

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Bretherton Endowed CE Primary School**
- **VA Primary 09029**
- **South Road, Bretherton, Lancs PR269AH**

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 Foundation or Voluntary Aided School the governing body is the employer and is responsible for the use of the premises. The headteacher is responsible for the 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:

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| <ul style="list-style-type: none"> • provide adequate control of the health and safety risks arising from our work activities; • provide and maintain safe plant and equipment; • ensure all employees are competent to do their tasks and ensure the provision of adequate training; • maintain safe and healthy working conditions; • ensure safe handling and use of substances; • review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council; | <ul style="list-style-type: none"> • consult with employees on matters affecting their health and safety; • provide information, instruction and supervision for employees; • prevent accidents and cases of work-related ill health; • comply with appropriate directions given by the county council on health and safety requirements; • act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document". |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Alison Moxham	Chair of Governors name: Pam Aspden
Date: Sept 2023	Proposed Review date: Oct 2024

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Alison Moxham Head Teacher</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><i>Alison Moxham Head Teacher Jayne Clarke DHT Supported by P Carlyon</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><i>Alison Moxham Head Teacher – EVC, OUT of Hours, Fire Safety, Premises Manager, DSL Jayne Clarke DHT, EVC , Deputy DSL, deputy premises manager</i></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>Alison Moxham Head Teacher</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>Location e.g. Health and Safety policy on office computer and 365. Premises manager fil in HT office and Health and safety docs in file in HT office. Risk assessments on 365 HT/Bursar and staff. Buildings action plan shared with buildings committee minutes and staff briefings or staff meeting minutes.</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and safety risks arising from work activities

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.	<i>Alison Moxham Head Teacher</i>
The significant findings of risk assessments will be reported to:	<i>Alison Moxham Head Teacher Stephen Townley – Health and Safety Governor</i>
Action required to remove/control risks will be approved by:	<i>Alison Moxham Head Teacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Alison Moxham Head Teacher Stephen Townley – Health and Safety Governor</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Alison Moxham Head Teacher Stephen Townley – Health and Safety Governor and buildings committee</i>
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>Alison Moxham Head Teacher Followed by : Mark Heaney caretaker Reviewed by: Stephen Townley – Health and Safety Governor</i>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>All staff are consulted Mark Heaney Deputy HT</i>
Consultation with employees is provided via:	<i>Staff appraisals for site supervisor, staff meeting review of policy, action plans and other documents, circulation of draft documents for consultation, E learning opportunities timetabled, courses where required, staff information board.</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;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Mark Heaney Site Supervisor Alison Moxham Head Teacher</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Alison Moxham Head Teacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Alison Moxham Head Teacher</i>
Any problems found with equipment should be reported to:	<i>Alison Moxham Head Teacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Alison Moxham Head Teacher</i>

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location(s)</i>
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Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	<i>Entrance to School hall Staff room Main Reception Foyer</i>
Health and safety advice is available from:	<i>Alison Moxham Head Teacher Jayne Clarke Deputy Head Teacher Paula Carlyon School Bursar</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Alison Moxham Head Teacher Jayne Clarke Deputy Head Teacher</i>
Health and safety in shared premises (where applicable) is managed by:	<i>Alison Moxham, Head Teacher 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. Premises are not shared- but we do provide lettings for 3rd parties</i>

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be arranged/undertaken for all employees by:	<i>Jayne Clarke DHT Alison Moxham Head Teacher</i>
Job specific training will be provided by:	<i>DHT</i>
Jobs requiring specific health and safety training are:	<i>List the training and method of provision Asbestos Inspection & Awareness – H&S Team & face to face training LCC (HT)</i>

	<p><i>Legionella & Water Monitoring – H&S Team & DBE (Martin Riley and HT face to face and annual updates)</i></p> <p><i>COSHH – H&S Team & e learning for site supervisor and HT</i></p> <p><i>Management of Contractors – H&S eLearning HT</i></p> <p><i>DSE – H&S eLearning</i></p> <p><i>Working at Height – H&S HT and site supervisor</i></p> <p><i>Manual Handling of people - H&S Team , face to face HT and DHT previously.</i></p>
Training records are kept by:	<i>Bursar in office – on bursar computer and 365 SLT</i>
Training will be identified, arranged and monitored by:	<p><i>Alison Moxham Head Teacher overseesn. Bursar plans for Site supervisor and cleaner annual assesments</i></p> <p><i>Alison Moxham Head Teacher responsible for her own CPD and DHT</i></p>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<p><i>In school – site plan available in school office with First aid boxes identified. List provided for all visitors on visitor badges.</i></p> <p><i>First aid boxes identified through signage.</i></p> <p><i>School office;The Hub; servery; class 1;2;3;4; staff room and</i></p>
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	<i>temporary first aid kit for trips in staff room</i>
The first aider(s) and appointed person(s) is/are:	<i>List displayed in school office A Moxham All staff – First Aid at work (due to update 2023 2024) D Brindle) J Vincent) Paediatric First Aid L Williams) J Stringfellow; Phil Duckworth – the HUB C Mitchell J Clarke E Moore J Stringfellow</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Mrs Alison Moxham Head Teacher</i>
*Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any job roles within the school.	<i>None specific to Role; Physical review of site supervisor required during appraisal due to ill health</i>
Health surveillance will be arranged by:	<i>Alison Moxham Head Teacher</i>
Health surveillance/records will be kept by/at:	<i>In Appraisal Documents</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>Mrs Alison Moxham Head Teacher And /or DHT Mr Stephen Townley, H & S Governor Site supervisor</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	<i>Risk assessments are reviewed and agreed with staff and Governors every 3 years. Timetable of review within H & S file, overseen by P Carlyon, School Officer, Responsibility of Mrs Alison Moxham Head Teacher</i>

	Reviewed with LCC advisor Oct 2022 – to be rewritten and updated aut 2023
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Mrs Alison Moxham Head Teacher Jayne Clarke Deputy Head Teacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs Alison Moxham Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs Alison Moxham Head Teacher</i> Mr Stephen Townley, H & S Governor
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Mrs Alison Moxham Head Teacher Bursar collates documents</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>Mrs Alison Moxham Head Teacher</i>
Escape routes are checked by/every:	<i>Mrs Alison Moxham Head Teacher every term</i>
Fire extinguishers are maintained and checked by/every:	<i>DBE services every year February Visual checks by site supervisor weekly</i>
Alarms are tested by/every:	<i>DBE services every half year January & July</i> <i>Site Supervisor tests Fire Alarms once a week and emergency lighting in line with LCC recommended</i>
The emergency evacuation procedure is tested by/every:	<i>Mrs Alison Moxham Head Teacher Jayne Clarke Deputy Head Teacher</i>

<p>Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:</p>	<p><i>Alison Moxham Head Teacher Jayne Clarke Deputy Head Teacher Lockdown completed as training once a year and practice once a year</i></p>
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Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	Y	Part of H & S policy , reporting and audits annually. Accident books in office and staff room and reviewed termly with H & S Governor Near misses and accidents reported using LCC forms and H & S Governor advised.
Asbestos management plan	Y	LCC produced plan – received March 2022 Risk assessment file contains info and premises manager file has most recent report
Bodily fluids (urine; blood; faeces; vomit) and biological agents	X	Risk assessments only
Cleaning/caretaking tasks	Y	Lancs catering; red admiral ; WLSP
Control of contractors	Y	SLA Lancashire paid for and LCC risk assessments
Control of substances hazardous to health (COSHH)	Y	DBE contractors – created a contractor pack ArCADIS if project managers CPSHH file set up and all documents within updated annually
Disability access (health and safety implications)	Y	Accessibility policy on website
Display screen equipment and eye tests	Y office staff	Annual checklist provided for staff
Driving at work	N/a	
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	Y	DBE complete statutory checks and school audits annually
Emergency procedures other than fire, for example flood, services failure		Lockdown policy and documentation of practice and training
Extended school and community use	Y	Lettings policy Annual checks DBE

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Finger traps (internal and external)	Y	Audit completed annually
Fire safety	Y	Fire safety protocol following Lancashire portal advice – file within school office updated weekly by caretaker.
First aid		Part of H & S policy , reporting and audits annually. Accident books in office and staff room and reviewed termly with H & S Governor Near misses and accidents reported using LCC forms and H & S Governor advised. Protocol for staff CPD, kept upto date as part of child protection policy review
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	Y	Annual checks – DBE contractors
Health and safety induction (a checklist is available on the health safety and quality website)	Y	Documented on individual file – tailored CPD linked to role
Infection control, including needles and needlestick injuries	Y	Risk assessment
Lettings to non-school groups	Y	Lettings policy
Manual handling	Y	As part of health and safety annual e learning of all staff
Minibuses	N	Not own minibus but use contained within EVC policy and trip risk assessments
Mobile phones (the use of)	Y	Contained within child protection policy, updated and reviewed annually
Personal safety including lone working and violence and aggression	Y	Lone working risk assessment
Play equipment installations inspections		Daily observations and reporting by caretaker Annual review by contractors DBE
Playgrounds and external areas	Y	Daily observations and reporting by caretaker

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
		weekly Bi-Annual review by contractors DBE
Ponds and water features	N	none
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	Y	HT responsible as premises manager along side the support of Health and Safety SLA Lancashire
Pupil moving and handling (special needs)	Y	See appendix in SEND policy
Pregnant employees and nursing mothers	Y	Information on portal. HT and bursar responsible for paperwork associated with pregnant staff Lancashire protocol offered and followed
Reporting of health and safety concerns/faults	Y	To HT, process in place as premises manager and DBE contractors Defect book and general maintenance book for site supervisor
Severe weather including winter gritting	Y	Risk assessment and protocol for winter weather and ice
Shared use of buildings	N	Lettings policy covers individuals who let our premises
Sharps, for example, broken glass in the school building or external grounds	Y	Through site supervisor walk arounds
Stress	Y	Annual staff meeting time on wellbeing
Swimming pools	N	RA from Tarleton and by school on transport for children's lessons
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Y	Website and notices on car park. Crossing patrol trained member of staff
Visitor and volunteers' safety	Y	Ht, H& S notices in school DSL notice and asbestos
Waste storage and disposal	Y	Procedures followed and recorded in school office by caretaker
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment	Y	Procedures followed and recorded in school office

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
should be in place as part of your premises management arrangements		by caretaker
Work equipment and machinery	Y	Procedures followed and recorded in school office by caretaker
Working at height – ladders, access equipment etc	Y	Procedures followed and recorded in school office by caretaker
Workplace inspection (internal and external)	Y	Procedures followed and recorded in school office by caretaker HT and gov walk around termly All staff routinely identify anything that has the potential to cause harm
<ul style="list-style-type: none"> • <i>added 2023</i> 		
<i>Ventilation assessment to be completed annually post covid</i>	Y	Audit completed, air monitors in built up areas and classrooms and ventilation considered half termly
<i>Defib maintenance</i>	Y	New battery for internal defib bought as existing battery may suddenly stop working External defib sent to school – not registered but referred too parish council for extrenal siting and registering.

Table of non-occupational health and 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	Y	Policy and followed by all staff – reminded annually. School office files documentation. Asthma policy rewritten 2021
*Educational visits	Y	Head and deputy as authorised EVC Updates as new policy 2022. Action plan written
Food safety and hygiene	Y	Hub staff certificate in hygiene in food prep JS completed this year
Outdoor activities	Y	Included with EVC. Risk assessments
PE equipment	Y	DBE annual PE equipment checks and all staff responsible for checking before use – reminded annually
Pupil handling and restraint	n	Although HT and DHT trained not used at Bretherton
Grounds maintenance activities	Y	S Wignall – employed SLA
Pupil movement and flow	Y	Risk assessments if appropriate
School transport	Y	Included with trip risk assessments. Staff transported checked for competency and insurance To be reviewed in line with EVC policy change
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	Y	Usual curriculum risk assessments
Smoking	Y	No smoking site
Special needs of pupils (health and safety issues)	Y	Sen policy and EVC links
Stage and drama activities	Y	3 times a year – discussed with all parties before use
Supervision of pupils	Y	Staff manual
Technology rooms and equipment	N	Care only taken when plugging in computers.

		Update and poster issued this year due to H&S portal request re electric shots
Wearing of jewellery	Y	School prospectus
Work experience	Y	Student handbook written

All risk assessments will be reviewed this year.

Lone working to be updated with new personnel

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](#).