HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Moor Park High School and Sixth Form**
- **Category of School: Foundation**
- **School Number :06105**
- **School Address: Moor Park Avenue, Preston PR1 6DT**

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 School the Governing Body is the employer and 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 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, 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: B Corbett	Chair of Governors name: K Lund
Date: 12 March 2019	Proposed Review date: 12 March 2022

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Name & Designation Mr B.Corbett Headteacher
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):	Name & Designation Mr C.Duffy Premises Manager
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:	Names & Designations SBM Deputy Head 1 Deputy Head 2 Premises Manager Assistant Premises Manager Site Supervisor
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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Name & Designation M Jowett (SBM) C Duffy (Premises Manager) Any H&S issues identified will be Documented and followed up.

All employees within the school have a responsibility to:

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; and
4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
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.

Health and Safety Risks Arising from Work Activities

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: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Name & Designation C.Duffy Premises Manager Owen Saunders Assistant Premises Manager Heads of Faculty
The significant findings of risk assessments will be reported to:	Name & Designation M Jowett (SBM) Appropriate member of the SLT
Action required to remove/control risks will be approved by:	Name & Designation C Duffy Premises Manager M Jowett (SBM) Appropriate member of the SLT
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Name & Designation C Duffy Premises Manager Head of Department in question School Governors
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Name & Designation C Duffy Premises Manager Governors
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:	Name & Designation C Duffy Premises Manager M Jowett SBM Alongside Heads of Faculty

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

a) draw up and implement appropriate health & safety procedures for the school;
b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
f) comply with appropriate directions given by the county council on health and safety requirements; and,
g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

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

Employee representative(s) for the school are:	Names & Designations: Heads of Faculty
Consultation with employees is provided via:	Health and safety meetings between SBM, Governors and Premises manager. Regular informal discussions between site staff and SBM. Any Changes or H&S information is shared with faculty leaders and staff during briefings, all staff bulletins and on the health and safety notice board in the staff room. Members of staff and governors are encouraged to join the site team during a work place inspection

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:	Names & Designation C Duffy Premises Manager Liaising with Lancashire County Council Property Group
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Names & Designation As Above
Responsible person(s) for ensuring that all identified maintenance is carried out:	Names & Designation As Above
Any problems found with equipment should be reported to:	Name & Designation As Above
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Name & Designation As Above

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Location(s) Staff Room H&S Pin Board Main School Kitchen
Health and safety advice is available from:	Name & Designation C Duffy Premises Manager M Jowett SBM School Portal R/Drive Staff Quiet Room
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	Name & Designation Caroline Foster (SLT responsible for trainee/work placement programme) organises with Premises Manager (C Duffy)

* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.

Competency for Tasks and Training

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

Induction training will be provided for all employees by:	Name & Designation: C Duffy (Premises Manager) as part of the induction process. Faculty or team leaders are responsible for the induction of new staff within their dept.
Job specific training will be provided by:	Name & Designation: Faculty or team leaders as part of the induction process.

Jobs requiring specific health & safety training are: 1. Premises posts (H&S and premises related training) 2. Teaching Assistants (safe use of ladders) 3. Science technician (H&S and COSHH) 4. DT Technician (H&S, COSHH, safe use of equipment)	List the training and method of provision: 1. LCC external courses 2. In-house ladder training 3. External provision sought 4. External provision sought
Training records are kept at/by:	Name & Designation Blue Sky software (Staff upload requests for line management approval) Paper training records kept by C Duffy (Premises Manager)
Training will be identified, arranged and monitored by:	Name & Designation Clive Duffy (Premises Manager)

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:	Detail location(s) Emma Watt Sports Hall Reception First Aid Room DT Department Food Tech Room 2x Science Prep Room

	Sixth Form Reception Minibus
The first aider(s) and appointed person(s) is/are:	List of current first aiders on Medical room door
All accidents and cases of work-related ill health are to be reported to:	Name & Designation C Duffy Premises Manager M Jowett SBM
*Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any roles within the school. * delete as appropriate	Risk assessments carried out as required Examples are for an expectant mother or a person with mobility issues.
Health surveillance will be arranged by:	Name & Designation C Duffy Premises Manager
Health surveillance/records will be kept by:	Name & Designation or provide details M Jowett SBM

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.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	Name & Designation Premises manager Assistant Premises Manger A member of the school governors If available
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details: C Duffy Premises Manager O Saunders Assistant Premises manager

Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Name & Designation C Duffy Premises Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Name & Designation M Jowett SBM
Responsible person(s) for acting on investigation findings to prevent recurrences:	Name & Designation C Duffy Premises Manager M Jowett SBM
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Name & Designation M Jowett SBM C Duffy Premises Manager

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:	Name & Designation C Duffy Premises Manager
Escape routes are checked by/every:	Name, Designation and frequency: O Saunders Assistant Premises Manager Weekly and visually when passing
Fire extinguishers are maintained and checked by/every:	Name, Designation and frequency: Site team checks weekly and when passing Walker Fire have contract to check annually
Alarms are tested by/every:	Name, Designation and frequency: O Saunders assistant premises manager on a weekly basis
The emergency evacuation procedure is tested by/every:	Name, Designation and frequency Site Team Every start of a new term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Name & Designation B Corbett (Headteacher) M Jowett (SBM) C Duffy (Premises Manager)

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Accident Reporting, Recording and Investigation	✓	Medical Room
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Guidance Spread of infection-staff quiet Room
Catering	✓	HSE Guidance Notes - Kitchen
Cleaning/caretaking	✓	Cleaning Contractors via Premises Manager
Control of contractors	✓	Visitors Book Reception
Disability access (health & safety implications)	✓	Policy Staff Quiet Room
Display Screen Equipment and Eye Tests	✓	Guidance Document Staff Quiet room
Driving at Work	✓	HSE Guide Staff Quiet Room
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Guidance Note Staff Quiet Room. Pat Test Certificate Premises office
Emergency Procedures other than Fire e.g. flood, services failure	✓	Emergency Contacts Premises Office
Extended school and community use	✓	Guidance-SBM and School Lettings
Falling Objects/Safe storage	✓	Risk Assessment Staff Quiet Room
Fire Safety	✓	Fire Risk Assessment Premises Office
First Aid	✓	Guidance First Aid Room
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Service Contract Folder Premises Office
Hot surfaces, scalds and burns	✓	Guidance Document Staff Quiet Room
Health & Safety Induction (checklist available on web site)	✓	Premises Manager
Lettings to non-school groups	✓	Guidance SBM and School Lettings
Manual Handling	✓	Guidance Notes Staff Quiet Room
Minibuses	✓	Policy Staff Quiet Room
Mobile phones (the use of)	✓	Policy School BUS

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable (√)**	**Details of where information about the school's arrangements can be found**
Needles and needle stick injuries	✓	Guidance- Spread of infection Staff Quiet room
Personal safety including lone working and violence and aggression	✓	Risk Assessment Staff Quiet Room
Play Equipment installations inspections	N/A	
Playgrounds and external areas		Information Note Staff Quiet Room
Ponds and Water features	N/A	
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	Premises Manager
Pupil moving and handling (special needs)	✓	Peeps As required (Pastoral)
Pregnant employees and nursing mothers	✓	Guidance Notes Staff Quiet Room
Reporting of health & safety concerns/faults	✓	Policy Guidance Staff Quiet Room. Premises Manager
Shared use of buildings	✓	SBM
Sharps e.g. broken glass either in school building or external grounds	✓	Report to Premises Manager
Slips and trips	✓	Risk Assessment Premises Office
Stress	✓	SBM and Guidance Staff Quiet Room
Substances – COSHH	✓	Data Sheets Premises Office
Swimming pools	N/A	
Vehicle and pedestrian traffic	✓	Risk Assessment Premises Office
Visitor and volunteers safety	✓	Visitor Policy Reception
Waste storage and disposal	✓	Guidance/ Documentation Premises Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Log-Premises Office
Work equipment and machinery	✓	Log-Premises Office
Working at height – ladders, access equipment etc.	✓	Intranet
Workplace Inspection	✓	Premises office.

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable (√)**	**Details of where information about the school's arrangements can be found**

Table of Non-Occupational Health & 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**
Administration of medication	✓	Guidance Notes -First Aid Room
*Educational Visits	✓	RA Via Portal
Food safety and hygiene	✓	Policy Kitchen
Outdoor activities	✓	Risk Assessment Premises Office
PE Equipment	✓	Log-Premises Office
Pupil handling and restraint	✓	Log -Behaviour Managers
Grounds maintenance activities	✓	Premises Manager
Pupil movement and flow	✓	Risk Assessment Premises Office
School transport	✓	Policy Staff quiet Room
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Guidance Science Faculty
Smoking	N/A	
Special needs of pupils health & safety issues	✓	Pastoral
Stage and drama activities	✓	Expressive Arts Faculty
Supervision of pupils	✓	Head Teacher
Technology rooms and equipment	✓	Log Premises Office
Wearing of jewellery	N/A	
Work experience	✓	Risk assessments are carried out by Persons Organising the work experience in conjunction with faculty leader. Pre-consultation with the venue are established.

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.