Health and Safety Policy

Policy Leader / DSL / HT	**Mrs L Sutton**
Chair of Governors	**Mr S Whittaker**
Last Updated	**September 2026**
Approved by the Governing Body	**September 2026**
Date to Review	**September 2027 (at the latest)**

HEALTH AND SAFETY POLICY

Incorporating the local health and safety arrangements for:

- **Name of School**
- **Category of School**
- **School Number**

This policy sets out the school's statement of intent, responsibilities and arrangement for managing health and safety. It is based on the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated health and safety legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a community or voluntary controlled school the county council is the employer and is accountable for health and safety duties. 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 school will promote a positive and proportionate health and safety culture, led by the headteacher, governing body and senior leaders. 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 healthy working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and local arrangements at least annually and sooner following significant changes.
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".

Signed:	Signed: On behalf of the Governing Body

Headteacher's name: Mrs L Sutton	Chair of Governors name: Simon Whittaker
Date: September 2026	Proposed Review date: September 2027

School's Commitment

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

a) ensure health and safety is recognised as part of the school's culture, values and performance standards;
b) draw up and implement appropriate health and safety procedures for the school;
c) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
d) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
e) 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;
f) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
g) comply with appropriate directions given by the county council on health and safety requirements; and,
h) 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.

Responsibilities

Responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	Name and Designation Mrs L Sutton
The person with delegated responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	Name and Designation Mrs J Mercer
The body responsible for vetting and approving contractors and providing premises management services is:	LCC Prop
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas, for example premises, fire safety out-of-hours arrangements, educational visits:	Head teacher Deputy head teacher School visits co-ordinator Bursar Site Supervisor
Health and safety objectives for the school will be developed and monitored by: Health and safety objectives may be identified through consideration of the findings from accident/incident investigation, consultation with employees and other interested parties, review of risk assessments, the outcomes of workplace inspections, audit findings, health and safety management support, advice from the county council, Department of Education guidance, HSE guidance and other authoritative sources).	Head teacher, deputy head teacher and bursar in conjunction with the health and safety committee members
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented, for example as an action plan, and monitored to ensure they are achieved.	Within School Development plan or minutes from Governor meetings.

All employees within the school have a responsibility to:

1. Co-operate with the headteacher and 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

We will ensure that so far as is reasonably practicable, all significant risks are assessed and proportionate control measures are put in place to protect employees, pupils, contractors, non-employees and anyone else affected by the school's activities. Risk management will focus on real and significant risks, support learning and play and avoid unnecessary paperwork.

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.	All members of staff
The significant findings of risk assessments will be reported to:	Head teacher
Action required to remove/control risks will be approved by:	Head teacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Head teacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Head teacher
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:	By the health and safety committee

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.

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:	LCC Prop Team – Ryan Stewart
Responsible person(s) for ensuring effective maintenance arrangements are in place:	Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Headteacher
Any problems found with equipment should be reported to:	Headteacher Bursar – Julie Mercer
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Headteacher Bursar – Julie Mercer

Information, instruction and supervision

The Health and Safety Law poster is displayed at: 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.	The cabinet by the front desk
The competent person or source of competent health and safety advice for the school is: (For schools that buy in the health and safety SLA this will be the county councils health and safety team).	LCC Health and Safety Team
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Head teacher Deputy head Bursar

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:	Staff handbook and the relevant competency training assessment manuals
Job specific training will be provided by:	The line manager
Jobs requiring specific health and safety training are:	Undertaken by the line manager and achieved via eLearning/on the job training.
Training records are kept by:	Head teacher / bursar
Training will be identified, arranged and monitored by:	Head and bursar

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:	Infant resource area Junior resource area Office Area
The first aider(s) and appointed person(s) is/are:	**L3 Peadiatric** Debbie Coulson Jen Creeney Naomi Roxborough Nicola Evans **Emergency First Aid at Work** Laura Berry Victoria Crighton Karen Gardner Suzanne Hopkins Nicola Miller Max Murphy Karen Nuttall Gemma Roscow Joanne Schwarz Luci Stephens Andrew Sumner Jac Torbett
All accidents and cases of work-related ill health are to be reported to:	The head teacher and the health, safety and wellbeing team via the on-line reporting form
Health surveillance is required for employees doing the following jobs within the school:	Risk assessment provided for pregnant staff members.
Health surveillance will be arranged by:	Head teacher, well-being staff member

Health surveillance/records will be kept by/at:	Head teacher,

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. Monitoring arrangements will include, where relevant, workplace inspections, accident and incident trends, risk assessment reviews, training records, audit findings, consultation feedback and progress against health and safety objectives. Governors will receive appropriate information to enable oversight of health and safety performance.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	Headteacher
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.	See Section: **Health and safety risks arising from work activities** for responsibility details
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:	Headteacher
Responsible person(s) for investigating work-related causes of sickness absences:	Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Headteacher

Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place, communicated to all concerned, including other users of the premises, and monitored on a regular basis. These arrangements should include fire evacuation, lockdown, severe weather, service failure, security incidents and public health incidents where relevant.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Headteacher
Escape routes are checked by/every:	Caretaking team daily
Fire extinguishers are maintained and checked by/every:	Walker Fire (UK) Limited (LCC procurement)
Alarms are tested by/every:	Cleaner in charge weekly
The emergency evacuation procedure is tested by/every:	Term. Carried out by the head teacher and monitored by the health and safety committee
Responsibility for ensuring arrangements are in place to deal with other emergency situations for example, lockdown, bomb threat, flood, services failure, severe weather, security incidents and public health incidents, rests with:	Head teacher

Schools can use this table to identify health and safety arrangements that may apply to their setting and show staff where to find them. The list is a guide only and should be adapted to reflect the school's activities, premises and local arrangements by adding or removing rows. Use the right-hand column to record where each arrangement is kept, such as a link to a Teams folder or directions to a folder on a shelf.

Health and safety arrangements Detailed guidance on all of the topics below is available on the health and safety website.	**Where staff can find information about the school's arrangements for this topic:**
Accident, incident, near miss reporting (webpage)	
• Accident reporting, recording and investigation	On the information board in the school office and the Health and Safety Manual
• Reporting of health and safety concerns/faults	Health and Safety Manual, Accident and Incident reporting instructions
• Near miss reporting	Health and Safety Manual, Accident and Incident reporting instructions
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	Health and Safety Manual, risk assessment file
• Site supervisor activities	Health and Safety Manual (COSHH regulations and inventory) and risk assessment file (cleaning/minor repairs/use of stepladders or stools/wintry conditions – safe egress/acces Premises File A - Z
• School activities	Premises File A – Z, policy file
• Curriculum including science and technology	Policy file, School Visit Co-ordinator's file Outdoor activities ü Risk assessment file
• Premises related	Health and Safety Manual (COSHH regulations and inventory) and risk assessment file (cleaning/minor repairs/use of stepladders or stools/wintry conditions – safe egress/access Premises File and Water Management System file and individual current monitoring forms

• Occupational	Health and Safety Manual Security of premises ü Premises File A-Z Slips and trips ü Risk assessment file
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	Premises File A-Z
• PE and indoor play equipment	Risk assessment file
• Playground and external area including fixed play equipment ponds and water features	Risk assessment file
• Swimming pool (including hire of or temporary pop up)	Risk assessment file
• Fire risk assessment and fire safety checks	Fire Safety Log file
• Legionella risk assessment and monitoring	Premises File and Water Management System file and individual current monitoring forms
• Management of contractors	Premises file A-Z
• Lettings to non-school groups	Policies file and lettings file
• Trees	Policy file
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	Premises File and Water Management System file and individual current m
• Visitor and volunteers' safety	Risk assessment file
Emergency arrangements	
• First aid	Risk assessment file / Health and Safety manual Health and Safety Manual and risk assessment file. Individual staff members made aware of the document
• Fire evacuation	Fire Safety Log file
• Lockdown	Premises file A-Z
• Other emergencies such as loss of services or flood	Premises file A-Z Emergency preparedness – one copy in the office and one copy off site
Transport	
• Mini buses	Policy file, School Visit Co-ordinator's file
• Driving for work	Policy file, School Visit Co-ordinator's file

• Vehicle movement, car parking and vehicle/pedestrian segregation on site	Premises file A-Z
Health	
• Allergies	Policy file
• Administration of medication	Risk assessment file / Health and Safety manual
• Use of display screen equipment	Risk assessment file / Health and Safety manual
• Infection control	Risk assessment file / Health and Safety manual Risk assessment file / Health and Safety manual
• Work-related stress	Risk assessment file / Health and Safety manual
Occupational	
• Personal safety including violence and aggression	Risk assessment file
• Work equipment and machinery	Premises file
• Working at height – ladders, access equipment etc	Risk assessment file
• Pupil moving and handling (special needs) and pupil handling and restraint	Policy file
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	Policy file, School Visit Co-ordinator's file