


HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Holy Trinity CE Primary School**
 - **Voluntary Aided**
 - **12021**
 - **Raglan Road, Burnley, Lancashire, BB11 4LB**
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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 Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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:

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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 health 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 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: <i>A. Whitaker</i>	Signed: <i>P. Vercoe</i> On behalf of the Governing Body
Head Teachers name: Alison Whitaker	Chair of Governors name: Phil Vercoe
Date: September 2024	Proposed Review date: Autumn Term 2026

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>The governing body of Holy Trinity CE Primary School Alison Whitaker</p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p>Colette Breen (office manager)</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p>Alison Whitaker (Head Teacher) Phill Crowther (EVC) Phil Vercoe (chair of governing body) Colette Breen (Office manager) Michael Thornton (Site supervisor)</p>
<p>The Health & Safety plans for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:</p>	<p>Phil Vercoe, Chair of Governors with Head Teacher/Alison Whitaker and the Governing Body of the School as appropriate</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher and 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; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

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:	<i>Head Teacher Alison Whitaker Phil Vercoe, Chair of the Governing Body EVC co-ordinator (Phil Crowther)</i>
The significant findings of risk assessments will be reported to:	<i>Head Teacher Health and Safety representative Chair of the governing body Premises/resources committee Full Governing Body if appropriate</i>
Action required to remove/control risks will be approved by:	<i>Head Teacher/Chair of the Governing Body</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Head Teacher/ Chairman of the governing body</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Head Teacher/Chair of the governing body/Resources committee/School health and safety representative</i>
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>Head Teacher and resources committee of governing body</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & 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; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- 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 upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable - √	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	School office/Meeting room (pupils minor); including bump to the head letters School portal (electronic) if pupil/visitor requires visit to hospital/staff injuries. Head Teacher retains electronic copies HSE 1 book (now to be completed electronically via Oracle/Portal) Staff complete an accident form via the Oracle system
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	Risk assessment (staff files – central file in school office)
Catering		Kitchen is run by LCGS who provide their own risk assessments for ovens, hygiene, slips etc
Cleaning/caretaking	√	Site supervisor/cleaners who have copies of risk assessments kept in the site supervisors room School Office - (Risk assessments folder) Intimate care policy First aid policy Lone working procedures
Control of contractors	√	Office On entry system – Reception area (not holiday times) Contractors Risk Assessment – School office Visitor's policy Asbestos risk assessment to be signed prior to work being commenced if appropriate Pre-briefings meetings between contractor, Head Teacher and surveyor take place prior to

		any structural work commencing; minutes are taken by the surveyor
Disability access – H&S implications	√	Website – SEND local offer There is an accessible toilet/washing facilities for children, staff, parents and visitors located near the staffroom. There is a lift in the Year 5 and 6 area of School so that the majority of areas in School are wheelchair accessible. There is access for wheelchair users via the main Reception area, as this is on a gradient any individual would need informing of this. Provision can be made on the staff car park for disabled visitors should this be required.
Display Screen Equipment and eye tests	√	Risk assessment (central file in school office)
Driving at Work	√	Risk assessment (staff files – central file in Head Teacher's office)
Electrical Safety	√	Office Checks are undertaken by qualified contractors in line with LA/Diocesan guidance Staff undertake visual checks and are aware to report any faults
Emergency Procedures other than Fire e.g. flood, services failure	√	Office Emergency evacuation procedures – copy in school office
Extended school and community use	√	Office School has a lettings policy but currently does not let out the premise to external providers
Falling Objects/Safe storage	√	Office
Fire Safety	√	Fire drills are undertaken at least termly Electronic record – Head Teacher's office
First Aid	√	Risk assessment (staff files – central file in

		Head teacher's office) First aid policy First aid equipment is stored in kitchen cupboard in staffroom and is restocked regularly by the health and safety representative
Gas safety	√	Office
Hot surfaces, scalds and burns	√	First aid policy Fire blankets in kitchen/staffroom
Induction	√	Induction pack – school office which a member of SLT goes through with new staff/trainee teachers
Information communication	√	ICT policy – Office Online safety policy including acceptable user policy for staff GDPR in place
Lettings to non school groups	N/A	Not currently applicable but there is a letting policy/procedures should this occur
Management and other Health and Safety responsibilities	√	Policy
Manual Handling	√	Risk assessment (staff files/office)
Minibuses	N/A	N/A
Mobile phones – use of	√	Child protection policy/ staff Induction procedures
Needles and needle stick injuries	√	Risk assessment (school office)
Performance Monitoring	√	Health and safety is a standing item at termly governors meetings and discussions/monitoring takes place as appropriate
Personal safety including lone working and violence and aggression	√	Risk assessments (staff files – central file in Head Teacher's office) If staff conduct home visits they are advised to

		go with another member of staff School has a lone working policy for the site supervisor
Play Equipment installations inspections	√	Done twice yearly by Local Authority, Records in School office
Playgrounds and external areas	√	LA SLA with Grounds maintenance
Ponds and Water features	N/A	-
Premises Management	√	The Head Teacher is the premises manager The statement of compliance is completed annually to ensure all servicing is up to date. We have a SLA with the Diocese who advise/arrange services and maintenance
Pupil moving and handling (Special needs)	√	Risk assessment (staff files – central file in school office) Staff have had positive handling training
Pregnant employees and nursing mothers	√	Risk assessment (staff files – central file in school office)
Reporting of H&S concerns/faults	√	Book in office to log concerns Staff able to approach Head Teacher/ Site supervisor or Health and Safety representative to discuss any concerns
Risk Assessment and hazard identification	√	Staff files – central file in school office
Safety Committee	√	This is incorporated in to the resources committee
Safety Representatives	√	Colette Breen (office manager) Alison Whitaker (premises manager)
Shared use of buildings	N/A	-
Slips and trips	√	Staff have completed local authority on line e-learning Risk assessment (in office)
Stress	√	Stress policy – all staff have been provided

		with a copy. Copy is school office
Substances – COSHH	√	Site supervisor takes responsibility for this – records in site supervisors room
Swimming pools	√	Not on site Risk assessment for swimming lessons at St. Peter’s Pool
Temporary and supply staff	√	School uses LTA when necessary who conduct appropriate checks and send compliance certificates these to School prior to supply teachers commencing work.
Training	√	Records kept in School office
Transporting and storing chemicals	√	Site supervisor’s room is locked during the School day and any chemicals stored in line with LA guidance. Any chemicals/cleaning products are kept to a minimum. The site supervisor maintains the COSSH register.
Vehicle and pedestrian traffic	√	Risk Assessments completed for visits that involve walking from the School premises. Parents advised not to cross School car park with children for safety reasons. Car park risk assessment in place.
Visitor and volunteers safety	√	Visitor’s policy in School office. All Volunteers are DBS checked and whenever possible volunteers in educational visits have DBS checks. On entry system visitors system has been installed. External visitors from theatre groups, fire service, life education centre etc are never left alone with children.
Waste storage and disposal	√	Contract with Burnley council for disposal of

		<p>rubbish. Contract in place to dispose of bloods and sanitary products safely.</p>
Water hygiene (Legionella, lead etc.)	√	<p>Site supervisors conducts weekly, monthly checks. Records in site supervisors office. Annual checks completed through contract with the Diocese</p>
Work equipment and machinery	√	<p>This is low level risk e.g. photocopier and paper slicers etc Work experience students/staff are shown how to use before they use independently</p>
Working at height – ladders, access equipment etc.	√	<p>Risk assessment (school office) Staff have completed LA online training</p>
Workplace Inspection	√	<p>Completed annually by members of the governing body, health and safety representative, site supervisor and Head Teacher.</p>

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	See Medicines Policy in Office/website Administration of medicines file – school office Any medicine that is brought into School is stored in fridge in staffroom or School office securely as appropriate
Educational Visits	√	Phill Crowther is EVC trained. Alison Whitaker is also EVC trained. School uses Evolve – local authority system for recording educational visits EVC policy and all staff have been provided with a copy of LA EVC policy and guidelines 2022.
Food safety and hygiene	√	Kitchen run by LSCG and is inspected by environmental health Staff who run breakfast club have completed food hygiene training
Outdoor activities	√	Risk assessment (staff files – central file in school office)
PE Equipment	√	Inspection regularly by staff Contract in place to have apparatus inspected annually PE Risk assessment (staff files – central file in school office)
Pupil handling and restraint	√	Behaviour, discipline and exclusions policy, which includes guidance for using reasonable force. In January 2019, all staff completed positive handling training

Grounds maintenance	√	Contract in place through LA
Pupil movement and flow	√	Signing in and out records in of School record - office
School transport	N/A	N/A If children are taken on educational visits this forms part of the form 5 risk assessment. We have not got a school mini-bus
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	N/A	N/A
Smoking	√	No smoking policy in School and School grounds as in line with LA guidance This is published for parents in our school prospectus/website (this includes electronic cigarettes)
Special needs of pupils Health & Safety issues	√	Provision made according to the needs of children and activities being undertaken. If any pupil or staff member needed a PEP (personal evacuation plan) this would be completed
Stage and drama activities	X	A new stage has recently been purchased. There is a risk assessment for school productions. This is low level as it is not a fixed/high level stage area.
Supervision of pupils	√	Children are not to be left unattended in any circumstances. Staff/volunteers have DBS clearance. Ratios for school visits are always in line with LA guidance for educational visits. There are good levels of supervision for children during play and lunchtimes.
Technology rooms and equipment	√	Computing Policy Online safety policy

		<p>Staff check equipment on an ongoing basis and report any faults to Head Teacher, ICT subject leader or Health and Safety representative</p> <p>PAT testing completed annually</p> <p>Fixed electrical testing – every 5 years</p>
Wearing of jewellery	√	<p>Induction pack for reception class parents/ reminders given when appropriate. School policy is that children do not wear jewellery except for a small watch.</p> <p>Staff code of conduct – staff are requested not to wear facial jewellery during school time</p>
Work experience	√	<p>School supports young people wishing to undertake work experience in School as appropriate. Young people always work under the direction of the class teacher and do not supervise classes.</p> <p>Risk Assessment (staff files – central file in School office)</p>

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](#).

Consultation with employees

Employee representative for the school is:	Colette Breen
Consultation with employees is provided via:	Staff meetings/briefings Induction procedures for new staff Circulation of draft policies for consultation, health and safety as part of governor's committee meetings. Access to appropriate policies Copies of relevant risk assessments Appropriate training (including e learning)

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 Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- 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.

Is responsible for identifying all equipment/plant needing maintenance	Head Teacher
Is responsible for ensuring effective maintenance procedures are drawn up	Head Teacher
Is responsible for ensuring that all identified maintenance is carried out	Head Teacher
Any problems found with equipment should be reported to	Colette Breen, health and safety representative who will inform the Head Teacher
Will check that new equipment meets any required health and safety standards before it is purchased	Head Teacher Health and Safety representative

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	Staff room Main entrance area School Kitchen (LSCG)
Health and safety advice is available from:	Phil Vercoe – Chair of governing body Alison Whitaker – Head Teacher Phill Crowther - EVC Colette Breen – Health and Safety representative Governing body Premises/resources committee Schools portal – Health and safety
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Head Teacher or other senior member of staff as designated by the Head teacher. Induction packs are given to new staff.
Health & Safety in shared premises (where applicable)	Not applicable

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Head Teacher or Deputy Head Teacher LCGS – Kitchen staff
Job specific training will be provided by:	Head Teacher or Deputy Head Teacher LCGS - Kitchen supervisor
Jobs requiring specific health & safety training are:	Premises management – Head Teacher has undertaken Asbestos Management – Head Teacher has undertaken Legionella – Health and Safety representative has undertaken EVC training – Head Teacher has undertaken Health and Safety training is undertaken by all staff as appropriate
Training records are kept at/by:	In school office by Colette Breen/Karen Livesey
Training will be identified, arranged and monitored by:	Head Teacher

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system 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.
- Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

<p>The first aid box(es) are available:</p>	<p>Disabled toilet (and burns kit) KS 1 central area Lower KS 2 corridor Upper KS 2 corridor Portable kits are available for staff to take outside at playtimes/lunchtimes/on educational visits First aid kit is available in every classroom</p> <p>Additional/top up first aid stock is kept in the staffroom. This is checked and restocked by Colette Breen</p>
<p>The first aider and appointed person is:</p>	<p>Colette Breen – School office</p>
<p>All accidents and cases of work-related ill health are to be reported to:</p>	<p>Alison Whitaker from or in her absence Colette Breen (health and safety rep)</p> <p>Staff are responsible for recording any accidents on Oracle that have occurred either at home or in School.</p>
<p>Health surveillance is required for employees doing the following jobs within the school:</p>	<p>Any employee who may be pregnant. Employees who require any adaptations to the working environment due to health or medical conditions.</p>
<p>Health surveillance will be arranged by:</p>	<p>Alison Whitaker Head teacher</p>
<p>Health surveillance/records will be kept by/at:</p>	<p>Alison Whitaker Head Teacher</p>

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.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p>	<p><i>Name(s) and contact details:</i></p>
<p>Conduct workplace inspections. These are</p>	<p>Alison Whitaker Head Teacher</p>

<p>carried out by:</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>Resources committee of the governing body Colette Breen (Health and safety representative) Michael Thornton (site supervisor)</p> <p>Alison Whitaker (Head Teacher Governing body resources committee)</p>
<p>Are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p>Alison Whitaker (Head Teacher Governing body resources committee)</p>
<p>Is responsible for investigating work-related causes of sickness absences.</p>	<p>Alison Whitaker Head Teacher</p>
<p>Are responsible for acting on investigation findings to prevent recurrences.</p>	<p>Alison Whitaker Head Teacher Governing body premises/health and safety committee</p>
<p>Are responsible for the monitoring of any trends in accidents, incidents and sickness absence.</p>	<p>Alison Whitaker Head Teacher Governing body resources committee</p>

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.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p>Alison Whitaker Head Teacher</p>
<p>Escape routes are checked by/every:</p>	<p>Site supervisor External gates checked daily Internal fires exits checked daily</p>
<p>Fire extinguishers are maintained and checked by/every:</p>	<p>Checked Monthly by Site Supervisor Maintained annually by Pennine fire and safety LTD</p>
<p>Alarms are tested by/every:</p>	<p>Site supervisor Weekly - Friday morning at 7.00am (including emergency lighting tests)</p>

The emergency evacuation procedure is tested every:	At least termly (electronic record in Head Teacher's office)
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Alison Whitaker (Head Teacher)