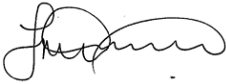




Health and Safety Policy

Signed: 	Signed: <i>P. E. Lucarz</i> On behalf of the Governing Body
Headteacher's name: Jane Thistlethwaite	Chair of Governors' name: Pauline Lucarz
Date: 1 September 2026	Proposed Review date: Autumn 2027

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 or Voluntary Controlled 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 persons 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 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".

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Headteacher
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:	School Business Manager
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:	Premises Issues –School Business Manager Fire Safety – Headteacher Educational Visits – School Business Manager First Aid – School Business Manager and Admin Assistant
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:	School Business Manager
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.	School Development Plan or in the minutes of Governors or Staff meetings.
<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

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.	Headteacher, School Business Manager, Curriculum Leader and Class Teachers
The significant findings of risk assessments will be reported to:	School Business Manager
Action required to remove/control risks will be approved by:	Headteacher & School Business Manager
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher & School Business Manager
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Headteacher & School Business Manager
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:	Reviews will be undertaken by the Curriculum leaders, Teachers, Site Manager, Business Manager and Headteacher as appropriate

Whittlefield's Commitment

To meet the requirements of this Policy Statement, the governing body or 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:	Adam Booth - Teacher
Consultation with employees is provided via:	Annual Health & Safety inset New starter induction Circulation of draft documents for consultation t: drive/policies/policies2026-27 Staff meetings

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:	School Business Manager and Site Manager
Responsible person(s) for ensuring effective maintenance arrangements are in place:	School Business Manager and Site Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	School Business Manager
Any problems found with equipment should be reported to:	School Business Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	School Business Manager

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>	Staff Room
Health and safety advice is available from:	Headteacher/School Business Manager/Site Manager
Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:	Appropriate member of the Senior Leadership Team
Health and safety in shared premises (where applicable) is managed by:	School Business Manager will ensure that any employees working at locations under the control of other employers are provided with relevant information to ensure their health and safety.

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:	Headteacher or School Business Manager
Job specific training will be provided by:	Appropriate member of Senior Leadership Team
Jobs requiring specific health and safety training are:	Asbestos Inspection & Awareness – H&S Team & on the job training Legionella & Water Monitoring – H&S Team & on the job training COSHH – H&S Team & on the job training Management of Contractors – H&S eLearning & on-the-job training DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training
Training records are kept by:	School Business Manager
Training will be identified, arranged and monitored by:	School Business Manager

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:	Office / Main Entrance Disabled Toilets in KS2 All classrooms
The first aider(s) and appointed person(s) is/are:	Anne Maddock - Level 3 Paediatric- March 2028 Toni Hope - Level 3 Paediatric- March 2028 Karen Gladstone - Level 3 Paediatric- March 2028 Tracy Targett - Level 3 Paediatric- March 2028 Jane Murphy - Level 3 Paediatric- March 2028 Declan Ryan - Level 3 Paediatric- July 2028 Vicky Brooks - Level 3 Paediatric- Sept 2028 Safina Bibi - Level 3 Paediatric- Sept 2028 Kirsten Bolt - Level 3 Paediatric- Oct 2028 Safia Bibi - Level 3 Paediatric- April 2029 Jeana Larkin - Level 3 Paediatric- Sept 2027 Bethany Fallows - Level 3 Paediatric – May 2029 Emma Fraser - Level 3 Paediatric – June 2029 Zara Komal - Level 3 Paediatric – June 2029 Nicola Donnelly - Level 3 Paediatric – July 2029 Bethany Fallows - First Aid at Work – July 2028 Stephanie Vent - First Aid at Work – June 2029 Christopher Vent - Emergency First Aid at Work – June 29
AED – (Automated External Defibrillator) is available:	In the school office
Anaphylaxis Kit and Emergency Asthma Inhaler is available:	In the school office and KS2 workroom
All accidents and cases of work-related ill health are to be reported to:	School Business Manager
Health surveillance is required for employees doing the following jobs within the school:	Pregnant staff members Physically impaired staff members
Health surveillance will be arranged by:	School Business Manager
Health surveillance/records will be kept by/at:	School Business Manager - In SBM's office or electronically in personnel file

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:	School Business Manager
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:	Headteacher or School Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	School Business Manager

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:	Headteacher
Escape routes are checked by/every:	Site Manager or School Business Manager weekly
Fire extinguishers are maintained and checked by/every:	By the LCC approved contractors in line with statutory guidelines:
Alarms are tested by/every:	Site Manager - Weekly Half yearly - LCC contractor
The emergency evacuation procedure is tested by/every:	Headteacher or School Business Manager- termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	School Business Manager

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	✓	Business Manager's office or t:drive/health&safety 2026-27
Asbestos management plan	✓	Main office/Contractors file
Bodily fluids (urine; blood; faeces; vomit) and biological agents	✓	LCC Guideline to be followed
Cleaning/caretaking tasks	✓	Site Manager's office
Control of contractors	✓	Main office/Contractors file
Control of substances hazardous to health (COSHH)	✓	Site Manager's office
Disability access (health and safety implications)	✓	LCC Guideline to be followed
Display screen equipment and eye tests	✓	LCC Guideline to be followed
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	✓	LCC Guideline to be followed
Emergency procedures other than fire, for example flood, services failure	✓	Business Manager's office
Extended school and community use	✓	Business Manager's office
Finger traps (internal and external)	✓	Business Manager's office
Fire safety	✓	Business Manager's office
First aid	✓	Business Manager's office
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	✓	Site Manager's Office
Health and safety induction (a checklist is available on the health safety and quality website)	✓	Business Manager's office
Infection control, including needles and needlestick injuries	✓	Business Manager's office
Lettings to non-school groups	n/a	
Manual handling	✓	LCC Guideline to be followed
Mobile phones (the use of)	✓	School Handbook

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
Personal safety including lone working and violence and aggression	√	LCC Guideline to be followed
Play equipment installations inspections	√	LCC Guideline to be followed
Playgrounds and external areas	√	Business Manager's Office
Ponds and water features	n/a	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Business Manager's Office
Pregnant employees and nursing mothers	√	LCC Guideline to be followed
Reporting of health and safety concerns/faults	√	LCC Guideline to be followed/Business Manager's Office
Severe weather including winter gritting	√	Business Manager's Office/Site Manager's office
Shared use of buildings	√	LCC Guideline to be followed
Sharps, for example, broken glass in the school building or external grounds	√	Business Manager's Office/Site Manager's office
Stress	√	LCC Guideline to be followed
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Business Manager's Office/Site Manager's office
Visitor and volunteers' safety	√	Business Manager's office
Waste storage and disposal	√	Business Manager's office
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Business Manager's office/Site Manager's office
Work equipment and machinery	√	Site Manager's office
Working at height – ladders, access equipment etc	√	Site Manager's office
Workplace inspection (internal and external)	√	Business Manager's 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	✓	Main office/t:drive/firstaid/2026-27
*Educational visits	✓	School Business Manager office/t:drive/policies2025-28
Food safety and hygiene	✓	School Business Manager office/t:drive/policies2026-27
Outdoor activities	✓	t:drive/general risk assessment
PE equipment	✓	t:drive/general risk assessment
Pupil handling and restraint	✓	Headteacher's office
Grounds maintenance activities	✓	Site Manager's office
Pupil movement and flow	✓	t:drive/general risk assessment
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	Curriculum Lead
Smoking	✓	t:drive/policies2025-26
Special needs of pupils (health and safety issues)	✓	CPOMS, SEND Lead in SLT room
Stage and drama activities	✓	t:drive/general risk assessment
Supervision of pupils	✓	t:drive/general risk assessment
Wearing of jewellery	✓	Staff handbook
Work experience	✓	School Business Manager office/t:drive/policies2026-27

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](#).