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HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

Langho St Leonard's Church of England Primary School ,

Whalley Road, Langho, Blackburn BB6 8AB

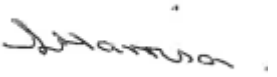
School number : 11050

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 Foundation or Voluntary Aided School the Governing Body is the employer and 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 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 of 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 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: Dawn Lindley	Chair of Governors name: Lynne Harrison
Date: September 2026	Proposed Review date: September 2027

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):	Dawn Lindley - *Headteacher / H&S Manager*
The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. School Business Manager, Health & Safety Co-ordinator etc):	Dawn Lindley - *Headteacher / H&S Manager*
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:	Dawn Lindley - *Headteacher / H&S Manager* Tracy Bolton - *Office Manager* Matt Davies - *Site Supervisor* (Weekly key checks)
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. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	Dawn Lindley - *Headteacher / H&S Manager*

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The documented Health & 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.	Governor Resources Meeting Notes: *Google Drive - Admin*

All employees within the school have a responsibility to:

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. 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.

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.	Dawn Lindley - *Headteacher / H&S Manager* Tracy Bolton - *Office Manager* *Class teachers*
The significant findings of risk assessments will be reported to:	Resources Governor committee: Dawn Lindley - *Headteacher / H&S Manager*
Action required to remove/control risks will be approved by:	Dawn Lindley - *Headteacher / H&S Manager*
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Dawn Lindley - *Headteacher / H&S Manager*

Checking that implemented actions have removed/reduced the risks is the responsibility of:	Resources Governor committee: Dawn Lindley - *Headteacher / H&S Manager*
Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	Resources Governor committee: Dawn Lindley - *Headteacher / H&S Manager*

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 & 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:	Dawn Lindley - *Headteacher / H&S Manager*

Consultation with employees is provided via:	*Review of documents* *Staff meetings and briefing* *Regular communication of expected procedures regarding health and safety etc* *Email - meetings - briefings* *Staff room board*

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:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Matt Davies - *Site Supervisor*
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Matt Davies - *Site Supervisor*
Responsible person(s) for ensuring that all identified maintenance is carried out:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Matt Davies - *Site Supervisor*

Any problems found with equipment should be reported to:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Tracy Bolton - *Office Manager*

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: Note: It is a legal requirement to display the Health & 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 & Safety Law leaflet.	*Staff House* *Photocopier room* *School Office*
Health and safety advice is available from:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Thomas Doherty- *HS consultant* Tracy Bolton - *Office Manager*
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Thomas Doherty- *HS consultant* Tracy Bolton - *Office Manager* Matt Davies - *Site Supervisor*

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:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Lizzy Carney - *Deputy Headteacher* Rebecca Kealey - *Assistant Headteacher* Tracy Bolton – *Office manager*

Job specific training will be provided by:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* *Induction Tutors / Mentors* Tracy Bolton – *Office manager*
Jobs requiring specific health & safety training are:	*Asbestos Inspection & Awareness – H&S Team & on the job training* *Legionella & Water Monitoring – H&S Team & on the job training* *COSHH – H&S Team & on the job training* *Management of Contractors – H&S eLearning & on-the-job training* *DSE – H&S eLearning Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training*
Training records are kept at/by:	Tracy Bolton – *Office manager*
Training will be identified, arranged and monitored by:	Tracy Bolton – *Office manager*

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:	*All Classrooms* *Portable boxes/bum bags for playgrounds* *School Office*

The first aider(s) and appointed person(s) is/are:	***Paediatric First Aid (Full)*** **Expiry 12/2027:** Pam Shields Julie Harris Sara Town **Expiry 09/2028:** Marie Fenton Janine Warkins Leah Cross Sharon Whittaker **Expiry June 2029** Lizzy Carney Lydia Wells Debbie Watson Debbie Cross Sarah Pegrum Al Rhodes **Expiry September 2029** Shani Howarth Natalie Print **Paediatric First Aid (theory only):** Expiry March 28 Claire Nicholas Tarn Pollard Henna Taylor Alex Waddicor Hannah Pountain Rebecca Kealey

	Leah Cross Mandy Skilling
All accidents and cases of work-related ill health are to be reported to:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*

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:	Matt Davies - *Site Supervisor*
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.	Tracy Bolton - *Office Manager*
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:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*
Responsible person(s) for investigating work related causes of sickness absences:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*
Responsible person(s) for acting on investigation findings to prevent recurrences:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*

Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*

Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*
Escape routes are checked by/every:	Matt Davies - *Site Supervisor*
Fire extinguishers are maintained and checked by/every:	Matt Davies - *Site Supervisor*
Alarms are tested by/every:	Matt Davies - *Site Supervisor*
The emergency evacuation procedure is tested by/every term:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager (Termly)*
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	Dawn Lindley - *Headteacher / H&S Manager / Premises Manager* Tracy Bolton - *Office Manager*

Table of Occupational Health & Safety Topics/Activities that apply

Occupational Health & Safety Topic/Activity (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: Health, Safety & Quality web site	**Applicable (✔)**	**Details of where information about the school's arrangements can be found**
Accident Reporting, Recording and Investigation	✔	Health and safety Policy
Asbestos Management Plan	✔	Main Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✔	First Aid Policy
Cleaning/caretaking tasks	✔	Catering – Mandy Skilling / Dawn Lindley Cleaning - Site Supervisor
Control of contractors	✔	School Office
Control of Substances Hazardous to Health (COSHH)	✔	Matt Davies - Site Supervisor

Disability access (health & safety implications)	✔	School Website SENCo
Display Screen Equipment and Eye Tests	✔	Office Files
Driving at Work	✔	Office Files
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✔	Site Supervisor Files

Emergency Procedures other than Fire e.g. flood, services failure	✔	School Emergency Plan

Extended school and community use	✔	Office Files
Fire Safety	✔	Fire Safety Procedures/ Site Supervisor records
First Aid	✔	School Policies / Staff Handbook
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✔	Office Files
Health & Safety Induction (checklist available on web site)	✔	Office Files
Infection Control including needles and needle stick injuries		N/A
Lettings to non-school groups		N/A
Manual Handling	✔	Office Files / Staff Handbook

Mobile phones (the use of)	✔	School Policies / Staff Handbook
Personal safety including lone working and violence and aggression	✔	Office Files

Occupational Health & Safety Topic/Activity (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: Health, Safety & Quality web site	**Applicable (✔)**	**Details of where information about the school's arrangements can be found**
Playgrounds and external areas	✔	Site Supervisor records
Ponds and Water features	✔	Woodland Risk Assessment
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✔	Office Files
Pupil moving and handling (special needs)	✔	SEND records
Pregnant employees and nursing mothers	✔	Staff Files
Reporting of health & safety concerns/faults	✔	Office Files
Severe Weather including winter gritting	✔	Site Supervisor records and website
Sharps e.g. broken glass either in school building or external grounds	✔	Site Supervisor records
Stress	✔	Staff confidential files
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✔	Site supervisor

Visitor and volunteers safety	✔	Office Files
Waste storage and disposal	✔	Site Supervisor records

Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✔	Site Supervisor records/ premises management files
Work equipment and machinery	✔	Site Supervisor records
Working at height – ladders, access equipment etc.	✔	Site Supervisor records
Workplace Inspection	✔	Site Supervisor records

Table of Non-Occupational Health & 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	✔	Staff Drive - Policies / website
*Educational Visits	✔	EVOLVE
Food safety and hygiene	✔	Kitchen records
Outdoor activities	✔	Staff Drive - Policies
PE Equipment	✔	Staff Drive - Policies - Office

Pupil handling and restraint (Restrictive intervention within the Behaviour Policy)	✔	Staff Drive – Behaviour Policies
Grounds maintenance activities	✔	Site Supervisor records
Pupil movement and flow	✔	Risk assessments
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✔	Staff Drive - Policies
Special needs of pupils health & safety issues	✔	Individual care plans- PEEPs
Stage and drama activities	✔	Staff Drive - Policies
Supervision of pupils	✔	Staff Drive - Policies
Technology rooms and equipment	✔	Staff Drive - Policies
Wearing of jewellery	✔	Staff Drive - Policies
Work experience	✔	Staff Drive - Policies

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.