HEALTH AND SAFETY POLICY

Incorporating the local health and safety arrangements for:

- **Bretherton Endowed CE Primary School**
- **VA Primary 09029**
- **South Road, Bretherton, Lancs PR26 9AH**

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 foundation or 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 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:	Signed: On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:

Jayne Clarke	Pam Aspden
Date: 02/09/26	Proposed Review date: September 2028

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

Responsibility for the day-to-day implementation and management of health, safety and welfare within the school is that of:	*Jayne Clarke* *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:	*Jayne Clarke* *Head Teacher* *Rebecca Gardiner* *DHT* Supported by H Bleasdale
The body responsible for vetting and approving contractors and providing premises management services is:	Arcadis Consulting (UK) Ltd. Suite 1A, 4 Piccadilly Place, Manchester | M1 3BN | United Kingdom 07721 496918
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:	*Jayne Clarke Head Teacher – EVC, Out of Hours, Fire Safety, Premises Manager, DSL* *Rebecca Gardiner DHT , Deputy DSL, deputy premises manager*
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).	*Jayne Clarke* *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.	*Premises manager file in HT office and Health and safety docs in file in HT office. Risk assessments on 365 HT/Bursar and staff. Buildings action plan shared with buildings committee minutes and staff briefings or staff meeting minutes.*
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.	*Jayne Clarke* *Head Teacher*
The significant findings of risk assessments will be reported to:	*Jayne Clarke* *Head Teacher* *Stephen Townley – Health and Safety Governor*
Action required to remove/control risks will be approved by:	*Jayne Clarke* *Head Teacher*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	*Jayne Clarke* *Head Teacher* *Stephen Townley – Health and Safety Governor*
Checking that implemented actions have removed/reduced the risks is the responsibility of:	*Jayne Clarke* *Head Teacher* *Stephen Townley – Health and Safety Governor and buildings 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:	*Jayne Clarke* *Head Teacher* Followed by : Jon Guest caretaker *Reviewed by: Stephen Townley – Health and Safety Governor*

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:	*Jon Guest Site Supervisor* *Jayne Clarke Head Teacher*
Responsible person(s) for ensuring effective maintenance arrangements are in place:	*Jayne Clarke Head Teacher*
Responsible person(s) for ensuring that all identified maintenance is carried out:	*Jayne Clarke Head Teacher*
Any problems found with equipment should be reported to:	*Jayne Clarke Head Teacher*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	*Jayne Clarke Head Teacher*

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.	*Entrance to School hall* *Staff room* *Main Reception Foyer*
The competent person or source of competent health and safety advice for the school is: (For schools that buy in the health and safety SLA this will be the county councils health and safety team).	*Lancashire*
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	*Jayne Clarke* *Head Teacher* *Rebecca Gardiner Deputy Head Teacher*
Health and safety in shared premises (where applicable) is managed by: *-delete this row if the premises is not shared*	Premises are not shared- but we do provide lettings for 3rd parties

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:	*Jayne Clarke* *Head Teacher*
Job specific training will be provided by:	*Jayne Clarke* *Head Teacher* *Rebecca Gardiner* *DHT*
Jobs requiring specific health and safety training are:	*List the training and method of provision* *Asbestos Inspection & Awareness – H&S Team & face to face training LCC (HT)*

	Legionella & Water Monitoring – H&S Team & DBE (Martin Riley and HT face to face and annual updates) *COSHH – H&S Team & e learning for site supervisor and HT* *Management of Contractors – H&S eLearning HT* *DSE – H&S eLearning* *Working at Height – H&S HT and site supervisor* *Manual Handling of people - H&S Team , face to face HT and DHT previously.*
Training records are kept by:	*Bursar in office – on bursar computer and 365 SLT*
Training will be identified, arranged and monitored by:	*Jayne Clarke Head Teacher overseen. Bursar plans for Site supervisor and cleaner annual assessments* *Jayne Clarke Head Teacher responsible for her own CPD and DHT*

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:	*First aid boxes identified through signage.* *School office;The Hub; servery; class 1;2;3;4; staff room and temporary first aid kit for trips in staff room*
The first aider(s) and appointed person(s) is/are:	*List displayed in school office* *J Clarke*

	D Brindle *J Vincent Paediatric First Aid* *S Allchurch ; A DiFranco* *J Stringfellow; P Duckworth* *N Mangnall* *J Hart* *E Moore*
All accidents and cases of work-related ill health are to be reported to:	*Jayne Clarke* *Head Teacher*
Health surveillance is not required for any job roles within the school.	
Health surveillance will be arranged by:	*Jayne Clarke* *Head Teacher*
Health surveillance/records will be kept by/at:	*In Appraisal Documents*

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:	*Jayne Clarke* *Head Teacher* And /or DHT Mr Stephen Townley, H & S Governor Site supervisor
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.	Risk assessments are reviewed and agreed with staff and Governors every 3 years. Timetable of review within H & S file, overseen by H Bleasdale, School Officer, Responsibility of Jayne Clarke*Head Teacher*
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:	*Jayne Clarke* *Head Teacher* Rebecca Gardiner Deputy Head Teacher
Responsible person(s) for investigating work-related causes of sickness absences:	*Jayne Clarke* *Head Teacher*

Responsible person(s) for acting on investigation findings to prevent recurrences:	*Jayne Clarke* *Head Teacher* Mr Stephen Townley, H & S Governor
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	*Jayne Clarke* *Head Teacher* *Bursar collates documents*

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:	*Jayne Clarke* *Head Teacher*
Escape routes are checked by/every:	*Jayne Clarke* *Head Teacher* every term
Fire extinguishers are maintained and checked by/every:	*DBE services every year February* *Visual checks by site supervisor weekly*
Alarms are tested by/every:	*DBE services every half year January & July* *Site Supervisor tests Fire Alarms once a week and emergency lighting in line with LCC recommended*
The emergency evacuation procedure is tested by/every:	*Jayne Clarke* *Head Teacher* Rebecca Gardiner Deputy Head Teacher
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:	*Jayne Clarke* *Head Teacher* *Rebecca Gardiner* *Deputy Head Teacher*

	Lockdown completed as training once a year and practice once a year

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	Part of H & S policy , reporting and audits annually. Accident books in office and staff room and reviewed termly with H & S Governor Near misses and accidents reported using LCC forms and H & S Governor advised.
• Reporting of health and safety concerns/faults	To HT, process in place as premises manager and DBE contractors Defect book and general maintenance book for site supervisor
• Near miss reporting	To HT
Risk assessments (webpage)	
• Control of substances hazardous the health (COSHH)	DBE contractors – created a contractor pack ArCADIS if project managers COSHH file set up and all documents within updated annually
• Site supervisor activities	
• School activities	Included with EVC. Risk assessments

• Curriculum including science and technology	Usual curriculum risk assessments
• Premises related	DBE complete statutory checks and school audits annually
• Occupational	Through site supervisor walk arounds
Premises management arrangements including; (webpage)	
• Servicing and inspection records (boiler, intruder alarm, fire alarm etc)	Annual checks – DBE contractors
• PE and indoor play equipment	DBE annual PE equipment checks and all staff responsible for checking before use – reminded annually
• Playground and external area including fixed play equipment ponds and water features	Included with EVC. Risk assessments
• Swimming pool (including hire of or temporary pop up)	N/A
• Fire risk assessment and fire safety checks	Fire safety protocol following Lancashire portal advice – file within school office updated weekly by caretaker.
• Legionella risk assessment and monitoring	Procedures followed and recorded in school office by caretaker
• Management of contractors	SLA Lancashire paid for and LCC risk assessments
• Lettings to non-school groups	Lettings policy
• Trees	DBE Tree survey – 5 yearly
• Disability - health and safety considerations for building users for example personal emergency evacuation plans.	Accessibility policy on website
• Visitor and volunteers' safety	Ht, H& S notices in school DSL notice and asbestos
Emergency arrangements	
• First aid	Part of H & S policy , reporting and audits annually. Accident books in office and

	staff room and reviewed termly with H & S Governor Near misses and accidents reported using LCC forms and H & S Governor advised. Protocol for staff CPD, kept up to date as part of child protection policy review
• Fire evacuation	Fire policy
• Lockdown	Lockdown policy
• Other emergencies such as loss of services or flood	Lockdown policy and documentation of practice and training
Transport	
• Mini buses	Not own minibus but use contained within EVC policy and trip risk assessments
• Driving for work	Safeguarding policy, protocol to check suitable insurance
• Vehicle movement, car parking and vehicle/pedestrian segregation on site	Website and notices on car park. Crossing patrol trained member of staff
Health	
• Allergies	Allergy policy
• Administration of medication	Policy and followed by all staff – reminded annually. School office files documentation. Asthma policy
• Use of display screen equipment	Annual checklist provided for staff
• Infection control	Risk assessment
• Work-related stress	Well-being policy, SAS wellbeing service

Occupational	
• Personal safety including violence and aggression	Lone working risk assessment
• Work equipment and machinery	Procedures followed and recorded in school office by caretaker
• Working at height – ladders, access equipment etc	Procedures followed and recorded in school office by caretaker
• Pupil moving and handling (special needs) and pupil handling and restraint	See appendix in SEND policy
Educational visits	
Educational Visits have a separate intranet site on the Schools Portal at Educational Visits.	