

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Bradley Primary School**
- **Primary**
- **School Number 8882087**
- **Dover Street, Nelson. BB97RF**

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 or Voluntary Controlled School the county council is the employer. The governing body 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 county council, 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"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• 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;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".</li> </ul> |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
Sharon Taylor	
Date: 8/11/24	Proposed Review date:11/2025

## 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>Sharon Taylor Headteacher</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>Sharon Taylor Headteacher</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>Premises – P Grimes Site Manager Fire safety – P Grimes Site Manager Emergency plans – S Taylor HT Educational visits – S Taylor EVC Lead</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>Sharon Taylor Headteacher</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>In the minutes of governors, SLT or staff meetings.</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the headteacher and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</li> <li>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.</li> </ol>	

## 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:	<i>Sharon Taylor HT P Grimes Site Supervisor Subject Leaders</i>
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	<i>Sharon Taylor Headteacher</i>
Action required to remove/control risks will be approved by:	<i>Sharon Taylor HT</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Sharon Taylor HT</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Sharon Taylor HT</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>Sharon Taylor HT P.Grimes Site Supervisor</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>Names and Designations</i>
Consultation with employees is provided via:	<i>Email, individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, TA briefings and staff meetings.</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>Sharon Taylor HT</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>P Grimes Site supervisor</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>P Grimes Site supervisor</i>
Any problems found with equipment should be reported to:	<i>P Grimes Site supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>A Saul - bursar</i>

## 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	<i>In the corridor near Paddy's room.</i>
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position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<i>Portal – H&amp;S</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>S Quadri – Assistant Headteacher C Bowie – Assistant Headteacher</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>S Quadri AHT C Bowie AHT</i>
Job specific training will be provided by:	<i>Sharon Taylor HT Astute eLearning</i>
Jobs requiring specific health and safety training are:	<i>Site Supervisor - asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, lone working, working at height. These will be achieved via eLearning. All staff – manual handling. Ladder safety, H &amp; S Awareness, Managing Personal Stress. First Aid. Office staff – Display Screen Training</i>
Training records are kept by:	<i>Sharon Taylor HT P Grimes Site supervisor A Saul Bursar</i>
Training will be identified, arranged and monitored by:	<i>Sharon Taylor HT</i>

## 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:	<i>Medical Room</i>
The first aider(s) and appointed person(s) is/are:	<i>Pauline Thompson, Sharon Taylor, Charlotte Jackson – First Aid at Work All other staff – Paediatric First Aid</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Accident Book – office (adults) Medical room (pupils)</i>
*Health surveillance is required for employees doing the following jobs within the school:	Peter Connor (teacher) – history of heart problems and epilepsy.
Health surveillance will be arranged by:	<i>Ruz Ishfaq – Pupil &amp; family support Officer</i>
Health surveillance/records will be kept by/at:	<i>Ruz Ishfaq</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>Sharon Taylor HT P Grimes, M Sparks, S Taylor – annual walk through</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and	See Section: <b>Health and safety risks arising from work</b>

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.	<b>activities</b> 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:	<i>Sharon Taylor HT</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Sharon Taylor HT</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Sharon Taylor HT</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Sharon Taylor HT</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>Sharon Taylor HT</i>
Escape routes are checked by/every:	<i>P Grimes (site supervisor) weekly:</i>
Fire extinguishers are maintained and checked by/every:	<i>Walker Fire UK annually:</i>
Alarms are tested by/every:	<i>Westmorland Annually P Grimes – weekly check:</i>
The emergency evacuation procedure is tested by/every:	<i>Whole School - termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Sharon Taylor HT</i>



### 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 <a href="#">Health, Safety and Quality team website</a> :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	X	Portal. School Office
Asbestos management plan	X	HT office. Paddy's room asbestos file
Bodily fluids (urine; blood; faeces; vomit) and biological agents	X	Portal. Risk Assessment file in Paddy's room
Cleaning/caretaking tasks	X	Paddy's room
Control of contractors	X	Paddy's room Contractor's File
Control of substances hazardous to health (COSHH)	X	Paddy's room COSHH file
Disability access (health and safety implications)	X	Portal
Display screen equipment and eye tests	X	Portal. Staff trained
Driving at work	X	Portal
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	X	Paddy's room – checks file
Emergency procedures other than fire, for example flood, services failure	X	Emergency Preparedness Policy
Extended school and community use		
Finger traps (internal and external)	X	Paddy's room
Fire safety	X	Paddy's room
First aid	X	First Aid Room/ First Aid Policy
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	X	Paddy's room
Health and safety induction (a checklist is available on the health safety and quality website)	X	Portal
Infection control, including needles and needlestick injuries	X	Risk Assessment
Lettings to non-school groups		
Manual handling	X	Portal. All staff trained
Minibuses	X	Minibus Policy

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Mobile phones (the use of)	X	Staff code of conduct Visitor rules – main office
Personal safety including lone working and violence and aggression	X	Portal. Staff trained
Play equipment installations inspections	X	Inspection report annually (File in Paddy's room)
Playgrounds and external areas	X	Daily check – File in Paddy's room
Ponds and water features		
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	X	Portal. Files in Paddy's room
Pupil moving and handling (special needs)	X	Moving & Handling Policy
Pregnant employees and nursing mothers	X	Risk Assessment – Ruz Ishfaq
Reporting of health and safety concerns/faults	X	Main Office
Severe weather including winter gritting	X	Portal. Winter Preparedness Risk Assessment
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	X	Portal – Site Supervisor
Stress	X	Portal. Staff supervision. Ruz Ishfaq Mental Health Lead
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	X	Portal
Visitor and volunteers' safety	X	Main Office. Signing in
Waste storage and disposal	X	Site supervisor room
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	X	Monthly check – HSL Compliance Weekly flush of little used outlets
Work equipment and machinery	X	Portal
Working at height – ladders, access equipment etc	X	Staff trained. Portal
Workplace inspection (internal and external)	X	P Grimes – daily Annual H & S walkthrough

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable</b> (√)	<b>Details of where information about the school's arrangements can be found</b>

### Table of non-occupational health and safety topics/activities that apply

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	X	Policy – main office
*Educational visits	X	Policy – main office
Food safety and hygiene	X	Policy/risk assessments. Food hygiene rating - kitchen
Outdoor activities	X	PE policy
PE equipment	X	Annual safety inspection – main office
Pupil handling and restraint	X	SEND/Moving & Handling Policy. 4 staff Team Teach Trained
Grounds maintenance activities	X	Portal
Pupil movement and flow	X	Behaviour Policy
School transport	X	Minibus Policy
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	X	Science Policy/risk assessments
Smoking	X	Staff Code of Conduct
Special needs of pupils (health and safety issues)	X	SEND Policy
Stage and drama activities	X	English Policy
Supervision of pupils	X	Behaviour Policy
Technology rooms and equipment	X	ICT Policy & Acceptable Use agreements
Wearing of jewellery	X	School uniform list
Work experience	X	Staff code of conduct.

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](#).