

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School - SHAKESPEARE PRIMARY SCHOOL**
- **Category of School - PRIMARY**
- **School Number - 02/016**
- **School Address - MANOR ROAD, FLEETWOOD, LANCASHIRE, FY7 7LL**

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 Community or Voluntary Controlled School the county council is the employer. The governing body 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 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:

- |   |  |
|---|--|
| <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> |
|---|--|

Signed: <i>S. Twist</i>	Signed: <i>C. Hirst</i>
	On behalf of the Governing Body
Headteacher's name: Steve Twist	Chair of Governors name: Colin Hirst
Date: September 2025	Proposed Review date: September 2026

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Steve Twist (Headteacher)</i></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><i>Claire Gray (School Business Manager)</i></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><i>Premises Issues – Claire Gray (SBM) &amp; Dennis Manickum (Site Supervisor)</i> <i>Fire Safety – Claire Gray (SBM) &amp; Dennis Manickum (Site Supervisor)</i> <i>Educational Visits - Sam Mooney</i> <i>Out Of Hours – Dennis Manickum (Site Supervisor)</i></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><i>Claire Gray (SBM)</i></p> <p><i>Monitoring Undertaken By The Buildings, Health &amp; Safety Committee</i></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>	<p><i>Within the minutes of Buildings, Health &amp; Safety Governors meetings.</i></p> <p><i>Health &amp; Safety Advisor at LCC, Andrew Sykes (part of the SLA).</i></p>
<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.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Claire Gray – School Business Manager together with appropriate members of staff. i.e. Site Supervisor, DT coordinator, Science Coordinator etc. Educational Visits Coordinator EVC</i></p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Steve Twist – Headteacher</i></p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Claire Gray – School Business Manager Steve Twist – Headteacher</i></p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Steve Twist - Headteacher</i></p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Claire Gray – School Business Manager</i></p>
<p>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:</p>	<p><i>Claire Gray – School Business Manager together with appropriate members of staff. i.e., Site Supervisor, DT coordinator, Science Coordinator etc. In conjunction with A. Sykes LCC H&amp;S advisor (through SLA)</i></p>

## 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:	<i>Unison – Rachel Wilkinson</i>
Consultation with employees is provided via:	<i>Weekly staff meetings: teaching &amp; classroom support Termly staff meetings – Lunchtime staff Staff area for all on school website Individual staff appraisals for all Circulation of draft policies for comment</i>

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:	<i>Claire Gray – School Business Manager Dennis Manickum – Site Supervisor</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Claire Gray – School Business Manager Dennis Manickum – Site Supervisor</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Claire Gray – School Business Manager Dennis Manickum – Site Supervisor</i>
Any problems found with equipment should be reported to:	<i>Claire Gray – School Business Manager Dennis Manickum – Site Supervisor</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Claire Gray – School Business Manager Dennis Manickum – Site Supervisor</i>

## Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<i>Location: In main reception area, in front of</i>
---	--

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 reception area, or to give employees a copy of the Health and Safety Law leaflet.	<i>double doors to the corridor.</i>
Health and safety advice is available from:	<i>The Health &amp; Safety Team, LCC, 01772 538877</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Induction with Claire Gray (SBM), supervision of trainees/work placements by Steve Twist (Head), Kelly Slater (Deputy Head), Elliot Mather (Family Support Manager)</i>

## 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:	<i>Claire Gray – School Business Manager</i>
Job specific training will be provided by:	<i>Claire Gray (SBM) for office staff, Lunchtime staff &amp; Cleaning staff. Steve Twist teaching staff and classroom support, Elliot Mather (Family Support Manager)</i>
Jobs requiring specific health and safety training are:	<i>Steve Twist, Headteacher Kelly. Slater, Deputy headteacher Clare. Gray, School Business Manager Dennis. Manickum, Site Supervisor</i>
Training records are kept by:	<i>Spreadsheet on 'O' drive. Training evaluation by Steve Twist</i>
Training will be identified, arranged and monitored by:	<i>Steve Twist, Headteacher, Kelly Slater, Deputy headteacher</i>

## 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:	<i>Main Office Infant Entrance Junior Entrance Kitchen (LCC Staff responsibility) Nurture room 2 playground portable bags</i>
The first aider(s) and appointed person(s) is/are:	<i>See list of current first aiders adjacent to the defibrillator in the main office and at the entrance first aid posts named above</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Claire Gray – School Business Manager</i>
*Health surveillance is required for employees doing the following jobs within the school:	<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>Claire Gray - School Business Manager</i>
Health surveillance/records will be kept by/at:	<i>In the Health &amp; Safety file retained by the Site Supervisor/SBM</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.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>Claire Gray – School Business Manager</i>  <i>Dennis Manickum – Site Supervisor</i>  <i>Tel: 01253 872887</i>
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.	<i>Claire Gray – School Business Manager</i>  <i>Dennis Manickum – Site Supervisor</i>
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:	<i>Claire Gray – School Business Manager</i>  <i>Tel: 01253 872887</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Claire Gray – School Business Manager</i>  <i>Tel: 01253 872887</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Steve Twist – Headteacher</i>
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Claire Gray – School Business Manager</i>  <i>Tel: 01253 872887</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.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Claire Gray – School Business Manager</i>  <i>Tel: 01253 872887</i>
Escape routes are checked by/every:	<i>Weekly –</i> <i>Steve Twist (Headteacher)</i> <i>Dennis Manickum (Site Supervisor)</i> <i>In his absence Claire Gray (SBM)</i>
Fire extinguishers are maintained and checked by/every:	<i>Annually –</i> <i>Westmorland Fire &amp; Security</i>

Alarms are tested by/every:	<i>Weekly – Steve Twist (Headteacher) Dennis Manickum (Site Supervisor) In his absence Claire Gray (SBM)</i>
The emergency evacuation procedure is tested by/every:	<i>Termly – Claire Gray – School Business Manager Steve Twist – Headteacher Dennis Manickum – Site Supervisor</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Steve Twist – Headteacher</i>

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

<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>
Accident reporting, recording and investigation	√	Low Level first aid records – one at each post. Oracle Fusion reports.
Asbestos management plan	√	Asbestos Register available from Site Supervisor.
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Risk Assessment File – Office & 'L' Drive
Cleaning/caretaking tasks	√	Site Supervisors office for caretaking/cleaning
Control of contractors	√	H & S and Contractors File – Site Supervisors office/main office
Control of substances hazardous to health (COSHH)	√	Site Supervisors Office
Disability access (health and safety implications)	√	Single Equalities Action Plan – Accessibility Plan – main office & 'L' drive
Display screen equipment and eye tests	√	H & S File – Site Supervisors office
Driving at work	√	Risk Assessment File – Office & 'L' Drive
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Blue electrical Appliance Folder in Site Supervisors Office, visual checks, PAT test records.
Emergency procedures other than fire, for example flood, services failure	√	Main Office – folder by exit door contains all emergency information. Grab bag in case of evacuation also contains info.
Extended school and community use	√	One off Risk Assessments in RA file & 'L' drive
Finger traps (internal and external)	√	Site Supervisors Office
Fire safety	√	Red Fire Safety Logbook & Risk Assessment in Site Supervisors Office
First aid	√	Low Level first aid records – one at each post. Oracle for Staff Accident/Incident reports.
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	Red Fire Safety Logbook & Risk Assessment in Site Supervisors Office

<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>
Health and safety induction (a checklist is available on the health safety and quality website)	√	Staff Induction and Health & Safety checklist completed with all new staff. Staff handbook & Staff files held in main office
Infection control, including needles and needlestick injuries	√	Risk Assessment File – Office & 'L' Drive
Lettings to non-school groups	√	Enquires to SBM
Manual handling	√	Website staff section – 'L' Drive Staff training
Minibuses	√	All information held with SBM
Mobile phones (the use of)	√	Safe Working Practices Policy – 'L' Drive Social networking Sites & Social Media policy
Personal safety including lone working and violence and aggression	√	Risk Assessment File – Office & 'L' Drive
Play equipment installations inspections	√	H & S File – Site Supervisor Office. Service Contract Box file – SBM & Site Supervisor files. LCC SLA in place.
Playgrounds and external areas	√	H & S File – LCC SLA in place. Site Supervisors Office. Service Contracts Box File – SBM office & Site Supervisor files. Risk Assessments – 'L' Drive
Ponds and water features	√	The pond is covered therefore safe – risk assessment developed Feb 17 – 'L' drive and school office
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	H & S File – Site Supervisor Office
Pupil moving and handling (special needs)	√	Risk Assessment File – 'L'-Drive and pupil IEPs
Pregnant employees and nursing mothers	√	H & S File – Site Supervisor Office
Reporting of health and safety concerns/faults	√	Staff handbook & as part of yearly staff inset training
Severe weather including winter gritting	√	Guidance available on School Portal & Health and

<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>
		Safety website
Shared use of buildings	√	N/A
Sharps, for example, broken glass in the school building or external grounds	√	Site Supervisors Office
Stress	√	Policy on 'L' Drive (& p15)
Swimming pools	√	N/A
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	With School Business Manager/Site Supervisor
Visitor and volunteers' safety	√	DBS and Disclosure Statement records – main office and O drive
Waste storage and disposal	√	Veolia – Finance 6.
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Legionella file & site supervisors monitoring file
Work equipment and machinery	√	Risk Assessment – 'L'-Drive
Working at height – ladders, access equipment etc	√	H & S File. Part of staff Health and Safety induction. Site Supervisor records.
Workplace inspection (internal and external)	√	H & S File – Site Supervisor and office 'O' Drive

### 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	√	Medical file at main reception desk
*Educational visits	√	On 'L' Drive
Food safety and hygiene	√	Kitchen records, office and classrooms
Outdoor activities	√	Risk Assessment File - 'L' drive
PE equipment	√	Crown Gymnastics Service Contract - office
Pupil handling and restraint	√	Risk Assessment File - 'L' drive
Grounds maintenance activities	√	Planning & Finance file in main office
Pupil movement and flow	√	Risk Assessment file - 'L' drive
School transport	√	EVC risk assessments
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk Assessment file - 'L' drive
Smoking	√	Staff handbook and policy on 'L' -drive
Special needs of pupils (health and safety issues)	√	SENCO files
Stage and drama activities	√	Risk assessment files – 'L' drive
Supervision of pupils	√	Headteacher
Technology rooms and equipment	√	ICT suite – Risk assessment file – 'L' drive
Wearing of jewellery	√	School prospectus/Staff code of conduct/Earring Policy
Work experience	√	Risk assessment file 'L' drive

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](#).