



PENWORTHAM GIRLS' HIGH SCHOOL

HEALTH AND SAFETY POLICY

(February 2024)

Updated Annually
Next review: Spring 2025

THE MISSION

To prepare
Articulate, Questioning, Tolerant and Independent Women
for the future.

pgh*Success*

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

**Penwortham Girls High School
07111
Cop Lane, Penwortham, PR1 0SR**

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 School, Lancashire County Council is the employer. The Governing Body 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. Lancashire County Council, the Governing Body and the Headteacher 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 as necessary at regular intervals / yearly.
- 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".

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Mrs S Hall – Head Teacher</i>
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):	<i>A Barnes – SLT Representative</i>
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:	<i>K Leigh – Premises Manager</i> <i>E Sweeney – Head of Dept – Maths</i> <i>R Honeyman – Head of Dept – Science</i> <i>K Gill – Head of Dept – MFL</i> <i>J Smith – Head of Dept – CAT</i> <i>G Bowles – Head of Dept – Geography</i> <i>S Herbert – Head of Dept – History</i> <i>A Cattanach – Head of Dept – Music</i> <i>E Hollier – RE Coordinator</i> <i>S Naylor – Head of Dept – PE</i> <i>D Snowdon – Head of Dept -- English</i> <i>J Kenyon - School Office Manager</i>
Any 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 or HSE) will be developed and monitored by:	<i>A Barnes – SLT Representative.</i> <i>K Leigh – Premises Manager.</i>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Headteacher and 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

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>K Leigh – Premises Manager</i> <i>A Barnes – SLT Representative</i> <i>D Snowdon -- Head of Dept -- English</i> <i>E Sweeney – Head of Dept – Maths</i> <i>R Honeyman – Head of Dept – Science</i> <i>K Gill – Head of Dept – MFL</i> <i>J Bennett – Head of Dept – CAT</i> <i>G Bowles – Head of Dept – Geography</i> <i>S Herbert – Head of Dept – History</i> <i>A Cattnach – Head of Dept – Music</i> <i>S Naylor – Head of Dept - PE</i> <i>J Kenyon - School Office Manager</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Name & Designation</i> <i>A Barnes –SLT Representative</i> <i>K Leigh – Premises Manager</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Name & Designation</i> <i>T B C – SLT Representative</i> <i>K Leigh – Premises Manager</i> <i>Department Heads</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Name & Designation</i> <i>T B C –SLT Representative</i> <i>K Leigh – Premises Manager</i> <i>& Department Heads</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Name & Designation</i> <i>T B C -- SLT Representative</i> <i>K Leigh – Premises Manager</i> <i>& Department Heads.</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>Name & Designation</i> <i>K Leigh – Premises Manager</i> <i>A Barnes – SLT Representative</i> <i>D Snowdon - Head of Dept - English</i> <i>E Sweeney – Head of Dept – Maths</i> <i>R Honeyman – Head of Dept – Science</i> <i>K Gill – Head of Dept – MFL</i> <i>J Bennett – Head of Dept – CAT</i> <i>G Bowles – Head of Dept – Geography</i></p>

	<p><i>S Herbert – Head of Dept – History</i> <i>A Cattnach – Head of Dept – Music</i> <i>S Naylor – Head of Dept - PE</i> <i>J Kenyon - School Office Manager</i></p> <p><i>Quality Assurance by:</i> <i>A Barnes - SLT Representative</i> <i>K Leigh – Premises Manager</i></p>
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School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and 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;
- 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.
- h) Request if required Risk Assessments and Method Statements (RAMS) from all contractors working on the school site.

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(s) for the school are:	<i>A Barnes – SLT Representative T B C - Union safety representative at present.</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, Department meetings, circulation of draft documents for consultation, termly health & safety meeting, CPD sessions, Documents located in H&S folder on T-Drive (Policies/ Risk assessments etc), LCC Portal H&S site and e-learning modules.</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>Mr K Leigh Premises Manager</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Mr K Leigh Premises Manager & Department Heads</i>
Responsible person(s) for ensuring that all	<i>Mr K Leigh</i>

identified maintenance is carried out:	<i>Premises Manager & Department Heads</i>
Any problems found with equipment should be reported to:	<i>Mr K Leigh Premises Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mr K Leigh Premises Manager & Department Heads</i>

Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	Reception
Health and safety advice is available from:	<i>A Barnes -- SLT Representative K Leigh – Premises Manager Lancashire County Council Health & Safety Quality Team Health.safety@lancashire.gov.uk</i>
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken/monitored by:	<i>Ben Ward – Senior Asst Headteacher- Staff Induction Sharon Hall – HeadTeacher -Safeguarding</i>
Health & Safety in shared premises (where applicable) is managed by:	N/A

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.

Induction training will be provided for all employees by:	<i>Name & Designation A Barnes Business Manager/SLT Rep</i>
Job specific training will be provided by:	<i>Any department specific training (Premises/Tech/Science/Office etc.) managed by Department Heads.</i>

Jobs requiring specific health & safety training are:	<p>Premises team – portal training modules & on the job training by the Premises Management Consultant. Additional training needs to be identified and dealt with appropriately by the Premises Manager.</p> <p>Technology Staff – portal training modules, introduced to CLEAPS system. Additional training needs to be identified and dealt with appropriately by the Department Head.</p> <p>Science Staff – portal training modules, introduced to CLEAPS system. Additional training needs to be identified and dealt with appropriately by the Department Head.</p> <p>PE Staff – portal training modules. Additional training needs to be identified and dealt with appropriately by the Department Head.</p> <p>Teaching and Support Staff – portal training modules. Additional training needs to be identified and dealt with appropriately by the Department Head.</p>
Training records are kept at/by:	Main Office, Premises Managers Office, Business Managers Office.
Training will be identified, arranged, and monitored by:	<p>S Hall – Head Teacher</p> <p>A Barnes - Business Manager</p> <p>K Leigh – Premises Manager</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:	<i>Detail location(s) Reception, PE, Science, Technology, Premises Managers Office, Main Kitchen, Alarm Cupboard and Annexe Meter Room.</i>
The first aider(s) and appointed person(s) is/are:	<i>Current list of qualified First Aiders is displayed on the staff notice board in the staff corridor, main office, reception and kitchen. First aiders are also identified by a green ID badge lanyard.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>School Office and reports completed by staff on the LCC Oracle and by pupils using a accident form issued by reception.</i>
Health surveillance is not currently required for any roles within the school.	<i>See Business Manager</i>
Health surveillance will be arranged by:	<i>Business Manager</i>
Health surveillance/records will be kept by/at:	<i>Business Manager</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:	<i>A Barnes -- SLT Representative A Barnes – Staff Representative K Leigh – Premises Manager</i>
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.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
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>K Leigh – Premises Manager Supported by A Barnes - Business manager</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Line manager of the member of staff in question via return to work interviews.</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Line manager to report if appropriate to: A Barnes – SLT Representative K Leigh – Premises Manager</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>A Barnes – SLT Representative K Leigh – Premises Manager A Barnes – Business 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>K Leigh – Premises Manager</i>
Escape routes are checked by/every:	<i>Premises team during daily walk rounds. Premises supervisor during lock-up.</i>
Fire extinguishers are maintained and checked by/every:	<i>Lancashire Fire - Annually Monthly checks by the Premises Management Team.</i>
Alarms are tested by/every:	<i>Wolf Security – 6 monthly Weekly by the Premises Management Team.</i>
The emergency evacuation procedure is tested by/every: term	<i>Ben Ward -- SLT Representative K Leigh – Premises Manager Fire drill carried out termly.</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g., bomb threat, flood, etc. rests with also see Lockdown Procedure PGPOL0018.	<i>Senior Leadership Team K Leigh – Premises Manager & Premises Management Team.</i>

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). 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 (location list currently under review)
Accident Reporting, Recording and Investigation		T:\POLICIES\ACCIDENT REPORTING POLICY
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		O:\Premises Management\08 Health & Safety\Infection Control
Catering		O:\Catering
Cleaning/caretaking		O:\Premises Management\Orian
Control of contractors		O:\Premises Management\Contractors
Disability access (health & safety implications)		T:\POLICIES\ACCESSIBILITY PLAN\2017
Display Screen Equipment and Eye Tests		LCC Portal H&S Page
Driving at Work		LCC Portal H&S Page
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Test results located in Premises Managers office.
Emergency Procedures other than Fire e.g., flood, services failure		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards
Fire Safety		T:\POLICIES\FIRE EVACUATION
First Aid		T:\POLICIES\FIRSTAID IN SCHOOL
Gas safety e.g., installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Gas system details & inspection reports located in Premises Managers office
Health & Safety Induction (checklist available on web site)	Not present	To be developed as part of staff induction day
Lettings to non-school groups		O:\Premises Management\05 Lettings\00 Documentation
Lockdown Procedure		Location to be confirmed
Manual Handling		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General Classroom Risk Assessments
Minibuses		O:\Premises Management\08 Health & Safety\Mini Bus MIDAS

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). 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 (location list currently under review)
		Minibus monthly checks records located in Premises Managers office.
Needles and needle stick injuries		LCC Portal H&S Page
Personal safety including lone working and violence and aggression		T:\POLICIES\PERSONNEL PROCEDURES\ASSAULTSONSTAFF\GUIDANCE
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)		Records stored in Premises Managers Office
Pupil moving and handling (special needs)		Pupil specific risk assessments T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\Pupil specific risk assessments\
Pregnant employees and nursing mothers		T:\POLICIES\PERSONNEL PROCEDURES\PREGNANCY AT WORK
Reporting of health & safety concerns/faults		Report to line manager, or Premises manager via helpdesk for reporting of premises faults. To report an accident, see: T:\POLICIES\ACCIDENT REPORTING POLICY
Sharps e.g. broken glass either in school building or external grounds		To be reported to the Premises department to be dealt with.
Slips and trips		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General Risk Assessments
Stress		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General Classroom Risk Assessments T:\POLICIES\PERSONNEL PROCEDURES\STRESS\Schools Model Stress Policy Iss 3 Mar 13
Substances – COSHH		CLEAPPS system for science & technology.

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). 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 (location list currently under review)
		COSHH risk assessment folder in FM office for premises items. Orian paperwork in main cleaners cupboard for contract cleaners information.
Vehicle and pedestrian traffic		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General Classroom Risk Assessments
Visitor and volunteers safety		T:\POLICIES\Visitors in School Policy
Waste storage and disposal		Contact the Premises Manager for information
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Premises Managers Office
Work equipment and machinery		Premises Managers Office
Working at height – ladders, access equipment etc.		Premises Managers Office, T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General Classroom Risk Assessments
Workplace Inspection		Premises Managers Office

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 (location list currently under review)
Administration of medication		T:\POLICIES\Medicines and Supporting Pupils with medical conditions\MEDICINES IN SCHOOL POLICY\June 2017
*Educational Visits		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\Evolve Risk assessment advice
Food safety and hygiene		Food technology department – See CLEAPPS Main kitchen – contact LCC catering service.
Outdoor activities		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General risk assessments T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\PE risk assessments\
PE Equipment		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\PE risk assessments\
Pupil handling and restraint		Pupil specific risk assessments T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\Pupil specific risk assessments\
Grounds maintenance activities		Contact LCC Grounds maintenance dept for up to date information on practices and substances used.
Pupil movement and flow		T:\POLICIES\BEHAVIOUR POLICY
School transport		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General risk assessments
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		All procedures covered by CLEAPPS system
Smoking		Pupils - T:\POLICIES\BEHAVIOUR POLICY Staff - T:\POLICIES\SMOKING POLICY

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 (location list currently under review)
Special needs of pupil's health & safety issues		Pupil specific risk assessments T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\Pupil specific risk assessments\
Stage and drama activities		T:\POLICIES\HEALTH AND SAFETY\2017 Onwards\General risk assessments
Supervision of pupils		T:\POLICIES\SAFEGUARDING POLICY
Technology rooms and equipment		All procedures covered by CLEAPPS system
Wearing of jewellery		Restriction to pupil's jewellery are detailed in T:\POLICIES\BEHAVIOUR POLICY
Work experience		Work experience placements are individually risk assessed and managed by John Ramsdale – Senior Assistant Head Teacher

The school will also consider 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](#).

Policy Reviewed / Updated	Committee
Spring 2022	Resources
Spring 2023	Resources
Spring 2024	Resources