



ROOTED IN GOD'S LOVE, EVERYONE GROWING TOGETHER
TO BECOME THE BEST THAT WE CAN BE

Barrow URC Primary School

Policy:	Health and Safety Policy
Last Reviewed:	November 2023
Next Review Date:	November 2024
Author:	Helen Swinson (Policy adopted from LCC model policy)
Approved by:	Governing Body

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- Barrow URC Primary School
- Primary School
- 11070
- Old Row, Barrow, Clitheroe, Lancashire BB7 9AZ

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".

Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name:	Chair of Governors name:
Date:	Proposed Review date: November 2024

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	<i>Nicola McArdle Head Teacher</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>Helen Swinson School Business Manager (SBM)</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>Premises – Helen Swinson Emergency Plans – Helen Swinson Educational Visits – Nicola McArdle School Trips – Nicola McArdle Forest School – Nicola McArdle</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>Nicola McArdle Head Teacher</i> <i>Helen Swinson School Business Manager (SBM)</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 e.g. as an action plan, and monitored to ensure they are achieved.	O: Drive - Health and Safety Objectives Document and action plan
All employees within the school have a responsibility to:	
<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><i>Nicola McArdle</i> <i>Head Teacher</i></p> <p><i>Helen Porter</i> <i>Deputy Head teacher</i></p> <p><i>Amilia Crossley</i> <i>SENCO</i></p> <p><i>Curriculum Leads</i></p> <p><i>Class Teachers</i></p> <p><i>School Trip Leads</i></p> <p><i>Helen Swinson</i> <i>School Business Manager</i></p> <p><i>Janis Smith/Fiona Stanley</i> <i>Business Support Officers</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p> <p><i>Paul Adnitt</i> <i>Chair of Governing Body</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p> <p><i>Helen Porter</i> <i>Deputy Head Teacher</i></p>

	<p><i>Amilia Crossley</i> <i>SENCO</i></p> <p><i>Helen Swinson</i> <i>School Business Manager</i></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><i>Helen Swinson</i> <i>School Business Manager</i></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:	<i>Lucie Cox</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation.</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>Janis Smith/Fiona Stanley Business Support Officers</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Nicola McArdle Head Teacher Helen Swinson Business Manager</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Janis Smith/Fiona Stanley Business Support Officers Helen Swinson Business Manager</i>
Any problems found with equipment should be reported to:	<i>Janis Smith/Fiona Stanley Business Support Officers</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Helen Porter Deputy Head Teacher Janis Smith/Fiona Stanley</i>

	<p><i>Business Support Officers</i></p> <p><i>Helen Swinson</i> <i>Business Manager</i></p>
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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 e.g. in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<p><i>School Office</i></p>
<p>Health and safety advice is available from:</p>	<p><i>Karen Whittam</i> Karen.Whittam@lancashire.gov.uk</p> <p><i>Designated H&S Officer</i></p> <p><i>Health and Safety Team</i></p> <p>health.safety@lancashire.gov.uk</p> <p><i>01772 538877</i></p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/ monitored by:</p>	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p> <p><i>Helen Porter</i> <i>Deputy Head Teacher</i></p> <p><i>Helen Swinson</i> <i>Business Manager</i></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><i>Nicola McArdle</i> <i>Head Teacher</i></p>
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	<p><i>Helen Porter</i> <i>Deputy Head Teacher</i></p> <p><i>Helen Swinson</i> <i>Business Manager</i></p>
Job specific training will be provided by:	<p><i>Nicola McArdle</i> <i>Head Teacher</i></p> <p><i>Helen Porter</i> <i>Deputy Head Teacher</i></p> <p><i>Helen Swinson</i> <i>Business Manager</i></p>
Jobs requiring specific health and safety training are:	<p><i>Health and Safety Awareness – H&S Team</i></p> <p><i>First Aid – H&S Team and external training provider</i></p> <p><i>Asbestos Inspection & Awareness – H&S Team</i></p> <p><i>Legionella & Water Monitoring – H&S Team</i></p> <p><i>COSHH – H&S Team & on the job training</i></p> <p><i>Management of Contractors – H&S eLearning & on-the-job training</i></p> <p><i>DSE – H&S eLearning</i></p> <p><i>Working at Height – H&S eLearning</i></p> <p><i>Manual Handling – H&S eLearning</i></p> <p><i>Display Screen Equipment – H&S eLearning</i></p> <p><i>Ladders/Step Ladders – H&S eLearning</i></p>
Training records are kept by:	<p><i>Helen Swinson</i> <i>Business Manager</i></p>
Training will be identified, arranged and monitored by:	<p><i>Helen Swinson</i> <i>Business Manager</i></p>

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>School Office Corridor (Outside Staff Room) Staff Room</i>
The first aider(s) and appointed person(s) is/are:	<i>Lucie Cox Lisa Parkinson Gemma Walker Helen Porter Anna Rosinski Keavy Hargreaves Sarah Marsh Anna Procter Janis Smith Fiona Stanley</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Nicola McArdle Head Teacher</i>
Health surveillance is not required for any job roles within the school.	<i>N/A</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	<i>Helen Swinson</i>
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safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>School Business Manager</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>Helen Porter</i> <i>Deputy Head Teacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Nicola McArdle</i> <i>Head Teacher</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Nicola McArdle</i> <i>Head Teacher</i> <i>Helen Porter</i> <i>Deputy Head Teacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Helen Swinson</i> <i>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>Helen Swinson</i> <i>School Business Manager</i>
Escape routes are checked by/every:	<i>Site Supervisor</i> <i>Weekly</i>
Fire extinguishers are maintained and checked by/every:	JLA Fire and Security Ltd. <i>Annually</i>
Alarms are tested by/every:	Disabled Toilet - Westmorland – <i>Annual</i> Fire Points – Site Supervisor - <i>Weekly</i>
The emergency evacuation procedure is tested by/every:	<i>Helen Swinson</i> <i>School Business Manager</i> <i>Termly</i>

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Nicola McArdle Head Teacher
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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	√	Schools Portal
Asbestos management plan	√	O: AAA Barrow/H&S/Asbestos Management Plan
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Cleaning/caretaking tasks	√	CG Cleaning schedule
Control of contractors	√	O: AAA Barrow/H&S/Control of Contractors O: AAA Barrow/H&S/Risk Assessments/Barrow Updated School Office – Contractors File
Control of substances hazardous to health (COSHH)	√	O: AAA Barrow/H&S/COSHH Risk Assessments/Barrow Updated
Disability access (health and safety implications)	√	O: AAA Barrow/Health and Safety/Disability Access
Display screen equipment and eye tests	√	O: AAA Barrow/H&S/Display Screen Equipment
Driving at work	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Schools Portal/PAMS System
Emergency procedures other than fire, for example flood, services failure	√	O:AAA Barrow/H&S/School Emergency Plan
Extended school and community use	√	O: AAA Barrow/H&S/Extended Services in Schools
Finger traps (internal and external)	√	O: AAA Barrow/H&S/Finger Trap Guidance
Fire safety	√	O: AAA Barrow/H&S/Fire Safety
First aid	√	O: AAA Barrow/H&S/First Aid
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Schools Portal/PAMS System
Health and safety induction (a checklist is available on the health safety and quality website)	√	O: AAA Barrow/H&S/H&S Induction
Infection control, including needles and needlestick injuries	√	O: AAA Barrow/H&S/Infection Control

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
		O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Lettings to non-school groups	√	O: AAA Barrow/H&S/Extended Services in Schools
Manual handling	√	O: AAA Barrow/H&S/Manual Handling O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Minibuses	N/A	
Mobile phones (the use of)	√	O: AAA Barrow/H&S/Mobile Phones
Personal safety including lone working and violence and aggression	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated Schools Portal
Play equipment installations inspections	√	Schools Portal Annual Inspection Records
Playgrounds and external areas	√	Schools Portal CG Cleaning inspection records
Ponds and water features	N/A	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Schools Portal/PAMS
Pupil moving and handling (special needs)	N/A	
Pregnant employees and nursing mothers	√	Schools Portal. O:AAA Barrow/H&S/Pregnant Employees and Nursing Mothers Periodic Risk Assessments completed with pregnant mothers by SBM and records held in Personnel Files.
Reporting of health and safety concerns/faults	√	Schools Portal
Severe weather including winter gritting	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated

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
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	√	O: AAA Barrow/H&S/Infection Control O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Stress	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated O:AAA Barrow/H&S/Stress
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	N/A	To be introduced once construction completed
Visitor and volunteers' safety	√	Schools Portal
Waste storage and disposal	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Schools Portal/PAMS
Work equipment and machinery	N/A	
Working at height – ladders, access equipment etc	√	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated Schools Portal
Workplace inspection (internal and external)	√	O: AAA Barrow/H&S/Workplace Inspection

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	✓	O: AAA Barrow/H&S/Medication
*Educational visits	✓	Schools Portal/Evolve
Food safety and hygiene	✓	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Outdoor activities	✓	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
PE equipment	✓	O: AAA Barrow/H&S/Risk Assessments/Barrow Updated
Pupil handling and restraint	✓	Schools Portal
Grounds maintenance activities	N/A	
Pupil movement and flow	✓	O: AAA Barrow/H&S/COVID
School transport	N/A	
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	N/A	
Smoking	✓	Schools Portal
Special needs of pupils (health and safety issues)	✓	Schools Portal
Stage and drama activities	✓	Schools Portal
Supervision of pupils	✓	Schools Portal
Technology rooms and equipment	N/A	
Wearing of jewellery	✓	Schools Portal
Work experience	✓	Schools Portal

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](#).