HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School** Elm Tree Community Primary School
- **Category of School** Special Needs Primary (SEMH)
- **School Number** 08/138
- **School Address** Elmers Wood Road, Tanhouse, Skelmersdale, Lancashire, WN8 6SA

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: D. Lamb	Signed: D. Hodgson On behalf of the Governing Body
Headteacher's name: David Lamb	Chair of Governors name: Dianne Hodgson
Date: Autumn Term 2026	Proposed Review date: Autumn Term 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

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	*Name & Designation* David Lamb, Headteacher Harry Cartwright, School Manager
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):	*Name & Designation* Harry Cartwright, School Manager Garry Howarth, Site Manager Kevin Tierney, Site Supervisor Tom Tierney, Site Assistant Jill Parkin, Business Support Officer
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:	*Names & Designations* Premises – Garry Howarth, Site Manager Fire Safety – Garry Howarth, Site Manager Emergency Plans – Garry Howarth, Site Manager Educational Visits – Jane Brownbill, Pupil Support Manager Out-of-Hours Arrangements – Shaun Leyland, Extended Services 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:	*Name & Designation* David Lamb, Headteacher Harry Cartwright, School Manager
The documented Health & Safety objectives and any associated action plan(s) can be found: <u>Note</u>: Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.	Online via secured Google Drive and via minutes during Governors, Staff and Senior Management Team meetings.
All employees within the school have a responsibility to: 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 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.	*Name & Designation* Garry Howarth, Site Manager Harry Cartwright, School Manager All Staff (where appropriate)
The significant findings of risk assessments will be reported to:	*Name & Designation* Harry Cartwright, School Manager
Action required to remove/control risks will be approved by:	*Name & Designation* David Lamb, Headteacher
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Name & Designation* Harry Cartwright, School Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Name & Designation* Garry Howarth, Site Manager Kevin Tierney, Site Supervisor All Staff
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:	*Name & Designation* Harry Cartwright, School Manager

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:	*Name and Designation* Garry Howarth, Site Manager Kevin Tierney, Site Supervisor
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Name and Designation* Garry Howarth, Site Manager Kevin Tierney, Site Supervisor Harry Cartwright, School Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Name and Designation* Garry Howarth, Site Manager Harry Cartwright, School Manager
Any problems found with equipment should be reported to:	*Name and Designation* Garry Howarth, Site Manager Kevin Tierney, Site Supervisor
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Name and Designation* Garry Howarth, Site Manager Harry Cartwright, School Manager

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.	*Location(s)* Main entrance
Health and safety advice is available from:	*Name and Designation* LCC Health & Safety Team (01772 538877)
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	*Name and Designation* Senior Management Team

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.

Induction training will be provided for all employees by:	*Name & Designation* Senior Management Team
Job specific training will be provided by:	*Name & Designation* Specific Persons LCC E-Learning
Jobs requiring specific health & safety training are:	Health and safety training requirements are identified according to the employee's role, responsibilities and the risks associated with the work being undertaken. Role-specific training may include first aid, fire safety, educational visits, asbestos awareness, water hygiene and Legionella management, COSHH, manual handling, pupil moving and handling, administration of medication, medical procedures, food safety, working at height, minibus and driving-at-work

	requirements, de-escalation and physical intervention. Employees must not undertake specialist tasks unless they have received suitable information, instruction, training and, where required, confirmation of competency. Training records, qualification expiry dates and refresher-training requirements are maintained centrally by the HR Manager.
Training records are kept at/by:	*Name & Designation* Jordan Calderbank, HR Manager
Training will be identified, arranged and monitored by:	*Name & Designation* Senior Management Team

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:	*Detail location(s)* In every classroom Staff Room School Kitchen School Office
The first aider(s) and appointed person(s) is/are:	*Name(s)* All support staff
All accidents and cases of work-related ill health are to be reported to:	*Name and Designation* Jordan Calderbank, HR Manager

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:	*Name & Designation* Garry Howarth, Site Manager Kevin Tierney, Site Supervisor Tom Tierney, Site Assistant Governing Body
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:	*Name & Designation* Senior Management Team where appropriate
Responsible person(s) for investigating work-related causes of sickness absences:	*Name & Designation* Senior Management Team
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Name & Designation* Senior Management Team
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Name & Designation* David Lamb, Headteacher Governing Body

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:	*Name & Designation* Garry Howarth, Site Manager Harry Cartwright, School Manager
Escape routes are checked by/every:	*Name, Designation and frequency:* Garry Howarth, Site Manager, Weekly

	Site Supervising Team, Weekly
Fire extinguishers are maintained and checked by/every:	*Name, Designation and frequency:* Garry Howarth, Site Manager, Weekly Walkers Fire, Yearly
Alarms are tested by/every:	*Name, Designation and frequency:* Garry Howarth, Site Manager Weekly Site Supervising Team, Weekly
The emergency evacuation procedure is tested by/every:	*Name, Designation and frequency* Garry Howarth, Site Manager and Harry Cartwright, School Manager, every ¼
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	*Name & Designation* David Lamb, Headteacher

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	Information available on LCC's Schools' Portal and School Shared Drive
• Reporting of health and safety concerns/faults	Information available on LCC's Schools' Portal and School Shared Drive
• Near miss reporting	Information available on LCC's Schools' Portal and School Shared Drive
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	Information available on LCC's Schools' Portal and School Shared Drive
• Site supervisor activities	Information available on LCC's Schools' Portal and School Shared Drive
• School activities	Information available on LCC's Schools' Portal and School Shared Drive
• Curriculum including science and technology	Information available on LCC's Schools' Portal and School Shared Drive
• Premises related	Information available on LCC's Schools' Portal and School Shared Drive
• Occupational	Information available on LCC's Schools' Portal and School Shared Drive
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	Information available on LCC's Schools' Portal and School Shared Drive
• PE and indoor play equipment	Information available on LCC's Schools' Portal and School Shared Drive
• Playground and external area including fixed play equipment ponds and water features	Information available on LCC's Schools' Portal and School Shared Drive
• Swimming pool (including hire of or temporary pop up)	NA
• Fire risk assessment and fire safety checks	Information available on LCC's Schools' Portal and School Shared Drive
• Legionella risk assessment and monitoring	Information available on LCC's Schools' Portal and School Shared Drive

• Management of contractors	Information available on LCC's Schools' Portal and School Shared Drive
• Lettings to non-school groups	Information available on LCC's Schools' Portal and School Shared Drive
• Trees	Information available on LCC's Schools' Portal and School Shared Drive
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	Information available on LCC's Schools' Portal and School Shared Drive
• Visitor and volunteers' safety	Information available on LCC's Schools' Portal and School Shared Drive
Emergency arrangements	
• First aid	Information available on LCC's Schools' Portal and School Shared Drive
• Fire evacuation	Information available on LCC's Schools' Portal and School Shared Drive
• Lockdown	Information available on LCC's Schools' Portal and School Shared Drive
• Other emergencies such as loss of services or flood	Information available on LCC's Schools' Portal and School Shared Drive
Transport	
• Mini buses	Information available on LCC's Schools' Portal and School Shared Drive
• Driving for work	Information available on LCC's Schools' Portal and School Shared Drive
• Vehicle movement, car parking and vehicle/pedestrian segregation on site	Information available on LCC's Schools' Portal and School Shared Drive
Health	
• Allergies	Information available on LCC's Schools' Portal and School Shared Drive
• Administration of medication	Information available on LCC's Schools' Portal and School Shared Drive
• Use of display screen equipment	Information available on LCC's Schools' Portal and School Shared Drive
• Infection control	Information available on LCC's Schools' Portal and School Shared Drive
• Work-related stress	Information available on LCC's Schools' Portal and School Shared Drive
Occupational	
• Personal safety including violence and aggression	Information available on LCC's Schools' Portal and School Shared Drive

• Work equipment and machinery	Information available on LCC's Schools' Portal and School Shared Drive
• Working at height – ladders, access equipment etc	Information available on LCC's Schools' Portal and School Shared Drive
• Pupil moving and handling (special needs) and pupil handling and restraint	Information available on LCC's Schools' Portal and School Shared Drive
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	