

## HEALTH AND SAFETY POLICY

### Incorporating the Local Health and Safety Arrangements for:


- **Name of School** Bacup Thorn Primary School
- **Category of School** Community Primary School
- **School Number** 14/002
- **School Address** Cowtoot Lane, Bacup, Lancashire OL13 8EF

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 day-to-day 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 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;
- 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: <i>A McEwan</i>  On behalf of the Governing Body
Headteacher's name: Alison Edgar	Chair of Governors name: Alison McEwan
Date: September 2025	Proposed Review date: September 2026

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Alison Edgar (Head Teacher) Alison McEwan (Chair of Governors)
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	Alison Edgar (Head Teacher)
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:	Alison Edgar (Head Teacher) Leah Riding (Deputy Head Teacher) Haydn Goldsworthy (Site Supervisor) Farrah Wood (Health and Safety Lead)
The Health & Safety objectives for Thorn Primary (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Alison Edgar (Head Teacher) Leah Riding (Deputy Head Teacher) Haydn Goldsworthy (Site Supervisor) Farrah Wood (Health and Safety Lead)
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with Mrs Edgar and her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>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</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>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.</li> </ol>	

- \* Health & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, 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.

<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>D.Johnson – Science</i>  <i>R. Boulton – ICT</i>  <i>A.Edgar – Cookery/Food Technology</i>  <i>H.Goldsworthy – Site Supervisor</i>  <i>H Connell – EYFS</i>  <i>A.Edgar – General Areas</i>  <i>R.Boulton – Disability</i>  <i>Claire – DT</i>  <i>E. Wood - Art</i>  <i>N.Carter – Physical Activities and Forest Schools</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Alison Edgar (HeadTeacher)</i>  <i>Leah Riding (Deputy Head Teacher)</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Alison Edgar (HeadTeacher)</i>  <i>Leah Riding (Deputy Head Teacher)</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Alison Edgar (HeadTeacher)</i>  <i>Leah Riding (Deputy Head Teacher)</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Alison Edgar (HeadTeacher)</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>Alison Edgar (HeadTeacher)</i>  <i>Haydn Goldsworthy (Site Supervisor)</i>  <i>Farrah Wood (Health and Safety Lead)</i></p>

## School's Commitment

To meet the requirements of this Policy Statement, the Headteacher Mrs A Edgar and the Governing Body and Health & Safety Lead Mrs F Wood 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;
- 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; 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, 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 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:	Farrah Wood (Health and Safety Lead)
Consultation with employees is provided via:	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.
- 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.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Haydn Goldsworthy (Site Supervisor)</i>
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Haydn Goldsworthy (Site Supervisor)</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Haydn Goldsworthy (Site Supervisor)</i>
Any problems found with equipment should be reported to:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Haydn Goldsworthy (Site Supervisor) ICT Technician (Marie Edwards)</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)</i>

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	In the staffroom
Health and safety advice is available from:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Farrah Wood (Health and Safety Lead)</i>
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Farrah Wood (Health and Safety Lead)</i>

## 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 arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)
Job specific training will be provided by:	Centaur Training Services for First Aid
Jobs requiring specific health & safety training are:	Site Supervisor Class teachers Classroom Assistants Kitchen Staff Cleaning Staff
Training records are kept by:	Mrs Wood in the Health and Safety File
Training will be identified, arranged and monitored by:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)

## 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.

The first aid box(es) is/are available:	<i>11 First Aid Points – gym, Lower KS2 corridor, KS2 cloakrooms, Upper KS2 corridor, Breakfast Club, KS1 corridor, Hall, Office, medical room, EYFS unit, Pupils</i>
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	<i>kitchen</i>
The first aider(s) and appointed person(s) is/are:	<i>Ruth Boulton, Leah Riding, Sarah Holden, Nadya Carter, Toni Davey, Alison Edgar, Yvonne Harris, Zoe Procter, Danielle Johnson, Farrah Wood, Emma Burton, Alisha Fulforth, Charlotte Jones, Natasha Duckworth, Claire Stokes, Pheobe Lloyd, Hayley Connell,</i>  <i>Paediatric First Aid</i> <i>Hayley Connell, Vicky Tattersall, Marie Edwards, Vicky Lord</i>
All accidents and cases of work-related ill health are to be reported to:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Joanne St Ledger (School Bursar)
Health surveillance is required for employees doing the following jobs within the school:  DFE Users	Staff complete self- assessment forms from Lancashire council and they are located in the Health and Safety file
Health surveillance will be arranged by:	<i>Alison Edgar (Headteacher)</i> <i>Leah Riding (Deputy Headteacher)</i>
Health surveillance/records will be kept by/at:	<i>Joanne St Ledger (School Bursar)</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:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Alison McEwan (Chair Of Governors) Farrah Wood (Health and Safety Lead)
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	<i>Farrah Wood to review all risk assessments and update as required</i> <i>Haydn Goldworthy (Site Supervisor) to review and amend COSHH assessments</i>

changes.	
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher) Farrah Wood (Health and Safety Lead)
Responsible person(s) for investigating work-related causes of sickness absences:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Alison Edgar (Headteacher) Leah Riding (Deputy Headteacher)

## 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:	Alison Edgar (Headteacher) Haydn Goldsworthy (Site Supervisor)
Escape routes are checked by/every:	Haydn Goldsworthy (Site Supervisor)
Fire extinguishers are maintained and checked by/every:	Haydn Goldsworthy (Site Supervisor)
Alarms are tested by/every:	Haydn Goldsworthy (Site Supervisor)
The emergency evacuation procedure is tested by/every:	Alison Edgar (Headteacher)
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Alison Edgar (Headteacher)



## Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	√	RIDDOR-LCC Incident/accident reporting form online
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	√	See Risk Assessment (H&S File in Office)
Cleaning/caretaking	√	Site Supervisors Health and Safety File
Clearing drain blockages and cleaning drains	√	Site Supervisors Health and Safety File
Control of contractors	√	Site Supervisors Health and Safety File
Decanting of products and chemicals	√	Site Supervisors Health and Safety File
Disability access (health & safety implications)	√	See Child Protection File
Display Screen Equipment and Eye Tests	√	See ICT Policy and Office Risk Assessment
Driving at Work	√	See Health and Safety File (Office)
D/T and Art	√	See Risk Assessment (H&S File in Office)
Outdoor activities including gardening	√	See Risk Assessment (H&S File in Office)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	√	See Health and Safety File (Office)
Emergency Procedures other than Fire e.g. flood, services failure	√	See School Emergency Plan (Office)
Extended school	√	See Health and Safety File (Office)
Falling Objects/Safe storage	√	See Individual Risk Assessment
Fire Safety	√	See Health and Safety File (Office)
First Aid	√	See Health and Safety File (Office)
General classroom activities	√	See Risk Assessment (H&S File in Office)
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	√	See Health and Safety File (Office)
Hot surfaces, scalds and burns	√	See Health and Safety File (Office)

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Health & Safety Induction (checklist available on web site)	√	See Health and Safety File (Office)
ICT Usage of equipment by pupils	√	See Risk Assessment (H&S File in Office)
Lone Working site supervisor	√	See Risk Assessment (H&S File in Office)
Manual Handling	√	See Risk Assessment (H&S File in Office)
Mobile phones (the use of)	√	See Health and Safety File (Office)
Nappy Changing and changing soiled clothes	√	See Risk Assessment (H&S File in Office)
PE, Games and Athletic activities	√	See Risk Assessment (H&S File in Office)
Play Equipment installations inspections	√	See Risk Assessment (H&S File in Office)
Playgrounds, Equipment and Fitness trails	√	See Risk Assessment (H&S File in Office)
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	See Risk Assessment (H&S File in Office)
Pregnant employees and nursing mothers	√	See Risk Assessment (H&S File in Office)
Reporting of health & safety concerns/faults	√	
Sharps e.g. broken glass either in school building or external grounds	√	See Risk Assessment (H&S File in Office)
Slips and trips	√	See Risk Assessment (H&S File in Office)
Severe weather including winter gritting	√	See Risk Assessment (H&S File in Office)
Stress	√	See Risk Assessment (H&S File in Office)
Substances – COSHH	√	See Risk Assessment (H&S File in Office)
Swimming lessons	√	See Risk Assessment (H&S File in Office)
Vehicle and pedestrian traffic	√	See Risk Assessment (H&S File in Office)
Visitor and volunteers safety	√	See Risk Assessment (H&S File in Office)
Waste storage and disposal	√	See Risk Assessment (H&S File in Office)
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	See Risk Assessment (H&S File in Office)
Working at height – ladders, step ladders and step stools	√	See Risk Assessment (H&S File in Office)

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Workplace Inspection	√	See Risk Assessment (H&S File in Office)

### Table of Non-Occupational Health & Safety Topics/Activities that apply

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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](#).