

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **St Peter’s C of E Primary School**
- **Voluntary Aided School**
- **09/012**
- **Eaves Lane, Chorley, Lancashire, PR6 0DX**

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:

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| <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • 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". |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Rachel Brown	Chair of Governors name: Louise Benney
Date: January 2025	Proposed Review date: January 2026

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Rachel Brown Headteacher</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>Jeanette Kirk SBM</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>Rachel Brown, Paul Jump Site Supervisor, Jeanette Kirk SBM Educational Visits: Rachel Brown Headteacher, Sarah Casey, Teacher</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>Rachel Brown Headteacher Louise Benney (H&S Governor) Paul Hood (LCC H&S Advisor) Jeanette Kirk SBM</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>Governor & Staff Meeting Minutes Health & Safety Notice Board Health & Safety File in School Office</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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p>Headteacher, SBM, Teachers, Premiserv and their Site Supervisor. Contractors working on a project to follow their own companies risk assessment and safe working practice. Jackie Rypel – Forest School Leader</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM</p>
<p>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:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM Paul Hood LCC H&S Adviser Fire Risk Assessment non-technical May 2024 Fire Risk Assessment technical May 2024 Risk Assessment Review Date January 2026</p>

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:	Hannah Jenkinson – Staff Governor
Consultation with employees is provided via:	Staff Meetings, Welfare Meetings, Teaching Assistant Meetings, Whole Staff emails, Staff Notice Board.

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:	DBE TPM (Buildings) LCC (Grounds) Rachel Brown Headteacher Paul Jump Site Supervisor Jeanette Kirk SBM
Responsible person(s) for ensuring effective maintenance arrangements are in place:	DBE TPM (Buildings) LCC (Grounds) Rachel Brown Headteacher Jeanette Kirk SBM responsible for ensuring effective maintenance procedures are drawn up Paul Jump Site Supervisor
Responsible person(s) for ensuring that all identified maintenance is carried out:	DBE TPM (Buildings) LCC (Grounds) Rachel Brown Headteacher Jeanette Kirk SBM Paul Jump Site Supervisor
Any problems found with equipment should be reported to:	Rachel Brown Headteacher Jeanette Kirk SBM
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Rachel Brown Headteacher Jeanette Kirk SBM

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>School Office Main Entrance and Staff Room</p>
<p>Health and safety advice is available from:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM Paul Hood LCC Advisor</p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p>Rachel Brown Headteacher Jeanette Kirk SBM Jayne Blackburn DHT, SLT, KS2 Lead Michelle Eastham SLT, EYFS & KS1 Lead</p>
<p>Health and safety in shared premises (where applicable) is managed by:</p>	<p>Gemma Stokes Chorley School Sports Partnership (Lettings Agreement)</p> <p>Sam McCrea – LCCG</p> <p>Paul Jump – Site Supervisor</p> <p>Inform lead of any school lettings where appropriate.</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>Rachel Brown Headteacher Jeanette Kirk SBM</p>
<p>Job specific training will be provided by:</p>	<p>Rachel Brown Headteacher Premiserv / Western ICT / External Training Providers / LCCG Catering Commercial Services.</p>
<p>Jobs requiring specific health and safety training are:</p>	<p>Use of ladders, working at heights, moving and handling, use of hoists / walking frames / stair climbers etc, care and control of children, use of buffing machine(s)</p>

	Statutory checks – Site Supervisor Paul Jump
Training records are kept by:	Jeanette Kirk SBM Dawn Brocken & Anita Davies School Business Support Officers
Training will be identified, arranged and monitored by:	Rachel Brown Headteacher Jeanette Kirk SBM

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:	Infant Communal Area School Kitchen Outdoor First Aid Kit stored in the outdoor classroom for Forest School lessons
The first aider(s) and appointed person(s) is/are:	See attached First Aiders List Appendix 1
All accidents and cases of work-related ill health are to be reported to:	Rachel Brown Headteacher Jeanette Kirk SBM
Health surveillance is required for job roles within the school. Using ladders, Lifting, Manual handling, DSE Users, pregnant employees	Health surveillance will be arranged by Rachel Brown Headteacher. Health surveillance records will be kept by Jeanette Kirk, SBM

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,	Rachel Brown Headteacher Governor Resources Committee
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we will conduct workplace inspections. These are carried out by:	Jeanette Kirk SBM Paul Hood LCC Advisor Paul Jump Site Supervisor DBE TPM (Buildings) LCC (Grounds)
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 & 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:	Rachel Brown Headteacher Jeanette Kirk SBM
Responsible person(s) for investigating work-related causes of sickness absences:	Rachel Brown Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Rachel Brown Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Rachel Brown Headteacher Jeanette Kirk SBM

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:	Rachel Brown Headteacher Jeanette Kirk SBM This is supported by: Paul Hood LCC H&S Adviser
Escape routes are checked by/every:	Paul Jump Site Supervisor - daily before school
Fire extinguishers are maintained and checked by/every:	Pennine Fire & Safety Ltd on an annual basis. Scheduled by DBE TPM
Alarms are tested by/every:	Paul Jump Site Supervisor - weekly
The emergency evacuation procedure is tested	Rachel Brown Headteacher every term

by/every:	
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Rachel Brown Headteacher Jeanette Kirk SBM Jayne Blackburn DHT, KS2 Lead Michelle Eastham SLT, EYFS & KS1 Lead

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	√	Health and Safety Policy
Asbestos management plan	√	Asbestos File Site Supervisor's Office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Risk Assessment and Health and Safety Policy. SBM Office
Catering	√	Risk Assessment File School Kitchen and SBM office
Cleaning/caretaking tasks	√	Risk Assessment and Site Supervisor Office for Premiserv on site file
Control of contractors	√	Contractors signing in file, main entrance/reception
Control of substances hazardous to health (COSHH)	√	Premiserv file held in Site Supervisor's office
Disability access (health and safety implications)	√	Accessibility Plan
Display screen equipment and eye tests	√	Risk Assessment File SBM's office
Driving at work	√	Risk Assessment - adequate insurance and documents checked
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	DBE TPM Intranet system for schools and Health and Safety File
Emergency procedures other than fire, for example flood, services failure	√	Emergency Plan
Extended school and community use	√	Lettings Policy
Finger traps (internal and external)	√	Finger Trap Inspection Checklist
Fire safety	√	Fire Safety Logbook, School Office
First aid	√	First Aid Policy and First Aid Stations
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Emergency Plan and DBE TPM Intranet system for schools
Health and safety induction (a checklist is available on the health safety and quality website)	√	Online training via LCC Intranet - Astute

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
Hot surfaces, scalds and burns	√	Risk Assessment File SBM's office
Infection control, including needles and needlestick injuries	√	Risk Assessment, care plan and external training provider
Lettings to non-school groups	√	Lettings Policy
Manual handling	√	Staff Handbook and online Health and Safety Training - Astute
Mobile phones (the use of)	√	Staff Handbook and School Website
Personal safety including lone working and violence and aggression	√	Risk Assessment and separate policy
Play equipment installations inspections	√	Reports filed electronically in office and Site Supervisor office
Playgrounds and external areas	√	Reports filed electronically in office and Site Supervisor office
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Premises Management File
Pupil moving and handling (special needs)	√	Individual Care Plans
Pregnant employees and nursing mothers	√	Risk Assessment File and HR File
Reporting of health and safety concerns/faults	√	Health and Safety Policy and Staff Handbook. Book held in main office for reporting faults
Severe weather including winter gritting	√	Site Supervisor/Premiserv
Shared use of buildings	√	Lettings Policy
Sharps, for example, broken glass in the school building or external grounds	√	Risk Assessment
Stress	√	Risk Assessment
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk Assessment Site Supervisor Premiserv
Visitor and volunteers' safety	√	Visitor and Volunteer Policy and Staff Handbook
Waste storage and disposal	√	Health and Safety Policy and Waste Contract

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	√	Risk Assessment and Water File in School Office
Work equipment and machinery	√	Risk Assessment File
Working at height – ladders, access equipment etc	√	Risk Assessment File
Workplace inspection (internal and external)	√	Premises File

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	√	Meds kept in fridge in SBM's office, administered by Admin Staff
*Educational visits	√	EVOLVE EV Policy
Food safety and hygiene	√	Risk Assessment
Outdoor activities	√	Risk Assessment
PE equipment	√	Premises File
Pupil handling and restraint	√	Care and Control Policy
Grounds maintenance activities	√	External Risk Assessment/SODEXO SLA
Pupil movement and flow	√	Risk Assessment and Staff Handbook
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk Assessment
Smoking	√	Smoke Free Policy
Special needs of pupils (health and safety issues)	√	Individual Care Plans
Stage and drama activities	√	Risk Assessment
Supervision of pupils	√	Staff Handbook/Behaviour Policy/Lunchtime Arrangements
Wearing of jewellery	√	School website Uniform Policy
Work experience	√	Risk Assessment and liaison with College/Placement Providers

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](#).