

Our Lady Queen of Peace

Catholic Engineering College



Health & Safety Policy

Date of Policy	April 2024
Date of Review	April 2025

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>M Henshaw</i>	Signed: <i>P Thompson</i> On behalf of the Governing Body
Headteacher' s name: Mary Henshaw	Chair of Governors name: Alex Hren pp - P Thompson
Date: 30/04/2024	Proposed Review date: April 2025

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	M Henshaw Headteacher
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	L Tipton-Crewe Property & Resource Manager/Health & Safety Co-ordinator
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>Educational Visits – Lynn Tipton-Crewe / Rob Downing Business Manager / Trip Organiser</p> <p>Premises & Fire Safety – L.Tipton-Crewe, Site Manager J Higham Site Supervisors A.Moore & S.Baxendale, Department Heads</p> <p>All other areas - SLT</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. DfE, Teachernet, other schools, the HSE) will be developed and monitored by:	Lynn Tipton-Crewe
<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. 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

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.	Department Heads – for their subject specific areas and activities. Individual Trip/Event Organisers – for their specific trip/event. Lynn Tipton-Crewe – all others
The significant findings of risk assessments will be reported to:	Lynn Tipton-Crewe
Action required to remove/control risks will be approved by:	Department Head Lynn Tipton-Crewe Trip Organiser
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Department Head L Tipton-Crewe for EVC
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Department Head L Tipton-Crewe for EVC
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:	Department Head L Tipton-Crewe for EVC Trip Organiser

School's Commitment

To meet the requirements of this Policy Statement, Lynn Tipton-Crewe, 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:

- Make health & safety procedures and documentation available for inspection upon request.
- Regularly review its arrangements in respect of the applicable topic 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:	Lynn Tipton-Crewe – Premises Manager & Health & Safety Officer Annabelle Bouhassoun – Union Rep John Davies – Union Rep
Consultation with employees when needed is via:	Representation at SLT meetings. Individual staff appraisals. Induction training. Review of policies and risk assessments. Department meetings. SLT link meetings. SLT item agenda when required Weekly briefing notifications. Weekly bulletin notifications.

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:	Relevant subject leaders Site supervisors Technicians Lynn Tipton-Crewe
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Jimmy Higham – Site Manager Lynn Tipton-Crewe – Property & Resource Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	Jimmy Higham – Site Manager Lynn Tipton-Crewe – Property & Resource Manager
Any problems found with equipment should be reported to:	Relevant budget holder Site supervisors Lynn Tipton-Crewe
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	All relevant budget holders

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:	Lynn Tipton-Crewe Information given in this policy Operational Handbook T Drive H&S file T Drive School Risk Assessment file

	LCC Schools portal HSE Website
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	All H&S inductions – Lynn Tipton-Crewe Trainees general induction/supervision – R Witter Assistant Headteacher and Relevant subject leader

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. Arrangements for training and for record keeping are detailed below:

Induction training for H&S will be provided for all employees by:	Lynn Tipton-Crewe
Job specific training will be arranged by:	Relevant department heads. MIDAS training – Lynn Tipton-Crewe Premises related & First Aid – Lynn Tipton-Crewe
Jobs requiring specific health & safety training are:	<p>Site Supervisors - Working at heights / Asbestos / Legionella / Lone working / Manual Handling / Risk Assessment</p> <p>IT Technicians - Working at heights / Asbestos / Lone working / Manual Handling</p> <p>Science Technicians – COSHH.</p> <p>Engineering Workshops – Wood sawing machines COSHH.</p> <p>Kitchen staff – Food Safety / Allergies / HACCP</p> <p>Minibus Drivers – MIDAS</p> <p>Premises Manager – LCC Core competency management training /</p>

	Asbestos / Legionella / Risk Assessment
Training records are kept at/by:	LynnTipton-Crewe – ADrive/Health&Safety/H&S Training Bim Davies (Science) – Office file records & lesson plans Alex Jackson (Technology) - Office file records & lesson plans Ste Tyrer (Kitchen Staff) – Kitchen Office
Training will be identified, arranged and monitored by:	Premises – L Tipton-Crewe Kitchen - Ste Tyrer Department Specific - relevant department heads.

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:	Mobile kit held at student services to be collected each morning, with the handset, by the daily designated first aider. First Aid room. School Kitchen. Minibus. Site office Science prep room. Technology P.E. Department.
The first aider(s) and appointed person(s) is/are:	First Aid at Work (3 day) A Corrigan, S Clarke, A Jackson, P Maher, S Quane Emergency First Aid at Work (1 day) –

	L Atherton, J Bate, C Bate, K Batchelor, S Baxendale, D Cardwell, S Devlin, D Evans, N Ford, H Fotopoulou, J Haynes, A Johannessen, O Jones, A Moore, D Maguire, S Morley, K Knight, K Parker, D Smith, C Snead, S Tyrer, B Thomas, A Wright, S Wohler, L Conning-Wild, P Yarwood
All accidents and cases of work-related ill health are to be reported to:	<p>Learner and visitor accidents – Lynn Tipton-Crewe via T Drive accident reporting form.</p> <p>Employee accidents – On staff personal Oracle Fusion log in, copy to L Tipton-Crewe and filed on A Drive</p> <p>Ill health – Head Teacher / Natalie Barber (HR Manager)</p>
Health surveillance currently required for any roles within the school.	Pregnancy – L Tipton-Crewe / N Barber

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:	L Tipton-Crewe, Site Manager, Site Supervisors, Governors H&S Representative
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.	Department Heads Lynn Tipton-Crewe Site Team (task specific)
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:	Lynn Tipton-Crewe

Responsible person(s) for investigating work-related causes of sickness absences:	Mary Henshaw Headteacher Natalie Barber HR Manager Lynn Tipton-Crewe Property Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Mary Henshaw Headteacher Natalie Barber HR Manager Lynn Tipton-Crewe Property Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Accidents / Incidents - Lynn Tipton-Crewe Sickness / Absence – Natalie Barber (HR Manager)

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:	Lynn Tipton-Crewe – Property & Resource Manager
Escape routes are checked by/every:	Site Supervisors – Nightly Premises Manager - Termly:
Fire extinguishers are maintained and checked by/every:	Annual Maintenance Visit – JLA Fire & Security Weekly Visual Check – Site Supervisors.
Alarms are tested by/every:	Weekly by Site Supervisor. 6 monthly by service contractors.
The emergency evacuation procedure is tested	Termly.
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Mary Henshaw - Headteacher Senior Leadership Team

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 NB - For schools' portal links please ensure you are logged into Schools' Portal (lancsngfl.ac.uk)
Accident Reporting, Recording and Investigation		Schools' Portal (lancsngfl.ac.uk) Property & Resource Manager A Drive/Health&Safety/Accident Reporting First aid records at student services desk Oracle Fusion
Asbestos Management Plan		Schools' Portal (lancsngfl.ac.uk) Contractors File front of school Asbestos File Site Office T:\Health & Safety\Asbestos management plan 2023.docx
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Schools' Portal (lancsngfl.ac.uk) SCHOOL RISK ASSESSMENTS\Cleaning up Bodily Fluids Feb '23 signed.pdf
Cleaning/caretaking		Property & Resource Managers office. Staff Induction. Specific Risk Assessments – Site Supervisors office.

		Cleaning contract – Orian Solutions, information held on site in their own site manual.
Control of contractors		Schools' Portal (lancsngfl.ac.uk) Contractors file held at reception
Control of Substances Hazardous to Health (COSHH)		In school COSHH officers – Cath Bate (Science) Ste Tyrer (Kitchen) Alan Moore (Site) Lynn Tipton/Alex Jackson - LEV Information Schools' Portal (lancsngfl.ac.uk)
Disability access (health & safety implications)		School Website → General Info → Equality Objectives
Display Screen Equipment and Eye Tests		Premises Managers Office. ADrive/Health&Safety/DSE. Staff Induction Assessment. Guidance: Schools' Portal (lancsngfl.ac.uk)
Driving at Work		SCHOOL RISK ASSESSMENTS\Driving at Work April '24 - signed.pdf Schools' Portal (lancsngfl.ac.uk)

Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Site Office. A Drive / Property / Service & Inspection 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		<u>EMERGENCY LOCK DOWN PROCEDURE 2024.doc</u>
Fire Safety		Operational Handbook. Premises Fire Safety Log – Property & Resource Managers Office. <u>FIRE SAFETY\Fire Regulations March '24.doc</u> <u>FIRE SAFETY\Fire Risk Assessment - non technical April '24.docx</u> <u>FIRE SAFETY\Fire Risk Assessment - Technical 2022.docx</u>
First Aid		<u>SCHOOL RISK ASSESSMENTS\First Aid Nov '23 signed.pdf</u>
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Schools Portal – PAMS Premises Service Contracts & Reports – ADrive

		<p>ADrive/Property/Service& Inspections</p> <p>Science Labs and Food Tech Risk Assessments on the TDrive/Health&Safety/ SCHOOL RISK ASSESSMENTS</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 Astute e-learning Corporate Induction and Health & Safety Awareness 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 Corporate Induction and Health & Safety Awareness which includes a manual handling module. Face to face training and e-learning updates for all site staff.</p> <p>Training records held on ADrive/Health&Safety/H&STraining.</p>

Minibuses		<p>Booking system on school website. Vehicle documents with Business Manager Staff insurance details with HR Manager Guidance: SCHOOL RISK ASSESSMENTS\Driving at Work April '24 - signed.pdf Schools' Portal (lancsngfl.ac.uk)</p>
Mobile phones (the use of)		<p>Mobile phone policy available on the school website and the TDrive</p> <p>School Protocols 2023-24 document pg20</p>
Personal safety including lone working and violence and aggression		<p>SCHOOL RISK ASSESSMENTS\Lone Working '22.doc</p>
Premises Management		<p>Schools Portal / PAMS / Compliance Certificate. Schools' Portal (lancsngfl.ac.uk) Property & Resource Manager Office Training detailed on ADrive Contractors file at visitors reception</p>
Pregnant employees and nursing mothers		<p>SCHOOL RISK ASSESSMENTS\Pregnant Employees\New expectant mothers checklist risk assessment Iss 10 Feb 2024 (1).doc Completed 'Expectant Mother' Checklist & Risk Assessments ADrive / HR Manager</p>
Reporting of health & safety concerns/faults		<p>Urgent reports via two way radio held at reception (dial 200)</p>

		Site team use '16' on two way radio Issues logged into 'Every System' and picked up by Site Team, monitored by property manager.
Severe weather including winter gritting		SCHOOL RISK ASSESSMENTS\Severe Weather including Gritting Feb '23.pdf
Stress		SCHOOL RISK ASSESSMENTS\Work Related Stress Feb 23.pdf
Substances – COSHH		Schools' Portal (lancsngfl.ac.uk) OLQP is a member of the Consortium of Local Education Authorities Providing Science Services (CLEAPSS), which gives continual guidance, advice and notifications on COSHH regulations. LEV examination and testing is carried out annually by a registered LEV inspector. Inspection Reports on ADrive In school COSHH officers – Catherine Bate (Science) Ste Tyrer (Kitchen) LEV Information – Lynn Tipton-Crewe, Alex Jackson
Transport Safety / Vehicle Movement		SCHOOL RISK ASSESSMENTS\Transport Safety & Vehicle Movement Feb '23 signed.pdf SCHOOL RISK ASSESSMENTS\Severe Weather including Gritting Feb '23.pdf

Waste storage and disposal		General waste bins stored away from main buildings in designated locked bin store and collected weekly; Designated electrical waste bin collected regularly; Duty of Care Waste Transfer Notes stored on ADrive/Waste
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Legionella Risk Assessment: Site Office and ADrive/Property/Legionella Temperature monitoring and outlet flushing: File at reception and in site office. Schools Portal / PAMS / Premises Compliance Guidance.
Work equipment and machinery		Site Office. Schools Portal / PAMS / Premises Compliance Technology workshop equipment service record o ADrive/Property/Service and Inspections
Working at height – ladders, access equipment etc.		Training Records – Adrive/Health&Safety/H&STraining Ladder Register – Site Office Schools' Portal (lancsngfl.ac.uk) SCHOOL RISK ASSESSMENTS\Use of Ladders Feb '23.doc SCHOOL RISK ASSESSMENTS\Use of Stepladders Feb '23.doc

		<u>SCHOOL RISK ASSESSMENTS\Use of Scaffold Towers Feb '23.doc</u>
Workplace Inspection		Site Manager Schools portal / PAMS / Premises Compliance Guidance. Carried out annually by Site Manager

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 – SENCO & BASE Manager
Educational Visits		L Tipton-Crewe – Property & Resource Manager
Food safety and hygiene		S Tyrer – school kitchen manager A Jackson – Head of Technology
Outdoor activities		Danny Smith – Head of PE Lynn Tipton-Crewe – Grounds Maintenance Documents
PE Equipment		Danny Smith – Head of PE Lynn Tipton-Crewe – Equipment Maintenance Documents
Grounds maintenance activities		Site Supervisors Lynn Tipton-Crewe – Grounds Maintenance Documents
School transport		School Buses – Matt Turpin School Minibus – Business Manager
Smoking		Non-smoking site
Special needs of pupils health & safety issues		SENCO Officer – Gus Diamond Safeguarding –Gus Diamond, Matt Turpin, Rachael Downing, Sophie Evans, LAC – Rachael Downing
Stage and drama activities		Liz Cawley – Head of Drama Lynn Tipton-Crewe – Maintenance Documents
Supervision of pupils		Headteacher

Technology rooms and equipment		Alex Jackson – Head of Engineering & Technology
Wearing of jewellery		School Website / Information / Policies / Dress Code

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.