

*Tarleton Holy Trinity  
Church of England  
(Aided) Primary School*

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*www.tarletonholytrinity.org*

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**Health and Safety Policy**

(adopted County Policy Sept 2022)  
(updated September 2023)

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**POLICY**

*Tarleton Holy Trinity*  
*Church of England (Aided) Primary*  
*School*



**Health and Safety Policy**

**This policy reflects the Christian ethos and vision statement of our school.**

**Our Vision Statement**

*Value... Dream... Achieve...*

*As a loving Christian family, our aspiration is for all pupils to flourish, safe in the belief that we, "...can do all things through Christ, who strengthens us" Phil 4:13.*

*Everyone is valued, we all achieve and our dreams for the future begin.*

# HEALTH AND SAFETY POLICY

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



**Tarleton Holy Trinity Church of England (Aided) Primary School**

Church Road, Tarleton, Preston. PR4 6UP.

Tel: 01772 812662

Headteacher: Mr S.B. Smith BSc (Hons) QTS, PGC Ed Man, NPQH.

E-mail: [bursar@holytrinity-tarleton.lancs.sch.uk](mailto:bursar@holytrinity-tarleton.lancs.sch.uk)

School Number: 08073

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 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 of this template 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: Mr Stephen Smith	Chair of Governors name: Mr Richard Every
Date: 05/09/23	Proposed Review date:1/9/24

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:	School's Governing Body Stephen Smith (Headteacher)
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:	Emma Wright (Site Supervisor)
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:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)  Wendy Jagger (EVC)
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:	Stephen Smith (Headteacher) School's Governing Body
Documented health and safety objectives and any associated action plan(s) can be found:  Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.	In the minutes of Governors or Staff meetings.
<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:  Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	Emma Wright (Site Supervisor) Stephen Smith (Headteacher)
The significant findings of risk assessments will be reported to:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher) Emma Wright (Site Supervisor)
Action required to remove/control risks will be approved by:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher) School's Governing Body
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>All Staff</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher) School's Governing Body
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:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Chair of Governors)

## 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:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)
Consultation with employees is provided via:	Individual staff appraisals, circulation of draft documents for consultation, weekly health & safety issues discussed at briefing meeting  Weekly School Newsletter

## 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:	Emma Wright (Site Supervisor)
Responsible person(s) for ensuring effective maintenance arrangements are in place:	LCC Property Group School's Building Surveyor
Responsible person(s) for ensuring that all identified maintenance is carried out:	Emma Wright (Site Supervisor)
Any problems found with equipment should be reported to:	Emma Wright (Site Supervisor) Helen Lee(School Admin)
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	Emma Wright (Site Supervisor)

## 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	The Main School Office
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position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.	
Health and safety advice is available from:	Emma Wright (Site Supervisor) Stephen Smith (Headteacher) LCC Health and Safety Team
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	Stephen Smith (Headteacher)

## 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:	Stephen Smith (Headteacher)
Job specific training will be provided by:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)
Jobs requiring specific health and safety training are:	Manual Handling and Working at height training is carried out by all staff using the on line training on the portal every three years. The site supervisor receives specific training through LCC
Training records are kept by:	Stephen Smith (Headteacher) on the school computer
Training will be identified, arranged and monitored by:	Stephen Smith (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:	The staff room and the Junior Entrance area
The first aider(s) and appointed person(s) is/are:	All staff are paediatric first aid trained with exception to Mrs E Wright. All class teachers, the Headteacher After school club managers and office staff are Emergency First Aid at work trained
All accidents and cases of work-related ill health are to be reported to:	Stephen Smith (Headteacher)
Health surveillance is required for employees doing the following jobs within the school:	Stephen Smith (Headteacher) Helen Lee (School Admin)
Health surveillance is not required for any job roles within the school.	Helen Lee (School Admin)
Health surveillance will be arranged by:	Stephen Smith (Headteacher)
Health surveillance/records will be kept by/at:	Stephen Smith (Headteacher) on the school computer

## 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:	Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Vice Chair of Governors)
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	Stephen Smith (Headteacher) Wendy Jagger (Deputy)

and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Headteacher)
Responsible person(s) for investigating work-related causes of sickness absences:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)
Responsible person(s) for acting on investigation findings to prevent recurrences:	Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Stephen Smith (Headteacher) Wendy Jagger (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:	Stephen Smith (Headteacher)
Escape routes are checked by/every:	Emma Wright (Site Supervisor)
Fire extinguishers are maintained and checked by/every:	LCC contractors every 6 months
Alarms are tested by/every:	Weekly on a rota by Emma Wright (Site Supervisor)
The emergency evacuation procedure is tested by/every:	At least termly by Stephen Smith (Headteacher)
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	Stephen Smith (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		Stephen Smith (Headteacher) Helen Lee (School Admin)
Asbestos management plan		School Office – Asbestos Folder
Bodily fluids (urine; blood; faeces; vomit) and biological agents		Risk Assessment and Safe System of work
Cleaning/caretaking tasks		Mark Hodges (LCC) Emma Wright (Site Supervisor)
Control of contractors		Helen Lee (School Admin) Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Control of substances hazardous to health (COSHH)		Emma Wright (Site Supervisor)
Disability access (health and safety implications)		Accessibility plan
Display screen equipment and eye tests		E learning through school portal
Driving at work		Stephen Smith (Headteacher)
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc		Stephen Smith (Headteacher) Helen Lee (School Admin)
Emergency procedures other than fire, for example flood, services failure		School emergency plan
Extended school and community use		School Lettings agreement
Finger traps (internal and external)		Stephen Smith (Headteacher)
Fire safety		Fire Risk Assessment
First aid		All Staff
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc		Stephen Smith (Headteacher) LCC property services
Health and safety induction (a checklist is available on the health safety and quality website)		Stephen Smith (Headteacher)

<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>
Infection control, including needles and needlestick injuries		LCC Risk Assessment
Lettings to non-school groups		School Lettings agreement
Manual handling		All staff E learning through school portal
Mobile phones (the use of)		School policy (See safeguarding policy and the staff handbook)
Personal safety including lone working and violence and aggression		Risk Assessment
Play equipment installations inspections		Emma Wright (Site Supervisor) Mark Hodges (LCC)
Playgrounds and external areas		Emma Wright (Site Supervisor)
Ponds and water features		LCC Risk Assessment
Premises management (see premises management guidance on the Health, Safety and Quality team's website)		Stephen Smith (Headteacher) Helen Lee (School Admin)
Pupil moving and handling (special needs)		Intimate Care policy
Pregnant employees and nursing mothers		Risk Assessment
Reporting of health and safety concerns/faults		Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Severe weather including winter gritting		Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Shared use of buildings		School Lettings agreement
Sharps, for example, broken glass in the school building or external grounds		Emma Wright (Site Supervisor)
Stress		Stephen Smith (Headteacher) Wendy Jagger (Deputy Headteacher)
Swimming pools		West Lancashire Sport Partnership
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site		LCC Risk Assessment

<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>
Visitor and volunteers' safety		Stephen Smith (Headteacher) Helen Lee (School Admin)
Waste storage and disposal		Emma Wright (Site Supervisor)
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements		Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Work equipment and machinery		Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Working at height – ladders, access equipment etc		Stephen Smith (Headteacher) Emma Wright (Site Supervisor)
Workplace inspection (internal and external)		Stephen Smith (Headteacher) Emma Wright (Site Supervisor) Governing Body Committee for Health and Safety (Part of the Finance and Resources Committee) Led by Richard Every (Vice Chair of Governors)

### 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		School Policy
*Educational visits		Wendy Jagger, Chris Skinner EVC
Food safety and hygiene		LCC Catering
Outdoor activities		LCC Risk Assessment
PE equipment		LCC Risk Assessment
Pupil handling and restraint		Stephen Smith (Headteacher)
Grounds maintenance activities		Mark Hodges LCC
Smoking		LCC Policy
Special needs of pupils (health and safety issues)		School SENCO, Stephen Smith (Headteacher)
Stage and drama activities		LCC Policy
Supervision of pupils		All Staff
Technology rooms and equipment		LCC Policy
Wearing of jewellery		School Policy
Work experience		Stephen Smith (Headteacher)

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](#).

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## **Document reviews**

We are aware of the need to review our school's documents regularly so that we can take account of: new initiatives, changes in the curriculum, developments in technology etc.

This policy was adopted in September 2022

and will be reviewed in September 2023