



St Leonard's

C of E Primary School

Health and Safety Policy

This policy was written in:	September 2025
To be reviewed:	September 2026
By:	Kay Proctor & Avril McGill

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School - St Leonard's C E Primary School**
- **Category of School - Voluntary Aided**
- **School Number - 07008**
- **School Address - Walton Green, Walton Le Dale, Preston, PR5 4JL**

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"> • 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; | <ul style="list-style-type: none"> • 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". |
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Signed: K Proctor	Signed: J. Laycock On behalf of the Governing Body
Headteacher's name: Kay Proctor	Chair of Governors name: Judith Laycock
Date: September 2024	Proposed Review date: September 2025

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p>Kay Proctor – 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>Avril McGill – School Business Manager</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>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager Joanne Waring – Assistant headteacher</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>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</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>Minutes of governors meetings (headteacher)</i> <i>Weekly staff briefings (O:drive)</i> <i>Report from annual visit from Health and Safety advisor (SBM)</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the headteacher 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; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 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. 	

Health and safety risks arising from work activities

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>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager Key stage leaders</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</p>
<p>Action required to remove/control risks will be approved by:</p>	<p>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher</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>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</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>Names and Designations</i>
Consultation with employees is provided via:	<ul style="list-style-type: none">• Weekly staff briefings• Individual staff appraisals• Review documents handed out• Monthly & annual health & safety meetings• School Website

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

Information, instruction and supervision

The Health and Safety Law poster is displayed at:	<ul style="list-style-type: none">• <i>Staffroom</i>• <i>School office</i>
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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.	
Health and safety advice is available from:	<i>Debbie Tongue LCC Health & Safety Officer</i>
Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:	<i>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager Key stage leaders</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>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</i>
Job specific training will be provided by:	<i>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</i>
Jobs requiring specific health and safety training are:	<i>Site Supervisor – ICS cleaning company – site staff are all training and inducted by the company and follow their own risk assessments/procedures/coshh On the job training is completed when a new member of staff is employed School staff: Avril McGill – SBM First Aid Premises Management Ladder Safety Personal Safety</i>

	<p>Introduction to Health & Safety Managing stress in the workplace Management of contractors Monitoring health & safety performance Driving at work Identifying and managing your personal stress</p> <p>LCC - E Learning modules annually updated</p>
Training records are kept by:	Health and safety file – SBM office
Training will be identified, arranged and monitored by:	<p>Kay Proctor – Headteacher Sally Walsh – Deputy Headteacher Avril McGill – School Business Manager</p>

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"> • England Classroom • Infant Corridor • Lower junior corridor • Staffroom
The first aider(s) and appointed person(s) is/are:	See separate list attached to this policy and copies in SBM office and staffroom
All accidents and cases of work-related ill health are to be reported to:	Avril McGill – School Business Manager
Health surveillance is not required for any job	

roles within the school.	
Health surveillance will be arranged by:	Kay Proctor - Headteacher
Health surveillance/records will be kept by/at:	Avril McGill– School Business Manager

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:	Kay Proctor - Headteacher Julie Hatch - School Business Manager
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 eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	Kay Proctor - Headteacher Julie Hatch - School Business Manager
Responsible person(s) for investigating work-related causes of sickness absences:	Kay Proctor - Headteacher Julie Hatch - School Business Manager
Responsible person(s) for acting on investigation findings to prevent recurrences:	Kay Proctor - Headteacher Julie Hatch - School Business Manager
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	Kay Proctor - Headteacher Julie Hatch - School Business Manager

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>Kay Proctor - Headteacher</i> <i>Avril McGill - School Business Manager</i>
Escape routes are checked by/every:	<i>Daily checks by site supervisor employed by ICS cleaning co</i>
Fire extinguishers are maintained and checked by/every:	<i>Walker Fire Ltd – Annually</i> <i>Checked by ICS monthly</i>
Alarms are tested by/every:	<i>Weekly checks by site supervisor employed by ICS cleaning co</i>
Fire drill tested	<i>Every term by Avril McGill – School Business Manager</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<i>Kay Proctor - Headteacher</i> <i>Avril McGill - School Business Manager</i>

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 Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	Accident File
Asbestos management plan	√	Health and safety file
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	Risk Assessment
Cleaning/caretaking tasks	√	CGC Cleaning co
Control of contractors	√	File in admin office
Control of substances hazardous to health (COSHH)	√	Health and safety file/ CGC cleaning
Disability access (health and safety implications)	√	Accessibility plan
Display screen equipment and eye tests	√	Health and safety file
Driving at work	√	Health and safety file
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	Health and safety file
Emergency procedures other than fire, for example flood, services failure	√	Health and safety file
Extended school and community use	√	Risk Assessment
Finger traps (internal and external)	√	Risk Assessment
Fire safety	√	Fire file
First aid	√	Health and safety file/ Risk Assessment
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	PROP file
Health and safety induction (a checklist is available on the health safety and quality website)	√	Health and safety file
Infection control, including needles and needlestick injuries	√	Risk assessment
Lettings to non-school groups	√	Lettings file/risk assessment
Manual handling	√	Risk assessment

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 Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Mobile phones (the use of)	√	Policy
Personal safety including lone working and violence and aggression	√	Risk assessment
Play equipment installations inspections	√	Health and safety file
Playgrounds and external areas	√	Risk assessment
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	Premises file
Pupil moving and handling (special needs)	√	Risk Assessment/PEEPS/SEN file
Pregnant employees and nursing mothers	√	Risk assessment
Reporting of health and safety concerns/faults	√	Concern form/Beacon requests/briefing notes/emails
Severe weather including winter gritting	√	Risk assessment/premises file
Sharps, for example, broken glass in the school building or external grounds	√	Risk assessment
Stress	√	Risk assessment
Swimming pools	√	Risk assessment/educational visits – use of local leisure centre (not our own pool)
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	Risk assessment
Visitor and volunteers' safety	√	Risk assessment/ policy
Waste storage and disposal	√	Risk assessment
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	Water recording file
Work equipment and machinery	√	Risk assessment
Working at height – ladders, access equipment etc	√	Risk assessment
Workplace inspection (internal and external)	√	Health and safety file

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

Curriculum and other non-occupational activities (information and guidance is available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	Policy/Risk assessment
*Educational visits	√	Policy/Risk assessment
Food safety and hygiene	√	Risk assessment
Outdoor activities	√	Risk assessment
PE equipment	√	Risk assessment
Pupil handling and restraint	√	Risk assessment
Grounds maintenance activities	√	Risk assessment
Pupil movement and flow	√	Risk assessment
School transport	√	Risk assessment
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	√	Risk assessment
Smoking	√	Risk assessment
Special needs of pupils (health and safety issues)	√	Risk assessment/SEN
Stage and drama activities	√	Risk assessment
Supervision of pupils	√	Risk assessment
Technology rooms and equipment	√	Risk assessment
Wearing of jewellery	√	Risk assessment
Work experience	√	Risk assessment

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](#).