

# HEALTH AND SAFETY POLICY

## Incorporating the Local Health and Safety Arrangements for:

- **Name of School – TAYWOOD NURSERY SCHOOL**
- **Category of School – MAINTAINED / COMMUNITY**
- **School Number – 12/174**
- **School Address – ACCRINGTON ROAD, BURNLEY BB11 5AE**

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 Executive Headteacher is responsible for the implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Executive 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".

Signed: J Slater	Signed: On behalf of the Governing Body
Headteacher name: JENNIFER SLATER	Chair of Governors name: COLIN WOOLFORD
Date: February 2025	Proposed Review date: February 2026

## Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of (e.g. Executive Headteacher):</p>	<p>JENNIFER SLATER Headteacher</p> <p>Victoria Whitelaw- Health and Safety Governor</p>
<p>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 &amp; Safety Co-ordinator etc):</p>	<p>JENNIFER SLATER Headteacher</p>
<p>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:</p>	<p>James Bradley Site Supervisor</p> <p>Joanne Clegg- Fire Warden Bursar</p> <p>Claire Farr- Health and Safety Support and COSHH</p> <p>Educational visits- Jennifer Slater</p>
<p>The Health &amp; Safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health &amp; 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:</p>	<p>JENNIFER SLATER Headteacher</p> <p>Victoria Whitelaw- Health and Safety Governor</p>
<p>The documented Health &amp; Safety objectives and any associated action plan(s) can be found:</p> <p><u>Note:</u> Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.</p>	<p>School Health and Safety Development Plan</p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Executive 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; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</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>JENNIFER SLATER Headteacher</p> <p>Claire Farr Health and Safety Support</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>JENNIFER SLATER Headteacher</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>JENNIFER SLATER Headteacher</p> <p>James Bradley Site Supervisor</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>JENNIFER SLATER Headteacher</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Claire Farr Health and Safety Support</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>JENNIFER SLATER Headteacher</p>

## School's Commitment

To meet the requirements of this Policy Statement, the Executive Headteacher/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;
- 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; 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, 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: Claire Farr
Consultation with employees is provided via:	Individual Supervision / Appraisals, review of policies, regular health and safety emails/ reminders, staff training, external support e.g. Health and Safety Officer, ICS Cleaning contractors for staff 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 Executive 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:	James Bradley Site Supervisor
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	JENNIFER SLATER Headteacher
Responsible person(s) for ensuring that all identified maintenance is carried out:	JENNIFER SLATER Headteacher
Any problems found with equipment should be reported to:	James Bradley
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	JENNIFER SLATER Headteacher

## Information, Instruction and Supervision

<p>The Health and Safety Law poster is displayed at:</p> <p><u>Note:</u> It is a legal requirement to display the Health &amp; Safety Law Poster in a prominent position in each workplace e.g. in the school's</p>	Staff Romm
---	------------

Reception area, or to give employees a copy of the Health & Safety Law leaflet.	
Health and safety advice is available from:	JENNIFER SLATER Headteacher  Debbie Tonge, LCC H&S Officer
Induction, supervision of trainees/work placements etc. will be arranged/ undertaken / monitored by:	JENNIFER SLATER Headteacher  Claire Farr Health and Safety Support

## 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:	Claire Farr Health and Safety Support
Job specific training will be provided by:	JENNIFER SLATER Headteacher

Jobs requiring specific health & safety training are:	Asbestos Inspection and Awareness – JS, CF, JB, VW COSHH- CF and JB Management of Contractors- JC/JE Working at Heights- all staff Bodily Fluids- all staff Food Hygiene- all staff
Training records are kept at/by:	Claire Farr Health and Safety Support
Training will be identified, arranged and monitored by:	Claire Farr Health and Safety Support

## 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:	Each class room Toilets in Seedlings Resource room- Orchard Bathroom area- Willow Kitchen Grab bags in each room One grab bag taken out to forest school
The first aider(s) and appointed person(s) is/are:	Up to date list in entrance
All accidents and cases of work-related ill health are to be reported to:	Claire Farr Health and Safety Support
Health surveillance is not required for any 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:	Governing Body  Jennifer Slater 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	Claire Farr Health and Safety Support

requesting assistance from the Health, Safety and Quality Team if necessary:	
Responsible person(s) for investigating work-related causes of sickness absences:	Claire Farr Health and Safety Support
Responsible person(s) for acting on investigation findings to prevent recurrences:	JENNIFER SLATER Headteacher
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	JENNIFER SLATER 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:	JENNIFER SLATER Headteacher
Escape routes are checked by/every:	James Bradley, Site Supervisor WEEKLY
Fire extinguishers are maintained and checked by/every:	Annual contract with LCC
Alarms are tested by/every:	James Bradley, Site Supervisor WEEKLY



The emergency evacuation procedure is tested by/every:	James Bradley/ Jennifer Slater Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	JENNIFER SLATER Headteacher

## Table of Occupational Health & Safety Topics/Activities that apply

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	Recording and reporting of accidents and incidents policy and procedures
Asbestos Management Plan	✓	PAMS- LCC Policy and HS File
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	Recording and reporting of accidents and incidents policy and procedures
Cleaning/caretaking tasks	✓	LCC Site Supervisor Information Pack
Control of contractors	✓	Contractor's Induction File
Control of Substances Hazardous to Health (COSHH)	✓	COSHH file (ICS and school file)
Disability access (health & safety implications)	✓	Disability Equality Scheme / Access Plan
Display Screen Equipment and Eye Tests	✓	LCC procedures (schools portal)
Driving at Work	✓	Risk assessment
Electrical Safety e.g. installations, PAT tests, visual checks, local policy on bringing electrical items into school etc.	✓	Statement of compliance
Emergency Procedures other than Fire e.g. flood, services failure	✓	Emergency Response Plan
Falling objects / safe storage	✓	Health and Safety Policy
Fire Safety	✓	Fire Safety Plan / Fire Safety Policy
First Aid	✓	Recording and reporting of accidents and incidents policy and procedures
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	Statement of compliance
Health & Safety Induction (checklist available on web site)	✓	Induction of temporary and permanent staff
Infection Control including needles and needle stick injuries	✓	Health and Safety Policy
Manual Handling	✓	LCC procedures
Mobile phones (the use of)	✓	eSafety Policy and Procedures

<b>Occupational Health &amp; Safety Topic/Activity</b> (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: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Personal safety including lone working and violence and aggression	√	Lone Working Security Policy Managing Violence and Aggression in Schools
Play Equipment installations inspections	√	LCC contractor / risk assessments
Playgrounds and external areas	√	Risk assessments
Ponds and Water features	√	Risk assessments
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	√	Statement of compliance
Pupil moving and handling (special needs)	√	Pupil Moving and Handling Policy
Pregnant employees and nursing mothers	√	LCC procedures
Reporting of health & safety concerns/faults	√	Health and Safety Policy
Severe Weather including winter gritting	√	Severe Weather Policy
Sharps e.g. broken glass either in school building or external grounds	√	Risk assessment
Stress	√	Wellbeing Policy
Visitor and volunteers safety	√	Induction of temporary and permanent staff
Waste storage and disposal	√	Site Supervisor Induction Pack COSHH risk assessments
Water hygiene (Legionella, lead etc.)	√	Legionella file
Working at height – ladders, access equipment etc.	√	LCC procedures / risk assessments
Workplace Inspection	√	Health and Safety Policy

#### **Table of Non-Occupational Health & 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	✓	Administration of Medicines Policy and Practice
Educational Visits	✓	Educational / Off Site Visits Policy and Guidelines
Food safety and hygiene	✓	Food and Drink Policy
Outdoor activities	✓	Risk assessments
Smoking	✓	Smoke Free School Policy Staff and Student Handbooks
Special needs of pupils health & safety issues	✓	Individual Learning Plans
Supervision of pupils	✓	Safeguarding and Behaviour Policy
Wearing of jewellery	✓	Staff and Student Handbooks
Work experience	✓	Health and Safety Induction

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](#).