

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Highfield Nursery School**
- **Maintained Nursery School**
- **School Number 09160**
- **School Address: Wright Street, Chorley, Lancashire, PR6 0SL**



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 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 a Foundation or Voluntary Aided School the governing body is the employer and is responsible for the use of the premises. The headteacher is responsible for the implementation and management of health, safety and welfare within the school. The governing body and the headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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| <ul style="list-style-type: none"> • provide adequate control of the health and safety risks arising from our work activities; • provide and maintain safe plant and equipment; • ensure all employees are competent to do their tasks and ensure the provision of adequate training; • maintain safe and healthy working conditions; • ensure safe handling and use of substances; • review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council; | <ul style="list-style-type: none"> • 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". |
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| Signed:  | Signed:  On behalf of the Governing Body |
| Headteacher's name: Sue Conron | Chair of Governors name: Liz Klavins |
| Date: 31/10/2023 | Proposed Review date: October 2024 |

Responsibilities

Health and safety risks arising from work activities

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| <p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p> | <p><i>Natalie Sinclair Head of School</i></p> |
| <p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p> | <p><i>Natalie Sinclair Head of School</i></p> |
| <p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p> | <p><i>Names and Designations eg Premises – Claire Bland – Site Supervisor Fire safety – Claire Bland, Natalie Sinclair, Angie Hannaford (Health and safety consultant) Emergency plans – Natalie Sinclair, Claire Bland Educational visits – Sue Conron / Natalie Sinclair</i></p> |
| <p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p> | <p><i>Natalie Sinclair Head of School Claire Bland School Business Manager Angie Hannaford Health and Safety consultant</i></p> |
| <p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p> | <p><i>Development Plan or in the minutes of governors or staff meetings.</i></p> |
| <p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the headteacher and 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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. | |

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| <p>I/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:</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>Natalie Sinclair Head of School Claire Bland School Business Manager Angie Hannaford Health and Safety consultant All staff</i></p> |
| <p>The significant findings of risk assessments will be reported to:</p> | <p><i>Natalie Sinclair Head of School Claire Bland School Business Manager</i></p> |
| <p>Action required to remove/control risks will be approved by:</p> | <p><i>Natalie Sinclair Head of School Claire Bland School Business Manager</i></p> |
| <p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p> | <p><i>Natalie Sinclair Head of School Claire Bland School Business Manager Karen Stephens Health and Safety governor</i></p> |
| <p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p> | <p><i>Karen Stephens Health and Safety governor</i></p> |
| <p>Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p> | <p><i>By all staff on a rolling programme agenda item on staff meetings</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 and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

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| Employee representative(s) for the school are: | <i>Claire Holland.</i> |
| Consultation with employees is provided via: | <i>Weekly, fortnightly team meetings (agenda item). Annual professional development: employees have opportunity to discuss any concerns – line manager to address any issues with individuals. Health and safety committee meetings to report to full governing body.</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;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

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| Responsible person(s) for identifying all equipment/plant needing maintenance: | <i>Natalie Sinclair Head of School Site Supervisor Claire Bland School Business Manager</i> |
| Responsible person(s) for ensuring effective maintenance arrangements are in place: | <i>Natalie Sinclair Head of School Site Supervisor Claire Bland School Business Manager</i> |
| Responsible person(s) for ensuring that all identified maintenance is carried out: | <i>Claire Bland School Business Manager</i> |
| Any problems found with equipment should be reported to: | <i>Claire Bland School Business Manager</i> |
| Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased: | <i>Natalie Sinclair Head of School Site Supervisor Claire Bland School Business Manager</i> |

Information, instruction and supervision

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| <p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p> | <p><i>Staff room</i></p> |
| <p>Health and safety advice is available from:</p> | <p><i>Natalie Sinclair (Head of School) Karen Stephens (Governor)</i></p> |
| <p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p> | <p><i>Head of School or line manager</i></p> |

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

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| <p>Induction training will be arranged/undertaken for all employees by:</p> | <p><i>The Headteacher or line manager</i></p> |
| <p>Job specific training will be provided by:</p> | <p><i>Line manager</i></p> |
| <p>Jobs requiring specific health and safety training are:</p> | <p><i>Lifting and handling and SEN child; Site supervisor specific – COSHH, Ladder training, lone working, manual handling, legionella awareness and training, management of contractors. Training is available via LCC; and also via the Willis Tower Watson portal as part of RPA insurance buy in</i></p> |

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| Training records are kept by: | <i>Claire Bland School Business Manager In Nursery school office</i> |
| Training will be identified, arranged and monitored by: | <i>Line manager during annual professional development discussions and if/when the need arises.</i> |

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

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| The first aid box(es) is/are available: | <i>Staff room Office Explorers Adventurers After School Club</i> |
| De-fib | <i>Highfield School (Next Door)</i> |
| The first aider(s) and appointed person(s) is/are: | <i>Natalie Sinclair Vicky Hamzaoui Christy Burgess Angela Woodcock Lindsey Cross Claire Holland Louise Storton Dawn Matthews Elvira Snalam Steven Hodson Cherly Jones Hannah Ellison - Coehlo Claire Bland (emergency only) Leah Pickering (emergency only)</i> |

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| All accidents and cases of work-related ill health are to be reported to: | <i>Sue Conron Headteacher Natalie Sinclair Head of School Claire Bland</i> |
| *Health surveillance is required for employees doing the following jobs within the school: | <i>Any pregnant lady at work will undertake a risk assessment. Natalie Sinclair and Claire Bland Office based staff to complete a DSE checklist and risk assessment</i> |
| Health surveillance will be arranged by: | <i>Natalie Sinclair / Claire Bland</i> |
| Health surveillance/records will be kept by/at: | <i>In the health and safety files and/or staff files</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.

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| To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by: | <i>Natalie Sinclair / Claire Bland Karen Stephens – Governor Supported by Angie Hannaford (bought in H and S support).</i> |
| Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. | <i>Natalie Sinclair / Claire Bland And all staff at staff meetings</i> |
| Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary: | <i>Natalie Sinclair / Claire Bland</i> |
| Responsible person(s) for investigating work-related causes of sickness absences: | <i>Natalie Sinclair Headteacher Claire Bland School Business Manager</i> |
| Responsible person(s) for acting on investigation findings to prevent recurrences: | <i>Natalie Sinclair Head of School</i> |

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| | <i>Claire Bland School Business Manager</i> |
| Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence: | <i>Natalie Sinclair Head of School Claire Bland School Business Manager</i> |

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.

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| Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with: | <i>Natalie Sinclair Head of School Site Supervisor Claire Bland School Business Manager Angie Hannaford</i> |
| Escape routes are checked by/every: | <i>Dynamic daily check. Termly – governor health and safety walk through. Termly – Angie Hannaford – health and safety support buyin.</i> |
| Fire extinguishers are maintained and checked by/every: | <i>Lancashire Fire Protection Annually</i> |
| Alarms are tested by/every: | <i>Weekly Site Supervisor</i> |
| The emergency evacuation procedure is tested by/every: | <i>Full campus every term</i> |
| Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with: | <i>Natalie Sinclair Head of School Claire Bland School Business Manager</i> |

Table of occupational health and safety topics/activities that apply

| Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website : | Applicable (√) | Details of where information about the school's arrangements can be found |
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| Accident reporting, recording and investigation | (√) | Accidents/near miss file & audit log |
| Asbestos management plan | | Not applicable |
| Bodily fluids (urine; blood; faeces; vomit) and biological agents | (√) | |
| Cleaning/caretaking tasks | (√) | Site supervisor checklist |
| Control of contractors | (√) | Contractor procedure |
| Control of substances hazardous to health (COSHH) | (√) | Risk Assessment |
| Disability access (health and safety implications) | (√) | |
| Display screen equipment and eye tests | (√) | Health and safety policy and HR folders of staff with DSE use |
| Driving at work | (√) | Home visits and driving at work Risk Assessment |
| Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc | (√) | Schedule of testing |
| Emergency procedures other than fire, for example flood, services failure | (√) | School/LCC policy |
| Extended school and community use | | Not applicable |
| Finger traps (internal and external) | (√) | Health and safety walk through reports and health and safety policy |
| Fire safety | (√) | Schedule of tests Fire Risk Assessment |
| First aid | (√) | Health and safety walk through reports and health and safety policy |
| Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc | (√) | Schedule of tests |
| Health and safety induction (a checklist is available on the health safety and quality website) | (√) | Covered in full staff induction |

| Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website : | Applicable (√) | Details of where information about the school's arrangements can be found |
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| Infection control, including needles and needlestick injuries | (√) | Health and safety walk through reports and health and safety policy |
| Lettings to non-school groups | | Not applicable |
| Manual handling | (√) | School/LCC policy |
| Minibuses | | Not applicable |
| Mobile phones (the use of) | (√) | School/LCC policy |
| Personal safety including lone working and violence and aggression | (√) | School/LCC policy |
| Play equipment installations inspections | (√) | Dynamic daily outdoor checks completed by staff; LCC playground inspection undertaken termly by LCC |
| Playgrounds and external areas | (√) | Dynamic daily outdoor checks completed by staff; LCC playground inspection undertaken termly by LCC |
| Ponds and water features | | Not applicable |
| Premises management (see premises management guidance on the Health, Safety and Quality team's website) | (√) | Records kept by School Business Manager/schedule of tests |
| Pupil moving and handling (special needs) | (√) | School/LCC policy |
| Pregnant employees and nursing mothers | (√) | Risk Assessment carried out by Headteacher/Assistant Headteacher and kept in staff HR folder |
| Reporting of health and safety concerns/faults | (√) | At weekly staff meetings/directly to Headteacher or School Business Manager at any other time. |
| Severe weather including winter gritting | (√) | LCC guidance from the schools portal |
| Shared use of buildings | | Not applicable |
| Sharps, for example, broken glass in the school building or external grounds | (√) | Transferred to designated area in school office for safe removal by site supervisor |
| Stress | (√) | LCC and School policy; also School staff have |

| Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website : | Applicable (√) | Details of where information about the school's arrangements can be found |
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| | | personal use of NHS initiative “My Happy Mind” |
| Swimming pools | | Not applicable |
| Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site | (√) | Parents and visitors are alerted to the restricted use of the car park |
| Visitor and volunteers' safety | (√) | Badge system used for visitors; all volunteers are inducted by Headteacher or Assistant Headteacher |
| Waste storage and disposal | (√) | Waste contractor transfer of waste notes retained in premises management folder on site |
| Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements | (√) | LCC appointed contractor undertake a full Legionella risk assessment; monthly legionella testing is undertaken by the same contractor; online records are downloaded. <u>Monthly check records are kept directly by LCC Design and Construction</u> <u>Jimmy.Dewhurst@lancashire.gov.uk</u> |
| Work equipment and machinery | | Not applicable |
| Working at height – ladders, access equipment etc | (√) | Site supervisors and ladder checklists completed and retained |
| Workplace inspection (internal and external) | (√) | Termly governor walkthroughs and workplace inspections are completed and retained. |

Table of non-occupational health and safety topics/activities that apply

| Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal) | Applicable (√) | Details of where information about the school's arrangements can be found |
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| Administration of medication | (√) | Supporting pupils with medical needs policy |
| *Educational visits | (√) | Headteacher completed EVC training |
| Food safety and hygiene | (√) | |
| Outdoor activities | (√) | School specific risk assessment |
| PE equipment | | Not applicable |
| Pupil handling and restraint | | Not applicable |
| Grounds maintenance activities | (√) | Local authority appointed grounds maintenance and grounds |
| Pupil movement and flow | | Not applicable |
| School transport | | Not applicable |
| Science (only where not covered by curriculum safety procedures set down in CLEAPSS) | | Not applicable |
| Smoking | (√) | School and LCC policy |
| Special needs of pupils (health and safety issues) | (√) | School and LCC policy |
| Stage and drama activities | | Not applicable |
| Supervision of pupils | | Not applicable |
| Technology rooms and equipment | | Not applicable |
| Wearing of jewellery | (√) | Code of conduct LCC policy |
| Work experience | (√) | School and LCC 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](#).