



**McKee College House**  
**Health and Safety Policy**  
**1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022**

## **Incorporating the Local Health and Safety Arrangements for:**

**McKee College**  
**School number: 02143**  
**73 Breck Road**  
**Poulton-Le-Fylde**  
**FY6 7AQ**

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 Management Committee is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Management Committee and the Head Teacher 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, 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:	Signed:
	On behalf of the Management Committee
Head Teachers name:	Chair of Management Committee name:
Andrew Murray	Alf Yates
Date:	Proposed Review date: 1 <sup>st</sup> September 2021

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Andrew Murray - Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Andrew Murray/Sarah Bishop – Headteacher/Deputy Headteacher
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	Premises – Gary Stuchfield Educational visits – Mick Brown Fire Safety – Gary Stuchfield Out of hours arrangements – Andrew Murray Legionella – Gary Stuchfield
The Health & Safety plans * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Andrew Murray Management Committee
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Head Teacher 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. 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.</li> </ol>	

## 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.

Risk assessments will be undertaken by:	Andrew Murray
The significant findings of risk assessments will be reported to:	Andrew Murray
Action required to remove/control risks will be approved by:	Andrew Murray
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Andrew Murray
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Andrew Murray
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Andrew Murray

## School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Management Committee 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; and,
- 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
- 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.

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](#).

## 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:	Darryl Price – NUT representative
Consultation with employees is provided via:	Staff Briefings INSET Message Board School policies Staff Handbook Induction process

**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 Head Teacher/Management Committee 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.

Is responsible for identifying all equipment/plant needing maintenance	Property Group, LCC
Is responsible for ensuring effective maintenance procedures are drawn up	Property Group, LCC
Is responsible for ensuring that all identified maintenance is carried out	Property Group, LCC
Any problems found with equipment should be reported to	Property Group, LCC
Will check that new equipment meets any required health and safety standards before it is purchased	Property Group, LCC

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Reprographics room Kitchen
Health and safety advice is available from:	Site Supervisor Headteacher
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Lisa Roberts - Induction
Health & Safety in shared premises (where applicable)	The Head Teacher/Deputy Head or nominated representative 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.

\* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

## 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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Lisa Roberts, Behaviour Manager, McKee College House
Job specific training will be provided by:	Headteacher or nominated representative.
Jobs requiring specific health & safety training are:	Site Supervisor, Lone workers.
Training records are kept at/by:	School Office
Training will be identified, arranged and monitored by:	<p>Training will be identified by all staff in conjunction with our staff training and development policy.</p> <p>Arrangements for training will be managed by the staff or the school office when directed.</p> <p>Monitoring of training will be kept by the school office.</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.



The first aid box(es) is/are available:	School Office Mini Bus
The first aider(s) and appointed person(s) is/are:	Frances Brennan Tom Colgan Ben Davies Jenny Higgs Chantal Slome Gary Stuchfield Carley Valente Rob Weir
All accidents and cases of work-related ill health are to be reported to:	Andrew Murray, Headteacher
Health surveillance* is required for employees doing the following jobs within the school:	N/A
Health surveillance will be arranged by:	N/a
Health surveillance/records will be kept by/at:	N/a

\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

## 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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>:</p> <p>Line Manager</p> <p>Andrew Murray, Headteacher.</p>
Is/are responsible for investigating accidents -	

e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Andrew Murray, Headteacher
Is/are responsible for investigating work-related causes of sickness absences.	Andrew Murray and OHU.
Is/are responsible for acting on investigation findings to prevent recurrences.	Andrew Murray
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	Andrew Murray

## 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:	Andrew Murray Gary Stuchfield, Site Supervisor
Escape routes are checked by/every:	Site Supervisor Every Tuesday
Fire extinguishers are maintained and checked by/every:	Walkers Fire Annually - May
Alarms are tested by/every:	Site Supervisor Tuesday after school
The emergency evacuation procedure is tested every:	Site Supervisor Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Andrew Murray Emergency Plan