HEALTH AND SAFETY POLICY

Issue No 12 - Schools Model H&S Policy and Arrangements Template

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Great Harwood St Bartholomew's Parish CE VA Primary School**
- **Category of School: Voluntary Aided**
- **School Number: 11038**
- **School Address: Ash Street, Great Harwood, BB6 7QA**

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 Voluntary Aided School the governing body is the employer and is accountable for health and safety duties and 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 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 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: S Irvine (Headteacher)	Signed: P Bell (Chair of Governors) On behalf of the Governing Body
Headteacher's name: Sarah Irvine	Chair of Governors name: Peter Bell
Date: October 2026	Proposed Review date: October 2027

Schools 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

Responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	*Sarah Irvine – Head teacher*
The person with delegated responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	*Jenna Harrison – School Bursar*
The body responsible for vetting and approving contractors and providing premises management services is:	*Blackburn Diocesan Board of Education*
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas, for example premises, fire safety out-of-hours arrangements, educational visits:	*Premises – Stephen Muddiman, Site Supervisor* *Fire Safety – Sarah Irvine, Headteacher* *Emergency Plans - Sarah Irvine, Headteacher* *Educational Visits – Jenna Harrison, School Bursar*
Health and safety objectives for the school will be developed and monitored by: Health and safety objectives may be identified through consideration of the findings from accident/incident investigation, consultation with employees and other interested parties, review of risk assessments, the outcomes of workplace inspections, audit findings, health and safety management support, advice from the county council, Department of Education guidance, HSE guidance and other authoritative sources).	*Sarah Irvine – Head teacher*
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented, for example as an action plan, and monitored to ensure they are achieved.	*Location e.g. within the School Development Plan or in the minutes of governors or staff meetings* *School Office*
All employees within the school have a responsibility to: 1. Co-operate with the headteacher and 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

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.	*Sarah Irvine - Headteacher*
The significant findings of risk assessments will be reported to:	*Sarah Irvine - Headteacher*
Action required to remove/control risks will be approved by:	*Sarah Irvine - Headteacher*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Sarah Irvine - Headteacher*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Sarah Irvine - 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:	*Sarah Irvine - Headteacher*

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:	*Sarah Irvine – Headteacher* *Stephen Muddiman – Site Supervisor* *Jenna Harrison – School Bursar*
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Sarah Irvine – Headteacher* *Peter Bell – Chair of Governors*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Sarah Irvine – Headteacher* *Stephen Muddiman – Site Supervisor* *Jenna Harrison – School Bursar*
Any problems found with equipment should be reported to:	*Sarah Irvine – Headteacher* *Stephen Muddiman – Site Supervisor* *Jenna Harrison – School Bursar*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Sarah Irvine - Headteacher*

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 e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	*The Main School Entrance* *Staff Room* *LCCG School Kitchen*
Health and Safety advice is available from:	*Debbie Tonge, LCC Health & Safety Advisor - 01772 532310 / 07919 227415*
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	*Sarah Irvine - Headteacher*

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:	*Sarah Irvine – Headteacher* *and/or* *Samantha Holden – Deputy Headteacher*
Job specific training will be provided by:	*Sarah Irvine - Headteacher*
Jobs requiring specific health and safety training are:	*Please see Health & Safety Training Matrix for Staff.*
Training records are kept by:	*Jenna Harrison – School Bursar*
Training will be identified, arranged and monitored by:	*Sarah Irvine – Headteacher* *Jenna Harrison – School Bursar*

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:	• *Main supply is from the School Office* • *Each classroom has a First Aid Supply Bag – This is taken onto the yard when children are working outside* • *Lunchtime First Aid bag is taken outside* • *Educational Visits – Staff stock and take the trip First Aid Bag with them*
The first aider(s) and appointed person(s) is/are:	*All staff are First Aid trained.* *3 staff are Paediatric First Aid trained* *Epi-Pen, Asthma & Epilepsy Training also provided by the School Nurse Team*
All accidents and cases of work-related ill health are to be reported to:	*Sarah Irvine - Headteacher*
Health surveillance is not required for any job roles within the school.	*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. 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:	*Sarah Irvine - Headteacher*
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 etc before requesting assistance from the Health, Safety and Quality team if necessary:	*Sarah Irvine - Headteacher*
Responsible person(s) for investigating work-related causes of sickness absences:	*Sarah Irvine - Headteacher*
Responsible person(s) for acting on investigation findings to prevent recurrences:	*Sarah Irvine - Headteacher*
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Sarah Irvine - Headteacher*

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:	*Sarah Irvine - Headteacher*
Escape routes are checked by/every:	*Stephen Muddiman – Site Supervisor*
Fire extinguishers are maintained and checked by/every:	*Stephen Muddiman – Site Supervisor*
Alarms are tested by/every:	*Stephen Muddiman – Site Supervisor*
The emergency evacuation procedure is tested by/every:	*Sarah Irvine - Headteacher*
Responsibility for ensuring arrangements are in place to deal with other emergency situations for example, lockdown, bomb threat, flood, services failure, severe weather, security incidents and public health incidents, rests with:	*Sarah Irvine - Headteacher*

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	School Office
• Reporting of health and safety concerns/faults	School Office
• Near miss reporting	School Office
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	Caretaking Office
• Site supervisor activities	Caretaking Office
• School activities	Evolve
• Curriculum including science and technology	Teacher Drive
• Premises related	Teacher Drive
• Occupational	Teacher Drive
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	School Office
• PE and indoor play equipment	School Office
• Playground and external area including fixed play equipment ponds and water features	Caretaking Office
• Swimming pool (including hire of or temporary pop up)	N/A
• Fire risk assessment and fire safety checks	School Office
• Legionella risk assessment and monitoring	School Office
• Management of contractors	School Office
• Lettings to non-school groups	School Office
• Trees	School Office
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	School Office
• Visitor and volunteers' safety	School Office

Emergency arrangements	
• First aid	School Office
• Fire evacuation	Every room
• Lockdown	Teacher Drive
• Other emergencies such as loss of services or flood	School Office
Transport	
• Mini buses	N/A
• Driving for work	School Office
• Vehicle movement, car parking and vehicle/pedestrian segregation on site	N/A No parking on site
Health	
• Allergies	School Office
• Administration of medication	School Office
• Use of display screen equipment	School Office
• Infection control	School Office
• Work-related stress	School Office
Occupational	
• Personal safety including violence and aggression	School Office
• Work equipment and machinery	School Office
• Working at height – ladders, access equipment etc	School Office
• Pupil moving and handling (special needs) and pupil handling and restraint	Teacher Drive
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	