

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **BRADLEY PRIMARY SCHOOL NELSON**
- **PRIMARY SCHOOL**
- **13001**
- **Dover Street, Nelson BB9 7RF**

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:  <i>Sharon Taylor</i>	Signed:  On behalf of the Governing Body
Headteacher's name: Sharon Taylor	Chair of Governors name: Rossina Tahir
Date: 25.4.23	Proposed Review date: 25.4.24

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## **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>Names and Designations eg Premises – P Grimes, Site Manager Fire safety – P Grimes Site Manager Emergency plans - Sharon Taylor Headteacher  Educational visits – Sharon Taylor Headteacher</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>Within the School Development Plan and in the minutes of governors or staff meetings.</i></p> <p><i>Action plans are written where necessary and monitored by SLT</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 Headteacher</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 Headteacher</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Sharon Taylor Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Sharon Taylor Headteacher</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 Headteacher</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>Sharon Taylor Headteacher M Sparks – H &amp; S Governor</i>
Consultation with employees is provided via:	<i>staff meetings, a review of documents through SLT, termly Resources governor meetings, team meetings, circulation of draft documents for consultation, annual health and safety meeting etc.</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 Headteacher</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Sharon Taylor Headteacher</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Sharon Taylor Headteacher</i>
Any problems found with equipment should be reported to:	<i>Sharon Taylor Headteacher</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Sharon Taylor Headteacher</i>

## Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Staffroom</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.	
Health and safety advice is available from:	<i>Sharon Taylor Headteacher</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Sumaiyyah Quadri Senior Leader</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>Sharon Taylor Headteacher</i>
Job specific training will be provided by:	<i>Sharon Taylor Headteacher</i>
Jobs requiring specific health and safety training are:	<i>Site Supervisor – Lone working, asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height. These will be achieved via eLearning/on the job training.</i>
Training records are kept by:	<i>P Grimes Site Supervisor Sharon Taylor Headteacher</i>
Training will be identified, arranged and monitored by:	<i>Sharon Taylor Headteacher</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>First Aid Room</i>
The first aider(s) and appointed person(s) is/are:	<i>Pauline Thompson – First Aid at Work (Apr 23) All teachers, TAs and office staff are Paediatric First Aid Trained.</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Sharon Taylor Headteacher</i>
*Health surveillance is not required for any job roles within the school	

## 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 Headteacher M Sparks H&amp;S Governor</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.	See Section: <b>Health and safety risks arising from work activities</b> for responsibility details
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips	<i>Sharon Taylor Headteacher</i>

and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Sharon Taylor Headteacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Sharon Taylor Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Sharon Taylor Headteacher</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 Headteacher</i>
Escape routes are checked by/every:	<i>P Grimes - daily:</i>
Fire extinguishers are maintained and checked by/every:	<i>JLA - annually</i> <i>Smoke testing and alarms tested annually</i>
Alarms are tested by/every:	<i>Westmoorland - annually</i>
The emergency evacuation procedure is tested by/every:	<i>All staff - 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 Headteacher</i>

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

<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>
Accident reporting, recording and investigation	yes	. Report all accidents to <i>Sharon Taylor Headteacher. HT to investigate</i> Accident Reporting book in the office
Asbestos management plan	Yes	Yes. Asbestos file kept in Site manager's office. Checked annually by LCC
Bodily fluids (urine; blood; faeces; vomit) and biological agents	Yes	Biohazard waste bags kept in site managers office
Cleaning/caretaking tasks	Yes	All cleaning products locked in cupboard in site managers office, annex cleaners cupboard, Y1 toilets, cleaning cupboard near site managers room. All cleaning/caretaking tasks report to P Grimes
Control of contractors	Yes	All contractors must report the office and sign in Sharon Taylor or P Grimes to manage contractors on site
Control of substances hazardous to health (COSHH)	Yes	P Gimes SOSHH trained and controls hazardous substances on site. P Grimes deliver training to cleaners in COSHH (April 23)
Disability access (health and safety implications)	Yes	2 disabled toilets available on ground floor Flat access to most areas of the building Risk assessments created for individual access requirements.
Display screen equipment and eye tests	Yes	Office staff trained in screen equipment use (may 22)
Driving at work	Yes	12 members of staff drive the minibuses. Refresher training (April 23)

<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>
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	Yes	PAT testing carried out annually Visual checks completed by staff weekly 5 year electrical inspection carried out
Emergency procedures other than fire, for example flood, services failure	Yes	Emergency Plan and IT Catastrophic Plan to be followed. Plans on HT Office
Extended school and community use	No	No community groups use the school. P Grimes to unlock school and close school daily
Finger traps (internal and external)	Yes	H & S check annually P Grimes report any finger traps that are broken Repairs reported to Beacon
Fire safety	Yes	Fire Safety check annually by Lancs Fire & rescue Fire warden – P Grimes – site manager Fire drill completed termly All Staff completed Fire Safety Training - Feb 23
First aid	Yes	First aid supplies in First Aid room All injuries and treatment recorded in First Aid books
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	Yes	Gas safety inspected annually LCC
Health and safety induction (a checklist is available on the health safety and quality website)	Yes	H & S induction carried out with induction of new staff/volunteers
Infection control, including needles and needlestick injuries	No	
Lettings to non-school groups	No	
Manual handling	Yes	All staff have manual handling Training June 22
Minibuses	Yes	12 members of staff trained to drive Refresher training 4 & 5 May 23 Checks of vehicle carried out prior to every trip

<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>
		Both minibuses serviced and MOT annually
Mobile phones (the use of)	Yes	No mobile phone use in school around the children Personal calls must be made/taken in the office, Staff library or staffroom Visitors and parents in school are reminded of the no mobile phone policy. Staff sign an acceptable use agreement and the Staff Code of Conduct (Sept annually)
Personal safety including lone working and violence and aggression	Yes	P Grimes – Lone Working Training (June 2)
Play equipment installations inspections	Yes	Annual check by Playsound Services and LCC
Playgrounds and external areas	Yes	Site manager check - visual daily check
Ponds and water features	No	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	Yes	LCC
Pupil moving and handling (special needs)	No	
Pregnant employees and nursing mothers	Yes	Individual risk assessments written
Reporting of health and safety concerns/faults	Yes	Staff report all H & S concerns to <i>Sharon Taylor Headteacher</i>
Severe weather including winter gritting	Yes	Severe Weather Plan created before winter by <i>Sharon Taylor Headteacher and site manager</i> Grit and suitable clothing/equipment purchased before each winter.
Shared use of buildings	No	
Sharps, for example, broken glass in the school building or external grounds	Yes	Site manager to dispose of sharps safely in refuse bins
Stress	Yes	Ruz Ishfaq – Mental Health Lead

<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>
		Staff Wellbeing and Mental Health Policy Staff Supervision provided through Jo Whalley Counselling Services each half term Individual risk assessments created as necessary
Swimming pools	No	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	Yes	Staff and parents to park safely on the roads surrounding the school – no staff car park Staff supervise children entering and leaving the school. No parking signs/ zig-zag lines at the front of school Parents responsible for their children on the way to and from school
Visitor and volunteers' safety	Yes	Visitors and volunteers sign in at the office and are supervised by staff during their visit
Waste storage and disposal	Yes	Weekly refuse collections Bins are filled by the site manager and cleaning staff. Waste is not stored near the building.
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	Yes	Monthly checks by HSL Compliance Weekly temperature checks by site manager
Work equipment and machinery	Yes	Staff report any faults/ broken parts to site manager or <i>Sharon Taylor Headteacher</i>
Working at height – ladders, access equipment etc	Yes	All staff trained in Working at Height June 22
Workplace inspection (internal and external)	Yes	Annually <i>Sharon Taylor Headteacher</i> P Grimes Site Manager M Sparks H & S Gocvernor

### 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	Yes	Administering Medication Policy Record in HT office HT to administer or R Ishfaq
*Educational visits	Yes	Recorded on Evolve Parent permission obtained EVC Lead - <i>Sharon Taylor Headteacher</i> Staff trained in educational visits
Food safety and hygiene	Yes	DT Leader
Outdoor activities	Yes	PE Leader/teachers
PE equipment	Yes	Equipment serviced/checked annually
Pupil handling and restraint	No	
Grounds maintenance activities	Yes	Site manager Gardener
Pupil movement and flow	Yes	School rules to move around school safely. Staff supervise corridors/playtimes and hall
School transport	No	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	No	
Smoking	No	
Special needs of pupils (health and safety issues)	Yes	Individual health care plans in place Risk Assessments written for individual children
Stage and drama activities	Yes	Small stage used in the main hall. Staff supervision
Supervision of pupils	Yes	All staff responsible for the supervision
Technology rooms and equipment	Yes	Subject Leaders ICT Suite – S Smith visual checks of equipment weekly
Wearing of jewellery	Yes	Children can wear simple stud earrings but they must be removed for PE

		No jewellery must be worn by children in school
Work experience	Yes	All students/volunteers to have induction – S Quadri

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](#).