

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School - Royal Cross Primary School**
- **Category of School – Specialist school for Deaf Children**
- **School Number - 00134**
- **School Address – Elswick road, Ashton on Ribble, Preston. PR2 1NT**

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 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 of this template 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".

Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Mrs Sofia Parveen	Chair of Governors name: Clive Gregory
Date: 13/09/25	Proposed Review date: Sept 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>Mrs Sofia Parveen - Headteacher</i>
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:	<i>Vicky Robinson – School Business Manager Louise Riley – Staff H&S Representative</i>
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:	<i>Names and Designations Premises – Linda Picking – Site Supervisor Fire safety – Linda Picking – Site Supervisor Emergency plans – Sofia Parveen - Headteacher Educational visits – Claire Cunliffe (Head EVC) – Deputy Headteacher, Sofia Parveen – Headteacher.</i>
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:	<i>Sofia Parveen – Headteacher Vicky Robinson – School Business Manager</i>
Documented health and safety objectives and any associated action plan(s) can be found: Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	<i>In the School Development Plan or in the minutes of governors or staff meetings.</i>
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; 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.

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.	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i> <i>Claire Cunliffe – Deputy Headteacher</i> <i>Class teachers for healthcare plans, intimate care plans, individual pupil assessments</i> <i>Educational visits – visit leaders</i> <i>Lisa Dewhurst – HLTA for PE and Forest Schools</i>
The significant findings of risk assessments will be reported to:	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i>
Action required to remove/control risks will be approved by:	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Linda Picking – Site Supervisor</i> <i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i> <i>Claire Cunliffe – Deputy Headteacher</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i> <i>Claire Cunliffe – Deputy Headteacher</i>
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:	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i> <i>Linda Picking – Site Supervisor</i>

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:	<i>Louise Riley – TA3</i>
Consultation with employees is provided via:	<i>Circulation of draft documents for consultation, Staff briefings.</i>

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:	<i>Linda Picking – Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>LCC Prop team</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>LCC Prop team</i>
Any problems found with equipment should be reported to:	<i>Vicky Robinson – School Business Manager Linda Picking – Site Supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Vicky Robinson – School Business Manager</i>

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.	<i>Resource room</i>
Health and safety advice is available from:	<i>Danielle Ventrice – LCC Health and Safety Officer LCC Duty Officer – 01772 538877 health.safety@lancashire.gov.uk</i>
Induction, supervision of trainees/work	<i>Vicky Robinson – School Business</i>

placements etc will be arranged/undertaken/monitored by:	<i>Manager</i>
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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:	<i>Vicky Robinson – School Business Manager Astute elearning</i>
Job specific training will be provided by:	<i>Vicky Robinson – School Business Manager</i>
Jobs requiring specific health and safety training are:	<i>List the jobs, training, and method of delivery here. Alternatively, signpost to where this information is documented, for example, in your local health and safety training matrix for staff. All Staff – Health and Safety Awareness, Fire Safety, Manual Handling, DSE, Personal Safety, Ladder Safety. Site Supervisor - asbestos management and awareness, Legionella and water hygiene, COSHH, management of contractors, working at height. These will be achieved via eLearning/on the job training. Premises Management – asbestos management and awareness, Legionella and water hygiene, Management of contractors, risk assessment, workplace inspection and monitoring, accident and incident investigation. Drivers – Drivers at work. Nominated First Aiders – Paediatric First Aid, First Aid at Work.</i>
Training records are kept by:	<i>Vicky Robinson – School Business Manager</i>

Training will be identified, arranged and monitored by:	Vicky Robinson – School Business Manager
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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:	<i>First Aid Box – Medical Room and kitchen</i> <i>Paediatric First Aid kit – EYFS class</i> <i>First Aid Bum Bag – Cherry, Oak, Sycamore, Willow</i> <i>First Aid Box – Mini bus</i> <i>Mini first aid kit and burns kit – Forest School rucksack (Kept in hall cupboard)</i>			
The first aider(s) and appointed person(s) is/are:	Level 3 Emergency First Aid at Work 3yr			
	Name	Date of Expiry	Name	Date of Expiry
	Claire Cunliffe	01/09/27	Laura Park	01/09/27
	Lisa Dewhurst	01/09/27	Catherine Redman	01/09/27
	Ayesha Shahid	01/09/27	Louise Reilly	01/09/27
	Debbie Cartwright	01/09/27	John Vare	13/09/27
	Linzi Harding	01/09/27	Julie Mansford	01/09/27
	Rebecca Shaw	01/09/27	Tim Jones	01/09/27
	Outdoor First Aid – 3yr		Date of Expiry	
	Lisa Dewhurst		07/07/27	
	Louise Reilly		13/05/27	
	Youth Mental Health First Aider - 3yr		Date completed / Expiry	
	Sofia Parveen		09/11/22 / 09/11/26	
	Lisa Dewhurst		14/03/23 / 14/03/26	
	John Vare		14/03/23 / 14/03/26	
	Level 3 Paediatric First Aid 3yr			
	Name	Date of	Name	Date of

		Expiry		Expiry
	Claire Cunliffe	01/09/27	Laura Park	01/09/27
	Lisa Dewhurst	01/09/27	Catherine Redman	01/09/27
	Ayesha Shahid	01/09/27	Louise Reilly	01/09/27
	Debbie Cartwright	01/09/27	John Vare	20/09/27
	Linzi Harding	01/09/27	Julie Mansford	01/09/27
	Rebecca Shaw	01/09/27	Tim Jones	01/09/27
All accidents and cases of work-related ill health are to be reported to:	<i>Sofia Parveen - Headteacher</i>			
Health surveillance is required for employees doing the following jobs within the school:	<i>Moving and Handling – All staff involved with changing duties for pupils</i> <i>Team Teach – Claire Cunliffe, Tim Jones, Debbie Cartwright, Lisa Dewhurst, Louise Riley.</i> <i>Medical Management – Claire Cunliffe, Lisa Dewhurst.</i>			
Health surveillance will be arranged by:	<i>Sofia Parveen – Headteacher</i> <i>Vicky Robinson – School Business Manager</i> <i>Claire Cunliffe – Deputy Headteacher</i>			
Health surveillance/records will be kept by/at:	<i>Vicky Robinson – School Business Manager</i>			

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:	<i>Vicky Robinson – School Business Manager</i> <i>Louise Riley – Staff H&S representative</i>
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:	<i>Vicky Robinson – School Business Manager</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Sofia Parveen - Headteacher</i> <i>Vicky Robinson – School Business Manager</i>

Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Sofia Parveen - Headteacher Vicky Robinson – School Business Manager</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Sofia Parveen – Headteacher Vicky Robinson – School Business Manager</i>

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:	<i>Sofia Parveen - Headteacher</i>
Escape routes are checked by/every:	<i>Linda Picking - Weekly</i>
Fire extinguishers are maintained and checked by/every:	<i>Linda Picking – Monthly SLA with Prop – checked yearly</i>
Alarms are tested by/every:	<i>Linda Picking – Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Louise Riley - Termly</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Sofia Parveen - Headteacher</i>

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	√	Headteachers office
Asbestos management plan	√	Main office
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Bodily fluid buckets in medical room
Cleaning/caretaking tasks	√	Caretakers store
Control of contractors	√	Main office
Control of substances hazardous to health (COSHH)	√	Caretakers store
Disability access (health and safety implications)	√	All one level, accessible in all classrooms, disabled toilet.
Display screen equipment and eye tests	√	Astute training
Driving at work	√	Astute training
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Main office
Emergency procedures other than fire, for example flood, services failure	√	Kept by SLT
Extended school and community use		
Finger traps (internal and external)	√	All doors are fitted, checked by site supervisor
Fire safety	√	Main office
First aid	√	First Aid room
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Main office
Health and safety induction (a checklist is available on the health safety and quality website)	√	Main office
Infection control, including needles and needlestick injuries		
Lettings to non-school groups		
Manual handling	√	Main office

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
Minibuses	√	Main office
Mobile phones (the use of)	√	Staff handbook
Personal safety including lone working and violence and aggression	√	LCC Policy / Staff handbook
Play equipment installations inspections	√	Main office
Playgrounds and external areas	√	Checked by Linda Picking daily/weekly and by Yvonne Gagen LCC termly - Main office
Ponds and water features	√	Gated pond in Forest School Area. Included in Forest School risk assessment and policy
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Main office
Pupil moving and handling (special needs)	√	Moving and Handling training and Team Teach training.
Pregnant employees and nursing mothers	√	Guidance on the Portal
Reporting of health and safety concerns/faults	√	Health and Safety Concerns Book in Main office
Severe weather including winter gritting	√	Guidance on Portal
Shared use of buildings		
Sharps, for example, broken glass in the school building or external grounds	√	Checked by site supervisor each morning. Guidance on the Portal
Stress	√	LCC Policy
Swimming pools		
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Segregated with a line externally. Parking bays marked. Children escorted to and from taxi's at the start and end of the school day. One way system in place for taxi's.
Visitor and volunteers' safety	√	Inventory system
Waste storage and disposal	√	Contract with Preston council for bins, personal hygiene bins are collected by Initial/Rentokil.

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	✓	Main office
Work equipment and machinery	✓	Main office
Working at height – ladders, access equipment etc	✓	Guidance on the Portal
Workplace inspection (internal and external)	✓	Main office

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	√	Medical Management in the medical room.
*Educational visits	√	Evolve
Food safety and hygiene	√	Basic Food Hygiene training for staff on 10/09/25. Cleaning records kept. Allergens list maintained.
Outdoor activities	√	All staff have a duty of care to risk assess all equipment.
PE equipment	√	Indoor equipment checked by Playsound (annually)
Pupil handling and restraint	√	Behaviour management policy
Grounds maintenance activities	√	Sedexo – contract with LCC
Pupil movement and flow		
School transport	√	Arranged by LCC or home authority
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	LCC Non Smoking policy
Special needs of pupils (health and safety issues)	√	Healthcare plans, individual risk assessments, care plans, learner support plans.
Stage and drama activities		
Supervision of pupils	√	Staff Handbook
Technology rooms and equipment		
Wearing of jewellery	√	Staff Handbook and code of conduct
Work experience	√	Arranged by deputy headteacher.

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](#).