HEALTH & SAFETY

Health and Safety Policy
The Loyne Specialist School

Health and Safety Team
Directorate for Children and Young People

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HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Site: The Loyne Specialist School and Grizedale Centre**
- **Category of School / Centre: Special / Post 19-25 provision**
- **School Number: 01/131**
- **School Address: Sefton Drive, Lancaster, LA1 2QD**

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 the County Council is the employer, this includes our on-site independent Post 19-25 provision. 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. The County Council, the Governing Body and the Headteacher should work in partnership to meet these responsibilities.

The Headteacher of The Loyne Specialist School, with support from the Senior Leadership Team, the School Business Manager and Site Team will take responsibility for the implementation and management of proper health and safety controls within the school and Grizedale Centre and will, as far as is reasonably practicable:

• provide adequate control of the health and safety risks arising from our work activities	• consult with employees on matters affecting their health and safety and bring to their attention any necessary changes to assist employees in improving safety performance
• provide and maintain safe plant and equipment	• provide information, instruction and supervision for employees
• ensure all employees are competent to do their tasks and ensure the provision of adequate training;	• prevent accidents and cases of work-related ill health
• maintain safe and healthy working conditions;	• comply with appropriate directions given by the Lancashire County Council on health and safety requirements
• review and revise the Health and Safety Policy on a biannual basis	• act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document
• ensure safe handling and use of substances	

The Governing body of the school will ensure that:

• the Health and Safety Policy is fully implemented and, to ensure compliance, will monitor on an annual basis via a whole site	• Health and Safety is a standard agenda item at Governors committee meetings and that there are Governors identified as representatives for health and safety within the Governing Body.

walk round and meeting with the School Business Manager.	
• the Health and Safety Policy will be brought to the notice of all employees via staff induction folders, the school website and staff briefings (when changes occur)	• the Headteacher has considered its health and safety obligations and has made provision for meeting those obligations
• health and safety issues concerning the site are identified and appropriate action taken.	• the staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
• the school produces its own Health and Safety policy based on the commended policy from the local authority and the policy is reviewed biannually. This policy is also applied to the on-site Post 19-25 provision.	• regular safety reports are provided by the Headteacher via the Headteacher's Report so that safety arrangements can be monitored and evaluated by Governors.
• appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties	• all reasonable facilities and information are provided to officers of the Education and Cultural Services Directorate, inspectors of the Health and Safety Executive and any other health and safety official as appropriate

Signed: Kathryn Veevers Deputy Headteacher	Signed: Dr Ann-Marie Houghton On behalf of the Governing Body
Deputy Headteacher's name: Kathryn Veevers	Chair of Governor's name: Dr Ann-Marie Houghton
Date: February 2025	**Proposed Review date: February 2027**

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	The Governing Body The Headteacher
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	The 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:	Headteacher Senior Leadership Team (SLT) School Business Manager Office Manager Site Supervisors
Specific Health & Safety Objectives* for the site (as identified by accident/incident investigation, consultation, review of risk assessments, H&S	The Governing Body SLT School Business Manager

management support and audit visits; advice from the county council etc. will be tailored to meet the needs of the school by:	

All employees within the school have a responsibility to:

- Co-operate with the Headteacher and her nominated representatives on all matters relating to health and safety to enable the Headteacher/nominated representatives to carry out their own responsibilities successfully.
- To use correctly any equipment provided for their safety and report any defective equipment to the ICT Technician/School Business Manager or member of the Senior Leadership Team (SLT)
- Report accidents or dangerous occurrences immediately to the School Business Manager or member of SLT if the Business Manager is unavailable. This must be followed up with a record on CPOMS for pupils or the CPOMS Staff Safe system for staff.
- Report all health and safety concerns to an appropriate person as detailed in in this policy and as per the Health and Safety poster displayed in the staffroom.
- Report any urgent/serious equipment or building maintenance issues to the School Business Manager or member of SLT if the Business Manager is unavailable.
- To report non urgent repairs/maintenance to the Site Supervisor or school office.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of other persons, and not knowingly place anyone who may be affected by their work activities at risk.
- Be familiar with and observe at all times all safety policies and procedures.
- Ensure personal protective clothing and equipment is provided, worn/used and maintained as necessary.
- 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 & Safety Objectives – The overall objective will be to comply with Health and Safety regulations at all times and continually improve Health and Safety at school and Post 19-25 provision. Specific objectives for improvement may be identified by the sources outlined above or by the annual Health and Safety audit. Progress towards meeting these objectives will be monitored and reviewed throughout the year to ensure they are achieved.

Health and Safety Risks Arising from Work Activities

The Headteacher and Governing Body at The Loyne Specialist School 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:	SLT School Business Manager

	Teachers
The significant findings of risk assessments will be reported to:	SLT School Business Manager
Action required to remove/control risks will be approved by:	SLT School Business Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	SLT School Business Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	SLT School Business Manager
Risk Assessments will be reviewed: 3 yearly (for the majority of risk assessments) or when an element of the work activity changes significantly, whichever is sooner; and when advised by the county council. 'Live' risk assessments that require more frequent review, for example, risk assessments related to pandemic or off site activities will be reviewed before each use or as an when changes occur. Risk assessments will be undertaken prior to the introduction of a new element of work activity:	SLT School Business Manager Staff as appropriate for specific pupil related activities.

School's Commitment

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and School Business Manager 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 via staff briefings which are held 3 times per week;
c) arrange for risk assessments to be completed for all areas of work and review them on an annual basis or when significant changes arise;
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 review annually its arrangements in respect of the applicable topics and activities below.

Occupational Health & Safety Topic/Activity	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	CPOMS – electronic in house incident reporting system. A follow up LCC H&S form will also be completed where certain criteria are met for additional reporting.
Asbestos Management Plan	√	Management of Contractors folder – SBM Office
Bodily Fluids (urine; blood; faeces; vomit)	√	LCC Policy - Y drive and School's Portal.
Catering	√	Refer to school kitchen manager
Control of contractors	√	Health and Safety Policy School's Portal – Vetting and Barring policies and procedures. Management of Contractors file in SBM Office.
Display Screen Equipment and eye tests	√	School's Portal Available on request from the SBM
Driving at Work	√	Minibus Policy
Electrical Safety, PAT test, 5 year electrical	√	Every system Office Manager
Emergency Procedures other than Fire e.g. flood, services failure	√	Critical Incident Folder – Emergency Response bag in chair store.
Extended school, Lettings and community use	√	Y Drive or on request from the SBM
Fire Safety	√	School Office – Fire Log Book/Every
First Aid	√	Risk assessment – Fire Log Book/Risk assessment on T Drive
Gas safety	√	School Office School's Portal
Hot surfaces, scalds and burns	√	Risk assessment – T drive
Induction	√	Induction folder - Office Drive (O drive). Electronic folders issued to all new staff.
Management and other Health and Safety responsibilities	√	As detailed in this document Health and Safety poster in staffroom
Manual Handling	√	Moving and Handling policy – Y Drive
Minibuses	√	School Office / Minibus Policy

		Midas training undertaken by staff as appropriate.
Mobile phones – use of	√	Staff Handbook & Communication policy – Y Drive. All new members of staff are also asked to read, understand and sign the Acceptable Use policy which covers the use of mobile, smart phones and the internet.
Needles and needle stick injuries	√	School's Portal (refer to model contamination of bodily fluids policy) available on request from the school office
Play Equipment installations inspections	√	Local Authority – Reports held on O drive
Playgrounds and external areas	√	Reports on O Drive
Premises Management	√	Job Sheets/Servicing and Fire Log Book files held in School Office. Details about the premises are also held on PAMIS via School's Portal. All queries to be directed to the School Business Manager
Pupil moving and handling (Special needs)	√	Induction folders issued to all new staff.
Pregnant employees and nursing mothers	√	School's Portal – Maternity Handbook. Issued to expectant mothers by SBM Pregnancy risk assessment conducted by SBM and retained on individual staff files.
Reporting of H&S concerns/faults	√	Health and Safety Policy
Risk Assessment and hazard identification	√	Risk Assessment file in staffroom
Safety Representatives	√	As displayed on the Health and Safety at work poster in the staffroom.
Security of premises	√	Preston Fire and Security
Slips and trips	√	Risk Assessment – T Drive
Stress	√	Y Drive Available on request from SBM.
Swimming pools	√	Pool Office / Pool Drive
Training	√	Ongoing – various drives on school's network
Transporting and storing chemicals	√	COSHH folder on O drive. Hard copy in School Business Manager's office.
Vehicle and pedestrian traffic	√	Risk Assessment folder – T Drive

Visitor and volunteers safety	√	Volunteer handbook Student and Visitor handbook.
Waste storage and disposal	√	School's Portal Hydraclean – records kept of monthly checks.
Water hygiene (Legionella, lead etc.)	√	Water Management file held in School Office
Work equipment and machinery	√	Risk Assessments on T drive.
Working at height – ladders, access equipment etc.	√	Risk Assessments on T drive
Workplace Inspection	√	Reports as sent from LCC Health and Safety.

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	√	Y Drive
Educational Visits	√	EVOLVE system
Food safety and hygiene	√	Refer to Catering Manager - School Kitchen
Outdoor activities	√	EVOLVE School based activities – refer to risk assessment folder on T Drive.
PE Equipment	√	Refer to risk assessment folder on T Drive.
Pupil moving and handling	√	Pupil Moving and Handling Policy – Y drive
Grounds maintenance	√	Every
Pupil movement and flow	√	Supervision by senior staff
School transport	√	Risk Assessment on T drive
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Science Policy – Y drive
Smoking	√	Staff Handbook School's Portal
Special needs of pupils Health & Safety issues	√	Care and Control Policy
Supervision of pupils	√	Job Descriptions/Duty Rotas
Toileting Procedure	√	Intimate Care policy – Y Drive
Wearing of jewellery by staff	√	Staff Handbook and appendix
Work experience	√	Risk Assessments – refer to Carla Huddleston (HLTA)

NB. All the Loyne School policies are also held electronically on the school's network – Y drive.

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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

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:	Helen Gaddas (NEU)
Consultation with employees is provided via:	Individual staff appraisals, review of documents, class team meetings, staff briefings, circulation of draft documents for consultation.

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

All school staff, in particular the School Business Manager and Site Supervisor, 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. All staff are responsible for ensuring equipment is safe to use. Lancashire County Council are responsible for the servicing of larger pieces of equipment, i.e. hoists, playground equipment and a record is servicing is kept by the School Business Manager.

All fixed electrical appliances are checked every 5 years by an externally appointed company in line with compliance guidance and portable electrical appliances used in school are checked by an externally appointed company annually and labelled as per compliance guidance.

Equipment used in school is always checked for suitability and obtained through approved suppliers. Defective equipment is reported for repair or disposal to Stewart Atkin (ICT Technician). Electrical items that are valued at £50.00 or over are listed by the ICT Technician (in accordance with LCC financial regulations policy) on the Equipment Register. Items valued £50.00 or over that cannot be repaired are put forward to the Resources Committee for approval prior to disposal.

Responsible for identifying all equipment/plant needing maintenance	Office Manager School Business Manager
Responsible for ensuring effective maintenance procedures are drawn up	Office Manager School Business Manager
Responsible for ensuring that all identified maintenance is carried out	Office Manager School Business Manager Site Supervisor

Any problems found with equipment should be reported to	Site Supervisor Office Manager School Business Manager IT Technician (Electrical equipment only)
Will check that new equipment meets any required health and safety standards before it is purchased	Site Supervisor Office Manager School Business Manager IT Technician (Electrical equipment only)

Information, instruction and supervision

The Health and Safety Law poster* is displayed in:	Staffroom
Health and safety advice is available from:	School Business Manager LCC SLT
Induction, supervision of trainees/work placements etc, will be arranged/ undertaken/ monitored by:	School Business Manager SLT HLTA – volunteers and students

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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. Training provision will include regular refresher training. Arrangements for training, including arrangements for record keeping, are set out below:

Induction training will be provided for all employees by:	SLT
Job specific training will be provided by:	SLT In class training (shadowing)
Specific jobs requiring special training are:	COSHH, Moving and Handling, Care and Control, Proact Scipr, MIDAS, Food Hygiene, Child Protection and Safeguarding. List not exhaustive.
Training records are kept at/by:	Held in Every Training Module
Training will be identified, arranged and monitored by:	SLT

Accidents/Incidents, 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 boxes are available in:	Staff Room, Hall, all classrooms, Library, Common Room, Meeting Room, Workshop 1 and 2, minibuses, people carrier, pool. Medical bum bags are also kept in the chair store for educational visits.
The first aider(s) and appointed person(s) is/are:	There are many staff are first aiders, a list is displayed on the notice board next to the pastoral office.
All accidents and cases of work-related ill health are to be reported to:	School Business Manager SLT
Health surveillance is required for employees doing the following jobs within the school:	Ongoing
Health surveillance will be arranged by:	School Business Manager
Health surveillance/records will be kept by/at:	School Business Manager

A large number of staff are First Aid trained and/or paediatric First Aid trained. A list is held on the notice board next to the Pastoral Office. We also have a dedicated Student Medication and Health Needs Manager. First Aid boxes can be found in classrooms and other areas as detailed above. First aid boxes are checked at least once a month by a designated member of staff, using a check list. They will then notify a member of office staff of any items that need ordering.

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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments every 3 years or in the event of any significant changes. This function is carried out by:	 Named Governor, School Business Manager, Site Supervisor Anna Bradley or staff as named on the risk assessment
The persons names 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	School Business Manager SLT
The persons named are responsible for investigating work-related causes of sickness absences.	School Business Manager SLT
The persons names are responsible for acting on investigation findings to prevent recurrences.	School Business Manager SLT

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:	The School Business Manager with advice from: Debbie Walker – LCC Health and Safety

Escape routes are checked by/every:	Site Supervisor - monthly check of means of escape which are recorded on the Fire Log Book held in the School Office. Fire drills test to check escape routes are held each Friday morning
Fire extinguishers are maintained and checked by/every:	Site Supervisor Lansafe
Alarms are tested by/every:	Site Supervisor – every week during term time Termly fire drill
Responsibility for ensuring arrangements are in place deal with other emergency situations e.g. bomb threat, flood etc.	School Business Manager SLT

Further arrangements for Health and Safety

This section deals with additional arrangements for health and safety. Documented fire procedures for school, including the Loyne Hydro Pool are kept in the Health and Safety file in the School Office. Evacuation procedures are also displayed in every classroom, around school and in the pool area.

Administration of Medication

Medication brought in by passenger assistants must be handed directly to the Student Medication and Health Needs Manager, who will be available in the school foyer at the start and end of each school day. If the Student Medication and Health Needs Manager is absent, another trained member of staff will undertake the role of signing medication in and out. Medication brought in by parents/carers during the day must be passed to the school office who will ensure it is handed to the Student Medication and Health Needs Manager. Medication must not be carried by pupils or be placed in pupils' bags. All medication is administered by trained personnel only. For further details Please refer to the Administration of Medication policy available on request from the school office.

Contractors on site

Contractors should not be on site during school hours unless absolutely necessary, i.e. emergency repair, routine maintenance and hygiene control. All contractors on site (including during school holidays) must report to reception and sign in the on the electronic system (called Inventry) located at reception. They will then be issued with a visitors badge. Contractors on site during the school day must not be left unsupervised. Longer term contractors on site, e.g. builders, will be given an induction by the School Business Manager and asked to sign relevant documents in the Management of Contractors folder.

All contractors are required to obtain permission to carry out work from the School Business Manager/Headteacher and should not arrive on site without a prior appointment being arranged. Contractors carrying out servicing are arranged through the County Property Services Department and they are therefore subject to County stipulations on health and safety

Hazardous substances and COSHH

Guidance in relation to COSHH is available on the O drive. Please refer to the School Business Manager. Risk assessments relating to chemical used in the Loyne Hydro Pool are located in the Chemical Information folder in the School Business Manager's office. The Site Supervisor and School Business Manager have undergone COSHH training.

Playground safety

Designated staff are responsible for the welfare and safety of pupils whilst in the playground. Pupils should be supervised at all times. It is the responsibility of staff to bring any concerns regarding health and safety to the attention of senior staff. The routine inspection of playground equipment is arranged and carried out by Lancashire County Council on a 6 monthly basis.

Car parking
Staff and visitors are requested to park in the parking spaces provided or can usually access street parking nearby.

School visits and holidays
Parental agreement is sought for visits out of school. Forms are completed including risk assessment forms and approved by the Headteacher. School follows guidance as issued by Dfe for residential visits and seeks approval of the governing body before visits take place. The school mobile phone is taken by the staff in charge undertaking trips and visits and arrangements are made for regular telephone contact for groups on extended educational visits. Personal mobiles may also be taken for emergency contact purposes only. Numbers must be withheld when contacting parents.

Security of premises
All external gates and doors are unlocked each morning and secured each night by the Site Supervisor. The front entrance key padded door to access the building beyond the school office is supervised by the Headteacher or Deputy Headteacher as well as other staff members during periods when the children arrive/leave school. School office staff monitor access in and out of school at all other times via a door release mechanism located under each desk in the main school office. Office staff will only allow visitors access once their identity has been established and they have signed in. All visitors must wear a visitors badge or carry their own photographic ID which must be presented to office staff. All visitors must sign out, and a member of staff in the school office will ensure that there are no pupils nearby before releasing the door to let visitors out.

Staff leaving the premises e.g. during lunch break, must sign out and sign back in on their return.

The Headteacher, School Business Manager and Site Supervisors are responsible for the security of the school premises. The Site Supervisor is responsible for securing the premises and setting the alarm. Should the alarm sound out of school hours Lingwood Security will attend to check the premises and reset the alarm, leaving a service information sheet on departure. Should there be any issues Lingwood Security will contact the Site Supervisor or police to attend the call out as appropriate.

Smoking / Vaping policy
School has a no smoking / vaping policy – smoking / vaping is prohibited in the school building, grounds, transport or in the presence of pupils.

Wearing of Jewellery by Pupils
Pupils and staff are not permitted to wear jewellery other than, small studs. Wedding/engagement rings are permitted for staff unless they have raised stones they may causes scratches. These should be removed in the interest of safety. For PE / Swimming sessions jewellery should not be worn. NB: Staff should not remove pupils' earrings without written consent from parents.

Display screen equipment
Office based DSE equipment has been located according to DSE regulations. Display screens used in classrooms are located on purpose built trolleys or on computer desks, many of which have adjustable height facility. For the Headteacher, Deputy Headteacher and office staff DSE equipment is in a fixed location.

Personal protective equipment
Protective equipment is provided for staff and pupils where required. Staff are provided with guidelines and protective equipment to be used when changing and toileting pupils.

Reviewed: February 2025
Date of Next Review: February 2027
Reviewed by: Anna Bradley (School Business Manager)