

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Downholland Haskayne CE Primary School**
- **Primary**
- **08025 DFE 8883419**
- **Black-a-Moor Lane, Haskayne, Lancashire, L39 7HX**

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 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:

- 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;
- 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: Val Dyer & Susan Salt	Signed: On behalf of the Governing Body
Headteacher's name: David Swindells	Chair of Governors name: Wendy Kelly
Date: February 2025	Proposed Review date: February 2026

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of the headteacher.</p>	<p>Headteacher</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is headteacher.</p>	<p>Headteacher</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>Headteacher and Health & Safety Committee</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>Headteacher and Health & Safety Committee</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>Minutes of Governors meetings</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.	Headteacher, teaching staff, Mrs Winrow
The significant findings of risk assessments will be reported to:	Headteacher Health & Safety Committee
Action required to remove/control risks will be approved by:	Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Health & Safety Committee
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:	Staff to review task risk assessments when required. Fire renewed by Headteacher and Health & safety Committee when due. COSHH – responsibility of the cleaning contractors

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:	Headteacher
Consultation with employees is provided via:	Team meetings

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:	Headteacher
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 or Admin Officer
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Headteacher

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>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.</p>	<p>Staffroom</p>
<p>Health and safety advice is available from:</p>	<p>Lancashire County Council Health & Safety Team and Schools Portal C. Jones – Headteacher J. Vost – Business Manager Staff Handbook/Visitor Handbook LCC HR Phone Assistance and Support 01772 535353</p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p>Headteacher & Admin Officer</p>

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.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p>E-learning Headteacher Admin officer</p>
<p>Job specific training will be provided by:</p>	<p>E- learning Headteacher</p>
<p>Jobs requiring specific health and safety training are:</p>	<p>Headteacher ADE - Admin & Headteacher Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S</p>

	eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training
Training records are kept by:	Admin Officer
Training will be identified, arranged and monitored by:	Headteacher Admin officer

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:	Staffroom School Office
The first aider(s) and appointed person(s) is/are:	Joanne Gibson Barbara Winrow Roberta White
All accidents and cases of work-related ill health are to be reported to:	Work-related ill health and staff accidents to be reported in accident book and to Headteacher. Pupil accidents reported in accident book.

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:	Headteacher Annually workplace inspection by Health & Safety Committee
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 & Health & Safety Committee
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 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:	Headteacher
Escape routes are checked by/every:	Visually by all staff daily
Fire extinguishers are maintained and checked by/every:	Annually by Walker Fire
Alarms are tested by/every:	Weekly by Admin Officer
The emergency evacuation procedure is tested by/every:	Termly fire drills Emergency lockdown & Shelter

	has to date not been tested.
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Headteacher

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	✓	Accident Book. Portal
Asbestos management plan	✓	Asbestos Survey , Contractors file.
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	Risk Assessment on Portal
Cleaning/caretaking tasks	✓	Risk Assessment on Portal School Cleaning carried out by contract cleaners
Control of contractors	✓	School Policy Staff Handbook/Contractors on Site Risk Assessment available at Reception
Control of substances hazardous to health (COSHH)	✓	COSHH in site supervisors' room COSHH register provided by contract cleaners
Disability access (health and safety implications)	✓	Accessibility Plan
Display screen equipment and eye tests	✓	Risk Assessment, Self-assessment and On-line Modules available for all staff on the Schools' Portal/File in SBM Office
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	PAMIS
Emergency procedures other than fire, for example flood, services failure	✓	PAMIS

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
Extended school and community use	✓	Risk Assessment on Portal
Fire safety	✓	Fire Log and Fire Policy with regular reminders and drills/Non-technical and Technical Fire Risk Assessments
First aid	✓	Staff Handbook/First Aid Risk Assessment with adequate First Aiders in school
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	N/A	Health and Safety File – SBM Office/Staff Handbook/PAMIS
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Staff induction. Portal & E-learning
Infection control, including needles and needlestick injuries	✓	Risk Assessments on Portal
Manual handling	✓	e-learning & risk assessments on Portal
Mobile phones (the use of)	✓	Staff code of conduct
Personal safety including lone working and violence and aggression	✓	e-learning Risk Assessments on Portal
Play equipment installations inspections	✓	LCC
Playgrounds and external areas	✓	Risk Assessments on Portal Health and Safety File (LCC Bought in H&S Inspection) – SBM Office/Fitness Trail and Playground Equipment Risk Assessment /Governor

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
		Health and Safety Monitoring Inspection
Ponds and water features	✓	Risk assessment on Portal
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	✓	PAMIS
Pupil moving and handling (special needs)	✓	Care and Control Policy/Individual Care Plans
Pregnant employees and nursing mothers	✓	Portal
Reporting of health and safety concerns/faults	✓	Health & Safety Policy
Severe weather including winter gritting	✓	PAMIS
Sharps, for example, broken glass in the school building or external grounds	✓	Risk Assessments on Portal Health & Safety policy
Stress	✓	E-learning School policies
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Risk Assessment on Portal
Visitor and volunteers' safety	✓	School Policy
Waste storage and disposal	✓	West Lancashire District Council PAMIS Waste Disposal Risk Assessment

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
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	Legionella File
Work equipment and machinery	✓	PAMIS & Risk Assessments on Portal
Working at height – ladders, access equipment etc	✓	E-learning
Workplace inspection (internal and external)	✓	PAMIS

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	✓	School Policy
*Educational visits	✓	LCC Educational visits Policy
Food safety and hygiene	✓	School Meals are not cooked on our premises. Persons serving the food have completed an online food safety course. Pupils cooking – risk assessments portal
Outdoor activities	✓	Risk Assessments on Portal
PE equipment	N/A	None held which require inspections
Pupil handling and restraint	✓	School Policy
Grounds maintenance activities	✓	LCC contract
Pupil movement and flow	✓	Risk Assessments on Portal
Smoking	✓	School Policy
Special needs of pupils (health and safety issues)	✓	School Policy
Stage and drama activities	✓	Risk Assessments on Portal
Supervision of pupils	✓	School Policies

Technology rooms and equipment	N/A	
Wearing of jewellery	✓	Website
Work experience	✓	Portal

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](#).