

# Lostock Hall Primary School

## Health and Safety Policy

### 1. Statement of intent

The True Learning Partnership ('the Trust') acknowledges that all of its employees and pupils are entitled to work and learn in a safe environment. In the same way, volunteers, contractors and visitors should be confident that the Trust is fully committed to the highest standards of health and safety within our premises. This commitment will be shared by each of our headteachers and local governing bodies, who will, in turn, ensure that each academy's Health and Safety policy will be applied rigorously and consistently.

We expect all of our employees to remain vigilant with regard to health and safety and to report any concerns immediately so that any necessary action can be taken quickly and effectively.

The Trust-wide policy has been approved by the Board of Trustees and will be formally reviewed annually.

**Next review date: 1 January 2025**

**The academy's policy has been approved by:**

**Name: Graham Hamilton**

**Date: 13 January 2024**

**Next review due by: 13 January 2025**

### 2. Key objectives

The academy aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

### 3. Roles and responsibilities

#### 3.1 Trust Board and CEO

- The Trust Board and CEO will take overall responsibility for overseeing health, safety and welfare matters and will ensure that resources and training are provided as necessary.
- The CEO will advise members of the Board of any areas of health and safety concern which may need to be addressed by the allocation of funds.
- A member of the Board will be designated with key responsibility for health and safety across the Trust. This includes responsibility for gathering information on Health and Safety from headteachers in individual academies and communicating relevant matters to the wider Trust Board.
- In addition to the Trust's Health and Safety Policy being reviewed annually, the implementation of the policy within individual academies will be also be reviewed and reported on by the Board annually.

### 3.2 Local Governing Bodies

- The Local Governing Body (LGB) has responsibility, under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, as the 'persons in control of premises'. The LGB should ensure that the headteacher meets their responsibilities as detailed in the Health and Safety Policy.
- Health and safety should be a standing item on the agenda for meetings of the LGB. Any relevant issues identified by the LGB should be communicated to the Trust Board member with responsibility for health and safety so that this information can be disseminated to the Board as a whole.
- The LGB has a role in ensuring that a positive health and safety culture is established and maintained within the academy.

### 3.3 Headteachers

- Within each academy, the headteacher has overall responsibility for overseeing the implementation of the Health and Safety Policy.
- The headteacher should ensure that suitable and sufficient risk assessment of activities are undertaken and a written record of assessments is kept.
- The headteacher should ensure that information and advice on health and safety, including information arising from health and safety inspections, is acted upon and communicated to staff and LGB members. An annual health and safety report should be provided to the LGB and the Trust Board via the designated Trust Board member.
- The headteacher should ensure that staff are provided with suitable equipment and resources to enable them to undertake their work safely.
- The headteacher should ensure that staff within the academy who have delegated health and safety responsibilities (eg, first aiders and fire wardens) are competent and receive appropriate training.
- The headteacher should ensure that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- The headteacher may choose to delegate duties associated with these responsibilities to other senior members of staff. However, the delegation of duties does not relieve the headteacher from the overall day to day responsibilities for health and safety within the academy
- In the headteacher's absence, the **deputy headteacher** will assume day-to-day health and safety responsibilities.

### 3.4 Heads of department/curriculum areas

- In addition to the points set out in the section 3.7 below, heads of department/curriculum areas are responsible for implementing the Health and Safety Policy within their department or area of responsibility. They should ensure that:
  - risk assessments are undertaken for activities that take place within the curriculum area
  - the workplace is monitored on a regular basis to make sure that it is safe
  - rules for safe work and procedures are clearly defined, documented and communicated to all concerned
  - all accidents and near misses occurring within the curriculum area are promptly reported using Lostock Hall Primary's Minor Accident/Incident Report Form (Appendix A).

- all staff working within the curriculum area are aware of their specific roles in case of fire/emergency
- senior leadership are informed of any equipment or appliance which may be unsafe
- adequate levels of class supervision are in place at all times.

### **3.5 Class teachers**

- In addition to the points set out in the section 3.7 below, class teachers are responsible for:
  - supervising pupils effectively to promote safe working practices
  - understanding and acting on any emergency procedures
  - assessing risk within their own classrooms and carrying out any necessary measures to mitigate risk

### **3.6 Site managers**

- Site managers are responsible for ensuring that:
  - safe means of access and exit are maintained
  - the premises are kept clean
  - safe working practices are in place for when contractors are on site
  - suitable security arrangements are maintained
  - suitable fire safety arrangements are implemented
  - portable electrical equipment is regularly tested and maintained safely
  - systems are in place to manage asbestos (where necessary) and control legionella. Details of water risk assessments for legionella must be recorded in writing
  - all accidents and incidents are recorded, reported and investigated
  - regular inspection of the premises take place
  - a copy of the Health and Safety Law poster is displayed in a suitable location.

### **3.7 All employees**

- 'All employees' refers to any person employed by the Trust or its academies, who have any contract of employment. This includes full and part-time staff, temporary staff, supply staff and volunteers.
- Employees are responsible for familiarising themselves with and complying with the Trust's overall Health and Safety policy and any additional aspects of health and safety practice that are specific to a particular academy, as outlined in the academy's own policy.
- All employees should take reasonable care for their own health and safety at work and that of other persons who may be affected by their actions
- Employees should report any serious or immediate danger that they become aware of to the headteacher (or other senior leader where appropriate).
- Employees should report any defects in equipment/resources as soon as they become aware of these.
- Employees must follow all relevant codes of safe working practices.

### **3.8 Pupils and parents**

- Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- All pupils must be made aware of the importance of following safe working practices and following the academy's rules for staying safe.
- Pupils must follow instructions issued by any member of staff in an emergency situation.

- Pupils should be aware of the need to inform a member of staff of any situation which may affect their safety or that of any other person.

### **3.9 First aiders**

- First aiders are responsible for the administration of First Aid, up to but not exceeding the level of training they have received.
- They should ensure that any accident or incident and the treatment given is reported to the headteacher or relevant senior leader and recorded fully in writing on the appropriate forms/systems (see Appendix A).
- First aiders with up-to-date training are:

Helen Topliss, Teacher, Full First Aid Training

*The following staff have Paediatric First Aid Training:*

Elizabeth Dockry, Teacher and Deputy Head

Polyana Pereira, Teaching Assistant

Denice Aldridge, Teaching Assistant

Megan Riley, Teaching Assistant

Carol Feeley, Pre-school Assistant

Shabeena Bani, Pre-school Assistant

Jackie Lawrence, Before and After School Club Manager

Sarah Barber, Admin Officer

### **3.10 Fire leads/Fire wardens**

- Fire leads within an academy are responsible for appointing fire wardens and liaising with the headteacher and/or appropriate senior leader to ensure that appropriate training is arranged
- Class teachers will act as temporary fire wardens during fire drills or evacuations. They are responsible for ensuring that pupils evacuate their classroom (including 'breakout rooms' where relevant) and follow the specified route out of the building.

### **3.11 Staff Health and Safety representative**

- Health and Safety legislation allows for the appointment of trade union safety representatives from employees. When such an appointment is made, the responsibilities of the Health and Safety representative will include the following:
  - to investigate potential hazards and to examine the causes of accidents in the workplace;
  - to investigate complaints by any employee that they represent with regard to that employee's safety at work;
  - to make representations to the headteacher on general matters affecting the health, safety and welfare of employees;
  - to carry out workplace health and safety inspections
  - to co-operate with employers in promoting health and safety at work.

### **3.12 Contractors**

- Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Educational visits/off-site activities**

- All visits must be approved by the headteacher. A full risk assessment must be completed for each visit and recorded using the appropriate documentation.
- Staff leading educational visits/off-site activities must be approved by the headteacher to carry out this role, be suitably competent and be aware of the Trust's arrangements and procedures with regard to visits and off-site activities.
- All off-site visits must be appropriately staffed and should include at least one first aider.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils and parents' contact details.

## **5. Third party letting arrangements**

- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.
- Where the whole or part of an academy's premises are let out to a third party, the headteacher should inform the designated health and safety Trust Board member. This is the case for long-term, short-term and one-off arrangements.
- The headteacher or delegated senior leader within the academy is responsible for checking that the third party organisation has suitable insurance in place and that there is a clear understanding of liability should damage occur to the premises which may subsequently impact on the safety of the environment for academy staff and pupils.
- The Trust Health and Safety policy, in conjunction with the policy for individual academies, applies to all lettings and those hiring any aspect of the school site or facilities and are responsible for compliance.

## **6. Fire**

### **6.1: General guidance**

- This section applies to all Trust premises. Any additional context-specific guidance relating to individual academies will be included in their separate policies.
- Emergency exits, assembly points and assembly point instruction will be clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations will be practised at least once per term (three times per annum)
- Fire alarm testing will take place regularly.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- In the event of a fire:
  - The alarm will be raised immediately by whoever discovers the fire. Emergency services will be contacted and evacuation procedures will begin immediately.
  - Fire extinguishers may be used by staff who are trained in how to operate them and are confident that they can use them without putting themselves or others at risk. It is particularly important that the correct type of extinguisher is used.
  - Staff and pupils will congregate at the assembly points.
  - Designated staff will take a register of pupils which will then be checked against the attendance register for that day
  - A designated person will take a register of all staff.
  - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

- The school will have special arrangements in place for the evacuation of people with mobility needs and risk assessments will also pay particular attention to those with disabilities.

## **6.2: Guidance on fire safety specific to School Lostock Hall Primary School**

- Lostock Hall has a separate policy detailing fire evacuation procedures. This can be found at **Appendix B**.

## **7. Equipment**

- All equipment within the academy is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign where applicable.

### **7.1 Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- **Any potential hazards will be reported to the premises and operations manager immediately.**

### **7.2 PE equipment**

- Pupils are taught how to carry and set up PE equipment safely. Staff check that equipment is set up safely.
- Staff using PE equipment during lessons and as part of extra-curricular activities will check equipment to ensure that it is safe to use and not defective in any way.
- **Any concerns about PE apparatus and/or other potential hazards, including flooring, will be reported to the premises and operations manager.**

## **8. Accident reporting**

- A Minor Accident/Incident Report Form (Appendix A) will be completed as soon as possible after an accident/incident occurs. The form should be completed by the member of staff or first aider who is dealing with the incident.
- Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## **9. Reporting to the Health and Safety Executive**

- The headteacher will ensure that records are kept of any accident that results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4,5,6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death

- Specified injuries. These are: fractures, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss of sight or reduction in sight; any crush injury to the head or torso causing damage to the brain or internal organs; serious burns, including scalding; any scalding requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days
- Where an accident leads to someone being taken to hospital
- A 'near-miss' incident that does not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to: the collapse or failure of load-bearing parts of lifts and lifting equipment; the accidental release or escape of any substance that may cause a serious injury or damage to health; an electrical short circuit or overload causing a fire or explosion.
- Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

## **10. Occupational stress and staff well-being**

The Trust is committed to providing high levels of health and wellbeing. Trust board members, governors and senior leaders recognise the importance of identifying and reducing workplace-related stress through risk assessment. Systems are in place within each academy for responding to individual concerns and monitoring staff workload.

## **11. Legal context**

- This policy is required under the Health and Safety at Work etc. Work 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act.
- Any breaches of those duties could lead to the prosecution of the Trust's Board, CEO, Governing Body or individual employees.
- Failure to comply with safety requirements could lead to disciplinary action.

## Appendix A

### Minor Accident / Incident Report Form

Pupil's Name:		Age:	M	F
Date:	Time:	If Head Bump has letter been sent home? Y                      N                      N/A		
How and where did the accident/incident happen?				
Details of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
Signed:		Job Role:		
Parent's Signature:				

Copies should be retained for academy records.

## Appendix B

### Fire Evacuation Procedures

#### 1. What to do if you detect a fire.

If possible tackle the fire using the fire extinguishers available.  
Inform the nearest adult and break / activate the nearest fire alarm.  
The clerical staff in the office must telephone the fire brigade

#### 2. Evacuation procedures.

The order to leave the building will be given by the nearest adult who will lead you calmly and quickly to the evacuation point.  
Evacuate the building via the nearest fire door and assemble on the playground facing the school building.  
A named person will have responsibility for ensuring the safe evacuation of any disabled individuals.

#### 3. Procedures for staff with special responsibilities.

The registers will be taken to the playground by a clerical assistant.  
The cook will be responsible for evacuating her staff.  
The caretaker will be responsible for checking general areas of the building, staffroom, staff toilets, hall, and library.

### Holidays and Before / After school use if applicable.

#### 1.What to do if you detect a fire

Inform the nearest adult and activate the nearest fire alarm.  
Telephone the fire brigade - 999

#### 2.Evacuation procedures.

The public / after school club must leave by the nearest exit and assemble on the playground.  
The organisers responsible adult must have a named person to assist with the evacuation of any disabled individuals.

#### 3.Procedures for staff / hirers with special responsibilities.

Registers will be taken out by after school club staff.  
PTA organisers will carry out a head count against signing in Procedures.

### DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS !

Weekly testing takes place at 9.30am each Monday – the alarm sound should be short if it continues evacuate