


# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Christ Church Church of England Primary School**
- **Voluntary aided**
- **8883530/01005**
- **Highfield, Derwent Road, Lancaster**




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:

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| <ul style="list-style-type: none"> <li>• provide adequate control of the health and safety risks arising from our work activities;</li> <li>• provide and maintain safe plant and equipment;</li> <li>• ensure all employees are competent to do their tasks and ensure the provision of adequate training;</li> <li>• maintain safe and healthy working conditions;</li> <li>• ensure safe handling and use of substances;</li> <li>• review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council;</li> </ul> | <ul style="list-style-type: none"> <li>• consult with employees on matters affecting their health and safety;</li> <li>• provide information, instruction and supervision for employees;</li> <li>• prevent accidents and cases of work-related ill health;</li> <li>• comply with appropriate directions given by the county council on health and safety requirements;</li> <li>• act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document".</li> </ul> |
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Signed:  	Signed:  On behalf of the Governing Body
Headteacher's name: <b>Emma Simpson</b>	Chair of Governors name: <b>Jane Watson</b>
Date: <b>September 2025</b>	Proposed Review date: <b>September 2026</b>

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><b>Emma Simpson</b> (Headteacher)</p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><b>Emma Simpson</b> (Headteacher)</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><b>Premises Issues:</b> Emma Simpson <b>Fire Safety and Other Emergencies:</b> Emma Simpson <b>Out of hours (key holders):</b> Emma Simpson / Sophie Fish / Gemma Hooper <b>Educational Visits:</b> Emma Simpson</p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><b>Emma Simpson</b> (Headteacher) <b>Stuart Foy</b> (H&amp;S Governor)</p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<ul style="list-style-type: none"> <li>• In the main Health and Safety File</li> <li>• Within Resources Committee Minutes</li> <li>• Within Staff Meeting Minutes</li> </ul>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the headteacher and his/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;</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and,</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 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:	<b>Emma Simpson (Headteacher)</b>
Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	
The significant findings of risk assessments will be reported to:	<b>All Staff Resources Committee</b>
Action required to remove/control risks will be approved by:	<b>Emma Simpson (Headteacher) Resources Committee</b>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<b>Emma Simpson (Headteacher)</b>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<b>Emma Simpson (Headteacher) Resources Committee</b>
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:	<b>Emma Simpson (Headteacher) Resources Committee</b>

## 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 and 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 within 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:

- make health and safety procedures and documentation available for inspection upon request
- 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:	<b>Emma Simpson</b> (Headteacher)
Consultation with employees is provided via:	<ul style="list-style-type: none"><li>• Review of documents during staff meetings</li><li>• Circulation of draft documents for consultation</li><li>• Weekly Staff Meeting with standing H&amp;S agenda item</li><li>• Staff made aware of updated policies / Procedures / Risk Assessments via school email</li></ul>

## 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;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- 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:	<b>Emma Simpson</b> (Headteacher) in consultation with <b>LCC Design and Construction</b>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<b>Emma Simpson</b> (Headteacher) in consultation with <b>BECON</b> and <b>Resources Committee</b>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<b>Emma Simpson</b> (Headteacher) in consultation with <b>BECON / LCC Design and Construction</b>
Any problems found with equipment should be reported to:	<b>Emma Simpson</b> (Headteacher) who will then report to <b>BECON</b>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<b>Emma Simpson</b> (Headteacher)

## Information, instruction and supervision

The Health and Safety Law poster is displayed at:  Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's	<b>In main staffroom</b>
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reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	<b>Emma Simpson</b> (Headteacher) <b>Anita Bailey</b> (LCC H&S Consultant) Health and Safety page on <b>Schools Portal</b>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<b>Emma Simpson</b> (Headteacher) <b>Gemma Hooper</b> (Deputy Headteacher / ITT Coordinator)

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

Induction training will be arranged/undertaken for all employees by:	<b>Emma Simpson</b> (Headteacher)  All new employees will undertake the <b>Health and Safety Awareness</b> e-learning unit via Astue, with a refresher undertaken by all staff every <b>3 years</b>
Job specific training will be provided by:	<ul style="list-style-type: none"> <li>• <b>Emma Simpson</b> (Headteacher)</li> <li>• <b>LCC Health and Safety Team</b></li> <li>• E-Learning via <b>Astue</b></li> </ul>
Jobs requiring specific health and safety training are:	<ul style="list-style-type: none"> <li>• <b>Asbestos Inspection &amp; Awareness</b> – (e-learning unit via Astute <b>every 3 years</b>, with <b>annual refreshers</b>, either by redoing e-learning or familiarisation of the guidance on the H&amp;S page of the Portal)</li> <li>• <b>Legionella &amp; Water Monitoring</b> – (e-learning unit via Astute, with refreshers <b>every 2 years</b> by re-doing e-learning)</li> <li>• <b>COSHH</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> <li>• <b>Fire Safety</b> – (e-learning unit via Astute <b>every 3 years</b>, with <b>annual refreshers</b>, either by</li> </ul>

	<p>redoing e-learning or re-issuing of premises fire evacuation plan)</p> <ul style="list-style-type: none"> <li>• <b>Fire Warden</b> – (e-learning unit via Astute)</li> <li>• <b>Management of Contractors</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> <li>• <b>DSE</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> <li>• <b>Ladder safety</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> <li>• <b>Manual Handling</b> – (e-learning unit via Astute)</li> <li>• <b>Risk Assessment</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> <li>• <b>Personal Safety</b> – (e-learning unit via Astute, with refreshers <b>every 3 years</b> by re-doing e-learning)</li> </ul>
Training records are kept by:	<b>Emma Simpson</b> (Headteacher)
Training will be identified, arranged and monitored by:	<b>Emma Simpson</b> (Headteacher)

## Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements 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;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<ul style="list-style-type: none"> <li>• In the School Office</li> <li>• In the Hall</li> </ul>
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	<ul style="list-style-type: none"> <li>• In the Foundation / Key stage 1 Shared Area</li> </ul>
The first aider(s) and appointed person(s) is/are:	<ul style="list-style-type: none"> <li>• <b>First Aid at Work:</b> Sophie Fish / Emma Simpson / Gemma Hooper / Kerry Dewar / Abi Canning</li> <li>• <b>Paediatric First Aid:</b> Gemma Hooper / Kerry Dewar / Sophie Fish / Alex Dutton / Abi Canning / Lynne Bentham / Jules Seaton / Eva Baker / Sarah Rainford / Allison Collins / Helen Holdsworth / Julie Nelson / Kirsty Moreland / Mel Callaghan / Nicola Smith / Niki Allen / Sarah Watton / Matt Muir / Suzanne Floyd / Janine Chappell / Charlina Harrison / Louise Haygarth / Lisa Atkinson / James Berman / Emma Nicholson</li> <li>• <b>First Aid in Schools:</b> Emma Simpson / Gemma Hooper / Megan Blezard / Jen Smith / Louise Rigby / Liz Holder / Paula Morrell / Michelle Joyce</li> </ul>
All accidents and cases of work-related ill health are to be reported to:	<b>Emma Simpson</b> (Headteacher)
Health surveillance is not required for any job roles within the school.	

## 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:	<b>Emma Simpson</b> (Headteacher) <b>Stuart Foy</b> (H&S Governor)
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: <b>Health and safety risks arising from work activities</b> for responsibility details

Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<b>Emma Simpson</b> (Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	<b>Emma Simpson</b> (Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	<b>Emma Simpson</b> (Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<b>Emma Simpson</b> (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:	<b>Emma Simpson</b> (Headteacher)
Escape routes are checked by/every:	<b>Emma Simpson</b> (Headteacher): Daily
Fire extinguishers are maintained and checked by/every:	<b>JLA Fire &amp; Security</b> / annually
Alarms are tested by/every:	<b>Alex Dutton</b> (Site Supervisor) weekly  <b>Westmorland Fire and Security</b> / 6 monthly
The emergency evacuation procedure is tested by/every:	<b>All pupils and staff</b> / termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<b>Emma Simpson</b> (Headteacher)

## Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	Accident Reporting, Recording and Investigation File
Asbestos management plan	√	Premises Management File
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Cleaning of Bodily Fluids Procedure
Cleaning/caretaking tasks	√	Premises Management File
Control of contractors	√	Contractor Induction File
Control of substances hazardous to health (COSHH)	√	COSHH File
Disability access (health and safety implications)	√	Accessibility Plan
Display screen equipment and eye tests	√	Health and Safety File
Driving at work		
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Premises Management Files
Emergency procedures other than fire, for example flood, services failure	√	Emergency Plan
Extended school and community use	√	Out of School Clubs File
Finger traps (internal and external)	√	Fire Safety File and Log Book
Fire safety	√	First Aid File
First aid	√	Premises Management Files
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Staff Induction File Student / Volunteer Induction File
Health and safety induction (a checklist is available on the health safety and quality website)	√	First Aid File
Infection control, including needles and needlestick injuries	√	Lettings Policy
Lettings to non-school groups	√	Health and Safety File
Manual handling	√	
Minibuses	√	

<b>Occupational health and safety topic/activity</b> (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the <a href="#">Health, Safety and Quality team website</a> :	<b>Applicable</b> (√)	<b>Details of where information about the school's arrangements can be found</b>
Mobile phones (the use of)	√	Mobile Phone Policy
Personal safety including lone working and violence and aggression	√	Lone Working Risk Assessment
Play equipment installations inspections	√	Playground Inspections File
Playgrounds and external areas		Risk Assessment File
Ponds and water features	√	
Premises management (see premises management guidance on the Health, Safety and Quality team's website)		Premises Management File
Pupil moving and handling (special needs)		
Pregnant employees and nursing mothers	√	
Reporting of health and safety concerns/faults	√	Health and Safety File
Severe weather including winter gritting		Premises Risk Assessments File
Shared use of buildings	√	
Sharps, for example, broken glass in the school building or external grounds	√	Site Supervisor Risk Assessments File
Stress		Health and Safety File
Swimming pools	√	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Premises Risk Assessments File
Visitor and volunteers' safety	√	Student / Volunteer Handbook
Waste storage and disposal	√	Premises Management File
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Water Management File
Work equipment and machinery	√	Premises Management File
Working at height – ladders, access equipment etc	√	Premises Management File
Workplace inspection (internal and external)	√	Premises Management File

### Table of non-occupational health and safety topics/activities that apply

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable</b> (√)	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	√	Medicines Policy
*Educational visits	√	Educational Visits Policy
Food safety and hygiene	√	Curriculum Risk Assessments File
Outdoor activities	√	Curriculum Risk Assessments File
PE equipment	√	Curriculum Risk Assessments File
Pupil handling and restraint	√	Positive Handling Policy
Grounds maintenance activities	√	Grounds Maintenance File
Pupil movement and flow		
School transport		
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)		
Smoking	√	Smoking Policy
Special needs of pupils (health and safety issues)	√	SEND Policy Accessibility Policy
Stage and drama activities		
Supervision of pupils	√	Procedures File
Technology rooms and equipment		
Wearing of jewellery	√	School Prospectus
Work experience	√	General Risk Assessments File

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](#).