

Brookfield Park Primary School

***Nurture, include and
inspire to succeed***



Administration of Medicines Policy *Date February 2023*

Policy will be reviewed February 2024

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

School Lane Campus: Brookfield Park & Kingsbury School

- **Category of School: Mainstream Primary & Special Primary**
- **School Number: 08078 & 08136**
- **School Address: School Lane, Skelmersdale, WN8 8EH**

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 bodies are responsible for the use of the premises. The headteachers are responsible for the implementation and management of health, safety and welfare within the school. The county council, the governing bodies and the headteachers 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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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". |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: <i>Sarah-Jane Whiteside Katie Lyon</i>	Chair of Governors names: <i>David Brown Nikki Clark</i>
Date:	Proposed Review date: February 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Sarah-Jane Whiteside, Headteacher</i> <i>Katie Lyon, Headteacher</i></p>
<p>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:</p>	<p><i>Lyn Wignall, SBM</i> <i>Ann Culshaw, SBM</i></p>
<p>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:</p>	<p><i>Phil Steen, site supervisor,</i> <i>Headteachers of both schools</i> <i>SLT members of both schools</i> <i>Teachers of both schools</i></p>
<p>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:</p>	<p><i>Headteachers</i> <i>Health & Safety Governors</i> <i>SBMs</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Within the School Improvement Plan, minutes of governors or staff meetings.</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; 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. 	

Health and safety risks arising from work activities

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>Brookfield Park:</u> <i>Sarah-Jane Whiteside (Headteacher)</i> <i>Lyn Wignall (SBM)</i></p> <p><u>Kingsbury:</u> <i>Katie Lyon (Headteacher)</i> <i>Class Teachers</i> <i>Ann Culshaw (SBM)</i> <i>Kath McNulty (SBM Support)</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><u>Brookfield Park:</u> <i>Sara-Jane Whiteside (Headteacher)</i> <i>Lyn Wignall (SBM)</i></p> <p><u>Kingsbury:</u> <i>Katie Lyon (Headteacher)</i> <i>Ann Culshaw (SBM)</i> <i>Kath McNulty (SBM Support)</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><u>Brookfield Park:</u> <i>Sarah Jane Whiteside (Headteacher)</i></p> <p><u>Kingsbury:</u> <i>Katie Lyon (Headteacher)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><u>Brookfield Park:</u> <i>Sara-Jane Whiteside (Headteacher)</i> <i>Lyn Wignall (SBM)</i></p> <p><u>Kingsbury:</u> <i>Katie Lyon (Headteacher)</i> <i>Ann Culshaw (SBM)</i> <i>Kath McNulty (SBM Support)</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><u>Brookfield Park:</u> <i>Sara-Jane Whiteside (Headteacher)</i> <i>Lyn Wignall (SBM)</i></p> <p><u>Kingsbury:</u> <i>Katie Lyon (Headteacher)</i> <i>Ann Culshaw (SBM)</i> <i>Kath McNulty (SBM Support)</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</p>	<p><u>Brookfield Park:</u> <i>Sara-Jane Whiteside (Headteacher)</i> <i>Lyn Wignall (SBM)</i></p>

years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:

Kingsbury:

Katie Lyon (Headteacher)

Class Teachers

Ann Culshaw (SBM)

Kath McNulty (SBM Support)

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:	N/A
Consultation with employees is provided via:	<p><i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, weekly staff briefings.</i></p> <p><i>Advice and training is provided by the LCC health & safety support officer who visits 4 times per year.</i></p>

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:	<i>Headteachers</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Headteachers & Health and Safety Governors</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Site Supervisor & SBMs</i>
Any problems found with equipment should be reported to:	<i>Site Supervisor & SBMs</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Headteachers</i>

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location(s)</i> <i>Staffroom, School Kitchen &</i>
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Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	school reception office
Health and safety advice is available from:	<i>Headteachers & SLT. If necessary, the Headteachers will be supported by the provision of Health and Safety assistance or advice from LCC's Health & Safety Team</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Members of the Senior Leadership Teams of both schools.</i>
Health and safety in shared premises (where applicable) is managed by: Headteachers Sarah Jane Whiteside and Katie Lyon	Headteachers will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety. All documents stored on the z drive and Kingsbury's Staff onedrive.

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>Members of the SLT for each school</i>
Job specific training will be provided by:	<i>The SLT, LCC or other private providers</i>
Jobs requiring specific health and safety training are:	Training provided by LCC or other private providers. These will be achieved via eLearning/on the job training
Training records are kept by:	Headteachers, SBMs, Z drive and the one drive for Kingsbury staff

Training will be identified, arranged and monitored by:	Members of the SLT for each school
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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>All Kingsbury classrooms, Kingsbury's Food Technology room, the Hall, KS1 & KS2 playground entrance doors, Brookfield Park's EYFS</i>
The first aider(s) and appointed person(s) is/are:	<i>Lists are displayed in all Kingsbury & Brookfield Park classrooms and in the Hall by the First aid box</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Headteachers</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>Headteachers with support from Occupational Health</i>
Health surveillance will be arranged by:	<i>Headteachers</i>
Health surveillance/records will be kept by/at:	<i>Headteachers Kingsbury – Staffsafe</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	
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are carried out by:	<i>Lyn Wignall (Brookfield Park's SBM) The Campus' LCC Health & Safety Officer</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.	<i>See Section: Health and safety risks arising from work activities for responsibility details</i>
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:	<i>Headteachers</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Headteachers</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Headteachers</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Headteachers</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>Headteachers</i>
Escape routes are checked by/every:	<i>Site Supervisor - daily</i>
Fire extinguishers are maintained and checked by/every:	<i>Procyon - annually</i>
Alarms are tested by/every:	<i>Site Supervisor - weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Headteachers - annually</i>
Responsibility for ensuring arrangements are	<i>Headteachers</i>

in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	
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Table of occupational health and safety topics/activities that apply

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Brookfield Park's Staff Handbook and Kingsbury's Health and Safety Guidelines
Asbestos Management Plan	√	School Portal & Z drive
Bodily Fluids (urine; blood; faeces; vomit)	√	Brookfield Park's Staff Handbook and Kingsbury's Health and Safety Guidelines
Catering	√	Brookfield Park's Admissions Policy and Kingsbury's Health and Safety Guidelines
Cleaning/caretaking	√	Job descriptions/ Induction Procedures
Control of contractors	√	PROP
Disability access – H&S implications	√	Disability Awareness Statement
Display Screen Equipment and eye tests	√	Schools Portal & Z drive
Driving at work	√	Kingsbury's Health and Safety Guidelines & School Portal
Electrical Safety	√	PROP
Emergency Procedures other than Fire e.g. flood, services failure	√	Campus School Emergency Plan, Z-drive, Schools Portal, Unavoidable closures procedures
Extended school and community use	√	Lettings Policy
Falling Objects/Safe storage	√	Schools Portal/ z- drive
Fire Safety	√	Fire Risk Management Policy/ Fire Risk Assessment, Z drive LCC Health & Safety Officer
First Aid	√	Health and Safety Policy, Kingsbury's Health and Safety Guidelines, Kingsbury's First Aid Needs Assessment, Z drive, School Portal
Gas safety	√	PROP
Health & Safety Induction	√	Schools' induction Policies

Infection Control	√	Kingsbury's Health & Safety Guidelines, Z drive
Information communication	√	Internet Policy
Lettings to non-school groups	√	Lettings Policy
Management and other Health and Safety responsibilities	√	Campus Health and Safety Policy
Manual Handling	√	Posters round school, z drive, Kingsbury's Manual Handling Policy
Minibuses	√	Co-location agreement Kingsbury's Health and Safety Guidelines
Mobile phones – use of	√	Brookfield Park's Staff handbook, Kingsbury Health and safety Guidelines, Kingsbury's Staff Handbook
Monitoring of H & S	√	School Policies Monitoring Section within this policy. Termly updates at Campus Committee
Needles and needle stick injuries	√	Individual care plans
Personal safety including lone working and violence and aggression	√	Lone Working Policy- z drive
Play Equipment installations inspections	√	Reports from LCC - Grounds & Cleaning Support Team Weekly Site Supervisor Inspection reports
Playgrounds and external areas	√	Reports from Playsound & Workplace inspections, Z drive Daily inspections by Site Supervisor
Water features	√	Workplace inspections, Z drive
Premises Management	√	Headteachers and PROP
Pupil moving and handling (Special needs)	√	Kingsbury's Moving and Handling Policy/ Brookfield Park follows DfE guidelines
Pregnant employees and nursing mothers	√	Schools Portal
Reporting of H&S concerns/faults	√	Health and Safety Policy/ Staff Meetings/ Campus Profoma
Risk Assessment and hazard identification	√	Health and Safety Policy, Z drive
Safety Committee	√	Campus Committee Terms of Reference
Safety Representatives	√	Health and Safety Governors

Security of premises	√	Site Supervisor's Job Description
Shared use of buildings	√	Co-location Agreement
Slips and trips	√	Health and Safety Policy/ Guidance, Z drive
Stress	√	Emotional Wellbeing & Positive Mental Health Policy, G drive, Schools Portal, Z drive
Swimming	√	Kingsbury's Health & Safety Guidelines, Z drive
Substances – COSHH	√	COSHH Register/ Risk assessments
Temporary and supply staff	√	Induction Policy and Procedures, Visitors Policy
Training	√	CPD Policies
Use of wheelchairs	√	Kingsbury Health & Safety Guidelines, Z drive
Vehicle and pedestrian traffic	√	Collaborative Committee Minutes based on Planning Risk Assessment, Z drive
Visitor and volunteers' safety	√	Visitors' Policy/ Kingsbury Health and Safety Guidelines, Z drive
Waste storage and disposal	√	Agreements with waste disposal firms
Water hygiene (Legionella, lead etc.)	√	Site Supervisor/PROP
Work equipment & machinery	√	Risk assessments, Z drive, School Portal
Working at height – ladders, access equipment etc.	√	Z drive, posters around school
Workplace Inspection	√	Z drive, LCC's Health & Safety Office, Campus Committee minutes

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Brookfield Park's Medical Needs Policy, Kingsbury's Health and Safety Policy
Educational Visits	√	Educational Visit Policy, Evolve
Food safety and hygiene	√	Kingsbury Health & Safety Guidelines, Z drive

Outdoor activities	√	Risk assessments, Z drive
PE Equipment	√	Reports from Playsound
Pupil handling and restraint	√	Kingsbury's Behaviour Policy/ Brookfield Park follows DfE guidelines
Grounds maintenance	√	Campus Committee minutes, reports from Nuture
Pupil movement and flow	√	Brookfield Park's Staff Handbook, Kingsbury's Health and Safety Guidelines
School transport	√	LA Transport Policy
Smoking	√	Non-Smoking Site, Smoking Policy, Z drive
Special needs of pupils Health & Safety issues	√	Brookfield Park SEN and Inclusion Policies, Kingsbury's Health and Safety Guidelines
Stage and drama activities	√	Risk Assessment, Z drive
Supervision of pupils	√	Brookfield Park's Staff Handbook, Kingsbury's Health and Safety Guidelines
Technology rooms and equipment	√	Art and Design and DT Policies, Risk Assessments, Z drive
Wearing of jewellery	√	Brookfield Park's Admissions Policy, Kingsbury's Code of Conduct.
Work experience	√	Risk assessments, Induction Policy

- The campus 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 campus and community events such as campus fetes, etc.
- Also attention will be given to the health and safety responsibilities arising from the use of the campus to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

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