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MOORBROOK SCHOOL



Health & safety policy

Revised by LCC: September 2024
To be reviewed: November 2025

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HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Moorbrook School**
- **KS 3-4 SEMH**
- **06131**
- **Ainslie Road , Fulwood , Preston ,Lancashire, PR2 3DB**

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 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 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;
- 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: Claire Thompson	Chair of Governors name: Di Hodgson
Date: Sept 24	Proposed Review date: Aug 25

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Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>C Thompson (Head teacher)</i>
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:	<i>Colin Sinnott (Site Supervisor)</i>
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:	<i>C Thompson (Head teacher)- emergencies, out of hours T Uttley (EVC coordinator) – educational visits Colin Sinnott (Site Supervisor)- buildings, fire safety</i>
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:	<i>C Thompson (Head teacher) Colin Sinnott (Site Supervisor)</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>O drive Health and safety Files on health and safety shelves staff area.</i>
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; 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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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.	Colin Sinnott (Site supervisor) or Claire Thompson (Headteacher)
The significant findings of risk assessments will be reported to:	C Thompson (Head teacher)
Action required to remove/control risks will be approved by:	C Thompson (Head teacher)
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Colin Sinnott (Site supervisor)
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Colin Sinnott (Site Supervisor)
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:	Colin Sinnott (Site supervisor) and Claire Thompson (Headteacher)

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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.

Employee representative(s) for the school are:	<i>Colin Sinnott Site supervisor Emma Morris Office manager Iain Kilford Pupil support manager</i>
Consultation with employees is provided via:	Individual staff appraisals, Review of documents, Staff meetings, Circulation of draft documents for consultation via email, Monthly/Annual Health & Safety meeting

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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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	Colin Sinnott (Site supervisor)
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Colin Sinnott (Site supervisor)
Responsible person(s) for ensuring that all identified maintenance is carried out:	C Thompson (Head teacher)
Any problems found with equipment should be reported to:	Colin Sinnott (via the school office)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	C Thompson (Head teacher)

Information, instruction and supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent	Main office
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position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	Health and Safety helpline 01772 538877
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	C Thompson (Headteacher) E Morris (Office manager) D Hargreaves (Deputy Headteacher)

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.

Induction training will be arranged/undertaken for all employees by:	<i>C Thompson (Head teacher) E Morris (Office manager)</i>
Job specific training will be provided by:	<i>C Thompson (Head teacher) E Morris (Office manager)</i>
Jobs requiring specific health and safety training are:	<i>CDT Food Technology Science EVC Team-teach Buildings maintenance</i>
Training records are kept by:	<i>E Morris (Office manager)</i>
Training will be identified, arranged and monitored by:	<i>C Thompson (Head teacher) Using National college and LCC astute</i>

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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.

The first aid box(es) is/are available:	<i>Medical room , Main Office , Science , Food Technology , CDT , Maths room.</i>
The first aider(s) and appointed person(s) is/are:	<i>See attached list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>C Thompson (Head teacher)</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>none</i>
Health surveillance will be arranged by:	<i>C Thompson (Head teacher)</i>
Health surveillance/records will be kept by/at:	<i>C Thompson (Head teacher) O drive staff confidential current/ past staff</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:	Classroom teachers
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment;	C Thompson (Head teacher) Colin Sinnott (Site supervisor)

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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.	
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:	C Thompson (Head teacher) Colin Sinnott (Site supervisor)
Responsible person(s) for investigating work-related causes of sickness absences:	<i>C Thompson (Headteacher)</i> <i>E Morris (office manager)</i> D Hargreaves (Deputy Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>C Thompson (Headteacher)</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>C Thompson (Headteacher)</i> <i>E Morris (Office 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>C Thompson (Head teacher)</i>
Escape routes are checked by/every:	<i>Site Supervisor weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>Site Supervisor weekly</i>
Alarms are tested by/every:	<i>Site Supervisor weekly</i>
The emergency evacuation procedure is tested by/every:	<i>termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>C Thompson (Head teacher)</i> <i>S Maddox (Assistant head teacher)</i> D Hargreaves (Deputy Headteacher)

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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
Accident reporting, recording and investigation	√	File cupboard, 'Health and Safety Book 1', Site Sup.
Asbestos management plan	√	File cupboard, 'Health and Safety Book 1', Site Sup.
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	File cupboard, 'Health and Safety Book 1', Site Sup.
Cleaning/caretaking tasks	√	File cupboard, 'Health and Safety Book 1', Site Sup.
Control of contractors	√	Main office, 'Contractor signing in book', E Morris
Control of substances hazardous to health (COSHH)	√	File cupboard, 'Disability & Equality book, Site Sup.
Disability access (health and safety implications)	√	File cupboard, 'Health and Safety Book 1', Site Sup
Display screen equipment and eye tests	√	File cupboard, 'Health and Safety Book 1', Site Sup
Driving at work		File cupboard, 'PAT testing book', Site Sup.
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	File cupboard, 'Emergency prep book', Site Sup.
Emergency procedures other than fire, for example flood, services failure	√	File cupboard, 'Health and Safety Book 1', Site Sup.
Extended school and community use	N/A	
Finger traps (internal and external)	√	
Fire Safety	✓	File cupboard, 'Fire Safety book', Site Sup.
First Aid	✓	File cupboard, 'Health and Safety Book 1', L Solan
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Health & Safety Induction (checklist available on web site) ☐ File cupboard, 'Site Induction book, Site Sup.
Infection control, including needles and needlestick injuries	✓	Needles and needle stick injuries ☐ File cupboard, 'Health and Safety Book 1', Site Sup.

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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
Lettings to non-school groups	✓	
Manual handling	✓	File cupboard, 'Health and Safety Book 1', Site Sup..
Minibuses	✓	File cupboard, 'Health and Safety Book 1', Site Sup..
Mobile phones (the use of)	✓	File cupboard, 'Health and Safety Book 1', Site Sup.
Personal safety including lone working and violence and aggression	✓	File cupboard, 'Health and Safety Book 1', Site Sup.
Play equipment installations inspections	N/A	
Playgrounds and external areas	✓	File cupboard, ' Site Supervisor's book ', Site Sup
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	File cupboard, 'Health and Safety Book 1', Site Sup.
Pupil moving and handling (special needs)	✓	File cupboard, 'Health and Safety Book 1', Site Sup.
Pregnant employees and nursing mothers	✓	File cupboard, 'Health and Safety Book 2', Site Sup.
Reporting of health and safety concerns/faults	✓	File cupboard, 'Health and Safety Book 2', Site Sup.
Severe weather including winter gritting	✓	
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	✓	File cupboard, 'Health and Safety Book 2', Site Sup.
Stress	✓	Personnel policies and files O drive
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	

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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
Visitor and volunteers' safety	✓	File cupboard, 'Site Induction book', Site Sup.
Waste storage and disposal	✓	File cupboard, 'Site Supervisor's book', Site Sup.
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	File cupboard, 'Legionella book', Site Sup.
Work equipment and machinery	✓	File cupboard, 'Health and Safety Book 2', Site Sup.
Working at height – ladders, access equipment etc	✓	File cupboard, 'Site Supervisor's book', Site Sup.
Workplace inspection (internal and external)	✓	File cupboard, 'Maintenance book', Site Sup.

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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
Administration of medication	✓	File cupboard, 'Health and Safety Book 1', M Burnham policy website
*Educational visits	✓	T Uttley EVC file EVOLVE system
Food safety and hygiene	✓	File cupboard, 'Health and Safety Book 1', Site Sup. C Lawrenson (foodtech teacher)
Outdoor activities	✓	File cupboard, 'Health and Safety Book 1', Site Sup. T Uttley (outdoor education lead)
PE equipment	✓	R McKenna (P.E Leader) BALPA
Pupil handling and restraint	✓	File cupboard, 'Health and Safety Book 1', Site Sup. TEAMTEACH instructors IK RMc use of physical restraint to support pupil behaviour policy.
Grounds maintenance activities	✓	File cupboard, 'Maintenance book', Site Sup.
Pupil movement and flow	✓	File cupboard, 'Staff Induction Book', Site Sup..
School transport	✓	E Morris Office manager
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	M Adam, Science Leader.
Smoking	✓	File cupboard, 'Fire Safety book', Site Sup. Anti-smoking policy web site personnel policies O drive
Special needs of pupils (health and safety issues)	✓	C Thompson
Stage and drama activities	N/A	
Supervision of pupils	✓	File cupboard, 'Staff Induction Book', Behaviour policy website
Technology rooms and equipment	✓	File cupboard, 'Maintenance book', Site Sup.
Wearing of jewellery	✓	File cupboard, 'Staff Induction Book', staff dress code. Pupil uniform policy . website
Work experience	Not yet	Under construction

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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.

*Note: Educational Visits have a separate intranet site on the Schools Portal at [Educational Visits](#).