

Incorporating the Local Health and Safety Arrangements for:

- **Brockholes Wood primary School & Nursery**
- **Primary**
- **06008**
- **Brant Road, Preston, PR1 5TU**

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.

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".

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| Signed: | Signed: |
| | |
| Headteacher's name: Natalie Barber | Chair of Governors name: Jane Tudor |
| | |
| Date: September 2023 | Proposed Review date: September 2025 |

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 Breakfast & After School Clubs email: badgers@brockholeswood.lancs.sch.uk

Health & Safety Policy

Responsibilities

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| The responsibility for implementation and management of proper health and safety controls within the school is that of: | <i>Headteacher</i> |
| 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): | <i>Headteacher</i> |
| 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: | <i>Site Supervisor</i> |
| The Health & Safety objectives for the school (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. DCSF, Teachernet, other schools, the HSE) will be developed and monitored by: | <i>Headteacher & Governing Body</i> |
| <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; 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. | |

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- raising health & safety awareness by using the County Council's e-learning courses.

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.

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| Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety. | <i>Headteacher and class teachers</i> |
| The significant findings of risk assessments will be reported to: | <i>Headteacher</i> |
| Action required to remove/control risks will be approved by: | <i>Headteacher/Deputy</i> |
| The responsibility for ensuring the action required to reduce risks is implemented is that of: | <i>Headteacher</i> |
| Checking that implemented actions have removed/reduced the risks is the responsibility of: | <i>Health & Safety Governor</i> |
| Risk Assessments will be reviewed regularly (3 yearly is the minimum review period recommended for task risk assessments and 5 yearly for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with: | <i>Headteacher</i> |

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School's Commitment

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

- draw up and implement appropriate health & safety procedures for the school;
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- 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;
- identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- comply with appropriate directions given by the county council on health and safety requirements; and,
- 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.

| Occupational Health & Safety Topic/Activity | Applicable (√) | Details of where information about the school's arrangements can be found |
|---|-----------------------|--|
| Information and Guidance is available on the website below: Health, Safety & Wellbeing intranet site | | |
| Accident Reporting, Recording and Investigation | √ | School office |
| Bodily Fluids (urine; blood; faeces; vomit) | √ | School Office |
| Catering | √ | Kitchen Office |
| Cleaning/caretaking | √ | School Office / Site Supervisor's Room |
| Control of contractors | √ | School Office |
| Disability access – H&S implications | √ | HT Office |
| Display Screen Equipment and eye tests | √ | School Office |
| Electrical Safety | √ | School Office |
| Emergency Procedures other than Fire e.g. flood, services failure | √ | School Office |

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| Extended school and community use | √ | School Office |
| Falling Objects/Safe storage | √ | School Office / HT Office |
| Fire Safety | √ | School Office |
| First Aid | √ | School Office / HT Office |
| Gas safety | √ | School Office |
| Hot surfaces, scalds and burns | √ | School Office |
| Induction | √ | School Office / HT Office |
| Information communication | √ | Staff room |
| Lettings to non school groups | √ | Lettings Policy - Staffroom |
| Management and other Health and Safety responsibilities | √ | School Office |
| Manual Handling | √ | School Office |
| Minibuses | | N/A |
| Mobile phones – use of | √ | School Office- Acceptable Use Policy |
| Monitoring | √ | School Office / HT Office |
| Needles and needle stick injuries | √ | School Office |
| Personal safety including lone working and violence and aggression | √ | HT Office / Staffroom |
| Play Equipment installations inspections | √ | School Office |
| Playgrounds and external areas | √ | Risk Assessment Folder (school office) |
| Occupational Health & Safety Topic/Activity (continued) | Applicable (√) | Details of where information about the school's arrangements can be found |
| Ponds and Water features | | |
| Premises Management | √ | School Office |
| Pupil moving and handling (Special needs) | √ | HT Office / Server |
| Pregnant employees and nursing mothers | √ | HT Office / Server |
| Reporting of H&S concerns/faults | √ | School Office |
| Risk Assessment and hazard identification | √ | HT Office, Staffroom, Server |
| Safety Committee | √ | HT Office / School Office |
| Safety Representatives | √ | HT Office / School Office |
| Security of premises | √ | HT Office / School Office |
| Shared use of buildings | √ | HT Office / School Office |
| Slips and trips | √ | HT Office / School Office / Server |
| Stress | √ | HT Office / School Office /Server |

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| Substances – COSHH | √ | School Office |
| Swimming pools | | |
| Temporary and supply staff | √ | School Office |
| Training | √ | HT Office / School Office |
| Transporting and storing chemicals | √ | School Office |
| Vehicle and pedestrian traffic | √ | School Office |
| Visitor and volunteers safety | √ | School Office |
| Waste storage and disposal | √ | School Office |
| Water hygiene (Legionella, lead etc.) | √ | School Office |
| Work equipment and machinery | √ | School Office /HT Office / Server |
| Working at height – ladders, access equipment etc. | √ | School Office /HT Office / Server |
| Workplace Inspection | √ | School Office |
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| 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 | √ | School Office |
| Educational Visits | √ | School Office / Server |
| Food safety and hygiene | √ | Kitchen Office |
| Outdoor activities | √ | HT Office / Server |
| PE Equipment | √ | School Office |
| Pupil handling and restraint | √ | HT Office / Server |
| Grounds maintenance | √ | School Office |
| Pupil movement and flow | √ | School Office |
| School transport | | |
| Science (where not covered by curriculum safety procedures set down in CLEAPS) | | |
| Smoking | √ | HT Office / Server |
| Special needs of pupils Health & Safety issues | √ | |
| Stage and drama activities | √ | HT Office / Server |
| Supervision of pupils | √ | Behaviour Management Policy-HT Office / Server |
| Technology rooms and equipment | √ | Risk Assessment Folder – HT Office / Server |
| Wearing of jewellery | √ | School Office |
| Work experience | √ | HT Office / Server |
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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.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at [Extended Services](#) and [Educational visits](#).

Consultation with employees

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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.

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| Employee representative(s) for the school are: | <i>Headteacher</i> |
| Consultation with employees is provided via: | <i>Senior Leadership Meetings Staff Meetings Support Staff Meetings Circulation of info & documents School Website School Server Induction Meetings</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.
- 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.

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| Is responsible for identifying all equipment/plant needing maintenance | <i>Site Supervisor</i> |
| Is responsible for ensuring effective maintenance procedures are drawn up | <i>Headteacher</i> |
| Is responsible for ensuring that all identified maintenance is carried out | <i>Headteacher</i> |
| Any problems found with equipment should be reported to | <i>Headteacher Business Manager Site Supervisor</i> |
| Will check that new equipment meets any required health and safety standards before it is purchased | <i>Headteacher</i> |

Information, instruction and supervision

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| The Health and Safety Law poster* is displayed at: | <i>Main Entrance (school reception area)</i> |
| Health and safety advice is available from: | <i>Headteacher Business Manager Site Supervisor</i> |
| Induction, supervision of trainees/work placements etc, will be arranged/undertaken/monitored by: | <i>Headteacher &/or members of the SLT.</i> |
| Health & Safety in shared premises (where applicable) | <i>Headteacher Chair of Governors</i> |

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace

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Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. 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.

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| Induction training will be provided for all employees by: | <i>Headteacher</i> |
| Job specific training will be provided by: | <i>Headteacher LCC & LCC recommended providers</i> |
| Specific jobs requiring special training are: | <i>Fire Safety Ladder Safety / Training Educational Visits First Aid/Medicines Manual Handling DSE</i> |
| Training records are kept at/by: | <i>Headteacher Headteacher's Office Business Manager School Office</i> |
| Training will be identified, arranged and monitored by: | <i>Headteacher</i> |

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.

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- 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.

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| The first aid box(es) is/are available: | <i>School Office KS1 and KS2 corridors</i> |
| The first aider(s) and appointed person(s) is/are: | <i>List in School Office</i> |
| All accidents and cases of work-related ill health are to be reported to: | <i>Headteacher Name and contact details: Lancashire Health and Safety Team Preston 01772 531862</i> |
| *Health surveillance is required for employees doing the following jobs within the school: *Health surveillance is not required for any roles within the school. * delete as appropriate | <i>Any pregnant employee will require a specific Risk Assessment to be completed and their duties may need to be modified to take account of their changing capabilities:</i> |
| Health surveillance will be arranged by: | <i>Headteacher</i> |
| Health surveillance/records will be kept by/at: | <i>Business Manager School Office</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.

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| To check our working conditions, and ensure our safe working practices are being followed, we will: | <i>Headteacher Site Supervisor Business Manager</i> |
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| <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments annually or in the event of any significant changes. This function is carried out by:</p> | <i>Headteacher</i> |
| <p>Is/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> | <i>Headteacher Health & Safety Committee</i> |
| <p>Is/are responsible for investigating work-related causes of sickness absences.</p> | <i>Headteacher</i> |
| <p>Is/are responsible for acting on investigation findings to prevent recurrences.</p> | <i>Headteacher</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.

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| <p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p> | <i>Headteacher</i> |
| <p>Escape routes are checked by/every:</p> | <i>Site Supervisor (weekly) All staff (daily)</i> |
| <p>Fire extinguishers are maintained and checked by/every:</p> | <i>Procyon (annually) AB Fire Protection</i> |
| <p>Alarms are tested by/every:</p> | <i>Site Supervisor and Business Manager (weekly) Intruder = Full System Maintenance annually</i> |
| <p>The emergency evacuation procedure is tested every:</p> | <i>Term</i> |
| <p>Responsibility for ensuring arrangements</p> | <i>Headteacher</i> |



Brockholes Wood Community Primary School

'Shaping Little Lives into Bright Futures'

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| are in place to deal with other emergency situations e.g. bomb threat, flood etc. | |
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N Barber (Headteacher)
September 2023

