pressure could damage the cable;
- leads should be examined for signs of fraying and to ensure that the plug head cable grip is secure;
- that the correct fuse is fitted in the plug head:
 - 3 Amp - radios, tape recorder and televisions
 - 5 Amp - overhead projectors
 - 10 Amp - heat copiers
- fuse wire should not replace cartridge fuses.

Replacing Faults

The electrical supply should be switched off before broken or faulty lamps are replaced. Step ladders should be used to replace lamps not accessible from ground level. Faulty electric bulbs should be replaced as soon as possible though lampholders should never be left empty.

Broken switches, power and lighting sockets should be repaired by a qualified electrician. Temporary repairs should not be undertaken by an unqualified person.

Damaged plug heads should not be used and should be thrown away.

Extension Leads

Extension leads should be placed so that they do not constitute a hazard. The main use is in the hall for the overhead projector.

Extension leads should not run from one classroom to another.

Connections between two lengths of cable should be made through extension connectors and not by taping together the end of cables.

Skerton St Luke's Church of England Primary School has a contract with LCC to carry out necessary safety checks on fixed electrical equipment. A log book detailing contractual arrangements for the annual testing of fixed and portable equipment is kept in school. Should any repair be required advice will be sought or carried out by persons by arrangement with Property Services.

EMERGENCY PROCEDURES -FIRE & EVACUATION

The Headteacher in consultation with LCC, the Fire Brigade and HSE is responsible to the Governors of Skerton St Luke's Church of England Primary School for ensuring that adequate arrangements exist for the evacuation of the school in the event of an emergency.

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>Headteacher</i>
Escape routes are checked by/every:	<i>Cleaning Contractor daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Annually by external provider</i>
Alarms are tested by/every:	<i>Weekly (Tuesday at 6.30 am) by Cleaning Contractor</i>
The emergency evacuation procedure is tested every:	<i>Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Headteacher</i>

Fire:

- A copy of the Fire Evacuation drill is on display in each classroom and around school.
- A fire drill is undertaken termly and the relevant log kept.
- Fire extinguishers are checked annually by contractors approved by LCC.
- All doors designated as fire exits should be kept free from obstructions at all times.
- All fire exits are clearly and appropriately signed.

Bomb/Suspect package found:

- In the event of a bomb alert or suspect package found, the school shall be evacuated by the fire alarm or in the event of a power loss by the repeated blowing of a whistle.

Flooding:

- In the event of a flood alert adequate warning is given by Lancashire County Council and procedures as detailed by "LCC Flooding Plan" followed.

Radiation:

- Children and staff to remain in the building and all doors and windows to be closed as detailed in Lancashire County Council "Off-Site Emergency Plan".

Evacuation Plan:

In the event the school needs to be evacuated off-site. Parents will be informed to collect when possible after an off-site evacuation. The following contact may be used by school staff:

Skerton Community Centre, Slyne Road, Lancaster

01524 380818

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:	The contents of kits are in the appendix. First aid boxes are located in the school office, staffroom, all classrooms, hall, infant resource area and school kitchen. A portable first aid kit for use on educational visits is kept in the school office. <i>Extra first aid stock is kept in the office storeroom.</i>
The first aider(s) are:	<u>First Aiders with current First Aid Training</u> (These undergo re-assessment every 3 years.) Mr Molloy, Miss Mather, Mrs Steadman-Brown, Mrs Heywood, Mrs Billington, Mrs Cassar, Mrs Goodwin, Mrs Pace, Mrs. McGuinness, Mrs. Eckersley, Miss Bartholemew, Mrs Bartholemew, Mrs Busby, Mrs Holroyd, Mrs Walling-Lewis, Miss Stephenson, Ms McLeod, Miss Ive, Miss Cokell, Mrs Kneeshaw, <u>Staff trained in Paediatric First Aid:</u> (These undergo re-assessment every 3 years.) Mrs Cassar, Mrs Horsfall, Miss Grime, Mrs Goodwin, Miss Dunkeld, Miss Ive, Mrs Kneeshaw.. Whole school first aid inset was undertaken on Monday 4th January 2016.
All accidents and cases of work-related ill health are to be reported to:	<i>School Business Manager</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>N.B. 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>Headteacher</i>
Health surveillance/records will be kept by/at	<i>School Business Manager</i>

First Aid training is offered as part of whole school staff development. Paediatric first aid courses are provided for Early Years staff to meet relevant statutory requirements. Courses are provided by Professional Development Health and Safety. No antiseptic cream, wipes or gels can be due to possible allergic reactions. First aiders must use latex gloves and bags for the disposal of soiled dressings.

GENERAL SAFETY

- The movement of **large equipment** from one part of the school to another should only be undertaken by **adults** using a trolley. The lightweight laptop trolley can be moved by pupils under supervision. The user should ensure that the equipment loaded on to the trolley is stable. The trolley should be regularly checked by the site supervisor. When using trolleys the LEA safe manual handling regulations should be adhered to.
- **Ladders**, regularly checked and maintained, should always be used when reaching to a height above the height that can comfortably be reached when standing. Ladders over 3m in height are only to be used by those trained by LEA Health and Safety and have undertaken the Access to Height training.
- The **toner** in the **copier machine** needs to be changed at regular intervals. Although defined as a low risk under COSHH regulations, users should seek advice if they are unsure how to change toner cartridges.
- Advice should be sought from the Site Supervisor before any **polisher** or **vacuum cleaner** is used by other persons in school. This is to ensure that adequate training is given.
- When using **VDUs** LCC's Display and Equipment Regulations should be adhered to.
 - i) Avoid spending prolonged periods of time in front of a VDU. This applies to both staff and pupils.
 - ii) Ensure correct seating position especially office computer operator.
 - iii) Ensure correct training in use of VDU has been given.
- Pupil **access** is restricted within the school building and site as follows:
 - i) Pupils are not permitted to enter the boiler room, cleaning cupboard or any area which has been coned-off for whatever purpose either long term or short term.
 - ii) Pupils are not permitted to leave any part of the school site without the express permission of a teacher or lunchtime supervisor.
 - iii) Pupils **must not** be left unsupervised in classrooms during am/pm breaks or lunchtime break.

HAZARDOUS SUBSTANCES

All chemical cleaning agents purchased by school are approved by LCC's Caretaking and Cleaning Services. A copy of COSHH can be found at **Annex 2**.

HYGIENE

The Site Supervisor is responsible, in consultation with the School business manager for keeping all areas of the building and site in a clean and hygienic condition.

INDUCTION

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. **Lancashire County Council E training on health and safety/fire safety is undertaken by all new staff.**

Induction training will be provided for all employees by:	<i>H & S co-ordinator/Administrative Assistant</i>
Job specific training will be provided by:	<i>H & S co-ordinator/Administrative Assistant</i>
Specific jobs requiring special training are:	<i>Fire risk assessments, moving and handling, legionella testing, first aid training, safe ladder use</i>
Training records are kept at/by:	<i>H & S co-ordinator/School business manager</i>
Training will be identified, arranged and monitored by:	<i>H & S co-ordinator/CPD leader</i>

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster* is displayed in the:	<i>Staffroom</i>
Health and safety advice is available from:	<i>Health & Safety Co-ordinator</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by:	<i>Early Years placements are managed by the early Years co-ordinator High School placements are managed by the deputy headteacher Trainee teacher placements are managed by the headteacher</i>
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head or nominated representative will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.

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

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:	<i>Name(s) and contact details:</i>
Conduct workplace inspections. These are	Governors Health and Safety Committee

carried out by: Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	Spring Health & Safety meetings
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 and Wellbeing Team if necessary	<i>Headteacher</i>
Is/are responsible for investigating work-related causes of sickness absences.	<i>School Business Manager</i>
Is/are responsible for acting on investigation findings to prevent recurrences.	<i>Health & Safety co-ordinator</i>

PHYSICAL EDUCATION

- PE Coordinator is responsible for the inspection and maintenance of small apparatus and will report to the Headteacher any faults with large apparatus. The inspection and maintenance of large PE equipment is under contract to Crown Gymnastics.
- Skerton St Luke's Church of England Primary School have adopted the procedures for safe practice in PE from BAALPA in its guidance on aspects of PE in school.
- St Luke's PE Policy states "Teachers are responsible for safety, with discipline being an important feature of a PE lesson."

PE CLOTHING

Children are encouraged to change for PE quickly and quietly. Older girls are allowed to change in the toilets for privacy. Long hair should be tied back and must be in a cap for swimming.

Teachers should change into appropriate footwear for PE. It may be advisable for teachers to change into appropriate clothing to allow for greater movement and to show children why appropriate clothing is important. For swimming activities it is important to have a tracksuit and change of footwear. Teachers are to remain on the poolside for swimming lessons and to follow the guidance of the swimming instructor.

Children need a PE bag containing:

- A school red T-shirt or plain red or plain white T-shirt and navy blue or black shorts
- Pumps (trainers are not suitable for gymnastics)
- Trainers may be worn for outside activities as may a tracksuit during the winter months.
- Children in Years 4, 5 and 6 will need trunks or costume and a towel for swimming.

JEWELLERY AND EARRINGS

The policy at Skerton St Luke's Church of England Primary School on children wearing jewellery and earrings follows County and National guidelines from the Health and Safety Executive.

Children should not wear jewellery for any aspect of PE. This is to ensure that the wearer is not injured and that the wearer does not injure another child. Additionally, this means that jewellery will not be lost or damaged at school.

MOBILE PHONES (USE OF)

All Staff are to turn off mobile phones or use the 'silent function' during the school day. Calls and text messages or other are not to be taken/sent during lesson time. In the event of an emergency, messages can be left for staff at the school office. See school E-Safety policy.

LONE WORKING

Risk assessments are completed by the site supervisor regarding this and reviewed annually. In the interests of safety and communication across the school site, the cleaning contractor is allowed use of a mobile phone for emergencies and contact with school if outside.

PIERCED EARS

Children who have just had their ears pierced and have to wear a sleeper for a period of six weeks do not participate in PE until the ears have healed and the sleeper can be removed. It is unacceptable, as was previous policy, for the sleeper to be covered with a plaster. In line with County guidelines, teachers are not permitted to help remove a child's earrings under any circumstances.

PAMIS (Property Asset Management Information System)

This is accessed via the portal through 'Our School Area'. The place where you can view information about your building including floor plans, surveys, images of the building and energy club. This information is added by the School business manager in conjunction with LA staff from property services.

PLAYGROUND SAFETY

It is the responsibility of the Cleaning Contractor in conjunction with the Headteacher to ensure that the playground remains a smooth level tarmac. The Cleaning Contractor will inspect the playground for broken glass, missing grid covers, etc before the beginning of each school day.

Each morning the playground is supervised by a member of staff from 8.45 am and at am and pm breaks. No child/group of children should be on the playground unsupervised. Lunchtime supervision is carried out by Welfare staff under direction of the Senior Midday Supervisor.

For future reference the purchase of playground equipment needs to be of a quality which meets British Standard 5696: Play Equipment Intended for Permanent Installation Outdoors.

RISK ASSESSMENTS

All employees within the Authority have a role to play in the production, use, review and maintenance of risk assessments.

It is the responsibility of managers to maintain risk assessments as current working documents: i.e. update when changes occur to people, places or systems of work, produce further assessments as new activities commence and monitor compliance is a continuous process.

It is the responsibility of senior managers to ensure that safe systems are in place, operating correctly and that regular auditing is conducted to confirm compliance and review potential improvements.

The process of identifying hazards, evaluating the risk of harm, considering who or what may be affected, introducing safe systems of work and other controls and carrying out regular reviews.

Generic Risk Assessment

An approach to risk assessment covering a number of general issues that are common across a number of different locations or areas.

A risk assessment produced usually for a single one off operation and often used in conjunction with an existing generic or task risk assessment.

Task Risk Assessments

A risk assessment covering a single task or operation that may be regularly conducted in one or more areas.

Specific Risk Assessment

A risk assessment produced usually for a single one off operation and often used in conjunction with an existing generic or task risk assessment.

Hazard

An article, substance, equipment, installation or situation with the potential to cause harm.

Risk

The likelihood, high, medium or low of harm occurring due to the hazard.

Harm

The outcome in the form of physical injury, death, ill health, damage in any form or associated loss.

Risk Assessment Procedure

The Health and Safety Executive produce a guidance document “**5 Steps to Risk Assessment**”. This format is used by many organisations and recognised as best practice. It is the model upon which this risk assessment procedure is based. The five steps are as follows:-

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
4. Record your findings.
5. Review your assessment and revise it if necessary.

Step 1 – Look for Hazards

Check the workplace or site and look at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards that could cause serious harm or affect a large number of people. Ask employees, their knowledge is invaluable. Also look at accident and ill health records. Consider all hazards that could influence the risks associated with a task. Hazards may include the weather, tools and equipment, standards of building maintenance, working practices, lack of training, information, supervision, time of day, start and finish of working shifts, breakdowns, emergencies, returning from leave or sickness, lone or night working etc.

Step 2 – Decide Who Might be Harmed and How

This can be any number of people from employees, service users and clients, members of the public, pupils, contractors, visitors, trainees, casual employees, volunteer workers and the employees of other employers who share your workplace.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

Consider how likely it is that each hazard could cause harm. This will determine whether or not more needs to be done to reduce the risk. Even after all precautions have been taken, some risk usually remains. Decide for each significant hazard whether this remaining risk is high, medium or low. Accident and ill health records may be used in this process. Consider whether everything the law requires has been done.

Issues like guarding dangerous or moving parts of machinery or equipment, access control, assessing work equipment (tools and machines), chemicals or substances and safe working practices etc, should also be included.

To aid this process the hierarchy of control measures needs to be followed:

1. Eliminate the hazard.
2. Substitute with a less risky option.
3. Restrict access to the hazard eg Guarding.
4. Organise tasks and operations to reduce exposure to the hazard.
5. Use personal protective equipment.

Always work down the hierarchy of control from the top, with personal protective equipment being the last option.

Step 4 – Record Your Findings

This involves recording all significant findings, including what action to control any risks has been taken to date and why. The format will vary between directorates and DSOs, as each will have their own preferred recording systems to suit the individual working environments. The main issue is that records are suitable and sufficient for the activity being assessed and that they are user friendly to give employees clear guidance. The induction process for all employees must include relevant risk assessments. Employees temporarily taking over responsibility for a particular task should familiarise themselves with the associated risk assessment(s) and safe systems of work, if they are not already aware of the requirements.

The format of recording will usually fall into two broad categories, quantitative or qualitative risk assessment. Quantitative assessment uses a numeric approach in an attempt to place values against individual hazards and risks to estimate the remaining risk level and is considered a more scientific approach. Qualitative assessment takes the form of text usually classified as combinations of high, medium and low risk to determine the remaining levels of risk. Both approaches have their place and either can be used to achieve the best results for the individual situation.

The risk assessment documents can be produced and stored in any format, but must be available when required in the relevant areas. Superseded risk assessments should be archived as reference to them may be required in future years when systems change or for use in legal proceedings.

In parallel with reviewing risk assessments, regular monitoring and auditing must be conducted to ensure that all the control measures indicated by the risk assessment are actually being implemented within the workplace or on site. This process may indicate that a review is required to amend current risk assessments.

Step 5 – Review your assessment and revise it if necessary

The Authority is so large and diverse that new hazards are regularly encountered by employees arising from, for example, the introduction of new machinery or equipment, chemicals, procedures or change of staff. New contracts are also a regular event. If there are significant changes these need adding to existing risk assessments or new risk assessments produced. All risk assessments need regular review and the frequency should be based on the remaining level of risk and types of control measures in place. The issue of changing practice and new technology needs to be monitored to maintain best practice in all areas.

Monitoring

Managers must regularly carry out monitoring of work activities to ensure that any control measures required as a result of the risk assessment are being used correctly ie by recording workplace inspections, site supervision, mentoring etc so that evidence of their implementation can be seen. The induction programme for new or transferred employees must include an awareness of relevant risk assessments and where these are held.

Review

Managers with the assistance of team members must review all risk assessments that are operational within their work areas. Reviews are required if there are any significant changes in the way a particular activity is carried out, or in the circumstances of individuals undertaking the activity. Managers should also review risk assessments when they take up new posts, if problems are identified via any reporting systems or on a formal basis based on risk. The frequency of review shall be a minimum of annually.

The Risk Assessment sheet in the appendix is to be used in school.

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	<i>Cleaning Contractor (via SBM)</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Cleaning Contractor (via SBM)</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Cleaning Contractor (via SBM)</i>
Any problems found with equipment should be reported to	<i>Cleaning Contractor</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Cleaning Contractor /Health & Safety co-ordinator/ICT technician</i>

SCIENCE AND TECHNOLOGY

It is not possible to detail all aspects of health and safety across the curriculum, but all curriculum policies should address health and safety issues where relevant.

Scissors: blunt-ended scissors are recommended though sharp-ended scissors may be used with the teacher or responsible adult supervision.

Knives: knives can only be used under the supervision and direction of a teacher or responsible adult.

Hand- tools: hand-tools should only be used under the direction and supervision of a teacher or responsible adult. Children need to be taught the correct use of any hand tool. Children should not be allowed to use hand tools over breaktimes or lunchtimes unless supervised. Tools which might present a hazard should be stored securely to prevent access by children.

Cooker: the cooker should only be used under the direct supervision of a teacher/responsible adult.

Glue-guns: glue-guns should only be used under the direct supervision of a teacher/responsible adult. A hot glue-gun should not be left in an unsupervised classroom.

Wheeled-trolley: care should be taken when moving wheeled trolleys around school and also the point at which located within the classroom.

Guillotines: These are not to be left stored in classrooms

Foodstuffs: when cooking or baking the importance of personal hygiene should be stressed.

Aerosols: if aerosols or fixatives are used then there should be sufficient ventilation and used by a teacher/responsible adult.

Scrap materials: care should be taken to ensure that they are safe to use with no sharp points, staples or nails protruding.

More detailed information can be found in Design and Technology - Tools and Equipment – Health and Safety Advice and Guidelines.

SECURITY

During times when the school is not in use the building is secured by an intruder alarm system.

Visitor reception and entry into school is by a secure entrance operated from the school office. Visitors are asked to sign in and then wear the appropriate badge. All staff have to sign in and out if they arrive/leave after the start of the school day.

The rear door to the car park is to remain locked from the inside at all times.

Arrangements for the reception of children at the start of the school day and for dispersal at the end of the school day are detailed in the School Prospectus under “Administrative Information”. Pupils who are not met are constantly reminded to follow procedure and come back into school to inform their class/other teacher.

Staff are asked to be vigilant on security issues and the governors are constantly looking at ways of improving both internal and external security.

SMOKING

Skerton St Luke’s Church of England Primary School operates a no smoking policy.

VISITS OUT OF SCHOOL

Visits to places of educational interest or field work usually take place during school hours though the return time may be beyond the normal end-of-session time. These visits need to be carefully planned and adequately staffed with responsible adults ideally a ratio of 1:6. The leader of the party must carry a complete list of all the pupils and give copies to all other responsible adults. Consent in the form of a pro-forma as detailed in the “Guidelines for Teachers Organising Trips Out of School” must be obtained from all parents/carers of the children involved in the visit. Forms need to be signed by the EVC (Educational Visits Co-ordinator).

It is recommended that if transport is by coach then lap belts must be worn by all passengers.

Approval of the governing body must be sought for any residential visit.

Detailed guidance on all visits out of school is provided in the “Guidelines for Teachers Organising Trips Out of School” and should be adhered to by all staff.

In the event of a serious accident or death the leader of the party will have initially dealt with the incident liaising with the police at all times.

The Headteacher must be informed as soon as possible.

The Headteacher will liaise with the Chair of Governors, Diocese and LEA.

The press will only be dealt with through the Lancashire County Council Public Relations Department/Diocesan equivalent.

MONITORING ARRANGEMENTS

As employer the Governing Body of Skerton St Luke's Church of England Primary School has primary responsibility in respect of the Health and Safety at Work Act 1974 and will seek to implement health and safety instructions and advice issued by the LEA.

A Governor of the Governing Body and the Health and Safety coordinator conduct a termly health and safety audit as part of the annual monitoring process (see Appendix 1 and 2) and have a termly meeting. Autumn – internal workplace audit. Spring RA review. Summer – external workplace audit.

The Health and Safety Committee

This shall comprise the School Business Manager (as Health and Safety Coordinator), a non-teaching staff representative, a Governor and any union elected member of the teaching staff. This group will meet each term

Health and Safety reporting

Health and safety is an agenda item on each staff meeting and each 'paper' staff meeting to which any member of staff can make comments for the next health and safety meeting.

In order to assist Headteachers to manage their responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body, to the LEA and Church Authorities annually.

Safety Audits will be undertaken by the LEA Health and Safety Officer and Headteachers will be notified in advance of the audit.

The Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters raised at the County Health and Safety Committee – Schools; Accident Reports, and returns and information from any other sources.

Safety audits and inspections will normally be carried out by Officers of the Education and Cultural Services Directorate, and Church Authorities where appropriate, Property Group, the Central COSHH Unit, and Trade Union Safety Representatives. Other County Council Directorates or outside agencies such as the Fire and Rescue Service or the Health and Safety Executive Inspectorate may also visit from time to time.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate committee present at such inspections.

Appendices

- Accident incident reporting procedure
- Bump head note
- Copy of COSHH
- Plan of school
- Health and safety audit
- Risk assessment master
- Medical sharps procedures
- Contents of school first aid boxes
- Headlice Policy
- School emergency plan

ACCIDENT INCIDENT REPORTING PROCEDURE

ACCIDENT STAFF:

Any accident to yourself occurring on the premises must be reported to the Headteacher. You will need to fill in an accident form which is located on the Oracle system. Any accident occurring out of school (especially a motor accident) needs to be reported the same way.

ACCIDENT PUPILS:

All children receiving first aid treatment should receive a slip from the first aid reporting file. (One file kept by the welfare staff and one file kept in the Staff Room.) More serious accidents must be recorded using the Lancashire Accident/Incident/Near Miss Form which is located on the Schools Portal. This will need to be completed by the person dealing with the accident and sent to LCC's Health and safety Team. See the Office staff for help completing this form.

There are a number of staff, both teaching and non-teaching with first aid training from LCC. Whilst these staff hold certificates children can be treated by any teacher or support staff member acting as they would a responsible parent. The first aid boxes are located in the office, Hall and Staff Room. All classrooms have a first aid kit. An up to date list of first aiders is on display in the staffroom.

In cases of more serious accidents, having given first aid treatment, then the child's parent or emergency contact will need to be alerted by telephone. This information is kept in the data base in the school office or for ease of access can be obtained from the red box in the school office.

A senior member of staff will need to be aware of the situation. Should a child be taken to hospital then the procedure is given in the Health and Safety Policy.

Control of substances
Hazardous to Health (COSHH)

This document can be found in the
Cleaning Cupboard

The named teacher for COSHH is
Mrs Armistead, Headteacher

(September 2018)