

HEALTH AND SAFETY POLICY

**OUR LADY QUEEN OF PEACE
CATHOLIC ENGINEERING COLLEGE**

Mission Statement – IN CHRIST WE GROW
As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

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 Voluntary Aided 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, 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: <i>A.Knight</i>	Signed: <i>K.Gresty</i> On behalf of the Governing Body
Headteacher's name: Alison Knight	Chair of Governors name: Kath Gresty
Date: 08/10/2018	Proposed Review date: 07/10/2019

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>A Knight Headteacher</i></p>
<p>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):</p>	<p><i>L Tipton - Property & Resource Manager/Health & Safety Co-ordinator</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><i>Educational Visits – Lynn Tipton / Rob Downing Business Manager / Trip Organiser</i></p> <p><i>Premises & Fire Safety – L. Tipton, Site Supervisors A. Moore, S. Baxendale, G. Freeman and Department Heads</i></p> <p><i>All other areas SLT</i></p>
<p>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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Lynn Tipton</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; 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. 	

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><i>Department Heads – for their subject specific areas and activities.</i> <i>Individual Trip Organisers – for their specific trip.</i> <i>Lynn Tipton – all others</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Lynn Tipton</i> <i>and/or Rob Downing for EVC</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Department Head</i> <i>Lynn Tipton</i> <i>Trip Organiser</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Department Head</i> <i>L Tipton</i> <i>and/or Rob Downing for EVC</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Department Head</i> <i>L Tipton</i> <i>and/or Rob Downing for EVC</i></p>
<p>Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>Department Head</i> <i>L Tipton</i> <i>and/or Rob Downing for EVC</i> <i>Trip Organiser</i></p>

School's Commitment

To meet the requirements of this Policy Statement, Lynn Tipton, on behalf of the Headteacher/Governing Body 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 for the school is:	<i>Lynn Tipton – Premises Manager & Health & Safety Officer Tracy Yarwood – Union Representative</i>
Consultation with employees is provided via:	<i>Daily briefing notifications. Weekly bulletin notifications. Representation at SLT meetings. Individual staff appraisals. Induction training. Review of policies and risk assessments. Department meetings. SLT link meetings. Regular item on SLT meeting agenda.</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:	<i>Relevant subject leaders Site supervisors Technicians Lynn Tipton</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Lynn Tipton</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Lynn Tipton</i>
Any problems found with equipment should be reported to:	<i>Relevant subject leader Site supervisors Lynn Tipton</i>

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:	Front reception – lower block Front reception – main block School kitchen Staff room
Health and safety advice is available from:	<i>Lynn Tipton Information given in this policy Operational Handbook T Drive H&S file T Drive School Risk Assessment file LCC Schools portal HSE Website</i>

<p>Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:</p>	<p><i>All H&S inductions – Lynn Tipton</i></p> <p><i>Trainees general induction/supervision – Anne Woodhead</i></p>
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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><i>Lynn Tipton</i></p>
<p>Job specific training will be arranged by:</p>	<p><i>Relevant department heads. MIDAS training – Staff Member Premises related & First Aid – Lynn Tipton</i></p>
<p>Jobs requiring specific health & safety training are:</p>	<p><i>Site Supervisors & Technicians- Working at heights / Asbestos / Legionella / Lone working. Science Technicians – COSHH. Engineering Workshops – Wood sawing machines COSHH. Kitchen staff – Food Safety Kitchen Manager – Allergies Minibus Drivers - MIDAS Premises Manager – LCC Core competency management training / Asbestos / Legionella</i></p>
<p>Training records are kept at/by:</p>	<p><i>Lynn Tipton – office file records. Anne Woodhead (Technology) – Office file records & lesson plans. Bim Davies (Science) – Office file records & lesson plans Alex Jackson (Engineering) - Office file records & lesson plans</i></p>
<p>Training will be identified, arranged and monitored by:</p>	<p><i>Lynn Tipton – Premises. Specific department heads.</i></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 has made appropriate arrangements to deal with this issue.

<p>The first aid box(es) is/are available:</p>	<p><i>Mobile kit held at reception to be collected each morning, with the handset, by the daily designated first aider.</i> <i>First Aid room.</i> <i>School Kitchen.</i> <i>Minibus.</i> <i>Property Resource office in ES Building.</i> <i>Science prep room.</i> <i>P.E. Department.</i></p>
<p>The first aider(s) and appointed person(s) is/are:</p>	<p>First Aid at Work (3 day) – Sian Button, Tak Hyland, Davina Lucas, Patrick Maher, Sue Quane. Emergency First Aid at Work (1 day) –LA, PB1, SB, KB, DAC, SEC, LMC, JC2, BD, SD1, JAD, DE, NJF, ZF, CG, MH, AJ, BK, JL, JO, KMP, SQ, RR, KR, LS, DS1, MT, ST1, RMW, SW.</p>
<p>All accidents and cases of work-related ill health are to be reported to:</p>	<p>Learner and visitor accidents – Lynn Tipton via T Drive accident reporting form. Employee accidents – Lynn Tipton via T Drive accident reporting form. Ill health – Head Teacher / Natalie Barber (HR Manager)</p>
<p>Health surveillance is not currently required for any roles within the school.</p>	<p>N/A</p>

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:	Lynn Tipton / Site Supervisors/Governors
Review all risk assessments regularly (3 yearly is recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes.	<i>Department Heads Lynn Tipton Alan Moore</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:	<i>Lynn Tipton</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Alison Knight Headteacher Natalie Barber HR Manager Lynn Tipton Property Manager</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Alison Knight Headteacher Natalie Barber HR Manager Lynn Tipton Property Manager</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Accidents / Incidents - Lynn Tipton Sickness / Absence – Natalie Barber (HR 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.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Lynn Tipton – Property & Resource Manager</i>
Escape routes are checked by/every:	<i>Site Supervisors – Nightly Premises Manager - Termly:</i>
Fire extinguishers are maintained and checked by/every:	<i>Annual Maintenance Visit – Churches Fire. Weekly Visual Check – Site Supervisors.</i>
Alarms are tested by/every:	<i>Weekly by Site Supervisor.</i>

	6 monthly by service contractors.
The emergency evacuation procedure is tested	<i>Termly.</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Alison Knight - Headteacher</i> <i>Senior Leadership Team</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity 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		How to report an Accident.docx Property & Resource Manager's office. First aid records at student services desk
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Bodily Fluids\Bodily Fluids Guidance Iss 5.doc SCHOOL RISK ASSESSMENTS\Cleaning Up Bodily Fluids\Risk Assessment Cleaning Up Bodily Fluids.doc
Catering		Kitchen Managers office and/or Premises Managers office.
Cleaning/caretaking		Property & Resource Managers office. Staff Induction. Specific Risk Assessments – Site Supervisors office. Contract cleaners information held in their own site manual held by their on-site supervisor.
Control of contractors		Contractors file held within Property & Resource Managers office.

Disability access (health & safety implications)		School Website – ‘Single Equality Policy’
Display Screen Equipment and Eye Tests		Premises Managers Office. Staff Induction Assessment. Guidance: DSE\LCC Guidance on DSE use.docx
Driving at Work		Driving at work guidance\LCC Guidance on Driving at Work.docx SCHOOL RISK ASSESSMENTS\Driving on behalf of LCC\Driving at Work Risk Assessment.doc
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Premises Managers Office. Referred in staff H&S e-learning and induction. Schools Portal – Premises Management Guidance & Records and Statement of Compliance (PAMS)
Emergency Procedures other than Fire e.g. flood, services failure		SCHOOL EMERGENCY PLAN 2018.doc EMERGENCY LOCK DOWN PROCEDURE.doc
Fire Safety		Operational Handbook. Premises Fire Safety Log – Property & Resource Managers Office. Fire Regulations.doc

		SCHOOL RISK ASSESSMENTS\Fire Risk Assessment - non technical.docx
First Aid		SCHOOL RISK ASSESSMENTS\First Aid\First Aid Risk Assessment.docx
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		<p>Schools Portal – PAMS</p> <p>Premises Service Contracts & Reports – L Tipton’s office</p> <p>SCHOOL RISK ASSESSMENTS\CDT Food Technology\Risk Assessment - CDT Food Technology.doc</p> <p>SCHOOL RISK ASSESSMENTS\Science Labs\Risk Assessment - Science Labs.doc</p> <p>SCHOOL RISK ASSESSMENTS\Science Prep Rooms\Risk Assessment - Science Prep.doc</p>
Hot surfaces, scalds and burns		<p>SCHOOL RISK ASSESSMENTS\Science Labs</p> <p>SCHOOL RISK ASSESSMENTS\Science Prep Rooms\Risk Assessment - Science Prep.doc</p> <p>SCHOOL RISK ASSESSMENTS\CDT Engineering Workshops\Risk Assessment -</p>

		<p>Resistant Materials.doc</p> <p>SCHOOL RISK ASSESSMENTS\CDT Engineering Workshops\Risk Assessment - Woodworking Area.doc</p>
Health & Safety Induction		<p>H&S Induction meeting for all new staff with the school H&S officer before employment commences or during the first week of employment.</p> <p>LCC e-learning 'Introduction to Health & Safety' completed by all staff during first month of employment.</p> <p>H&S induction meeting arranged for all student teachers before placement commences.</p> <p>See also school website: Information / Policies / Staff / Induction of new staff.</p>
Lettings to non-school groups		<p>School website – Facilities available and Lettings Policy held under 'Information'.</p>
Manual Handling		<p>All staff complete LCC e-learning course 'Introduction to Health & Safety' which includes a manual handling module.</p> <p>Training records held within Property & Resource Managers office.</p>
Minibuses		<p>Booking system on school website.</p> <p>Vehicle documents with Business Manager</p> <p>Staff insurance details with HR Manager</p>

		<p>Guidance:</p> <p>Driving at work guidance\LCC Guidance on Driving at Work.docx</p>
Mobile phones (the use of)		<p>T:\Mobile Phone Policy.pdf</p>
Personal safety including lone working and violence and aggression		<p>SCHOOL RISK ASSESSMENTS\Lone Working\Loan Working.doc</p>
Playgrounds and external areas		<p>SCHOOL RISK ASSESSMENTS\Car Parks & Roads\Risk Assessment - Car parks & roads on site.doc</p> <p>SCHOOL RISK ASSESSMENTS\Playing Fields\Risk Assessment - Playing Fields.doc</p> <p>SCHOOL RISK ASSESSMENTS\Severe Weather General Risk Assessment.doc</p>
Premises Management		<p>Schools Portal / PAMS / Compliance Certificate.</p> <p>All files in Property & Resource Managers Office.</p>
Pregnant employees and nursing mothers		<p>Completed 'Expectant Mother' Checklist & Risk Assessments held in Property & Resource Managers Office.</p> <p>LCC Guidance - New and Expectant Mothers.docx</p> <p>LCC Maternity and Childcare Pack.pdf</p>

Reporting of health & safety concerns/faults		Urgent reports via two way radio held at reception (dial 200) e-mail site@olqp.lancs.sch.uk cc l.tipton@olqp.lancs.sch.uk
Slips and trips		Slips & Trips\Slips and Trips Guidance.doc For accident records see files held in Property & Resource Managers office.
Stress		LCC Guidance on Work Related Stress.docx SCHOOL RISK ASSESSMENTS\Work Related Stress\Risk Assessment - Stress in the Workplace.doc
Substances – COSHH		COSHH - LCC Guidance.docx In school COSHH officers – Julie Delaney (Science) Davina Lucas (Kitchen) LEV Information – Lynn Tipton
Vehicle and pedestrian traffic		SCHOOL RISK ASSESSMENTS\Car Parks & Roads\Risk Assessment - Car parks & roads on site.doc SCHOOL RISK ASSESSMENTS\Severe Weather General Risk Assessment.doc
Waste storage and disposal		Documents – Property & Resource Managers Office
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment		Risk Assessment: Property & Resource

<p>should be in place as part of your premises management arrangements</p>		<p>Managers Office. Temperature monitoring and outlet flushing: File at reception and in site supervisors office. Schools Portal / PAMS / Premises Compliance Guidance.</p>
<p>Work equipment and machinery</p>		<p>Property & Resource Managers Office. Schools Portal / PAMS / Premises Compliance</p>
<p>Working at height – ladders, access equipment etc.</p>		<p>Training Records – Property & Resource Managers Office Ladder Register – Site Supervisors Office SCHOOL RISK ASSESSMENTS\Ladders & Scaffolding Towers\Risk Assessment - Use of Scaffold Towers.doc SCHOOL RISK ASSESSMENTS\Ladders & Scaffolding Towers\Risk Assessment - Use of Ladder.doc SCHOOL RISK ASSESSMENTS\Ladders & Scaffolding Towers\Risk Assessment - Use of step ladders.doc</p>
<p>Workplace Inspection</p>		<p>Property & Resources Managers Office. Schools portal / PAMS / Premises Compliance Guidance.</p>

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		Inclusion Unit – C Granite
Educational Visits		L Tipton – Property & Resource Manager R Downing – Business Manager
Food safety and hygiene		S Tyrer – school kitchen manager A Woodhead – Food Technology Dept.
Outdoor activities		Kathryn Parker – Head of PE Lynn Tipton - Maintenance Documents
PE Equipment		Kathryn Parker – Head of PE Lynn Tipton – Maintenance Documents
Grounds maintenance activities		Site Supervisors Lynn Tipton – Maintenance Documents
School transport		School Buses – Neil Dunbar School Minibus – Rob Downing/Lynn Tipton
Smoking		Non-smoking site
Special needs of pupils health & safety issues		SENCO Officer – Corinne Granite Safeguarding – Neil Dunbar, Theresa Poskitt, Matt Turpin LAC – Rachael Downing
Stage and drama activities		Jerry Cannon – Teacher of Drama Andy Longden – Head of Music Lynn Tipton – Maintenance Documents
Supervision of pupils		Headteacher
Technology rooms and equipment		Anne Woodhead – Teacher of Technology Alex Jackson – Head of Engineering & Technology
Wearing of jewellery		School Website / Information / Policies / Dress

		Code
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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.