

Brunshaw Primary School

Burnley



Resilient, Aspirational Learners

Health & Safety Policy

June 2025

Agreed by Governors: 10/07/25

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

○ Name of School:	Brunshaw Primary School
○ Category of School:	Primary
○ School Number:	888/2164
○ School Address:	Morse Street, Burnley BB10 4PB

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 Maintained School, the **Governing Board** is the employer and is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Head Teacher 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 health 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
Head Teachers name: Gina Smith	Chair of Governors name: Adrian Herbert
Date: June 2025	Proposed Review date: June 2026

Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	Governing Body
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):	Headteacher SENCO PE Subject Leader (Kev Kay) Bursar Site Supervisor
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	Headteacher
The Health & Safety plans* for the school (as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE) will be developed and monitored by:	Headteacher
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.	Within the School Development Plan and minutes of staff meetings and governor minutes
All employees within the school have a responsibility to: 1. Co-operate with the Head Teacher 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. The Conditions of Employment of Teachers provide 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 & Safety plans should be set for improvements in the management of health & safety within the school. These can be developed formally or can be informal, arising from circumstances as they occur. Actions should be documented in an appropriate way e.g. as objectives in the School Development Plan or in the minutes of Governors or Staff meetings and monitored to ensure they are achieved.

Examples might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses

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:	Headteacher (EVC)- Kevin Kay Site supervisor All staff prior to visits
The significant findings of risk assessments will be reported to:	Headteacher (EVC)- Kevin Kay Governor's Resources Committee
Action required to remove/control risks will be approved by:	Headteacher (EVC)-Kevin Kay
The responsibility for ensuring the action required to reduce risks is implemented is that of:	Headteacher All staff
Checking that implemented actions have removed/reduced the risks is the responsibility of:	Headteacher
Risk Assessments will be reviewed regularly when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	Senior Leader team and staff

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/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; and,

- 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 below. (The list below is not comprehensive - some hazards may not apply to your premises and there may be additional hazards that are not listed here Please add these to the list.)

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 website, link below: Health, Safety & Wellbeing intranet site	Applicable (✓)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	Yes	School Office – risk assessment file First aid bags in each class (children) Adults - Office
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	Yes	School Office – risk assessment file
Catering	Yes	Catering Kitchen
Cleaning/caretaking	Yes	Caretaker's room
Control of contractors	Yes	Health and safety file - office
Display Screen Equipment and eye tests	Yes	Health and safety file - office
Driving at Work	Yes	Health & Safety file
Electrical Safety	Yes	PAT testing Bi-Annually
Emergency Procedures other than Fire e.g. flood, services failure	Yes	In each room – emergency procedures file
Fire Safety	Yes	Fire safety policy in School Office
First Aid	Yes	First Aid boxes in all areas
Gas safety	Yes	Shut off valve identified on main school plan in each room Appliances services regularly – recorded electronically on PAMS
Hot surfaces, scalds and burns	N/A	
Induction	Yes	Policy & Checklist on server
Information communication	Yes	Policy on server
Management and other Health and Safety responsibilities	Yes	Health and Safety file in Site Managers office
Manual Handling	Yes	School Office – risk assessment file
Mobile phones – use of	Yes	Policy on server
Needles and needle stick injuries	N/A	
Performance Monitoring	Yes	Policy on server
Personal safety including lone working and violence and aggression	Yes	School Office – risk assessment file

Play Equipment installations inspections	Yes	School Office – risk assessment file – checked annually on instruction by LCC
Playgrounds and external areas	Yes	Site Supervisors Office School Office – risk assessment file
Premises Management	Yes	File in office and headteacher's room
Pupil moving and handling (Special needs)	n/a	
Pregnant employees and nursing mothers	Yes	As required – Kept on Personnel Files
Reporting of H&S concerns/faults	Yes	School Office – Maintenance Book
Risk Assessment and hazard identification	Yes	School Office – risk assessment file
Safety Committee	Yes	Via Resources Committee
Safety Representatives	n/a	
Slips and trips	Yes	School Office – risk assessment file
Substances – COSHH	Yes	Site Supervisors Office and cleaners room-whole school in H & S file office
Temporary and supply staff	Yes	Office
Training	Yes	Site Supervisors Room Health and safety file in office
Transporting and storing chemicals	Yes	Site Supervisor's room
Vehicle and pedestrian traffic	Yes	School Office – risk assessment file
Visitor and volunteer's safety	Yes	Office
Waste storage and disposal	Yes	School Office – risk assessment file
Water hygiene (Legionella, lead etc.)	Yes	Water hygiene in Site Supervisors Office
Work equipment and machinery	Yes	School Office – risk assessment file
Working at height – ladders, access equipment etc.	Yes	School Office – risk assessment file
Workplace Inspection	Yes	Health and safety file in the Site Supervisors Office.

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (✓)	Details of where information about the school's arrangements can be found
Administration of medication	Yes	Policy on server recorded in office

*Educational Visits	Yes	EVC Leader – Kevin Kay
Food safety and hygiene	Yes	In kitchen
Outdoor activities	Yes	EVC file in office and school office – risk assessment file
PE Equipment	Yes	Office
Pupil handling and restraint	Yes	Policy on server
Science (where not covered by curriculum safety procedures set down in CLEAPSS)	Na	
Smoking	Yes	Guidance in staff handbook
Supervision of pupils	Yes	EVC and risk assessment file in school office
Technology rooms and equipment	Yes	Risk assessment - office
Wearing of jewellery	Yes	Uniform policy / staff handbook

The school will also consider 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](#).

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>Headteacher / Emily Venske(SBM) & Scott Robertson (Site Supervisor)</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, Review of documents, Team meetings, Circulation of draft documents for consultation, Annual Health & Safety meeting etc.</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 Head Teacher/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.

Is responsible for identifying all equipment/plant needing maintenance	Lancashire County Council
Is responsible for ensuring effective maintenance procedures are drawn up	Lancashire County Council
Is responsible for ensuring that all identified maintenance is carried out	Head Teacher
Any problems found with equipment should be reported to	Head Teacher
Will check that new equipment meets any required health and safety standards before it is purchased	Head Teacher, Pilkington Brother (General works) SJF Electrics Limited, Murray Building Services (Plumbing) via LCC

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	Main Office
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Health and safety advice is available from:	The health, safety and wellbeing team Phone (01772) 538877 Email: health.safety@lancashire.gov.uk
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	Head Teacher and direct line managers
Health & Safety in shared premises (where applicable)	NA

* It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace or to give employees a copy of the Health & Safety Law leaflet.

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 arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	Head Teacher
Job specific training will be provided by:	Head Teacher
Jobs requiring specific health & safety training are:	Site Management Cleaning EVC
Training records are kept at/by:	School office
Training will be identified, arranged and monitored by:	Headteacher/Deputy Headteacher Health and Safety governor Mr Frankland

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:	In each classroom
The first aider(s) and appointed person(s) is/are:	See first aid list – All Teaching Assistants are first Aid Trained
All accidents and cases of work-related ill health are to be reported to:	Headteacher

Health surveillance* is required for employees doing the following jobs within the school:	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:
Health surveillance will be arranged by:	Headteacher/Bursar
Health surveillance/records will be kept by/at:	In head teachers office – locked personnel files

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

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.

To check our working conditions, and ensure our safe working practices are being followed, we will: Conduct workplace inspections. These are carried out by: Review all risk assessments regularly reviewed and in the event of any significant changes. This function is carried out by:	Headteacher/SBM/Site Supervisor Annually by Headteacher/& Site supervisor daily SLT/staff termly
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary	Headteacher
Is/are responsible for investigating work-related causes of sickness absences.	Headteacher
Is/are responsible for acting on investigation findings to prevent recurrences.	Headteacher
Is/are responsible for the monitoring of any trends in accidents, incidents and sickness absence.	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:	Headteacher
Escape routes are checked by/every:	Site Supervisor - daily

Fire extinguishers are maintained and checked by/every:	Annually – by Walker Fire Protection via LCC
Alarms are tested by/every:	Site supervisor - weekly
The emergency evacuation procedure is tested every:	Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	Headteacher

June 2025
Review Date: June 2026