

## 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 – 06/1050**
- **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 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:

Signed:
Headteacher's name: B Corbett
Date: 13 December 2022

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):</p>	<p><u>Name &amp; Designation</u> <i>B Corbett, Headteacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health &amp; Safety Co-ordinator etc):</p>	<p><u>Name &amp; Designation</u> <i>O Saunders, Premises Manager</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><u>Names &amp; Designations e.g.</u> <i>Premises – O Saunders, Premises Manager</i> <i>Fire Safety – O Saunders, Premises Manager</i> <i>Emergency Plans – O Saunders, Premises Manager</i> <i>Educational Visits – J Barker, AHT</i> <i>etc</i></p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><u>Name &amp; Designation</u> <i>O Saunders, Premises Manager</i> <i>M Jowett, School Business Manager</i></p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p><u>Location e.g. within the School Development Plan or in the minutes of Governors or Staff meetings.</u></p> <p><i>Governors meetings minutes</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. 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.</li> </ol>	

## 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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><u>Name &amp; Designation</u>  <i>O Saunders – Premises Manager</i>  <i>S Royle – Assistant Premises Manager</i>  <i>Head of Faculty</i>  <i>Trip Leaders</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><u>Name &amp; Designation</u>  <i>Whole School - M Jowett, School Business Manager/Appropriate member of SLT</i></p> <p><i>Faculty – O Saunders, Premises Manager</i></p> <p><i>J Barker, AHT</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><u>Name &amp; Designation</u>  <i>O Saunders, Premises Manager</i>  <i>Faculty Leader</i>  <i>J Barker, AHT</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><u>Name &amp; Designation</u>  <i>O Saunders, Premises Manager</i>  <i>Faculty Leader</i>  <i>J Barker, AHT</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><u>Name &amp; Designation</u>  <i>O Saunders, Premises Manager</i>  <i>Faculty Leader</i>  <i>J Barker, AHT</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><u>Name &amp; Designation</u>  <i>O Saunders, Premises Manager</i></p>

## School's Commitment

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

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

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

## Consultation with employees

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

Employee representative(s) for the school are:	<u><i>Names &amp; Designations</i></u> <i>Heads of Faculty</i>
Consultation with employees is provided via:	<i>Health and safety meetings between SBM, Governors and PM.</i> <i>Regular informal discussions between site staff and SBM.</i> <i>Any Changes or H&amp;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.</i> <i>Members of staff and governors are encouraged to join the site team during a workplace inspection.</i>

## Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- Attend health and safety committee meetings.

## Safe Plant and Equipment

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

Responsible person(s) for identifying all equipment/plant needing maintenance:	<u>Names &amp; Designation</u> <i>O Saunders, Premises Manager liaising with LCC Property Group</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<u>Names &amp; Designation</u> As above
Responsible person(s) for ensuring that all identified maintenance is carried out:	<u>Names &amp; Designation</u> As above
Any problems found with equipment should be reported to:	<u>Name &amp; Designation</u> As above
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<u>Name &amp; Designation</u> As above

## Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><b>Note:</b> It is a legal requirement to display the Health &amp; 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 &amp; Safety Law leaflet.</p>	<p><u>Location(s)</u> Staff Room H&amp;S notice board School kitchen</p>
<p>Health and safety advice is available from:</p>	<p><u>Name &amp; Designation</u> O Saunders, Premises Manager M Jowett, School Business Manager Staff room notice board School Portal Document Envelope on school desktop</p>
<p>Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:</p>	<p><u>Name &amp; Designation</u> L Shallcross, AHT</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. 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.

<p>Induction training will be provided for all employees by:</p>	<p><u>Name &amp; Designation</u> O Saunders, Premises Manager as part of the induction process.</p> <p>Faculty/team leaders are responsible for the induction of new staff within their faculty/team.</p>
<p>Job specific training will be provided by:</p>	<p><u>Name &amp; Designation</u> Faculty/team leaders as part of the induction process.</p>
<p>Jobs requiring specific health &amp; safety training are:</p> <ol style="list-style-type: none"> <li>1. Premises posts</li> <li>2. ICT posts</li> <li>3. Teaching assistants (safe use of ladders)</li> <li>4. Technology posts</li> <li>5. Science posts</li> </ol>	<p><u>List the training and method of provision</u> Asbestos Inspection &amp; Awareness – H&amp;S Team &amp; on the job training  Legionella &amp; Water Monitoring – H&amp;S Team &amp; on the job training  COSHH – H&amp;S Team &amp; on the job</p>

	<p>training</p> <p>Management of Contractors – H&amp;S eLearning &amp; on-the-job training</p> <p>DSE – H&amp;S eLearning</p> <p>Working at Height – H&amp;S eLearning &amp; on-the-job training</p> <p>Manual Handling of people - H&amp;S Team &amp; on-the-job training</p> <p>Safe Use of Ladders - H&amp;S eLearning</p>
Training records are kept at/by:	<p><u>Name &amp; Designation</u> BlueSky software (staff upload requests for line manager approval)</p> <p>Paper records kept by O Saunders, Premises Manager</p>
Training will be identified, arranged and monitored by:	<p><u>Name &amp; Designation</u> O Saunders, Premises Manager Faulty/team Leaders</p>

## 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
- Sixth Form Reception
- Minibus
- has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<p><u>Detail location(s)</u> Emma Watt Sports Hall Reception First Aid Room DT Department</p>
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	<i>Food Tech Room 2x Science Prep Room</i>
The first aider(s) and appointed person(s) is/are:	<u><i>Name(s) and contact details or signpost to where up-to-date list is displayed</i></u> <i>S Park, Office Manager maintains list of first aiders and ensure training is sourced</i>
All accidents and cases of work-related ill health are to be reported to:	<u><i>Name &amp; Designation</i></u> <i>M Jowett, School Business Manager O Saunders, Premises Manager</i>
Health surveillance is not required for any roles within the school.	<i>Provide details *e.g. DSE user with a history of upper limb disorders, CDT technician working with wood with a history of chest problems</i>
Health surveillance (if required) will be arranged by:	<u><i>Name &amp; Designation</i></u> <i>M Jowett, School Business Manager O Saunders, Premises Manger</i>
Health surveillance/records will be kept by/at:	<u><i>Name &amp; Designation</i></u> <i>M Jowett, School Business Manager</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.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	<u><i>Name &amp; Designation</i></u> <i>O Saunders, Premises Manager S Royle, Assistant Premises Manager School Governor (invited to attend)</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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details  <i>O Saunders, Premises Manager S Royle, Assistant Premises Manager</i>
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:	<u><i>Name &amp; Designation</i></u> <i>O Saunders, Premises Manager M Jowett, School Business Manager</i>

Responsible person(s) for investigating work-related causes of sickness absences:	<u>Name &amp; Designation</u> M Jowett, School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	<u>Name &amp; Designation</u> O Saunders, Premises Manager M Jowett, School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<u>Name &amp; Designation</u> O Saunders, Premises Manager M Jowett, School Business 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:	<u>Name &amp; Designation</u> O Saunders, Premises Manager
Escape routes are checked by/every:	<u>Name, Designation and frequency</u> S Royle, Assistant Premises Manager. Checked weekly and visually on a daily basis.
Fire extinguishers are maintained and checked by/every:	<u>Name, Designation and frequency:</u> Site team check weekly and visually on a daily basis. Walker Fire are contracted to annual inspect.
Alarms are tested by/every:	<u>Name, Designation and frequency</u> S Royle, Assistant Premises Manager
The emergency evacuation procedure is tested by/every:	<u>Name, Designation and frequency</u> Site team every term
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<u>Name &amp; Designation</u> B Corbett, Headteacher, M Jowett, School Business Manager O Saunders, Premises Manager

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

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation		
Asbestos Management Plan		
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		
Cleaning/caretaking tasks		
Control of contractors		
Control of Substances Hazardous to Health (COSHH)		
Disability access (health & safety implications)		
Display Screen Equipment and Eye Tests		
Driving at Work		
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		
Emergency Procedures other than Fire e.g. flood, services failure		
Extended school and community use		
Fire Safety		
First Aid		
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		
Health & Safety Induction (checklist available on web site)		
Infection Control including needles and needle stick injuries		
Lettings to non-school groups		
Manual Handling		
Minibuses		
Mobile phones (the use of)		

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression		
Play Equipment installations inspections		
Playgrounds and external areas		
Ponds and Water features		
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers		
Reporting of health & safety concerns/faults		
Severe Weather including winter gritting		
Shared use of buildings		
Sharps e.g. broken glass either in school building or external grounds		
Stress		
Swimming pools		
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		
Visitor and volunteers safety		
Waste storage and disposal		
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		
Work equipment and machinery		
Working at height – ladders, access equipment etc.		
Workplace Inspection		

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

### 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 <a href="#">Schools Portal</a> )	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication		
*Educational Visits		
Food safety and hygiene		
Outdoor activities		
PE Equipment		
Pupil handling and restraint		
Grounds maintenance activities		
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking		
Special needs of pupils health & safety issues		
Stage and drama activities		
Supervision of pupils		
Technology rooms and equipment		
Wearing of jewellery		
Work experience		

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](#).