ECCLESTON PRIMARY SCHOOL

incorporating

Beechbuds Pre-School

Health and Safety Policy

Inspiring independent learners to thrive in a changing world

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.

Eccleston Primary School is a Community 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:

- 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 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".

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	*Mrs Elizabeth Speakman - Headteacher*
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):	*Mrs Ann Duckworth – School Business Manager*
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	*Mrs Elizabeth Speakman - Headteacher* *Mrs Ann Duckworth – School Business Manager* *Mr Simon Alty – Premises Manager*
The Health & Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	*Mrs Elizabeth Speakman - Headteacher*
The documented Health & Safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	*In the minutes of Governor meetings.* *School office*

All employees within the school have a responsibility to:

- Co-operate with the Headteacher and his/her nominated representatives on all matters relating to health and safety;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- 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 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.	*Mrs Elizabeth Speakman - Headteacher*
The significant findings of risk assessments will be reported to:	*Mrs Elizabeth Speakman - Headteacher*
Action required to remove/control risks will be approved by:	*Mrs Elizabeth Speakman - Headteacher*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Mrs Elizabeth Speakman - Headteacher*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Mrs Elizabeth Speakman - Headteacher*
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:	*Mrs Elizabeth Speakman - Headteacher*

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 & 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 with 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, upon request, make available for general inspection specific, procedures and documentation and will 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:	*Mrs Elizabeth Speakman - Headteacher* *Mrs Ann Duckworth – School Business Manager*
Consultation with employees is provided via:	*Weekly school briefing*

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;
- Inspect the workplace;
- Represent employees in dealings with health and safety inspectors;
- 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:	*Mr Simon Alty – Premises Manager*
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	*Mr Simon Alty – Premises Manager*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Mr Simon Alty – Premises Manager*
Any problems found with equipment should be reported to:	*Mr Simon Alty – Premises Manager*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Mr Simon Alty – Premises Manager*

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.	*Reception area*
Health and safety advice is available from:	*Mrs Ann Duckworth – School Business Manager*
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	*Mrs Ann Duckworth – School Business Manager*

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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	*Mrs Ann Duckworth – School Business Manager* *Mrs Elizabeth Speakman - Headteacher*
Job specific training will be provided by:	*Lancashire County Council*
Jobs requiring specific health & safety training are:	*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 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 at/by:	*Mr Simon Alty – Premises Manager*
Training will be identified, arranged and monitored by:	*Mr Simon Alty – Premises Manager* *Mrs Ann Duckworth – School Business Manager*

Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents;
- Ensure that there is a recognised system 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;
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	*In clearly marked yellow first aid boxes either in the classroom or outside in a clearly labelled cupboard.*
The first aider(s) and appointed person(s) is/are:	Mrs Lucy Jones Mr Chris Walker Miss Connie Sanders Mr Simon Frost Mrs Jan Ashcroft Mrs Wendy Dengate Mrs Caroline Edwards Mrs Kate Hodgson Mrs Laura Button Mrs Louise Finch
All accidents and cases of work-related ill health are to be reported to:	*Mrs Ann Duckworth – School Business Manager*
Health surveillance is not required for any roles within the school.	
Health surveillance will be arranged by:	*N/A*
Health surveillance/records will be kept by/at:	*N/A*

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:	*Lancashire County Council*
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 - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	*Mrs Elizabeth Speakman – Headteacher*
Responsible person(s) for investigating work-related causes of sickness absences:	*Mrs Elizabeth Speakman – Headteacher* *Mrs Ann Duckworth – School Business Manager*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Mrs Elizabeth Speakman – Headteacher*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Mrs Elizabeth Speakman – Headteacher* *Mrs Ann Duckworth – School Business Manager*

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:	*Mrs Elizabeth Speakman – Headteacher*
Escape routes are checked by:	*Mr Simon Alty – Premises Manager* *Mrs Elizabeth Speakman – Headteacher* *Checked every half term*
Fire extinguishers are maintained and checked by JLA Fire & Security annually.	*LCC - contract managed centrally. Appointments booked in with school according to schedule.*
Alarms are tested every week by:	*Mr Simon Alty – Premises Manager*
The emergency evacuation procedure is tested every term by:	*Mrs Elizabeth Speakman – Headteacher* *Mr Simon Alty – Premises Manager*
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	*Mrs Elizabeth Speakman – Headteacher*

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable ( )**	**Details of where information about the school's arrangements can be found**
Accident Reporting, Recording and Investigation		Accidents/Incidents and Reportable Diseases
Asbestos Management Plan		Asbestos Management
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents		Infection Control
Cleaning/caretaking tasks		Premises Management Guidance and Records
Control of contractors		Contractors
Control of Substances Hazardous to Health (COSHH)		Hazards
Disability access (health & safety implications)		Disability access
Display Screen Equipment and Eye Tests		Eye & Eyesight Tests - Display Screen Equipment DSE

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable ( )**	**Details of where information about the school's arrangements can be found**
Driving at Work		Driving at Work
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.		Electricity and Electrical Equipment
Emergency Procedures other than Fire e.g. flood, services failure		Emergency Preparedness and Response
Extended school and community use		Extended School
Fire Safety		Fire Safety
First Aid		First Aid
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.		Domestic Gas Appliances Servicing
Health & Safety Induction (checklist		Health and Safety

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable ( )**	**Details of where information about the school's arrangements can be found**
available on web site)		
Infection Control including needles and needle stick injuries		Infection Control
Lettings to non-school groups		See Lettings Policy on website
Manual Handling		Manual Handling/People Moving & Handling
Minibuses		Not Applicable
Mobile phones (the use of)		Office Google Drive Folder - Policies
Personal safety including lone working and violence and aggression		Lone Working / Personal Safety
Play Equipment installations inspections		Playground Equipment
Playgrounds and external areas		Playground Safety
Ponds and Water features		Office Google Drive Folder - Policies
Premises Management (see Premises		Premises Management

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable ( )**	**Details of where information about the school's arrangements can be found**
Management Guidance & Records on Health & Safety web site)		
Pupil moving and handling (special needs)		Individual pupil handling assessments will be completed when required.
Pregnant employees and nursing mothers		New and Expectant Mothers
Reporting of health & safety concerns/faults		Accidents/Incidents and Reportable Diseases
Severe Weather including winter gritting		Office Google Drive Folder - Policies
Shared use of buildings		As per lettings
Sharps e.g. broken glass either in school building or external grounds		Office Google Drive Folder - Policies
Stress		Work-related Stress
Swimming pools		Swimming Pools
Transport Safety/Vehicle Movement – arrangements for		Transport Safety/Vehicle Movement

Occupational Health & Safety Topic/Activity (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: Health, Safety & Quality web site	**Applicable ( )**	**Details of where information about the school's arrangements can be found**
vehicle movement, car parking and vehicle/pedestrian segregation on site		Car Park
Visitor and volunteers safety		Office Google Drive Folder - Policies
Waste storage and disposal		Waste Management Index
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Water Hygiene
Work equipment and machinery		Provision & Use of Work Equipment (PUWER)
Working at height – ladders, access equipment etc.		Work at Height
Workplace Inspection		Workplace Inspection

Table of Non-Occupational Health & 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 website - policies
*Educational Visits		Evolve
Food safety and hygiene		Office Google Drive Folder - Policies
Outdoor activities		Office Google Drive Folder - Policies
PE Equipment		Office Google Drive Folder - Policies
Pupil handling and restraint		Manual Handling
Grounds maintenance activities		Office Google Drive Folder - Policies
Pupil movement and flow		Movement and Flow
School transport		Transport
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		Individual risk assessments to be carried out
Smoking		Smoke-free and Vape-free Work Policy guidance
Special needs of pupils health & safety issues		Health and Safety Issues
Stage and drama activities		Individual risk assessments to be carried out
Supervision of pupils		No child will be left unsupervised
Technology rooms and equipment		Electrical Equipment
Wearing of jewellery		PE policy
Work experience		Work experience

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.

Review of Health and Safety Policy
Reviewed: November 2026
Next Review Date: November 2027