



HEALTH AND SAFETY POLICY

MISSION STATEMENT

At Bolton-le-Sands Church of England Primary School, we believe that God is at the heart of everything we do. Our vision is for every member of our school community to grow in faith, love, and wisdom, supported by the teachings of Jesus. We are committed to nurturing a compassionate and inclusive environment where everyone feels valued and welcomed. As a village school at the core of our local community, we extend our faith and friendship to all, inspired by our belief that: **"With God at the centre, we reach out to support each other in learning, growth and community."** God's love guides us in all that we do, providing us with the light to navigate challenges, the courage to persevere, and the love to unite us as one. **"We love because God first loved us." 1 John 4:19.**

INCORPORATING THE LOCAL HEALTH AND SAFETY ARRANGEMENTS FOR

Bolton-le-Sands Church of England Primary
School
Mount Pleasant Lane
Bolton-le-Sands
LA5 8DT

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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 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 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".

Sally French Acting Headteacher	David Bateman Chair of Governors
Date: 02 December 2025	Proposed Review date: December 2026

RESPONSIBILITIES

The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Headteacher):

Headteacher

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):

All staff

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:

H&S, Fire: Headteacher
Premises: Headteacher
Kitchen: Catering Unit Manager
Education Visits: EVC/Headteacher

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:

Headteacher
Governing Board

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.

Via the Headteacher

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

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.

Headteacher and relevant staff

The significant findings of risk assessments will be reported to:

Headteacher and Governing Board

Action required to remove/control risks will be approved by:

Premises Committee (as part of the Resources Committee)

The responsibility for ensuring the action required to reduce risks is implemented is that of:

Headteacher and Senior Leadership Team

Checking that implemented actions have removed/reduced the risks is the responsibility of:

Headteacher and Senior Leadership Team

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:

Headteacher and Deputy Headteacher

SCHOOL'S COMMITMENT

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and 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.
- 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: Staff Governor

Consultation with employees is provided via: Staff meetings, whole school training

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:	Headteacher in collaboration with the school's district surveyor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	Board of Governors
Any problems found with equipment should be reported to:	Headteacher
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Headteacher

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

<u>Note:</u> 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.	Health and Safety Display (located near to the staffroom)
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Health and safety advice is available from:	LCC
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Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	Headteacher
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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.

Induction training will be provided for all employees by: Headteacher

Job specific training will be provided by: Headteacher

Jobs requiring specific health & safety training are: All teaching and support staff
Kitchen staff

Training records are kept at/by: Headteacher and Office Manager

Training will be identified, arranged and monitored by: 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: Staffroom
Hall
EYFS
Key Stage 1
Lower Key Stage 2
Upper Key Stage 2
Travel Kits

The first aider(s) and appointed person(s) is/are: Headteacher
Teaching, Support and Welfare Staff
First Aid Leader

All accidents and cases of work-related ill health are to be reported to:	Headteacher
Health surveillance will be arranged by:	Resources Committee
Health surveillance/records will be kept by:	Resources Committee

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:	Resources Committee Headteacher
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 - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	Headteacher and nominated governor/resources committee if necessary
Responsible person(s) for investigating work-related causes of sickness absences:	Headteacher
Responsible person(s) for acting on investigation findings to prevent recurrences:	Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Headteacher Resources Committee

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:

Headteacher

Escape routes are checked weekly by:

Cleaner Supervisor

Fire extinguishers are maintained and checked by/every:

Weekly visual check: Cleaner Supervisor

Annual checks: Service Contractor

Alarms are tested by/every:

Weekly Call Point Test: Cleaner Supervisor

Annual Servicing: Westmorland

The emergency evacuation procedure is tested by/every:

Termly by all staff and children

Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:

Headteacher and Governing Board

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	✓	First Aid Assessment Form, First Aid File, CPOMS and RIDDOR Online
Asbestos Management Plan	✓	School Office and PAMS
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Risk Assessments on Share Point
Cleaning/caretaking tasks	✓	ICS Cleaning Service
Control of contractors	✓	Office, DBE Services and Cassidy and Ashton
Control of Substances Hazardous to Health (COSHH)	✓	Site Supervisor
Disability access (health & safety implications)	✓	Accessibility and Equality Policies
Display Screen Equipment and Eye Tests	✓	Schools' Portal
Driving at Work	✓	School Risk Assessments (HT Office)
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	DBE Services Service Level Agreement (PAMS)
Emergency Procedures other than Fire e.g. flood, services failure	✓	Schools' Portal
Extended school and community use	✓	Governing Board
Fire Safety	✓	Fire Safety Risk Assessment
First Aid	✓	First Aid Assessment Form, First Aid File, CPOMS
Health & Safety Induction (checklist available on web site)	✓	Schools' Portal
Lettings to non-school groups	✓	Governing Board
Manual Handling	✓	School Risk Assessment
Mobile phones (the use of)	✓	Staff Code of Conduct
Personal safety including lone working and violence and aggression	✓	Staff Code of Conduct
Play Equipment installations inspections	✓	LCC Service Level Agreement (PAMS)
Playgrounds and external areas	✓	LCC Service Level Agreement (PAMS)
Ponds and Water features	✓	School Risk Assessment

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
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	DBE Services via PAMS
Pupil moving and handling (special needs)	✓	SENDCo and SEND Policy
Pregnant employees and nursing mothers	✓	Headteacher and Risk Assessment
Reporting of health & safety concerns/faults	✓	Headteacher and Governing Board
Severe Weather including winter gritting	✓	Cleaner Supervisor
Sharps e.g. broken glass either in school building or external grounds	✓	Cleaner Supervisor
Stress	✓	Headteacher and Risk Assessment (OH portal)
Transport Safety/Vehicle Movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	✓	Risk Assessments
Visitor and volunteers safety	✓	Headteacher
Waste storage and disposal	✓	Cleaner Supervisor
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	DBE Services via PAMS
Work equipment and machinery	✓	Risk Assessment
Working at height – ladders, access equipment etc.	✓	Risk Assessment
Workplace Inspection	✓	Risk Assessment

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	✓	Medical Policy
*Educational Visits	✓	EVC online (Evolve)
Food safety and hygiene	✓	Kitchen procedures, risk assessments
Outdoor activities	✓	Evolve system
PE Equipment	✓	Annual check + sessional check
Pupil handling and restraint	✓	Policy / risk assessment
Grounds maintenance activities	✓	LCC inspections
Pupil movement and flow	✓	Risk assessment
School transport	✓	Policy
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	✓	SEND policy and procedures
Smoking	✓	Risk assessment
Special needs of pupils health & safety issues	✓	Behaviour management policy
Stage and drama activities	✓	Staff handbook, pupil induction
Supervision of pupils	✓	Induction
Technology rooms and equipment	✓	Medical Policy
Wearing of jewellery	✓	EVC online (Evolve)
Work experience	✓	Kitchen procedures, risk assessments

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](#).